



Professional Development Requirements for EC NCCP Certified Instructors & Coaches

2023





Once a coach or instructor achieves certification, they must complete Professional Development requirements to keep their NCCP certification valid and renewed.

The 5 year cycle begins the calendar year after certification and is calculated in the NCCP Locker.

After the 5 year cycle, the total of points will be put back to zero and the coach will begin to collect the points again for the next cycle.



- Professional development is a strategy used to ensure that Instructors & Coaches continue to grow and strengthen their teaching skills throughout their career.
- EC & NCCP Certified Instructors & Coaches are required to complete Professional Development (PD) Activities in order to maintain their certification.
- PD activities are tracked in 5-year maintenance cycles beginning the calendar year following the year you were certified.
- Each type of PD activity has an associated number of points.



Each coach context has a different number of PD points required per maintenance cycle:

INSTRUCTORS must accumulate 10 points

COMPETITION COACH & COMPETITION COACH SPECIALISTS must accumulate 20 points

HIGH PERFORMANCE 1 must accumulate 30 points



HOW DO I GET PD POINTS?

Accumulating PD points is not too onerous or difficult!

Some points are reported through Horse Council BC & Equestrian Canada, any time you complete an EC/NCCP course or workshop, and some points are self-reported by you!

There are many things that you are probably doing already to improve your coaching skills that count as PD points!



WHAT PD ACTIVITIES COUNT?

- Renewing your Standard First Aid certification (2 pts every 3 years)
- NCCP multi-sport courses & EC Equestrian Specific courses (up to 5 pts/module or evaluation)
- OE organized/hosted clinics developing human or equine athletes (1 pt/hour up to 3 pts/activity)
- Participating in an EC or HCBC organized symposium or convention (1 pt/hour up to 3 pts/activity)
- Completing courses in the Equine Guelph Horse Portal (1 pt/hour up to 3 pts/activity)
- Recording yourself as an Active Coach in The Locker (1 pt/year)
- Riding lessons or being coached in other sports (1 pt/hr up to 3 pts/cycle)
- Mentoring or volunteering in a new learning environment such as Para-Equestrian, 4H, Pony Club, Therapeutic Riding, etc. (1 pt/hr up to 3 pts/cycle)



Suggestions to meet the minimum requirements

Report 3 points of self reported PD per 5 year cycle.	3 points
Active Coaching for each year	5 points
Attend one NCCp eLearning Module	5 points
Attend HCBC Webinars	2 to 8 points or more
Renewing Standard First Aid certificate is worth 2 points,	4 points

Total of 20 plus points!!



How many points do I have?

The most up-to-date PD point information is in The Locker:
<https://thelocker.coach.ca/>

Use your NCCP number to login

Use the links if you need assistance or forget your password

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

The Locker

Login

NCCP# or email: 230854
Password: *****
Remember me: ☐

[Look up my NCCP#](#)
[Forgot password?](#)

[Don't have an NCCP#? Create one now!](#)

Login

Welcome to The Locker

The Coaching Association of Canada welcomes you to the Locker, the central location to easily access, manage, and maintain your coach training and records.

The Locker maintains the records of a growing community of over 2 million coaches in Canada of coach training offered through the National Coaches Certification Program(NCCP) and its partners.

The Locker is also where your affiliated sport organization will confirm your completed training and coaching certifications, offer sport - specific eLearning, schedule events, and generate reports.

How to get started:

1. Log in to the Locker
2. Update your profile and email preferences.
3. View your coaching qualifications transcript under the Certifications tab.
4. Find available training events for your sport.
5. Take online eLearning modules through the eLearning tab.

Additional coach training information, resources, and tips are available on www.coach.ca.

[Contact us](#) if you need help.

Thank you for your commitment to coaching in Canada!



PD points and Certification Maintenance

coach.ca

HOME

ELEARNING

CALENDAR

PATHWAYS

PROFILE

EQUESTRIAN CANADA EQUESTRE

COMP-INT

EQUESTRIAN CANADA EQUESTRE

National coaching certification program

★★★

SINCE 14-SEP-2015

Equestrian-English

Certified English Competition Coach (Transferred)

MAINTENANCE

CONTRIBUTING

Starts

End

Jan 2021

Jan 2026

PROFESSIONAL DEVELOPMENT

NCCP

No limit

NCCP Emergency Action Plan eLearning	27-Apr-2021	1
Mental Health in Sport	25-Jun-2021	1
Understanding Teen Dating Violence	25-Jun-2021	1
Leading a Return to Sport Participation	25-Jun-2021	3
Developing Athletic Abilities	14-Aug-2021	5
Coaching Athletes with a Disability	3-Dec-2021	5
Managing Conflict	9-May-2022	5
Understanding the Rule of Two	11-May-2022	1
Leading Drug-free Sport Online - Training	7-Jun-2022	5
Leading Drug-free Sport Online - Evaluation	7-Jun-2022	5
Managing Conflict Online Evaluation	7-Jun-2022	5

20/20 Points

END JAN 2026

Select “Certification” from the top, then “Maintenance” from the left side

Scroll down to find your current number of PD points, the period start and end dates, and the list of activities that have been counted.



Self Reporting in the Locker

Select "Self Report"
from the left hand
side of the
certification page

The screenshot shows the coach.ca website interface. The top navigation bar includes links for HOME, ELEARNING, CALENDAR, PATHWAYS, and PROFILE. The PROFILE page is active, showing user details for Kimberley G Woolley (NCCP# 230854). Below the user info, there are filter options for sports, contexts, view, and status. The main content area displays a table of coaching records. The first record is for 'Equestrian' under the 'COMP-INT' program, with a status of 'In Training' and a duration from Jan 2021 to Jan 2026. The left sidebar contains icons for TRANSCRIPT, MAINTENANCE, COACH DEVELOPER, and SELF-REPORT. The SELF-REPORT icon is highlighted with a yellow box and a yellow arrow pointing to it.

SPORT	CONTEXT	STATUS	STARTS	ENDS	POINTS
Equestrian	COMP-INT	In Training	Jan 2021	Jan 2026	0/0
Equestrian	COMP-INT	In Training (Transferred)			0/0



Coach Self Report

Select “Record professional development” hyperlink
A Coach self-report details window will open

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

HOME ELEARNING CALENDAR PATHWAYS **PROFILE**

Profile DETAILS **CERTIFICATION** PURCHASES HISTORY

Kimberley G Woolley
NCCP# 230854 | ridearedpony@gmail.com | (613) 794-9995 | Finch, ON

STATUS: ACTIVE

FILTER: All sports All contexts Simple view All statuses

Equestrian

COMP-INT
National coaching certification program
SINCE 7-FEB-2016

In Training

MAINTENANCE CONTRIBUTING

Starts: Jan 2021 End: Jan 2026

0/0 Points

SELF-REPORT

Coach self-report

Self-directed learning to a maximum of 3 points per maintenance cycle

[Record professional development](#)

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	Remove
2/2021	Officials Training	Finch, ON	Remove
3/2021	Officials Training	Finch, ON	Remove



Coach Self Report

Select “Record professional development” hyperlink
A Coach self-report details window will open

Coach self-report
Self-directed learning to a maximum of 3 points per maintenance cycle

Type

Description

Date of completion

City

Country

Region

Hours

Cancel **Save**

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	Remove
2/2021	Officials Training	Finch, ON	Remove
3/2021	Officials Training	Finch, ON	Remove

Coach self-report

Self-directed learning to a maximum of 3 points per maintenance cycle

[Record professional development](#)

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	Remove
2/2021	Officials Training	Finch, ON	Remove
3/2021	Officials Training	Finch, ON	Remove

Important to Remember....

You can self report events you attended however, only 3 points will be recognized and added to your required total. They will show up in the Self Reported window but anything entered in the self report area over 3 points will not count.



Coach Self-Report Details

Coach self-report
Self-directed learning to a maximum of 3 points per maintenance cycle

Type
Description
Date of completion
City
Country
Region
Hours

[Cancel](#) [Save](#)

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	Remove
2/2021	Officials Training	Finch, ON	Remove
3/2021	Officials Training	Finch, ON	Remove

- Select the type of activity
- Describe the activity
- Complete the other details
- Click <<Save>>
- Maximum of 3 points per maintenance cycle



Active Coaching Self Report

- Select the month & the year
- Click <<Add>>
- Maximum of 1 point per calendar year

Active coaching

1 point/year of active coaching

Record active status

ACTIVITY	MONTH/YEAR	
Coach	1/2022	Remove
Coach	1/2021	Remove
Coach	1/2020	Remove
Coach	1/2019	Remove
Coach	1/2018	Remove
Coach	1/2017	Remove
Coach	1/2016	Remove
Coach	1/2015	Remove
Coach	1/2014	Remove

Active coaching

1 point/year of active coaching

I was actively coaching in January 2022

Cancel

Add

ACTIVITY	MONTH/YEAR	
Coach	1/2022	Remove
Coach	1/2021	Remove
Coach	1/2020	Remove
Coach	1/2019	Remove
Coach	1/2018	Remove
Coach	1/2017	Remove
Coach	1/2016	Remove
Coach	1/2015	Remove
Coach	1/2014	Remove





Reporting Clinics and Workshops

When you register for an HCBC, EC, or NCCP workshop or course, make sure to include your EC and NCCP numbers.


EC & NCCP courses will be “automatically” added to your “Certification -> Maintenance” in The Locker.

All other courses, workshops, clinics, etc. must be reported through OE using the standard reporting form.


It is a good idea to check The Locker once a year to make sure all your activities have been recorded.



Standard PD Activity Form

HORSE COUNCIL BRITISH COLUMBIA  **Equestrian Canada Certified Coaches and Instructors**
NCCP Professional Development Report Form
(For Instructors and Competition Coaches) 

Name: _____ NCCP # _____
Email: _____ HCBC # _____
Name of Event: _____ PD Category: _____
Date(s) of PD Event: _____ Venue: _____
Venue Address: _____ City: _____ Province: _____
Organizer/Host: _____
Description of PD Event: Topics and Material Covered: ***Please attach event advertisement or registration form***

Clinician(s): _____
Clinician Accreditation: _____
Number of hours spent participating: _____
Points are assessed at 1 point per hour to a maximum of 3 points per event. 
I hereby certify that the above named coach/instructor has completed the above number of hours of instruction or participation at the clinic/seminar/lessons/workshop/event as described above.
Signature of Clinician/coach/organizer: _____ date: _____

Please return this form to HCBC within 3 months of the PD event:
Horse Council BC
Attention: Wendy Sewell, Coaching and Education Manager
27336 Fraser Hwy, Aldergrove, BC V4W 3N5
Fax: 604-856-4302
1-800-345-8055 toll free phone
coaching@hcbc.ca
www.hcbc.ca

PD Categories --

- 1 – Human Athlete Development
- 2 – Equine Development
- 3 – Coaching Skill Development
- 4 – Broad Sport Development
- 5 – Volunteering
- 6 – Equine/Equestrian Services
- 7 – National, Provincial Symposia

To receive Professional Development Points Coaches and Instructors must use this form and submit to HCBC by fax, email, mail or drop off at the office.

Revised January 2019

- It is a good idea to verify that a workshop or clinic is valid for PD points before you register by contacting HCBC.
- Be sure to include your EC & NCCP numbers on the form.
- Complete the form and have it signed by the clinician, facilitator or coach.
- Instructors, Coaches and Competition Coaches submit the completed form to HCBC -HP1 coaches submit to EC.(HCBC will enter the PD for HP coaches)
- You may also be required to provide a certificate of completion as confirmation.
- For the current form contact coaching@hcbc.ca

Be sure to send in a PD report form
for all PD except for Self Reported,
NCCP and EC ELearning courses



EQUESTRIAN CANADA NCCP COACH ELIGIBLE PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional development is the strategy used to ensure that educators continue to strengthen their practice throughout their career. Professional Development (PD) Activities are one of the updating requirements to maintain Coach Certification. Points may be obtained from a variety of acceptable activities.

A coach's professional development is tracked in cycles of 5 years, with the first 5 year cycle beginning the calendar year following the year that certification was achieved within. Over each 5 year cycle, the following professional development points are required:

- Instructor 10, points
- Competition Coach & Competition Coach Specialist, 20 points
- High Performance 1, 30 points

If the required updating requirements are not complete, coaches certification status will not be renewed.

The chart is broken into two types of PD:

- 1) Organization Reported Professional Development (PD) which is recorded by the host organization (PTSO, EC, etc).
- 2) Self-reported Professional Development (PD) which is recorded in the CAC Locker by the coach

Organization-Reported Professional Development		
Activity	Points	Limitations
Category: First Aid		
First Aid/CPR Renewal in person (online renewal is not eligible for professional development) (Multi-Sport Non-NCCP Activity)	2 points every 3 years	No points for online renewal
Category: Coaching Skill or Human Athlete Development: NCCP/Provincial/National Courses		
NCCP multi-sport courses/tasks (Multi-Sport NCCP Activity)	Up to 3 points/module or evaluation	No Maximum
NCCP Equestrian Specific courses: Equestrian Theory, Competition Coach workshop, High Performance training, etc. (Sport-Specific NCCP Activity)	Up to 3 points/module or evaluation	
PTSO Organized/Hosted Clinics (Participating/ Auditing): For example: human athletic development Human Athlete Sports Psychology, Kinesiology, Human or Equine Sport Nutrition, Conditioning and Fitness (Sport-Specific Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	
PTSO sessions on teaching and coaching techniques (human athlete). Coaching techniques must be specifically emphasized. (Sport-Specific Non-NCCP Activity)		
Active participation in Courses/Clinic/workshops (online or in person) on teaching and coaching techniques (human athlete). Coaching techniques must be specifically emphasized. Course/Clinic/Workshop Description and Signed Updating Form must be submitted to the PTSO Office. Auditing lessons/clinics delivered by another coach will not be eligible (Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	10 Points Maximum
Provincial/National Coaching Association general multi-sport coaching/athlete development courses (Multi-Sport Non-NCCP Activity)		

Category: National, Provincial/Territorial Symposia		
Equestrian Canada Symposium/ attending EC Convention as a Delegate or PTSO Organized Symposium/Provincial Update (Sport-Specific Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	No Maximum
Canadian Sport for Life/Coaching Association of Canada: LTED training, conference, workshops (ex: Sport Leadership, CS4L National Conference) (Multi-Sport Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	10 Points Maximum
Category: Broad Sport/Coach Development		
PTSO/EC Organized Judges and Officials course designer clinics (Sport-Specific Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	No Maximum
Equine Guelph Horse Portal, – Completion Certificate must be forwarded to PTSO EC Campus-E-learning Other Equine/Equestrian Specific E-learning may be accepted if approved by the PTSO. (Sport-Specific Non-NCCP Activity)	1 point/hour. 3 point maximum per activity	No Maximum
PTSO Partnered Coaching, Athlete, or Equine Development Activities may be pre-approved (Limited) i.e. limited points for delivery of NCCP courses (Non-NCCP Activity)		Maximum Dependent on Activity Type
Self-Reported Professional Development		
Activity	Points	Limitations
Category: Active Coaching	1 point/year	3 point maximum per 5 year cycle
Category: All Other Professional Development not listed previously Examples: <ul style="list-style-type: none"> • Mentoring directly with another Coach on coaching techniques from the same sport or an alternative sport • Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness • Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.) • Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Fitness, Coaching/Leadership, etc • Personal athletic development – must be coached - (Riding Lessons, other sports, or personal training, etc) • Equine Development – Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops) • Clinics in FEI equine disciplines • Non-FEI discipline and alternative training clinics • Other organizations equine online accredited courses (ex: Equine Guelph, University, College, Department of Agriculture "recognized" equine institutions, etc) • Acting as a Mentor Coach or Volunteering in a capacity that provides a new learning environment for yourself (Para-Equestrian, 4H, Pony Club, Therapeutic Riding, Youth Groups, Senior Groups, etc) • Other Self-Directed Professional Development Learning Opportunities 	1 point/hour	3 point maximum per 5 year period



Many multisport eLearning modules Available through The Locker



The Support Through Sport series offers training and resources to empower coaches to recognize and take action to address gender-based violence and teen dating violence.

The four eLearning modules within the Support Through Sport series each focus on different topics regarding gender-based violence and teen dating violence. Understanding Teen Dating Violence is the foundational module, with the three additional eLearning modules in development. For more information including reference materials and downloadable resources visit <https://coach.ca/support-through-sport>.



Understanding Teen
Dating Violence



Bystander
Empowerment



Gender-based
Violence in Sport



Modelling Healthy
Relationships



Elearning Available from the EC ECampus



Conditioning the Sport Horse

At all levels of Equestrian sport, competing horses rely on athletes to do what is best for their health and welfare. It is imperative for anyone involved in horse training and riding/driving to speak with their trainers, coaches and veterinarians about properly conditioning your horse competition, as collectively, you know your equine partner better than anyone. This course is set to teach the basics of Equine Conditioning.

Equines compete in a diverse range of sporting activities, each requiring specific technical skills and different levels of physical fitness. **Conditioning Sport Horses** is based on the *Conditioning Sport Horses* written by Hilary M. Clayton and aims to provide a background of scientific facts upon which to base a logical system of **conditioning**. The course walks you through the basic principles of conditioning, as well as cardiovascular and strength conditioning education. This course is entry-level learning into science-based equine athlete conditioning, which will be a key foundation to developing discipline-specific condition programs with courses to come!

[VIEW DETAILS](#)



Cultural Awareness in Youth Sport

Sport offers many opportunities to meet people and learn about various cultures. This course on *Cultural Awareness in Youth Sport* examines the basic concept of culture and provides sport leaders with practical ways to model cultural awareness to youth players.

[VIEW DETAILS](#)



Fostering Healthy Equestrian Environments

This course is designed to help equestrian coaches, trainers, officials and sport leaders learn how to create and support a safe and respectful environment for all participants. The course addresses topics related to harassment, abuse and discrimination, and helps you understand how to respond appropriately and effectively.

THIS COURSE IS AVAILABLE FREE OF CHARGE TO ALL EQUESTRIAN CANADA SPORT LICENSE HOLDERS, COACH STATUS APPLICANTS, AND ONTARIO EQUESTRIAN MEMBERS.

*This course was made possible in part with financial support from the **Government of Canada**.*

[VIEW DETAILS](#)



Take away?

The changes to the EC Professional Development reporting and activity grid will be implemented in 2023.

The revisions were made to ensure that coaches and instructors attend learning opportunities that directly help them improve their coaching skills, equestrian specific knowledge and personal improvement.

Questions?