



**HORSE COUNCIL**  
**BRITISH COLUMBIA**



## Professional Development and the Locker

2023



**EQUESTRIAN**  
**CANADA**  
**ÉQUESTRE**



## **Welcome!**

**Today's presentation will cover topics regarding the Locker, EC and HCBC and how they work together.**

**EC Certified Coaches and Instructor will receive 2 PD points for participation in today's webinar. Please put your name in the Chat box so you get credit for attending.**



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.



## **The relationship and responsibilities of EC, NCCP and HCBC regarding Professional Development**

The National Coaching Certification Program (NCCP) provides standardized, inclusive, and sport safety education to coaches and coach developers across 65 sports. Around 67 Sports are bound by the standards set by the NCCP.

Equestrian Canada's coaching and instructor programs are compliant with the NCCP's competencies, coaching streams and outcomes.

EC Coaches and Instructors must meet the minimum criteria set by the NCCP. Included in the requirements is Professional Development. The individual sport (in this case EC) sets the eligible training for its programs, the NCCP sets the minimum PD points for each context. The NCCP Locker tracks certification, completion of the MED and Professional Development. The NSO and PSO track all other requirements.

All NCCP courses completed online, in person or blended are automatically entered in the Locker coaches transcript.



Equestrian Canada is responsible to build and develop coaching and instructor programs and partner with the PSO's in the delivery of the NCCP compliant coaching streams. EC is responsible to meet the NCCP standards for all of their coaching and instructor programs. They are responsible for creating the lists of eligible events for PD. EC must use the minimum PD points as laid out by the NCCP for each coaching context.

EC does not enter general PD for Coaches and Instructors, this is the responsibility of the PSO.

EC's online learning and course completions are sent directly to the Locker through the syncing of the two databases. Coaches do not need to send report forms to the PSO.



The Provincial Sport Organization (HCBC) is responsible to enter points on behalf of EC Certified Coaches and Instructors.

The new (2023) grid illustrates what HCBC can enter, what the Coach must enter on their own. The PSO's are responsible to identify what is accepted for PD.

Each report form is entered for the coach, HCBC approves what they have enter for the coach. EC must then approve the PD. The NCCP gives the final approval and the credit is given to the coach on their transcript.

Submitted PD is electronically filed in the HCBC system.



The NCCP sets standards and PD point requirements.  
All PD will be recorded or sent to the Locker  
The NCCP will not renew the certification of coaches who do not meet PD requirements

EC is responsible to pull out information from the Locker to meet the needs of their status program and to verify certification for their records. EC courses will go directly into the Locker.

The PSO (HCBC) is responsible for entering PD on behalf of the coaches. The PSO is also responsible to enter certification records into the locker after an evaluation is completed



## 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 3 years, with the first 3 year cycle beginning the calendar year following the year that certification was achieved within. Over each 3 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
<b>Category: First Aid</b>		
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
<b>Category: Coaching Skill or Human Athlete Development: NCCP/Provincial/National Courses</b>		
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
<b>Category: Active Coaching</b>	1 point/year	3 point maximum per 3 year cycle
<b>Category: All Other Professional Development not listed previously</b> Examples: <ul style="list-style-type: none"> <li>• Mentoring directly with another Coach on coaching techniques from the same sport or an alternative sport</li> <li>• Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness</li> <li>• Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.)</li> <li>• Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Fitness, Coaching/Leadership, etc</li> <li>• Personal athletic development – must be coached - (Riding Lessons, other sports, or personal training, etc)</li> <li>• Equine Development – Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops)</li> <li>• Clinics in FEI equine disciplines</li> <li>• Non-FEI discipline and alternative training clinics</li> <li>• Other organizations: equine online accredited courses (ex: Equine Guelph, University, College, Department of Agriculture "recognized" equine institutions, etc)</li> <li>• 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)</li> <li>• Other Self-Directed Professional Development Learning Opportunities</li> </ul>	1 point/hour	3 point maximum per 3 year period



# HOW DO I GET PD POINTS?

## Instructors require 10 points

### To obtain the 10 hours they can

- 2 points – renew first aid in year one of the cycle
- 2 points – renew first aid after 3 years
- 5 points – self report active teaching
- 3 points – misc. self-directed PD (auditing lessons? personal fitness training?)

**This give the amount of points required for Instructors in the 5 year cycle, however Instructors can also complete more PD or use any of the suggested events in the policy.**

## Coaches require 20 points

### To obtain the 20 hours they can

- 2 points – renew first aid in year one of the cycle
- 2 points – renew first aid after 3 years
- 5 points – self report active teaching
- 3 points – misc. self-directed PD (auditing lessons? personal fitness training?)

## Plus

**During the 5 year period coaches must collect the rest of the points (8). These are some examples of eligible events :**

- 5 points – complete an NCCP courses (some are worth 2 or 3 points, others the full 5. Many of these can be done online)
- 3 points – complete the EC Safe Sport Training (if not done already)
- 2 points – attend a HCBC March Madness webinar (there are usually 4 so that is 8 points that are available)
- 2 points – attend any coach specific webinar put on by HCBC
- 2 points – attend any EC webinar
- 3 points – Audit a symposium that is hosted by EC, HCBC or is approved by HCBC Plus any event that meets the criteria on the PD chart

**HP1 Coaches are required to obtain 30 points per cycle. These are submitted to EC to be recorded. I can enter eligible events into the Locker for HP1 coaches if the report forms are sent to me.**



# 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](#)



# THE REPORT FORM

It is important to include your NCCP number on the report form. This saves time when I am entering your event points. Also if I don't have all of the information I need, I cannot enter the event in the Locker.

- Include the Date of the Event (start and end)
- Include the venue and the venue address
- Include the organizer's/host's name
- Include how many hours you attended
- Include a description of the event, so that I know what to enter it under, of if it does not qualify for PD. Calling it a Dressage Clinic is not enough information. Use the topic of the event, and a **general** description of the event.
- Send in your report form in a timely manner, if you hold on to it for a year or two you may be too late for your cycle and it won't count.



## What must be Self Reported?

I cannot access the "self reported" PD entry section. I can see it but only the Coach can enter PD in this section. The coach can report:

- Active Coaching Years (up to 5)
- Any PD that is not listed in the Organization Reported PD list (up to 3 points per 5 year cycle)

Chose carefully what you decide to self report. You only get one event worth 3 points over your 5 year cycle. Do not enter your first aid renewal, this can be entered by the PSO so don't waste your point opportunity with this. Before you enter the self reported PD check the list of PD that is entered by the Province.



## What does "not renewed" mean?

This indicates that the coach has not submitted enough PD points during their 5 year cycle. The NCCP then considers the coach has not done the minimum requirement to renew their certification.

When a coach is not renewed, their credentials may not show up in the ECampus.

We can fix this situation by the coach:

- Submitting report forms from the last 4 years to reach the required number of points
- Working forward and submitting report forms in the current year until the minimum is reached

Once this is done certification is renewed and the coach has a new 5 year cycle.



## How do I access the Locker?

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

You will end up on a page that shows your personal details, name, address etc

**coach.ca**  
Coaching Association of Canada  
Association canadienne des entraîneurs

### The Locker

**Login**

NCCP# or email: 230854 [Look up my NCCP#](#)

Password: ..... [Forgot password?](#)

Remember me:

[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](http://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-English

COMP-INT  
National coaching certification program  
★★★★  
SINCE 14-SEP-2015

**Certified English Competition Coach (Transferred)** 20/20 Points  
END JAN 2026

MAINTENANCE CONTRIBUTING

Starts End  
Jan 2021 Jan 2026

PROFESSIONAL DEVELOPMENT

**NCCP** No limit

Activity	Date	Points
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

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

The screenshot shows the user interface for a coach's profile. At the top, there are navigation tabs: HOME, ELEARNING, CALENDAR, PATHWAYS, and PROFILE. Below these are sub-tabs: Profile, DETAILS, CERTIFICATION, PURCHASES, and HISTORY. The user's name is Kimberley G Woolley, with contact information and a status of ACTIVE. The main content area shows a table of certifications for the sport of Equestrian. The first certification is 'COMP-INT' with a status of 'In Training' and '0/0 Points'. A yellow box highlights the 'SELF-REPORT' button in the left-hand navigation menu, with a yellow arrow pointing to it.

COMP-INT	In Training	0/0 Points
National coaching certification program	MAINTENANCE	END
SINCE 7-FEB-2016	Starts: Jan 2021	End: Jan 2026

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



# 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

TRANSCRIPT

MAINTENANCE

COACH DEVELOPER

**SELF-REPORT**

Equestrian

COMP-INT In Training 0/0 Points

MAINTENANCE CONTRIBUTING

Starts End

Jan 2021 Jan 2026

SINCE 7-FEB-2016

COMP-INT In Training (Transferred) 0/0 Points

## 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	<a href="#">Remove</a>
2/2021	Officials Training	Finch, ON	<a href="#">Remove</a>
3/2021	Officials Training	Finch, ON	<a href="#">Remove</a>



# 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

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	<a href="#">Remove</a>
2/2021	Officials Training	Finch, ON	<a href="#">Remove</a>
3/2021	Officials Training	Finch, ON	<a href="#">Remove</a>

**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	<a href="#">Remove</a>
2/2021	Officials Training	Finch, ON	<a href="#">Remove</a>
3/2021	Officials Training	Finch, ON	<a href="#">Remove</a>

**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

DATE OF COMPLETION	TRAINING	LOCATION	
6/2022	Officials Training	Online, ON	<a href="#">Remove</a>
2/2021	Officials Training	Finch, ON	<a href="#">Remove</a>
3/2021	Officials Training	Finch, ON	<a href="#">Remove</a>

- 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	<a href="#">Remove</a>
Coach	1/2021	<a href="#">Remove</a>
Coach	1/2020	<a href="#">Remove</a>
Coach	1/2019	<a href="#">Remove</a>
Coach	1/2018	<a href="#">Remove</a>
Coach	1/2017	<a href="#">Remove</a>
Coach	1/2016	<a href="#">Remove</a>
Coach	1/2015	<a href="#">Remove</a>
Coach	1/2014	<a href="#">Remove</a>

## Active coaching

1 point/year of active coaching

I was actively coaching in

**Cancel** **Add**

ACTIVITY	MONTH/YEAR	
Coach	1/2022	<a href="#">Remove</a>
Coach	1/2021	<a href="#">Remove</a>
Coach	1/2020	<a href="#">Remove</a>
Coach	1/2019	<a href="#">Remove</a>
Coach	1/2018	<a href="#">Remove</a>
Coach	1/2017	<a href="#">Remove</a>
Coach	1/2016	<a href="#">Remove</a>
Coach	1/2015	<a href="#">Remove</a>
Coach	1/2014	<a href="#">Remove</a>





## Details

- When you log into the Locker, check the landing page where your personal details are listed. Make sure that these are correct.
- Many problems are caused by a coach using different names or variations of their name in the Locker, the ECampus or HCBC. We can trace you by your NCCP number, but when different databases are talking and syncing, it does cause problems matching records.
- The Locker and EC share some information, such as certification. EC and HCBC share membership information and whether a coach is licensed or not. Everything else has to be looked up by HCBC to verify.
- The Locker does not record Licensed coach status.
- You can see a lot of your historical information in the Locker. When looking at your transcript, hit the History button at the top. All of your training and certification information is listed here.
- On the left hand side of the page click on the Elearning tab and every online course you have taken is listed. There is a record of all the courses you have attended.
- Click on the little card icon on the right hand side and you can print out your NCCP card. Click on the printer icon and you can print out your transcript.
- Click on purchases and you will be able to see course registrations you have completed and also view a receipt for that event. Not all registrations are there.
- Click on the Home link and you will see your all time PD points submitted. This number is not your current PD cycle total.
- Click on top Elearning tab and you will see what courses you have completed and others that are available for you to take.



The changes to the EC Professional Development reporting and activity grid have been implemented for 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?