



How to Self-Report Active Coaching and Self-Directed Learning

You can self-report your previous years of coaching, as well as a limited amount of self-directed learning you complete, to earn Professional Development (PD) points towards the renewal of your Development 1 and/or High Performance 1 certification.

To do this:

- 1) Log in to your NCCP account through the Locker at <https://thelocker.coach.ca/>
 - o *If you are unsure of your NCCP number or need help logging in, please contact the Coaching Association of Canada by phone **613.235.5000** or email coach@coach.ca*
- 2) Click the “CERTIFICATION” tab at the top of the screen



- 3) Click “SELF-REPORT” from the left menu
 - o To submit previous coaching experience, click the red “Record active status” button, then note each previous season you coached
 - *1 point per season, up to a maximum*
 - o To self-report self-directed learning, click the red “Record professional development” button, then note the details of the education you completed
 - *Please note: you can only report up to 3 points per 5-year certification renewal cycle*

TRANSCRIPT

MAINTENANCE

COACH DEVELOPER

SELF-REPORT

Active coaching
1 point/year of active coaching

Record active status

ACTIVITY	MONTH/YEAR	Remove
Coach	9/2020	Remove
Coach	9/2019	Remove
Coach	5/2018	Remove
Coach	4/2017	Remove
Coach	1/2016	Remove
Coach	9/2015	Remove
Coach	9/2011	Remove

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

Record professional development

DATE OF COMPLETION	TRAINING	LOCATION	Remove
4/2020	Other	Saanichton, BC	Remove

