

## MAINTENANCE OF TRAINING & CERTIFICATION: PROFESSIONAL DEVELOPMENT (PD) POINTS & MAINTENANCE CYCLE

Swimming Canada and the Coaching Association of Canada (CAC) recognize the value of having trained and certified NCCP coaches that are engaged in Professional Development (PD) programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

In order for NCCP coaches to maintain their trained and certified status, they are required to obtain PD points. The number of points depends on the coaching context in which they coach and is indicated in the Locker as well as in the table below. Swimming Canada provides its coaches with a period of 5 years to collect their PD points.

| NCCP CONTEXT   | COACHING CONTEXT          | # OF POINTS | MAINTENANCE CYCLE (YRS)* |
|--|---------------------------|-------------|--------------------------|
| Instruction Beginners<br>"Trained" / "Certified"             | Swimming Teacher          | 10          | 5                        |
| Competition Introduction<br>"Trained" / "Certified"          | 101<br>FUNdamentals Coach | 20          | 5                        |
| Competition Introduction Advanced<br>"Trained" / "Certified" | 201<br>Age Group Coach    | 20          | 5                        |
| Competition Development<br>"Trained" / "Certified"           | 301<br>Senior Coach       | 30          | 5                        |

\* Maintenance cycles are individual and based on highest level achieved. Cycles will always reset to the January *after* the date of training or certification. E.g., Coach A gets certified on February 3<sup>rd</sup>, 2017. His maintenance cycle begins January 1<sup>st</sup>, 2018, but he can accumulate points from February 3<sup>rd</sup>. Any PD points collected from the date of certification (February 3<sup>rd</sup>) to December 31<sup>st</sup> will not appear on the transcript until January 2018.

### HOW DO COACHES ACCUMULATE POINTS?

Some of the different ways to collect PD points include:

- Attending national and provincial sport organization conferences and workshops
- Completing eLearning modules
- Completing NCCP workshops
- Actively coaching (refer to [Active Coaching Declaration: How to Self-Report](#))
- Self-directed learning (refer to [Self-Directed Learning Declaration: How to Self-Report](#))

PD Point Breakdown: Summary Table

| ACTIVITY                    | PD POINT VALUE            | HOW TO REPORT   |
|-----------------------------|---------------------------|---|
| NCCP training or evaluation | 5                         | Swimming Canada, CAC, and P/TCRs (provincial / territorial coaching representatives) track and update |
| Non-NCCP                    | 1 pt / hr (3 pts maximum) | Provincial section via Swimming Canada  |
| Active Coaching             | 1 point / year            | Coach updates in the Locker   |
| Self-directed learning      | 3 pts max / 5-year cycle  | Coach updates in the Locker   |

The following Non-NCCP Swimming Canada-specific events will also earn you PD points.

| EVENT  | PD POINT VALUE | HOW TO REPORT  |
|--|----------------|--|
| International Swim Coaching Conferences<br>e.g., ASCA; ASCTA; WSCA; BSCA | 3              | Send proof of registration to provincial section                                   |
| National Swim Coaching Conference*                                       | 3              | CSTCA will forward list of attendees to Swimming Canada                            |
| Provincial Team Coaching role**  | 3              | Provincial sections will send list of individuals to Swimming Canada               |
| Regional Swim Coaching Conference***                                     | 3              | Provincial sections will send list of attendees to Swimming Canada                 |
| SNC National Team role****   | 3              | Swimming Canada tracks coaches   |
| SNC pre-approved training camps  | 1-3            | Provincial section seeks approval and submits list of attendees to Swimming Canada |
| SNC pre-approved workshop and/or seminar                                 | 1-3            | Provincial section seeks approval and submits list of attendees to Swimming Canada |

\* Only the conference that takes place every other year fits into this category

\*\* The only roles that will be considered in this section are coaches who have been selected to coach in a Provincial Team coaching role (by virtue of published Selection Criteria) i.e., Canada Games coach, tour team coach

\*\*\* Only the provincial / regional swim conferences

\*\*\*\* The only roles that will be considered in this section are coaches who have been selected (by virtue of published Selection Criteria) to coach in a National Team coaching role. Coaches whose full-time position is to coach the national team are not eligible to receive PD points.

## WHAT WILL COACHES HAVE TO DO TO ENSURE THAT THEIR PD POINTS ARE RECORDED ON THEIR TRANSCRIPT?

When coaches attend an event (organized by the CAC, Swimming Canada, their P/TSO - provincial/territorial sport organization, or P/TCR), they must indicate to the organizer that they wish to receive PD points and provide their NCCP number. The organization that is coordinating or hosting the event or activity is responsible for entering into the Locker the names of participating coaches. Coaches will automatically receive the PD points assigned to that event.

## HOW CAN COACHES CHECK HOW MANY PD POINTS THEY HAVE?

Coaches can check their profile and points by logging into the Locker at coach.ca and using their NCCP number to check their transcript. Remember that PD points will only appear after the data has been entered in the Locker.

How to check for PD points in the Locker:

Step 1: [Log into the Locker.](#)

coach.ca  
REACH HIGHER

Be A Coach What is the NCCP? Coach Training Coach Resources Programs About CAC The Locker

**LOGIN**

NCCP# or Email  [Lookup my NCCP#](#)

Password  [Forgot password?](#)

Remember Me

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

LOGIN

Step 2: Click on “Maintenance” under “Certification”.

Profile DETAILS CERTIFICATION PURCHASES HISTORY

NCCP# [REDACTED] STATUS ACTIVE ?

FILTER Swimming Coach Statures & Events Detail view

TRANSCRIPT

**MAINTENANCE**

SELF-REPORT

Swimming

COACH

| FUNDAMENTALS AND AGE GROUP COACH                                  | SINCE       | EXPIRES  | P.D. POINTS |
|---|-------------|----------|-------------|
| <b>ADVANCED</b><br>***<br>Age Group Coach Certified (Transferred) | 24-May-2016 | Jan 2022 | 16/20       |
| ***<br>Fundamentals Coach Certified (Transferred)                 | 24-May-2016 | Jan 2022 | 16/20       |

Step 3: Check PD point status.

Profile DETAILS CERTIFICATION PURCHASES HISTORY

NCCP# [REDACTED] STATUS ACTIVE ?

FILTER Swimming Coach Statures & Events Detail view

TRANSCRIPT

**MAINTENANCE**

SELF-REPORT

Swimming

**ADVANCED**  
COMP-INT  
National Coaching Certification Program  
\*\*\*

SINCE 24-MAY-2016

Age Group Coach Certified (Transferred)

MAINTENANCE CONTRIBUTING

Start Expires  
Jan 2017 Jan 2022

PROFESSIONAL DEVELOPMENT

NCCP

|   |            |          |   |
|---|------------|----------|---|
| Swimming Fundamentals Coach LF Training<br># 554:<br>Swimming Fundamentals Coach LF Training (5 pts.) | 6-Jul-2016 | No limit | 5 |
|---|------------|----------|---|

16/20 points

## **WHAT HAPPENS TO COACHES' NCCP CERTIFICATION IF THEY DO NOT COMPLETE THE REQUIRED PD IN THE TIME ALLOWED?**

Their transcript would show that their status has not been renewed and having a 'non-renewed' status will impact their ability to register with Swimming Canada. Swimming Canada will determine what coaches must do in order to reinstate their trained or certified status and will also determine the consequences of a 'non-renewed' certified status.

## **WHO CAN COACHES CONTACT IF A PD ACTIVITY DOES NOT APPEAR ON THEIR TRANSCRIPT?**

The best starting point is the organization that coordinated the event since it is responsible for entering the data. If, for example, a coach attended a workshop organized by Swim Ontario, he/she should start by contacting Swim Ontario to confirm that the data from the workshop has been provided to Swimming Canada in order to be entered into the Locker. If there is still an issue, Swim Ontario would work with Swimming Canada and the latter would work with the CAC to ensure that the points have been updated.

### **REMEMBER:**

- 3 different statuses:
  1. "In Training" – does not require PD points
  2. "Trained" – does require PD points and depends on the coaching context
  3. "Certified" – does require PD points and depends on the coaching context
- Competition Introduction (FUNdamentals Coach) and Competition Introduction Advanced (Age Group Coach) are in the same context. Therefore, achieving a new status in this context will reset the coach's maintenance cycle for both. The higher status will take precedence.