

COACH SELF-REPORT: RECORDING PROFESSIONAL DEVELOPMENT (PD)

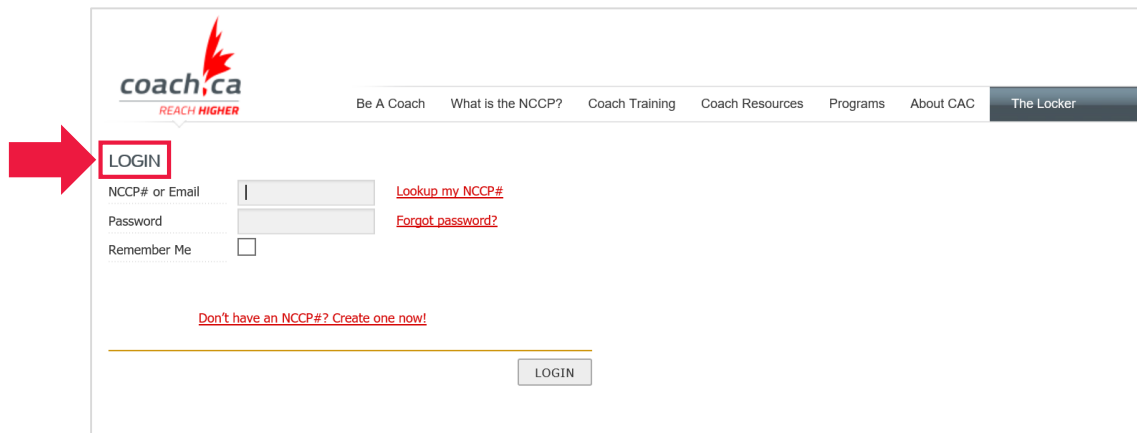
The Coaching Association of Canada has added a “self-reporting” functionality in the Locker. As a result, coaches may now self-direct their learning in the Locker and declare up to 3 PD points per maintenance cycle.

Self-directed learning is described as learning opportunities that are not offered by a sport, are not directly related to sport, or are non-NCCP courses. Examples of self-directed learning include:

- First aid training;
- Leadership courses; and
- Safety training.

To complete the self-reported PD declaration, coaches will need to log in to their Locker account and perform the following steps:

1. [Log in to the Locker.](#)



The screenshot shows the coach.ca website interface. At the top left, there is a red arrow pointing to a 'LOGIN' button. The main navigation menu includes 'Be A Coach', 'What is the NCCP?', 'Coach Training', 'Coach Resources', 'Programs', 'About CAC', and 'The Locker' (which is highlighted). Below the navigation, there is a login form with the following elements:

- A 'LOGIN' button in the top left corner, highlighted by a red arrow.
- Input fields for 'NCCP# or Email' and 'Password'.
- A 'Remember Me' checkbox.
- Links for '[Lookup my NCCP#](#)' and '[Forgot password?](#)'.
- A link for '[Don't have an NCCP#? Create one now!](#)'.
- A 'LOGIN' button at the bottom right of the form.

2. Click on "self-report" under "Certification".

the locker eLearning Calendar Pathways Events Reports

Profile **CERTIFICATION** PURCHASES HISTORY

NCCP# [REDACTED] STATUS ACTIVE ? [print] [logout]

PERSONAL
Last name * [REDACTED]
First name * [REDACTED]
Sex * [REDACTED]
Birth date * [REDACTED]
Phone [REDACTED]
Prefers English

DEMOGRAPHICS
 Armed Forces
 RCMP
 Aboriginal
 Physical disability

EMAIL
Email * [REDACTED]
Email consent Yes No

ADDRESSES [add address](#)
Primary
[REDACTED]
[edit](#) [delete](#)

ROLES
[REDACTED]

SAVE

the locker eLearning Calendar Pathways Events Reports

Profile DETAILS **CERTIFICATION** PURCHASES HISTORY

NCCP# [REDACTED] STATUS ACTIVE ? [print] [logout]

TRANSCRIPT
MAINTENANCE
SELF-REPORT

FILTER All Sports Coach & Coach Developer Statures & Events Simple view

Multi-Sport

COACH
GLOBAL

TRAINING

Training	Location	Date
Training on The Locker system	Ottawa ON	1-Nov-2013
Making Head Way in Sport		16-Aug-2014

EVALUATION
- None -

COACH
NON-NCCP PROFESSIONAL DEVELOPMENT

3. Under “Coach Self-Report”, select “Record Professional Development”.

The screenshot shows the 'the locker' web application interface. The top navigation bar includes 'eLearning', 'Calendar', 'Pathways', 'Events', and 'Reports'. The main navigation tabs are 'Profile', 'DETAILS', 'CERTIFICATION', 'PURCHASES', and 'HISTORY'. The user's profile information is partially redacted with black boxes. The 'STATUS' is 'ACTIVE'. The left sidebar contains icons for 'TRANSCRIPT', 'MAINTENANCE', 'COACH DEVELOPER', and 'SELF-REPORT'. The main content area is divided into two sections: 'ACTIVE COACHING' and 'COACH SELF-REPORT'. The 'ACTIVE COACHING' section shows '1 point/year of active coaching' and a 'RECORD ACTIVE STATUS' button. The 'COACH SELF-REPORT' section has the subtitle 'Self-directed learning to a maximum of 3 points per maintenance cycle'. A red arrow points to a 'RECORD PROFESSIONAL DEVELOPMENT' button. Below this is a table with columns 'DATE OF COMPLETION', 'TRAINING', and 'LOCATION'. The table contains one row: '1/2017', 'Conference/Seminar', 'Gatineau', and a 'remove' link.

DATE OF COMPLETION	TRAINING	LOCATION	
1/2017	Conference/Seminar	Gatineau	remove

4. Input information and click “save”.

Note: A coach can declare self-directed learning to a maximum of 3 points per maintenance cycle.

The screenshot shows the 'the locker' web application interface, similar to the previous one. The 'COACH SELF-REPORT' section is expanded to show a form. The form fields are: 'Type' (dropdown), 'Description' (text area), 'Date of completion' (calendar icon), 'City' (text input), 'P./T.' (dropdown), and 'Points' (dropdown). At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons. A red arrow points to the 'SAVE' button.