



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

Swimming Canada and the Coaching Association of Canada (CAC) recognize the value of having trained and certified National Coaching Certification Program (NCCP) coaches that are engaged in Professional Development 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 Professional Development (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 coaches with a period of 5 years to collect their PD points.

NCCP CONTEXT	COACHING CONTEXT	# OF POINTS	MAINTENANCE CYCLE (YRS)*
Instruction Beginners "Trained" / "Certified"	Swimming Teacher	10	5
Competition Introduction "Trained" / "Certified"	101 Fundamentals Coach	20	5
Competition Introduction Advanced "Trained" / "Certified"	201 Age Group Coach	20	5
Competition Development "Trained" / "Certified"	301 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 is certified on February 3, 2019. Their maintenance cycle begins January 1, 2020, but they can accumulate points from February 3rd. Any PD points collected from the date of certification (February 3rd) to December 31st will not appear on the transcript until January 2020.

HOW DO COACHES ACCUMULATE POINTS?

Some of the different ways to collect PD points include:

- Attending national and provincial sport organization conferences, workshops, and approved activities
- 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 points	Swimming Canada, CAC, and Provincial/Territorial Sport Organization (P/TSO) track and update
Non-NCCP*	1 point / hour (3 pts maximum)	Provincial section via Swimming Canada
Active Coaching	1 point / year	Coach updates in the Locker
Self-directed learning	3 points max / 5-year cycle	Coach updates in the Locker

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

EVENT	PD POINT VALUE	HOW TO REPORT
International Swim Coaching Conferences 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
Swimming Canada National Team role***	3	Swimming Canada tracks coaches
Swimming Canada pre-approved training camps****	1-3	Provincial section seeks approval and submits list of attendees to Swimming Canada
Swimming Canada pre-approved workshop, seminar, and/or club visitation program****	1-3	Provincial section seeks approval and submits list of attendees to Swimming Canada

*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. Coaches whose full-time position is to coach the provincial team are not eligible to receive PD points.

**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.

****Clubs and/or coaches may apply to their Provincial section for activities they wish to have considered for PD points. Upon Provincial section pre-approval, Swimming Canada will review and provide final approvals. Clubs and/or coaches may use the following [form](#) to submit for pre-approval for training camps, workshops, seminars, or club visitation program events.

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

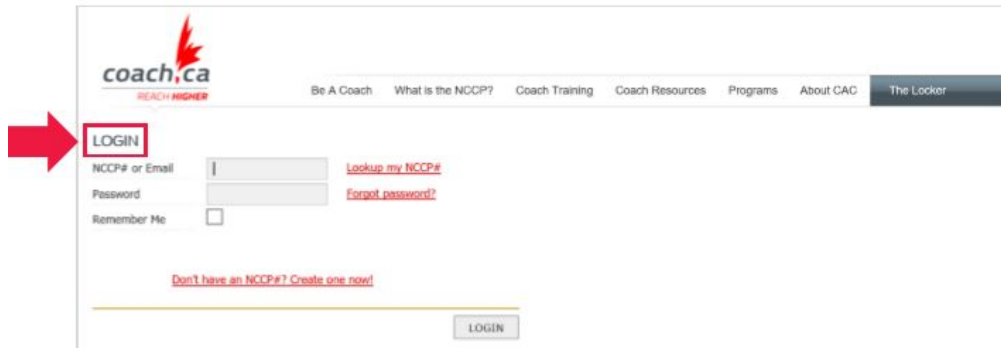
When coaches attend an event (organized by the CAC, Swimming Canada, their Provincial Section, or Provincial / Territorial Coaching Representative), they must indicate to the organizer that they wish to receive PD points. Swimming Canada will be responsible for entering into the Locker the names of participating coaches for non-NCCP events that have been approved and submitted by the Provincial Section. If coaches attend a PD eligible event hosted by the CAC or another organization, the organization that is coordinating or hosting the event / activity is responsible for entering the information into the Locker. 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 PD 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 on transcripts after the data has been entered in the Locker.

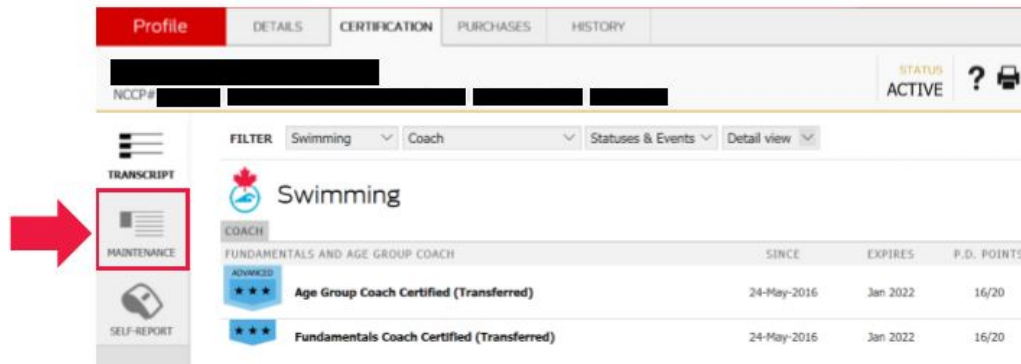
How to check for PD points in the Locker:

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



The screenshot shows the login page for coach.ca. The header includes the logo and navigation links: "Be A Coach", "What is the NCCP?", "Coach Training", "Coach Resources", "Programs", "About CAC", and "The Locker". The main content area has a "LOGIN" button highlighted with a red box and a red arrow. Below it are input fields for "NCCP# or Email", "Password", and a "Remember Me" checkbox. There are links for "Lookup my NCCP#", "Forgot password?", and "Don't have an NCCP? Create one now!". A "LOGIN" button is at the bottom.

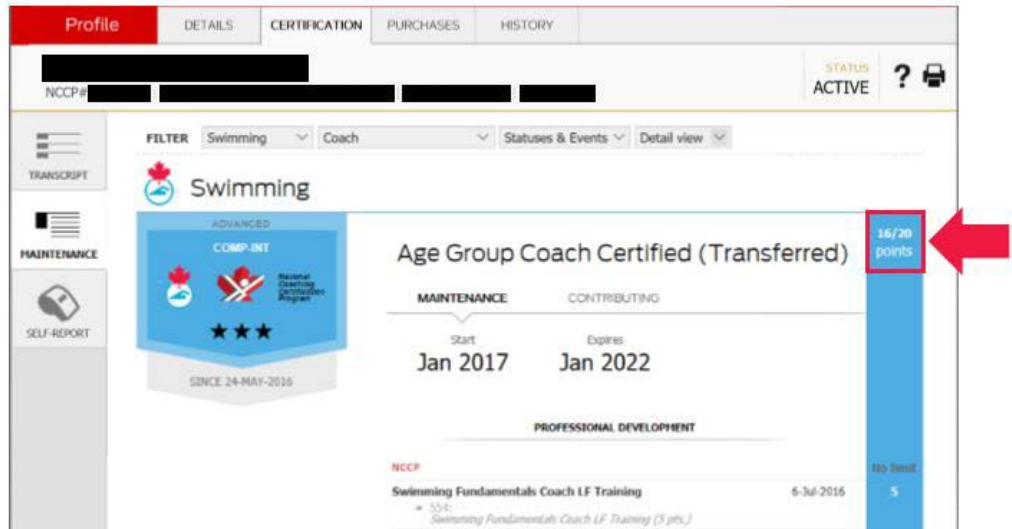
Step 2: Click "Maintenance" under "Certification"



The screenshot shows the profile page for a coach. The "Profile" tab is selected. The "CERTIFICATION" sub-tab is active. The left sidebar has "MAINTENANCE" highlighted with a red box and a red arrow. The main content area shows a table of certifications for "Swimming".

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

Step 3: Check PD point status



The screenshot shows the detailed view of the "Age Group Coach Certified (Transferred)" certification. The "MAINTENANCE" and "CONTRIBUTING" sections are visible. The "PROFESSIONAL DEVELOPMENT" section shows a table of training activities. A red box highlights the "16/20 points" status, with a red arrow pointing to it.

MAINTENANCE	CONTRIBUTING
Start Jan 2017	Expires Jan 2022

PROFESSIONAL DEVELOPMENT	
NCCP Swimming Fundamentals Coach LF Training * 554: Swimming Fundamentals Coach LF Training (5 pts.)	6-Jul-2016 5

WHAT HAPPENS TO A 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. Swimming Canada will determine what a coach must do to reinstate their trained or certified status. Please review this [FAQ](#) that will provide additional information.

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 they are responsible for entering the data. If, for example, a coach attended a workshop organized by Swim Ontario, they 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"
 2. "Trained"
 3. "Certified"
- 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 maintenance cycle for both. The higher status will take precedence.