



## **FREQUENTLY ASKED QUESTIONS PROFESSIONAL DEVELOPMENT (PD) POINTS**

### **1. My Maintenance of Certification cycle has ended. What does that mean and what are the consequences moving forward?**

- If you do not complete the necessary PD points by your renewal date, your NCCP status in the Locker will change from ‘trained’ or ‘certified’ to ‘not-renewed’.
- You will be considered ‘not in good standing’.
  - ‘Not in good standing’ means the Provincial Section (PS) will have the authority, should they choose, to suspend your registration and designate you as ‘inactive’.

### **2. Once I have completed all the outstanding PD points for my reinstatement, what happens?**

- Once the outstanding PD points are completed, your NCCP status in the Locker will be updated and your new 5-year maintenance of training and certification cycle will begin on January 1st of the following year.
- Any additional PD points earned in the previous year will not carry forward to the new 5-year cycle.
- For example: Coach A requires 20 PD points as a trained Fundamentals Coach by December 31, 2022 BUT they only obtained 15 points and are considered “not renewed” as of January 1, 2023. In February 2023, the 5 points required are completed. The new 5-year Maintenance Cycle will begin on January 1, 2024. Coach A, participates in a conference in September 2023. The PD points earned from that conference stay within the current maintenance cycle and are not carried over to the cycle beginning on January 1, 2024.

### **3. My Maintenance Cycle will soon be ending. How can I obtain the necessary points for maintenance of training / certification?**

There are a variety of ways to earn PD points, including:

- Active coaching (1 point per year);  
[https://swimming.ca/content/uploads/2017/01/active-coaching-declaration-how-to\\_final-en.pdf](https://swimming.ca/content/uploads/2017/01/active-coaching-declaration-how-to_final-en.pdf)
- Self-directed learning (3 points maximum per 5-year cycle);  
[https://swimming.ca/content/uploads/2017/01/self-directed-learning-declaration-how-to\\_en-final.pdf](https://swimming.ca/content/uploads/2017/01/self-directed-learning-declaration-how-to_en-final.pdf)
- Attending national or regional swim coaching conferences;
- Completing NCCP workshops/courses;
- [Completing e-learning modules such as ones offered by the Coaching Association of Canada;](#)



- [Completing Swimming Canada's e-learning module\(s\)](#);
- Additional e-learning modules and in-person learning opportunities are available through the CAC, Swimming Canada, and the PS

Additional information on PD point eligibility can be found here:

[https://www.swimming.ca/content/uploads/2023/03/PD-Point-Document\\_v5-2023-PDF.pdf](https://www.swimming.ca/content/uploads/2023/03/PD-Point-Document_v5-2023-PDF.pdf)

#### **4. 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 PS, 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 PS.
- 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.

#### **5. 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 was 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 are updated.

#### **6. When / how do maintenance cycles reset?**

Maintenance cycles are individual and based on the highest level achieved. Cycles will always reset to the January **after** the date of the trained or certified status. For example, Coach A is certified on February 3, 2022. Their maintenance cycle begins January 1, 2023, but they can accumulate points from February 3, 2022. Any PD points collected from the date of certification (February 3rd) to December 31st will not appear on their transcript until January 2023 when their cycle begins.

Swimming Canada tracks both trained and certified NCCP statuses. Maintenance cycles will therefore reset when coaches transition from trained status to certified status.



**7. Who should I contact if I have additional questions?**

For any additional questions, please reach out to your respective PS - <https://www.swimming.ca/en/provincial-partners/>.

There is also a CAC FAQ page that may be helpful - <https://coach.ca/maintenance-certification-faqs>.