



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 and NCCP Status	# of PD Points	Maintenance Cycle (years)
Instruction Beginners	Swimming Teacher 'Trained' / 'Certified'	10	5
Community Sport – Initiation	Community Sport Coach 'Trained'	10	5
Competition Introduction	Fundamentals Coach 'Trained' / 'Certified'	20	5
Competition Introduction Advanced	Age Group Coach 'Trained' / 'Certified'	20	5
Competition Development	Senior Coach 'Trained' / 'Certified'	30	5

Maintenance cycles are individual and based on the highest level achieved. Cycles will always reset to the January **after** the trained or certified date.

Example: Coach A becomes NCCP 'certified' on February 3, 2022. Their maintenance cycle begins January 1, 2023, but they can accumulate points beginning February 3, 2022. Any PD points collected from the date of certification (February 3rd) to December 31st, 2022 will not appear on their Locker transcript until January 1st 2023 when their cycle begins.

How can 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 (sport-specific courses offered by other provincial or national sports organizations, and multi-sport courses)
- Actively coaching (refer to [Active Coaching Declaration: How-To Self-Report](#))
- Self-directed learning (refer to [Self-Directed Learning Declaration: How to Self-Report](#))

Please review this [FAQ](#) that will provide additional information.

Remember to please note:

There are 3 different NCCP statuses in most coaching contexts.

- In Training
- Trained
- Certified

NCCP 'Trained' and 'Certified' statuses have Maintenance of Training and Certification requirements.

PD Point Breakdown: Summary Table

Activity	PD Point Value	How to Report
NCCP training or evaluation	5	Swimming Canada, CAC, and Provincial/Territorial Coaching Representatives (P/TCRs) track and update
Swimming Canada eLearning modules	1	Swimming Canada reports to the Locker
CAC eLearning modules	1-5	CAC tracks in the Locker
Non-NCCP	1 per hour (3 pts max)	Provincial section (PS) via Swimming Canada
Active Coaching	1 per year	Coach self-declares in the Locker
Self-directed learning	3 points max per 5-year cycle	Coach self-declares in the Locker

Non-NCCP Swimming Canada specific events that also earn coaches PD Points

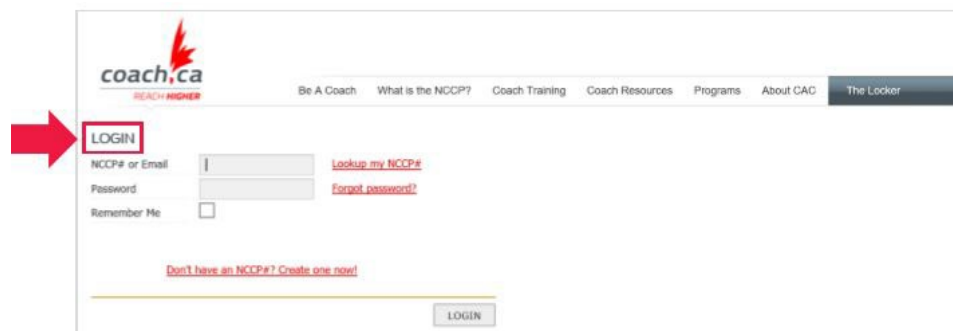
Event and Details	PD Point Value	How to Report
1. International Swim Coaching Conferences e.g., ASCA, ASCTA, WSCA, BSCA	3	Send proof of registration to PS
2. National Swim Coaching Conference	3	CSCA will forward list of attendees to Swimming Canada
3. Regional Swim Coaching Conference	3	PS will send list of attendees to Swimming Canada
4. Provincial Team Coaching Role The only roles that will be considered in this section are for coaches 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.	3	PS will send list of individuals to Swimming Canada
5. Swimming Canada National Team Role The only roles that will be considered in this section are for coaches 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.	3	Swimming Canada tracks coaches
6. Swimming Canada pre-approved training camps, workshop, seminar, and/or club visitation program Clubs and/or coaches may apply to their Provincial Section (PS) for activities they wish to have considered for PD points. Upon PS pre-approval, Swimming Canada will review and provide final approvals. Clubs and/or coaches may use the following form to submit for pre-approval.	1-3	PS seeks approval and submits list of attendees to Swimming Canada

Coaches can check their PD points by visiting the CAC Locker

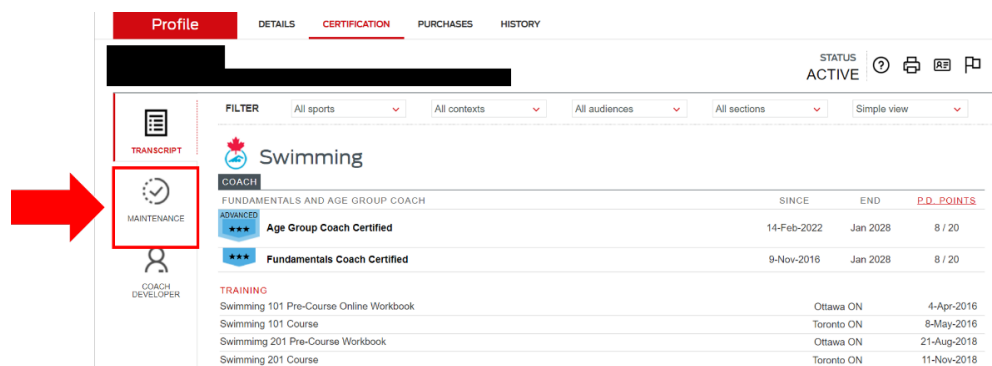
Coaches can check their profile and PD points by logging into the Locker at <http://www.coach.ca> and using their NCCP# to check their transcript. Remember that PD points will only appear on transcripts after the data has been entered in the Locker and if applicable, when a new cycle begins.

How to check for PD points in the Locker

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



Step 2: Click “Maintenance” under “Certification”



Step 3: Check PD point status

