

5 MAINTENANCE OF CERTIFICATION / PROFESSIONAL DEVELOPMENT POLICY

Canoe Kayak Canada recognizes the importance of certified coaches across Canada to be involved in ongoing Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

Professional development is required for coaches to renew "NCCP Certified" status. Professional development requirements must be completed by the end of the period for which the certifications is valid. Professional Development (PD) points can be earned through a variety of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. In most cases coaches are already earning their required PD points -- Maintenance of Certification Status is simply the introduction of tracking these points and recognizing coaches for their efforts.

Renewal of certification is essential to:

- Ensuring coaches stay current with new coaching practices and knowledge
- Maintaining the integrity of the NCCP
- Consistency with the standards of other professions
- Reinforcing the values of lifelong learning and continuous improvement

5.1 Maintenance of Certification PD Credit Requirements for Coaches and Instructors

Coaches are required to obtain a minimum number of PD points dependent upon the context in which they are certified by the end of the renewal.

CKC Coach Development	NCCP Stream	Minimum Professional Development credits required during renewal period:	Renewal Period
Canoe Kids	Community	NA	NA
Pool Kayak Instructor	Community	NA	3 years
Lake Kayak Instructor	Instruction	12 points and re-evaluation	3 years
ELCC	Competition	20 points	5 years
River Kayak Instructor 2	Instruction	12 points and re-evaluation	3 years
Sprint Competition Development	Competition	30 points	5 years
River Kayak Instructor 3	Instruction	18 points and re-evaluation	3 years
Canoe Slalom Competition Development Coach	Competition	30 points	5 years
Marathon Competition Development Coach	Competition	30 points	5 years

5.2 Professional Development Opportunity Points Allocation

Professional development opportunities and points will be allocated as follows.

	Active Category	Points	Limitations
Sport Specific	Active Coaching	1 point/year for every season coached OR 1 point/year for learning Facilitator or Evaluator activity	To a maximum of points equal to the number of years the certification renewal period (5 Points for 5 years)
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-Sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	To a maximum of 50% of the required PD credit for the context in a certification renewal period.

5.3 CKC Non-NCCP Professional Development Opportunities

Non-NCCP PD opportunities can be organized and led by either CKC, or PTSOs. The following are a list of CKC Non-NCCP PD Opportunities currently **available** in the Locker.

National Team / International Immersion Provincial Team Camp Immersion National Coaches Conference Provincial Coaches Conferences Online Workshops	Coach the Trials PaddleALL Swift Water Rescue Community Dragonboat Coach Development Month Workshops Coach the Worlds
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In addition, PTSOs are able to organize Non-NCCP PD opportunities in their own region. The process for Locker entry is the same as for NCCP workshops. Any national projects must be entered (scheduled, recorded) by CKC.

5.4 Future Development

The National Coach Certification Program (NCCP) and its stakeholders recognize that coaches across Canada are a diverse group. As NCCP certified coaches continue to exemplify creative new ways to improve and educate their coaching practice through professional development (PD), we will continue to develop Maintenance of Certification opportunities to effectively track the great work you are doing in continuing your education.

The NCCP team continues to develop Renewal of Certification by:

- Collecting sport-specific and multi-sport professional development opportunities from our partners and adding them as pre-approved PD in the Locker;
- Exploring partnerships with other training delivery agents (such as First-Aid, post-secondary institutions, etc.);
- Moving toward implementing a submission tool for self-directed professional development.

5.5 Coach Developers Maintenance of Certifications

The following PD credits must be completed by the end of the renewal period to renew certification.

	Minimum Professional Development credits required during renewal period	Renewal Period
All CKC Learning Facilitators	20 points	5
All CKC Coach Evaluators	20 points	5
All CKC Master Coach Developers	20 points	5

5.6 Renewal of Certifications

January 1st of any year will be the date used to determine the certification period of valid certification.

Certified status will be renewed for those coaches who accumulate the required Professional Development points within the current certification renewal cycle. The date on which the

certification is renewed, and the new cycle of maintenance of certification will be reflected in the transcript.

Failure to accumulate the required Professional Development points within the specified maintenance of certification cycle time will cause the coach's certification status to not-renew, indicated with a date stamp indicating the date on which the certification lapsed.

5.6.1 Community and Competition Stream renewal of a lapsed certification

A coach who does not complete the required Professional Development credits by the end date of the cycle of renewal of certification will be required to complete their remaining professional development points to renew their certified status. Once completed, their status will return to "Certified".

5.6.2 Whitewater Instruction Stream renewal of a lapsed certification

An instructor who does not complete the required Professional Development credits by the end date of the cycle of renewal of certification will be required to complete a new evaluation at the same or higher context to renew their certified status. Once completed, their status will return to "Certified".