

## **NCCP Renewal of Certification and Professional Development Policy**

Beginning on January 1<sup>st</sup>, 2014, Volleyball Canada will comply with Coaches Association of Canada's (CAC) NCCP Professional Development policy and procedures.

The following has been taken from the CAC's NCCP Policy and Implementation Standards document. Not all points will be applicable to Volleyball. Download full document at this link

[http://www.coach.ca/files/NCCP\\_Policies\\_ImplementationStandards\\_Jan2013.pdf](http://www.coach.ca/files/NCCP_Policies_ImplementationStandards_Jan2013.pdf)

### **10. CAC Policy on Renewal of Certification and Professional Development**

#### **10.1. Principles**

- 10.1.1. Professional development reinforces the values of continuous improvement and lifelong learning.
- 10.2.1. Professional development encourages the sharing of learning among coaches.
- 10.3.1. Coaches participate in professional development activities to:
  - a) Renew their active certification status.
  - b) Enhance their knowledge and competencies in order to provide a high standard of sport coaching practice for their athletes.
  - c) Stay current with developments in their coaching context or develop new areas of specialized practice.
- 10.4.1. Professional development reflects the reality that coach learning is influenced by a mix formal, non-formal, and informal learning experiences.
- 10.5.1. Professional development provides coaches with some opportunity to choose the various learning experience that will be of benefit to themselves and their athletes.
- 10.6.1. It must be possible to recognize and verify an experience for the purpose of recording professional development credit.
- 10.7.1. Reflection, formative evaluation, and summative evaluation will be considered as profession development.
- 10.8.1. Professional development needs may vary depending on context.
- 10.9.1. Professional development requirements will:
  - a) Reflect a minimum standard framework across all sports and contexts.
  - b) Allow sports to exceed the minimum standards to meet their needs.
  - c) Emphasize activities that provide consistent quality and context-relevant coaching development.
  - d) Be accessible.
  - e) Not act as a disincentive to coaches who complete requirements in less than maximum allowable time period.
  - f) Allow sports to reduce the maximum time for completing professional development to less than five years if it is warranted by the sport.

#### **10.2. Policy Statement**

- 10.2.1. Professional development is required for coaches to renew "Certified" status in any context or gradation. VOLLEYBALL DOES NOT HAVE GRADED CERTIFICATIONS.
- 10.2.2. Professional development requirements must be completed by the end of the period for which the certification is valid.

- 10.2.3. A National Sport Organization has the option to require coaches to complete professional development to renew “Trained” status. NOT APPLICABLE TO VOLLEYBALL.
- 10.2.4. Coaches are required to obtain a minimum number of Professional Development credits, dependent upon the context in which they are certified, and the NSO-determined period within which they must renew their certification. BELOW IS THE CHART THAT INDICATES THE NUMBER OF POINTS REQUIRED FOR EACH CONTEXT IN VOLLEYBALL:

Context	Old NCCP Equivalent	Minimum Professional Development Credits Required over a Period of 5 Years
Instructor-Beginner	Level 1	10 points
Competition-Introduction	Level 2 Indoor / Beach	20 points
Competition-Development	Level 3 Indoor / Beach	NCCP context remains to be developed at Volleyball Canada’s Level
Remains to be developed by the CAC	Level 4 and 5	N /A

- 10.2.5. An NSO may require more than the minimum number of Professional Development credits in any or all context in which it assigns “Certified” or “Trained” status.
- 10.2.6. Professional Development credit is available in all of the following activity categories, within the limits described:

	Activity Category	Points	Renewal Period Limitations
<b>Sport-specific</b>	Active coaching	1 point/year for every season coached <b>OR</b> 1 point/year for Learning Facilitator or Evaluator activity	<b>To a maximum</b> number of points equal to the number of years of the certification renewal period, e.g. 5 points, if certification period is 5 years
	NCCP activity	5 points/training module	No maximum or minimum
	Non-NCCP activity*	3 point for ~3 hours of activity up to 3 points maximum	No maximum or minimum
	Coach self-directed activity*	3 points for the valid certification period	<b>Maximum</b> 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
<b>Multi-sport</b>	NCCP activity	5 points/training module	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	<b>To a maximum</b> of 50% of required PD credit for the context in a certification renewal period

\*For Non-NCCP activities and coach self-directed activities, coaches must get approval from Volleyball Canada (P/TA’s may be given authority to approve activities) to confirm that credit can be claimed.

- 10.2.7. CAC will maintain a PD Registry that includes all events that are eligible for Professional Development credit including:
- a) Multi-sport and sport-specific core NCCP events.
  - b) Multi-sport and sport-specific NCCP events specifically designed as PD.
  - c) Sport-specific non-NCCP activities.
  - d) Non-NCCP activities for all sports
- 10.2.8. NSOs or designates will validate and assign credit consistent with 10.2.6 of this policy, and submit to the PD Registry all sport-specific non-NCCP events.
- 10.2.9. An NCCP Partners committee comprising one NSO, one P/TCR, one NCI Director, one Coaches of Canada representative, and one representative of CAC will validate, assign credit consistent with 10.2.6 of this policy, and submit to the PD Registry 'all sport' non-NCCP activities that are eligible for Professional Development credit.
- 10.2.10. An NSO may designate a specific activity or activities as mandatory Professional Development in any context, but must also provide coaches in that context the opportunity to choose other activities to complete the remaining required professional development for the certification renewal period.
- 10.2.11. A coach will have the full period of their valid certification to accumulate the total required professional development credits.
- 10.2.12. Only those professional development credits entered in a coach's record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.
- 10.2.13. Any of the NSO, P/TSO, P/TCR or individual coach may enter a Professional Development record in the NCCP Database.
- 10.2.14. The NSO will determine whether to authorize designated organizations or individual coaches to enter PD credit on the NCCP Database for completed sport-specific non-NCCP events.
- 10.2.15. The coach will self-report PD credit for self-directed PD, active status and 'all sport' non-NCCP activities.
- 10.2.16. The NSO or its designate can, at any time, audit and revoke any credits claimed by a coach through self-reported PD.
- 10.2.17. All non-NCCP activity related to renewal of certification and Professional Development data entered on the Database will be subject to a user-pay system.
- 10.2.18. Certified (Renewed) status will be given only to those coaches who accumulate the required professional development credits with the current certification renewal period.
- 10.2.19. Failure to accumulate the required professional development credits within the specified time causes the coach's status to be changed to Certified (Not-Renewed).
- 10.2.20. An NSO must have their professional development policy approved as part of the Context Approval Process (CAP) for the context. NSOs with Final Context Approval will have one (1) year from the effective date of this policy to submit their professional development policy for approval.
- 10.2.21. A coach who does not complete the required Professional Development credits by the end date of the period for renewal of certification will be required to complete context-specific Certification Renewal event as specified

## FREQUENTLY ASKED QUESTIONS

**Question:** Who does “Maintenance of Certification” apply to?

**Answer:** NCCP Coaches with “Certified” status.

**Question:** Why do I need to maintain my Certification?

**Answer:** Maintenance of certification, through proof of ongoing learning (Professional Development) and active coaching is viewed as essential to athlete performance and the integrity of the NCCP. The Levels-NCCP was sometimes criticized because a coach could continue to be “Certified” even if they had not coached for several years or did not keep their coaching knowledge up to date.

**Question:** When do the requirements for Maintenance of Certification start?

**Answer:** The requirement to maintain “Certified” status through the accumulation of Professional Development points and proof of active coaching will officially start for all sports on January 1, 2014. In this cycle, the first deadline will be December 31<sup>st</sup>, 2018.

**Question:** When does the five-year count begin?

**Answer:** Aside from the first cycle, this starts on January 1st, 2014: as soon as you begin any NCCP training, the five-year count begins. So, for example, if you are an Instructor-Beginner (old Level 1) certified, your clock will begin ticking on January 1st, 2014, but if you participate in a Level 2 course in 2015, your clock will be reset. Also, when you move from ‘in training’ or ‘trained’ to ‘certified’ status, a new five-year cycle will begin.

**Question:** How do I know how many Professional Development points I need to maintain my certification?

**Answer:** You can get this information from your NSO and P/TSO. A list of requirements by sport will be posted to [www.coach.ca](http://www.coach.ca) by the end of November 2013.

**Question:** Does the number of required Professional Development points vary from sport to sport or context to context?

**Answer:** You can get this information from your NSO and P/TSO. A list of requirements by sport will be posted to [www.coach.ca](http://www.coach.ca) by the end of November 2013.

**Question:** What will I have to do to ensure that my PD points are recorded on my transcript?

**Answer:** Simply indicate to the organizer of the event that you wish to receive PD points for attending. The organization that is coordinating or hosting the event or activity is responsible for entering into The Locker the names of participating coaches. You will automatically receive the PD points assigned to that event.

**Question:** How can I check how many PD points I have?

**Answer:** Your PD points will appear on your transcript as long as your profile information (name, CC#, etc.) has been recorded correctly with the organizer of the event, and your profile is up-to-date on coach.ca. You can check your profile and points by logging into coach.ca and using your CC# to check your transcript. Remember that PD points will only appear on your transcript after the data has been entered in the Locker.

- Question:** How long do I have to get the required number of points?  
**Answer:** You will have five years to get the required number of points.
- Question:** What if I am certified in two sports?  
**Answer:** If you are certified in two sports, accumulated points will apply to both sports. The number of points required to maintain certification will be determined by whichever sport requires the highest number of PD points.
- Question:** What if I am certified in two different contexts?  
**Answer:** If you are certified in two contexts within a sport, your accumulated PD points will apply to both contexts. The number of points required to maintain certification will be determined by whichever context requires the highest number of PD points.
- Question:** Can I get PD points if I attend a conference or course in another country?  
**Answer:** Eventually. This type of event is categorized as “Self-directed” and will not be set up in the PD Registry until the latter part of 2014.
- Question:** If I attend a workshop such as “Make Ethical Decisions” more than once in a cycle, will I receive PD points every time I attend?  
**Answer:** Yes, but we encourage you to engage in a wide variety of learning opportunities.
- Question:** What will appear on my NCCP transcript to indicate that I’ve successfully completed the required professional development?  
**Answer:** Certified (renewed) status will be appear on the NCCP transcript for those coaches who accumulate the required professional development credits within the current certification renewal period.
- Question:** What happens to my NCCP Certification if I do not complete the required PD?  
**Answer:** Your transcript would show that your “Certified” status has not been renewed. Your sport determines what a coach must do to reinstate their “Certified” status. Your sport also determines the consequences of ‘non-renewed’ “Certified” status. These details will continue to be worked out by NSOs through the first PD cycle (2014-2019).
- Question:** Who can I contact if a PD activity does not appear on my transcript?  
**Answer:** The best starting point is the organization that coordinated the event since it is responsible for entering the data. If, for example, you attended a workshop organized by Sport BC, you should start by contacting Sport BC to confirm that the data from the workshop has been entered into the Locker. If it has been entered and it still does not appear on your transcript, you can contact Coach Services at the CAC.
- Question:** If I’m not sure if I’m going to be coaching for longer than 5 years should I still be earning PD points?  
**Answer:** If you’re not sure, why not accumulate points anyway? Professional Development is a way to improve your coaching knowledge which, in turn, benefits the athletes you coach. Even if you think you might not be coaching five years from now, why not become the most knowledgeable coach you can be for the athletes you work with, for however long you coach? And then if you decide to continue coaching later in the PD cycle, you won’t have to scramble to accumulate PD points.

**Following are some terms that have been used in these FAQs that you may be curious about.**

**PD Registry**

This is the central list of all eligible PD events. The list is maintained by the CAC but it is made up of events that are submitted by sports, P/TCRs, the National Coaching Institutes, and the CAC. A coach does not have access to the Registry which is maintained in The Locker

**PD Cycle**

This is the period of time over which the PD points must be accumulated in order to maintain “Certified” status. The minimum standard for this cycle is five years. However, a sport may choose a shorter cycle.

**NCCP Partner**

This term refers to the original founding and funding Partners of the NCCP and includes the federal government, the provincial/territorial governments, the CAC, and the NSOs.

If you have any further questions, please forward them to Volleyball BC’s Technical Director, Chris Berglund at [cberglund@volleyballbc.ca](mailto:cberglund@volleyballbc.ca). We will be compiling and list of questions and forwarding them on to Volleyball Canada.