

Your Certification Checklist

□ ICC Workshop

- ✓ Sign and submit Code of Conduct to Facilitator.
- ✓ Complete and submit Emergency Action Plan to Facilitator.
- ✓ Receive NCCP Community Coaching Experience Form from Facilitator.

□ Between Workshops

- ✓ Develop a written Activity Plan or Practice Plan and use it with your group.
- ✓ Complete one season of coaching. Prepare for, assist with and/or lead a minimum of six sessions (minimum 20 hours).
- ✓ Support/lead a group of skiers at a Season Wind-up, Bunnyrabbit and/or Jackrabbit Fun Day, Ski Tournament, or some other age-appropriate “special activity”.

□ CC Workshop

- ✓ Submit written Activity Plan or Practice Plan to Facilitator.
- ✓ Complete and submit Facility Safety Checklist to Facilitator.
- ✓ Personal technique competence evaluated.
- ✓ Lead a practice session and receive feedback.
- ✓ Technique analysis skills evaluated.
- ✓ Complete Community Coaching Certification Test and submit to Facilitator.
- ✓ Submit NCCP Community Coaching Experience Form (evidence of 20 hrs of coaching and support for a group of skiers at a “special activity”) to Facilitator.

□ Post CC Workshop

- ✓ Complete the Coaching Association of Canada’s (CAC) “Making Ethical Decisions” on-line evaluation. This step can be completed at any time following the Community Coaching Workshop.
- ✓ Participants who have not completed their other certification steps by the end of the Community Coaching workshop will have an opportunity to complete the process afterwards provided this is done within 12 months of the date on which the CC workshop was held. Options for completing the unfinished tasks include:
 - submitting their NCCP Community Coaching Experience Form directly to their Division Office; and/or
 - submitting other outstanding forms to the Facilitator for review; and/or
 - arranging an evaluation opportunity with a qualified coach or Facilitator.
- ✓ The cost of the Facilitator reviewing and processing forms/documents following the CC workshop is included with the original honorarium.
- ✓ Possible costs relating to a subsequent on-snow evaluation are the responsibility of the club or individual.