

Dear NCCP Certified English Coach or Instructor,

Equine Canada and the National English Coaching Committee are proud to announce the release of a new Continuing Education Professional Development Program (CEP) for certified Equine Canada NCCP certified coaches and instructors. Equine Canada, along with the Coaching Association of Canada, believe it is important to have highly knowledgeable and competent coaches and instructors that continue to advance their knowledge and develop skills, which results in ensuring a high quality learning environment for equestrians at all levels.

Please find enclosed additional information on how to participate and a list of the continuing education activities which are eligible for credits.

In the new CEP program an Equine Canada NCCP English Coach or Instructor may be recognized at one of the three levels of professional development based on the number of credits accumulated in a three (3) year cycle.

Please note a minimum of 20 hours is required for a certified Equine Canada NCCP English Coach or Instructor to maintain a current status with their certification.



Gold	Silver	Bronze
50 Credit Hours	35 Credit Hours	20 Credit Hours
<i>Status will be recognized on the Provincial Web Page and Provincial Recognition will be awarded</i>		

To participate in the CEP program certified Coaches and Instructors:

- are responsible to track their eligible continuing education activities completed throughout the three (3) years period. *(please see attached list of qualifying events or activities)*
- must ensure the Continuing Education Record form is completed and returned to the PSO Coaching Department where this information will be held in your coach or instructor file. Submitting this information to your PSO Coaching Department,

by the respective PSO deadline, will help ensure recognition and maintenance of an active coach or instructor certification is recognized.

- ensure each continuing education activity being claimed for credit is fully detailed on your Continuing Education Record forms. Any activities with incomplete description or documentation will not be credited.
- are aware that only continuing education activities listed on the updating activities page may be claimed for credit. Additional credits hours earned in one CEP three (3) year cycle may not be carried over into the next three (3) cycle, unless extenuating circumstances are accepted and approved by the Master Course Conductor.
- must continue to participate in the CEP program to earn the necessary credits to maintain an active coaching or instructing status with Equine Canada and the Coaching Association of Canada

Once a coach or instructor's Continuing Education Record forms have been verified an active status will be recognized for three (3) consecutive years.

On behalf of Equine Canada and the National English Coaching Committee we applaud all of are active coaches and instructors. Thank you for your dedication and continued support to advancing equestrian athletes and the Equine Canada NCCP coaching profession.

**Be Proud of Your Ongoing Professional Development Commitment!**

Regards,

The Equine Canada Coaching Department



2685 Queensview Drive, Suite 100, Ottawa, ON K2B 8K2  
T: (613) 248-3433 • F: (613) 248-3484 • 1-866-282-8395  
[www.equinecanada.ca](http://www.equinecanada.ca)

---

## How to Participate

1. When participating in development opportunities that qualify for continuing education credit – take a Continuing Education Record form and have the Clinician/Mentor/Course Conductor/ etc sign your recording form. Ensure all required sections of this form are completed.
2. Attach copies of the registration forms onto the Continuing Education Recording form for verification purposes.
3. Repeat this process for every activity that qualifies for upgrading with the three (3) year time period.
4. Prior to submitting your statement, confirm you have provided all the necessary documentation for your activities
5. When submitted documentation to PSO Coaching Department please remember this documentation will not be returned ... so be sure to Keep a Copy for Your Records.
6. Submit required documentation along with your Equine Canada and CAC number to the PSO **before** the required PSO deadline to ensure maintaining your active coaching or instructing certification.
7. It is your responsibility to update your own professional resume/business cards/communication material with your CEP status.





## Statement of Qualifying Activities

## Continuous Education Program

Name (Print) \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ PV \_\_\_\_\_

Postal Code: \_\_\_\_\_ Equine Canada Number \_\_\_\_\_ CAC Number \_\_\_\_\_

Activity	Date	Clinician/Mentor/ Course Conductor	Location	Activity Leader	Duration Days/Hrs	Credits Claimed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

This sheet will help you keep track of all your qualifying activities. It is not necessary to send this form to your PSO Coaching Department.

Only the Continuing Education Record Sheet with a copy of the registration form, if applicable, is required by your PSO Coaching Department. All fields of the Continuing Education Record Sheet must be completed for a particular activity and this form is to be signed and dated to be considered for credit.

**... Notice ...**

**Equine Canada and each PSO reserve the right to verify all the information in the statement forms. Providing false or misleading information in this document will be considered a violation of Equine Canada Coaching Code of Ethics. Violation of EC rules could result in relocation of your coaching status.**



## Continuing Education Record Form

### Name of Coach or Instructor

---

### Description of Clinic or Activity:

---

---

---

---

---

**Hours of Participation** \_\_\_\_\_

**Name of Clinician/Instructor**

---

I, \_\_\_\_\_, do hereby verify that  
\_\_\_\_\_ has completed \_\_\_\_\_ hours  
under my instruction in the activity as stated above.

Date: \_\_\_\_\_ Per \_\_\_\_\_  
(Signature)

- Please attach registration form to this sheet for verification purposes.

This form is also available on the Equine Canada website at:  
<http://www.equinecanada.ca/EquineCanada/MEMBERS/forms.html> under Coaching

