



## NSEF High School Personal Development Credit Program English or Western Instructor Program Student Registration Form

Name: \_\_\_\_\_ NSEF# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Discipline: (please circle)    ENGLISH    WESTERN

Anticipated Date of Graduation: \_\_\_\_\_

School Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 (if registering in July or August please indicate the school/grade you will be attending in September)

School Phone: \_\_\_\_\_ Guidance Councillor: \_\_\_\_\_

Coach or Mentor's Name: \_\_\_\_\_

Stable: \_\_\_\_\_

Coach/Mentor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Upon successful completion of the Instructor Evaluation, you will be sent your certificate and the Personal Development Credit Student Notification Form. ***It is your responsibility to ensure that you complete the Student Notification Form and provide a copy of the certificate or letter of completion prior to the deadline in order to receive the credit on your High School Transcript.*** The deadline is June 1<sup>st</sup> of your graduating year unless otherwise indicated by your High School.

**I have read the requirements for the High School Personal Development Credit. I acknowledge the requirements and evaluation involved in the process to become a certified Instructor through the High School Development Credit. I acknowledge that it is my responsibility to submit the proper paperwork to the High School in order to receive the Personal Development Credit on my transcript.**

Student Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Enclosed in this package are the following:

1. Program Overview - outlines program pre-requisites, training, evaluation information including rubrics
2. Department of Education Student Handbook
3. Department of Education Parent Handbook
4. Program Evaluation Application Form
5. EC Code of Conduct/Code of Ethics
6. Mentor Program Information

## OVERVIEW OF THE PROGRAM

### COURSE MATERIALS

**Manuals** Course Materials are required for the program (listed below). They will be used for Rider Level preparation, developing lesson plans, stable management, and evaluation preparation. To purchase these manuals, please go to the Online Shopping section of the NSEF Website ([www.horsenovascotia.ca](http://www.horsenovascotia.ca))

#### **Western:**

Stable Management Manual  
Western Rider Handbook Level 1  
Western Rider Handbook Level 2  
Western Rider Handbook Level 3  
Western Rider Handbook Level 4

#### **English:**

Stable Management Manual  
English Rider Handbook Level 1-2  
English Rider Handbook Level 3-5  
English Rider Handbook Level 6-8

### PRE-REQUISITES

#### **NSEF Membership**

A current NSEF membership is required during the program.

#### **Age:**

Students may begin the program as early as July of the year in which they enter grade 10 (i.e. Rider Level). However, students must be 16 years old or older to be eligible to take the evaluation.

#### **Rider Level**

The Rider Level Program is a measure of athlete development which is used for recreational and competitive students as well as the development of the Coaching Program. Information included in the Rider Level Program is one of the resources used to develop lesson plans to help athletes develop their riding skills.

For English you will need to pass Learn to Ride 6

For Western you will need to pass Learn to Ride 4

There is a riding component, stable management component, and written component that make up the Rider Level Test. You may challenge some of the Rider Levels. However, some restrictions apply. Please discuss challenging a level with your coach or an NSEF Staff Member.

#### **First Aid/CPR**

A current Standard First Aid with CPR Certificate must be submitted to the NSEF. This certification must remain current throughout the program.

#### **Make Ethical Decisions Online Instructor Evaluation (MED Online Evaluation - Instruction)**

This evaluation helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport. A Pass is required. By taking the Making Ethical Decisions Module of the Equestrian Theory Course, students will be better prepared to take the online evaluation.

This multisport evaluation is done online at [www.coach.ca](http://www.coach.ca). There are four types of MED Online Evaluations. The requirement for this program is the Instruction or Competition-Introduction Evaluation. (If you also plan to become a certified Competition Coach the Competition-Introduction MED Online Evaluation will count towards both certifications.)

To take the evaluation:

- Go to [coach.ca](http://coach.ca) - on the right hand side there is a grey "My Locker" menu bar. In this menu, choose the "e-learning" option. This will take you to the Locker Login Screen.
- If you have a NCCP Coaching number (NCCP#) then you will need to put it in or look it up. You **may** have a NCCP# if you coach another sport, taken coach training modules, or from taking/registering the Equestrian Theory Course.
- If you don't have a CC#, click on the link below the log in area to register with The Locker and follow the instructions.
- If you have difficulty with the log in or registration process, email [coach@coach.ca](mailto:coach@coach.ca)
- Once logged in choose the Making Ethical Decisions Evaluation - Instruction (or Competition - Introduction) from the e-learning options on the left hand side of the screen.

**Please note** if you complete the MED Online Evaluation before taking the Making Ethical Decisions Training Module, there is a non-refundable \$85 fee to take the evaluation. If you take the NCCP Make Ethical Decisions module before taking the MED Online Evaluation then the MED Online is free. Candidates can take the Make Ethical Decision Module through the Equestrian Theory Course or through a multi-sport training.

**NCCP Making Head Way in Sport concussion module** The importance of understanding concussions as a coach at any level cannot be understated. The Making Head Way in Sport is an award winning eLearning resource for recognizing concussion and implementing proper return to play protocols. There are serious implications of undiagnosed concussions and improper return to play protocols which can affect the long-term wellbeing of an athlete. Making Head Way in Sport is an online learning tool designed to help coaches gain the knowledge and skills required to ensure the safety of their athletes. This NCCP Module covers: What to do to prevent concussions, how to recognize the signs and symptoms of a concussion, what to do when you suspect an athlete has a concussion, how to ensure athletes return to play safely.

To take the module:

- Go to coach.ca - on the right hand side there is a grey “My Locker” menu bar. In this menu, choose the “e-learning” option. This will take you to the Locker Login Screen.
- If you have a NCCP Coaching number (NCCP#) then you will need to put it in or look it up. You **may** have a NCCP# if you coach another sport, taken coach training modules, or from taking/registering the Equestrian Theory Course.
- If you don’t have a CC#, click on the link below the log in area to register with The Locker and follow the instructions.
- If you have difficulty with the log in or registration process, email [coach@coach.ca](mailto:coach@coach.ca)
- Once logged in choose Making Headway In Sport from the e-learning options on the left hand side of the screen.

### **Criminal Record Check**

To get a criminal records check done, go to <http://www.sterlingtalentsolutions.ca/Equestrian-Canada-Equestre> Complete the information online and pay the fee. Notification will be sent when it is complete.

### **Signed Code of Ethics & Code of Conduct**

This document can be found in the Student Package or by contacting the NSEF Office (contact information below) Candidates will need to read and sign the document. There are two Codes within the four pages so there are two pages you will need to sign. These are then submitted to the NSEF Office for your file.

### **Equine Canada Silver Sport License**

To be obtained by the student just prior to the evaluation. To purchase an EC Silver Sport License, go to [www.equinecanada.ca](http://www.equinecanada.ca), where you can process the sport license online or print an application to mail to Ottawa.

## **TRAINING: Equine Theory Course (4 modules – 16 hours total) & 55 Hour Mentoring Program**

### **NCCP Equine Theory Course**

NSEF offers the NCCP Equine Theory Course. The course is usually offered over two days on a weekend or in 4 evening sessions.

The EQUINE THEORY Course is made up of four modules:

1. Equestrian Teaching and Learning
2. Planning an Equestrian Lesson
3. Analyzing Beginner Equestrian Performance
4. Making Ethical Decisions in the Equestrian Environment

### **Mentor Program**

There are two components to the NSEF High School Credit Instructor Mentor Program.

The NSEF High School Credit Instructor Mentor Program includes 55 mentoring hours which are recorded through the Mentor Program Log Sheets. The candidate may complete these with their own coach, at an NSEF Clinic, or with another coach. Students are encouraged to mentor with multiple coaches.

The student must use an NSEF Accredited Mentor to complete the Mentor Report Form. If the candidate’s mentor coach is not an NSEF accredited mentor then they can set up a day with an accredited mentor on their own or with the assistance of NSEF. The Mentor Report Form outlines the various criteria and evidences for the Instructor Evaluation. The mentor will indicate if it is felt that the student has met or not met the standards of the criteria and evidences. This will indicate to the student if there are areas for improvement or if they are prepared to proceed to the evaluation.

Both forms are pre-requisites for the NSEF High School Personal Development Instructor Program and must be submitted to the NSEF. Students are encouraged to keep a copy for their records.

Ideally, the mentor program should be completed with a **Current, NCCP Certified** Equestrian Instructor/Coach. However, we acknowledge that in some areas of this province it is not possible to do all 55 hours with a certified coach. Students will work with a mentor to complete the mentoring component of the NSEF Instructor High School Personal Development Credit. NSEF also offers training opportunities which will provide mentoring with Certified Coaches. A Current, NCCP Certified Equestrian Instructor/Coach will need to work with a student to complete the evaluation phase of the Mentor (which includes the completion of the Mentor Report Form).

## **EVALUATION:**

**A PASS IS REQUIRED - Upon completion and submission of the pre-requisites to the NSEF, please complete the evaluation application form.**

The evaluation is completed in steps, outlined below. Information on how each of those steps is evaluated is outline in the Evaluation Rubrics. The cost of the Evaluation is dependent on the travel of the evaluator but is often in the range of \$175-225 plus travel expenses.

### ***Evaluation Step 1***

Segments include:

1. One Lesson Plan
2. Emergency Action Plan (EAP)

### ***Evaluation Step 2 (Practical Evaluation)***

3 Teaching lessons and stable management skills evaluated at a one-day event:

1. Mounted Group Lesson
2. Mounted lunge Lesson to a beginner rider.
3. Unmounted Lesson
4. Stable Management including written test

### ***Optional Evaluation Step 3 (English Jump Module)***

Evaluated on the same day as the Evaluation Step 2

1. One Jump Lesson Plan
2. One Practical Evaluation - Jump Lesson
3. Written Test

Cost: An evaluation fee will be determined based on factors including, but not limited to, evaluator fees, facility fees, and administrative fees.

### **Have questions about coaching?**

Contact Gidget by email [nseftd@sportnovascotia.ca](mailto:nseftd@sportnovascotia.ca) or by phone 902 425-5450 ext 342

Sheila by email [nsefmembership@sportnovascotia.ca](mailto:nsefmembership@sportnovascotia.ca) or by phone 902-425-5450 ext 337



Personal Development High School Credit Program  
 A Partnership between the Nova Scotia Equestrian Federation  
 and the NS Department of Education



## NSEF High School Personal Development Credit Evaluation Application Form

Name: \_\_\_\_\_ NSEF# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Discipline: (please circle)    ENGLISH    WESTERN

Please complete the following information so we have the information necessary to schedule an evaluation:

Anticipated Date of Graduation: \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have access to a stable which has a minimum of 4 students and horses at the correct level\* available for the Evaluation for myself only.

\_\_\_\_\_ I have access to a stable which has a minimum of 4 students and horses at the correct level\* available for the Evaluation that would be open to other candidates.

\_\_\_\_\_ I am willing to travel to an evaluation. I will travel as far as \_\_\_\_\_.

\*For English the Riders need to be an English Rider Level 3 or 4. For Western the Riders need to be a Western Rider Level 3.

Although NSEF is not able to meet all requests, if you have a request regarding the scheduling of the evaluation please indicate it here:

\_\_\_\_\_

**I have completed and submitted the pre-requisites and training required for the High School Personal Development Credit. I am prepared for an evaluation and request NSEF to schedule an evaluation or provide my contact information to an evaluator directly to set up an evaluation.**

Student Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_