



## **Incomplete EC Instructor/Coach Professional Development (PD) Credits - Within the given CAC Renewal Period**

National standards for equestrian instructor/coaching programs are developed by Equestrian Canada (EC) in conjunction with the Coaching Association of Canada (CAC). As a certified EC instructor/coach one can take advantage of substantial savings on insurance policies. However, this certification must be kept "current" to do so. Once an individual is certified as an EC instructor/coach, it is important that they maintain certain elements of their certification to keep a "current" status throughout the duration of their active instructor/coaching career.

This document outlines what would be required of an EC instructor/coach who did not complete the required PD credits within the given CAC period of renewal.

### **Certified (Renewed) vs Certified (Not-Renewed)**

"*Certified (Renewed)*" status will be given only to those coaches who accumulate the required PD credits with the current certification renewal period.

Failure to accumulate the required PD credits within the specified time causes the instructor/coach's status to be changed to "*Certified (Not-Renewed)*" on their NCCP transcript.

To once again regain a "*Certified (Renewed)*" status on an EC instructors/coaches NCCP transcript the individual must:

- Compete a context-specific certification renewal event as specified by Equestrian Canada and consistent with the minimum criteria;
  - This would require an EC instructor/coach to essentially attend an evaluation taking place within the context of their certification to once again gain the "*Certified (Renewed)*" status

If an instructor/coach is uncertain about whether or not their status has lapsed beyond the given CAC renewal period, they should inquire with the AEF office immediately.

*Upon certification, instructors/coaches must submit documentation to their P/TSO in order to remain current. The P/TSOs are responsible for tracking currency information on individual instructors/coaches in their province. NOTE: If you were certified in a province other than where you are currently residing please be sure to disclose this information to your P/TSO so that your file and instructor/coaching information may be retrieved in an effort to help you achieve a current certified status once again.*