



Steps to Challenge a Coaching Course

Synchro Alberta encourages all coaches to take the course via a certified course facilitator. Check the Synchro Alberta Website for course information.

When a candidate chooses to challenge a course they go directly to the outcomes for the respective course. These outcomes are the same for a candidate who takes the course. The outcomes consist of two or three components; a portfolio, an evaluation at a practice and an evaluation at a competition (Competition Development Coach only) plus the Make Ethical Decisions module. Follow the steps outlined below to challenge a course:

1. If the candidate does not have an NCCP number (an NCCP number is assigned once a candidate has completed any NCCP course), please contact the Technical Coordinator so arrangements can be made to obtain an NCCP number.
2. Candidates need to download the appropriate course information from the [Synchro Canada Website](http://www.synchro.ca/index.php?option=com_content&task=category&id=47&Itemid=36) http://www.synchro.ca/index.php?option=com_content&task=category&id=47&Itemid=36

Synchro Instructor	Competition Introduction coach
Synchro Instructor Information Sheet	Competition Introduction Information Sheet
Synchro Instructor Coach Pathway (info sheet)	Comp. Intro. Coach Pathway (info sheet)
Synchro Instructor Evaluation Package – 2 outcomes	Comp. Intro. Coach Evaluation Portfolio (this includes all outcomes)
Make Ethical Decisions “Coach” – info sheet	Make Ethical Decisions “Coach” – info sheet

3. The candidate must send the “Course Challenge/Registration” form to Synchro Alberta’s Technical Coordinator which is available on the Synchro Alberta website under the coach’s page. This form must be received in the office in order to proceed with the challenge.
4. Once the registration form has been received in the office, The Technical Coordinator will contact all certified evaluators who are currently doing evaluations for coaches in Alberta and find out who is available to take on the evaluation/marketing of the candidate.
5. The available evaluator will contact the candidate to establish time lines for evaluations (the Technical Coordinator will be cc’d in order to know where the candidate is in the process). The cost for evaluations is as follows:

Synchro Instructor	Competition Introduction Coach	NCCP Level 3 Evaluation
Coach Portfolio \$20	Coach Portfolio \$50	\$300
On-deck evaluation at a practice \$20	On-deck evaluation at a practice \$50	Approx. 4 hours evaluations Marking of written assign.
	On-deck evaluation at a competition \$50	Feedback

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- Candidates will be asked to pay at the time of the evaluation and include their payment with the submission of their portfolio – candidates will receive a statement from the evaluator to confirm receipt of payment.
6. The candidate must complete the on-line Make Ethical Decisions Course (MED). A one page information sheet can be found on the Synchro Canada Website, (Coaches, NCCP) on the same page as all other documents, under the title of “Evaluation Packages” – “outcome 4 – Coach, (pdf)”. The course is on the NCCP website - <http://nccpeval.coach.ca/Production/med/E/>. Candidates will require an NCCP number to do this. Upon completion of the MED, the candidate will be emailed a receipt which includes the passing mark.
 7. Candidates who are challenging a course and have submitted the registration form will be considered “in training”. In order to comply with the Coach Certification Policy, “in training” Candidates must complete the training process within the following timelines and submit proof of completion to the evaluator and Synchro Alberta:
 - Make Ethical Decisions: completed no longer than 6 months after registration
 - Portfolio: completed no longer than 6 months after registration
 - On deck evaluations: provide evaluation dates and confirmation of dates from evaluator no longer than 6 months after registration
 8. Upon successful completion of the outcomes (portfolio and 1 or 2 deck evaluations) and the MED course, the evaluator will fill out a “course completion” letter and send it to Synchro Alberta and a copy to the candidate. The evaluator will also send a copy of the MED receipt and a copy of the coach profile form.
 - **If the candidate is not successful, they will need to register in a course to complete the certification**
 9. Synchro Alberta will forward the information to the Coaching Association of Canada (CAC). Once received and processed by the CAC the candidate is either added or upgraded on the NCCP database to reflect their new certification. This process takes about 6 weeks.

Once coaches have an NCCP number they will then have access to the NCCP database to download their own transcripts. Any discrepancies with the transcripts need to be handled by the candidate with the CAC.