



# How to Complete PD Points



*the*  
*locker*





# Professional Development Points

The NCCP system requires instructors/coaches to submit their points in a 5-year cycle according to their context:

- Instructor: 10 points
- Competition Coach: 20 points
- Competition Coach Specialist: 20 points
- Competition Development (HP1): 30 points

Instructors/Coaches can check which activities they can receive points for in the PD Activity Guide, then the Coach Update Form should be filled out and submitted to [ecoaching@islandhorsecouncil.ca](mailto:ecoaching@islandhorsecouncil.ca).

Instructors/Coaches are responsible for entering their *First Aid* and *Active Coaching* points themselves.

Information on navigating the locker and how to self report your PD Points can be found in the next slides.

# Login to your Locker account



Go to [coach.ca](https://coach.ca) and click on The Locker



Login using your Locker number  
Then click on Profile



# Review your information



- Take the time to review and update your information
- Do **not** skip this step, as you won't receive important updates if your information is not correct
- Don't forget to click on Save!

A screenshot of the user profile page on the coach.ca website. The page is titled "Profile" and has several tabs: "DETAILS", "CERTIFICATION", "PURCHASES", and "HISTORY". The "DETAILS" tab is active. The user's name is redacted with black boxes. The page includes sections for "Demographics" (with checkboxes for Canadian Armed Forces, RCMP, Indigenous Peoples, and Person with a Disability), "Addresses" (with a "Primary" address redacted and "Edit Delete" options), and "Roles" (with the text "Assign roles via an organization"). At the bottom left, there is a "Save" button circled in red, with a red arrow pointing to it from the right. The top navigation bar includes "HOME", "ELEARNING", "CALENDAR", "PATHWAYS", "EVENTS", "REPORTS", and "PROFILE". The top right corner has social media icons and a "Logout" button. The bottom right corner features the "EQUESTRIAN CANADA EQUESTRE" logo.

# Understanding the Locker system



- Click on the CERTIFICATION tab

**coach.ca**  
Coaching Association of Canada  
Association canadienne des entraîneurs

HOME EARNING CALENDAR PATHWAYS **PROFILE** 🔍

**Profile** DETAILS **CERTIFICATION** PURCHASES HISTORY

STATUS ACTIVE ? 🖨️ 🔄

- TRANSCRIPT** On the **TRANSCRIPT** tab you can check all courses you have done and are recorded in your Locker.
- MAINTENANCE** On the **MAINTENANCE** tab, you can check how many points you have, and what activities you have received points for (on detailed view)
- COACH DEVELOPER** On the **COACH DEVELOPER** tab, you can check your pathway to become a coach developer
- SELF-REPORT** On the **SELF-REPORT** tab, you can self-report and receive PD points for your First Aid certificate and Active Coaching



# Check your PD points

- Click on the MAINTENANCE tab



The screenshot shows the 'coach.ca' website profile page. The navigation bar includes HOME, BLEARNING, CALENDAR, PATHWAYS, and PROFILE. The PROFILE tab is active, and the sub-tab 'CERTIFICATION' is selected. The user's name is redacted with a black box. The status is 'ACTIVE'. There are filter options for 'All sports', 'All contents', 'Single view', and 'All statuses'. The main content area displays two certification cards:

- Equestrian**: Trained, MAINTENANCE (starts Jan 2022), CONTRIBUTING (Post Jan 2027). A red circle highlights the 'MAINTENANCE' tab.
- Equestrian-English**: Certified English Instructor, MAINTENANCE (starts Jan 2022), CONTRIBUTING (Post Jan 2027). A red circle highlights the 'MAINTENANCE' tab and the dates 'Jan 2022' and 'Jan 2027'. A red arrow points to the 'VIEW POINTS' button on the right side of this card.

Here you can check your 5-year cycle

Here you can check how many points you have

If you haven't achieved the points required, your 5-year cycle will not renew and your coaching certification will lap

