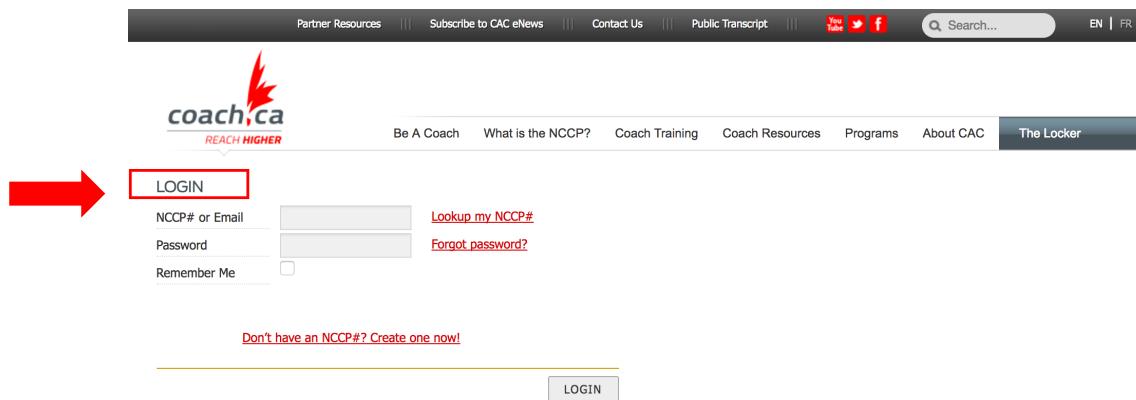


## Active Coaching Declaration

Coaches who are actively coaching can get recognized with one Professional Development (PD) point per year during the 4-year maintenance cycle. By completing an active coaching declaration, you are stating that in the calendar year submitted, you coached an athlete(s).

Follow the steps below to complete the Active Coaching Declaration and earn one PD point.

**Step 1:** Login to [The Locker](#).



Partner Resources | Subscribe to CAC eNews | Contact Us | Public Transcript | YouTube | Facebook | Search... | EN | FR

coach.ca  
REACH HIGHER

Be A Coach | What is the NCCP? | Coach Training | Coach Resources | Programs | About CAC | The Locker

**LOGIN**

NCCP# or Email  [Lookup my NCCP#](#)

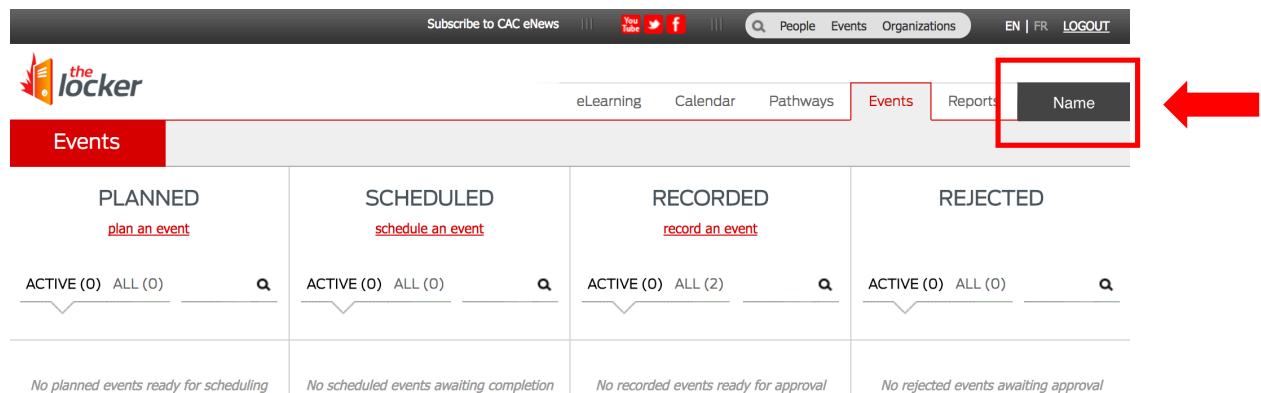
Password  [Forgot password?](#)

Remember Me

[Don't have an NCCP#? Create one now!](#)

LOGIN

**Step 2:** Click on your name on the top right of the screen to view your profile.



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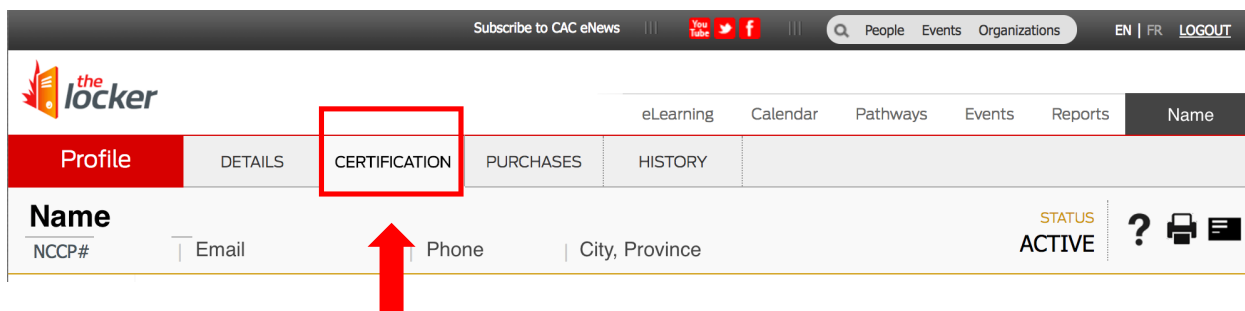
the locker

eLearning | Calendar | Pathways | Events | Reports | **Name**

Events

| PLANNED<br><a href="#">plan an event</a> | SCHEDULED<br><a href="#">schedule an event</a> | RECORDED<br><a href="#">record an event</a> | REJECTED                             |
|--|--|---|--------------------------------------|
| ACTIVE (0) ALL (0) 🔍                     | ACTIVE (0) ALL (0) 🔍                           | ACTIVE (0) ALL (2) 🔍                        | ACTIVE (0) ALL (0) 🔍                 |
| No planned events ready for scheduling   | No scheduled events awaiting completion        | No recorded events ready for approval       | No rejected events awaiting approval |

**Step 3:** Click on “Certification.”



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the locker

eLearning | Calendar | Pathways | Events | Reports | Name

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

Name

NCCP# | Email | Phone | City, Province

STATUS ACTIVE ? 🖨️ 📧

**Step 4:** Click on “Self-Report” and then select “Record Active Status.”

The screenshot shows the user profile page on 'the locker' website. The top navigation bar includes 'Subscribe to CAC eNews', social media icons for YouTube, Twitter, and Facebook, a search bar with 'People', 'Events', and 'Organizations' filters, and language options 'EN | FR' and a 'LOGOUT' link. The main navigation menu has 'eLearning', 'Calendar', 'Pathways', 'Events', 'Reports', and 'Name'. The 'Profile' section is active, with sub-tabs for 'DETAILS', 'CERTIFICATION', 'PURCHASES', and 'HISTORY'. The user's name is displayed, along with fields for 'NCCP#', 'Email', 'Phone', and 'City, Province'. The status is 'ACTIVE'. On the left sidebar, there are icons for 'TRANSCRIPT', 'MAINTENANCE', 'COACH DEVELOPER', and 'SELF-REPORT'. The 'ACTIVE COACHING' section shows '1 point/year of active coaching' and a 'RECORD ACTIVE STATUS' button. The 'COACH SELF-REPORT' section shows 'Self-directed learning to a maximum of 3 points per maintenance cycle' and a 'RECORD PROFESSIONAL DEVELOPMENT' button. Red arrows and boxes highlight the 'SELF-REPORT' button and the 'RECORD ACTIVE STATUS' button.

**Step 5:** Enter the month and year that you were actively coaching and then click “Add.” Please note that PD points must be declared during the calendar year.

The screenshot shows the same user profile page as in Step 4. The 'ACTIVE COACHING' section now has a form with 'I was actively coaching in' followed by dropdown menus for 'January' and '2017'. Below the form are 'ADD' and 'CANCEL' buttons. The 'RECORD ACTIVE STATUS' button is no longer visible. The 'SELF-REPORT' button is still highlighted with a red box and an arrow. The 'RECORD PROFESSIONAL DEVELOPMENT' button is also visible in the 'COACH SELF-REPORT' section.