



# CERTIFICATION EXEMPTION REQUEST

## INSTRUCTIONS

Licensed Coach Status applicants must meet an adequate level of experience and expertise consistent with the requirements of the NCCP certification program. Please complete this form in full to apply for a *Certification Exemption Request*.

Once the *Certification Exemption Request* has been completed and submitted, it will be reviewed and one of the following decisions will be rendered.

1. Certification Exemption will be approved and Licensed Coach Status will be issued.
2. Certification Exemption will be approved, with conditions and Licensed Status will be approved with those conditions
3. Certification Exemption will be declined and the relevant level of Coach Status will be issued if qualifications are met.

You will receive a letter by email of the final decision reached.

If approved with no conditions, the *Certification Exemption* will be valid providing Licensed Coach Status is renewed annually and all requirements for holding coach status are maintained.

Starting in 2023, coaches receiving certification exemptions will be expected to complete designated professional development to maintain their status.

Based on the information provided in the *Certification Exemption Request*, EC reserves the rights to request additional information such as references not previously submitted, proof of transcripts/Certificate/Diploma/Degree as well as any other information deemed necessary for the purpose of determining eligibility to obtain a *Certification Exemption Request*.

The Certification Exemption Requests review process may take up to one month. If the request is not submitted by the 5<sup>th</sup> day of the month you have applied, the request will be reviewed the following month.

If the submission and review processing times do not correspond with your Licensed Coach Status deadline, an extension may be provided for your Licensed Coach Status application. For further information or questions, please contact [coaching@equestrian.ca](mailto:coaching@equestrian.ca)



## COACH INFORMATION

Coach's Full Name		EC#	
Address			
City:		Province:	Postal Code:
Phone #:		Email:	
Website (if applicable):			

## COACHING EXPERIENCE OVERVIEW (MUST BE IN A COACHING RELATED CONTEXT)

How many years have you been actively coaching?

Are there any gaps in your coaching experience? YES NO

If so, please specify the following and list all gaps:

From: YYYY/MM/DD To: YYYY/MM/DD	Reason:

## COACHING PHILOSOPHY/OBJECTIVES

Provide a brief description illustrating your coaching philosophy and objectives.

--



### EMPLOYMENT AND VOLUNTEER EXPERIENCE (COACHING RELATED CONTEXT)

Describe your personal achievements, mentorships, work experience, student progress, levels of coaching achieved, or any other credentials deemed relevant. Must demonstrate 15 years of coaching experience. Volunteer experience is accepted. Duplicates of this page may be attached. **Please attach separate pages if required, or a detailed resume if you prefer.**

Employer or Volunteer Organization	Position	From YYYY/MM/DD To YYYY/MM/DD
Details		

Employer or Volunteer Organization	Position	From YYYY/MM/DD To YYYY/MM/DD
Details		

Employer or Volunteer Organization	Position	From YYYY/MM/DD To YYYY/MM/DD
Details		

### PROFESSIONAL DEVELOPMENT

How do you contribute to your professional development? Discuss at what frequency.

--



**SAFE, WELCOMING, INCLUSIVE ENVIRONMENT**

What measures do you take to consistently promote and provide a safe, welcoming, and inclusive environment for all participants?

**EMERGENCY ACTION PLAN (EAP)**

Do you have an Emergency Action Plan in place? YES  NO

If no, please describe what steps you take to manage an emergency.

**LESSON PLANNING**

Do you prepare written lesson plans? ALWAYS  SOMETIMES  NEVER

**Additional Comments Lesson Planning**

Do you select the horse for your participants? YES  NO

If no, please indicate who ensures the horse is safe for participants to use in your program.



### **ADDITIONAL ACCOMPLISHMENTS AND/OR ACHIEVEMENTS (Equestrian)**

Please share any additional accomplishments or achievements that support your request for Certification Exemption.

--

### **EDUCATION**

(Please attach separate pages, if needed)

Institution, Organization, or Program Name	From YYYY/MM/DD To YYYY/MM/DD
Degree/Diploma/Certificate	

Institution, Organization, or Program Name	From YYYY/MM/DD To YYYY/MM/DD
Degree/Diploma/Certificate	

Institution, Organization, or Program Name	From YYYY/MM/DD To YYYY/MM/DD
Degree/Diploma/Certificate	



### **ADDITIONAL REFERENCES CONTACT INFORMATION**

Please provide contact information for one student reference and one EC Licensed peer coach/colleague

Reference Name	Email Address	Phone Number	Relationship

### **ACCURACY OF INFORMATION**

By submitting this request, I hereby certify that the information contained in the *Certification Exemption Request* is accurate, correct, truthful and complete. I understand that failure to provide truthful information may result in disciplinary measures including your Licensed Coach Status application being denied or revoked.

### **PRIVACY STATEMENT**

By completing and submitting the *Certification Exemption Request*, I consent and authorize EC to collect, use, and disclose my personal information, including all information provided in the *Certification Exemption Request* for the purpose of determining eligibility. Information will be safeguarded in accordance with EC's privacy policy.

Name (Print):	Date:
Signature:	