



CERTIFICATION EXEMPTION REQUEST (CER)

As the governing body for equestrian sport and the equine industry in Canada, our mission, core values and Code of Conduct and Ethics clearly identify the importance of maintaining the highest standards of ethical practices, sportsmanship, and competence across all facets of sport, including coaching.

A Certification Exemption Request (CER) outlines a candidate's coaching abilities and qualifications based on experience, knowledge and training acquired through alternative means. The candidate must demonstrate the level of expertise achieved in alignment with the [National Coaching Certification Program \(NCCP\) outcomes & competencies](#). Coaches must have a minimum of 20 years' experience in a leadership capacity. Only experience acquired **AFTER** the age of 18 years will be considered.

The CER is a subsequent application within the Licensed Coach Status program. In total, to support your Licensed Coach Status and CER application, **four (4)** EC Letters of References are required. The breakdown is as follows:

Licensed Coach Status: Two (2) EC Letters of References are required.

Certification Exemption Request: Two (2) EC Letters of Reference are required.

- One (1) must be completed by an active/current Licensed Coach Status holder, preferably NCCP certified.
- One (1) must be completed by a student.

****Please note, the references for your CER application would need to differ than those for your Coach Status application.**

INSTRUCTIONS

- Complete the Certification Exemption Request (CER) application on the following pages. Once your application is submitted, you will receive an automated email that will confirm the receipt of your application. No further follow-up is required.
- Provide the [EC Letter of Reference](#) to **two (2) additional references** as specified above. Please ensure the references that support your CER are submitted with this application or by email to coaching@equestrian.ca within 7 days of the submission date of your CER application. Incomplete applications will not be reviewed.
- Submit any other relevant information that would support your CER application, within this submission, or by email to coaching@equestrian.ca.

The CER review process may take up to 30 days for complete applications. This process may be longer if your application is incomplete.



Once the CER is reviewed, one of the following decisions will be rendered.

- Certification Exemption Request will be **approved without conditions** and Licensed Coach Status will be issued.
- Certification Exemption Request will be approved **with conditions** and will include a Professional Development Plan (PDP). Licensed Status will be approved with those conditions.
- Certification Exemption Request **will be declined**, and the relevant level of Coach Status will be issued if qualifications are met.

The **CER Decision Letter** will be provided to the candidate via your ECampus account, Step 9: Coach Certification/Verified Expertise of the Licensed Coach Status (2024) program and via email.

Failure to renew Licensed Coach Status will result in the Certification Exemption being revoked upon 6 months of inactivity. Eligibility will be re-assessed based on requirements at that time.

Successful CER candidates are expected to complete designated professional development to maintain their Licensed Coach Status. Status must also be renewed annually.

Upon approval of your CER application, candidates are required to complete the Coaching Association of Canada's NCCP Make Ethical Decisions Training Module AND associated evaluation specified within the CER Decision Letter.

In subsequent years, additional professional development requirements will be introduced for individuals not certified through the NCCP.

For further information or questions, please contact Coaching: coaching@equestrian.ca.



COACH INFORMATION

Who is considered a "**COACH**"?

A coach is defined as a person who provides direct instruction to athletes with the aim of improving their riding abilities and who is responsible to ensure activities are safe and developmentally appropriate in accordance with the [Long-Term Equestrian Development](#) model.

"**COACH**" refers to all individuals who provide instruction to human participants for the purpose of learning to ride/drive and/or improving their skills and performance level in equestrian activity. It is inclusive of individuals who identify themselves as coaches, instructors and/or trainers of human athletes.

While coaches may be engaged in the training of horses, the sale of horses, the provision of boarding services, and other activities within the equine industry, these activities are **NOT** included in the definition of coaching.

| | |
|-----------------------|----------------------|
| Coach's Full Name* | <input type="text"/> |
| EC#* | <input type="text"/> |
| NCCP# | <input type="text"/> |
| Address* | <input type="text"/> |
| City* | <input type="text"/> |
| Province* | <input type="text"/> |
| Postal Code* | <input type="text"/> |
| Phone #* | <input type="text"/> |
| Email* | <input type="text"/> |
| Current facility(ies) | <input type="text"/> |

COACHING EXPERIENCE OVERVIEW (LEADERSHIP CAPACITY ONLY)

What is **LEADERSHIP**?

Leadership is the art of making decisions to influence participants to maximize their efforts towards the achievement of set goals. The leader **leads by example** and **models behavior** that demonstrate the following qualities and skill set.

- Position of ***trust and authority***
- Provides guidance and direction.
- Demonstrates strategic planning.
- Effective communication skills
- Demonstrates integrity & ethics.
- Demonstrates critical thinking & problem-solving skills.

How many years have you been actively coaching in a leadership capacity?*

*Only experience acquired ***AFTER*** the age of 18 years will be considered

Are there any gaps in your coaching experience?*

YES NO

Have you previously undergone an unsuccessful NCCP Certification evaluation?*

*If you select “YES”, by default, this does not indicate the dismissal of your CER application. Successful candidates may be provided with a **Professional Development Plan** if applicable or required. The candidate must be successful in the demonstration of other outcomes within the application. EC reserves the rights to request additional information deemed necessary for the purpose of determining eligibility to obtain a Certification Exemption Request.

YES NO

COACHING PHILOSOPHY/OBJECTIVES

Provide a brief description illustrating your coaching philosophy and objectives.*

Define what leader/leadership means to you. How do you model behaviors of a leader?*

EDUCATION

Education

Describe the **formal education & credentials** you have achieved via a recognized College or University, if applicable.

Please submit your degree, diploma, certificate and/or transcripts, if applicable with this application or via email to coaching@equestrian.ca.

Provide the following information for **each program** completed.

- Institution, Organization
- Program Name
- From YYYY/MM/DD to YYYY/MM/DD
- Degree/Diploma/Certificate achieved.

Please note, individual courses may be applied to Professional Development **ONLY**.

PROFESSIONAL DEVELOPMENT

How do you contribute to your professional development?*

Only professional development that can be verified and/or justified will be taken into consideration to support your CER application.

- Means of **verification** include transcripts, Coaching Association of Canada (CAC) the Locker, certificates of completion, etc.
- Means of **justification** include demonstrating HOW the specified method and/or sources of professional development chosen have contributed to the development of your skillsets.

Documents can be submitted with this form. If you have completed **CAC/NCCP** training modules or modules available via **Equestrian Canada's ECampus**, you do not need to include the associated transcripts and/or certificate of completion. These will be confirmed upon verification of your associated accounts.



Please select all applicable methods and/or sources.

CAC/NCCP the Locker (Multi-sport or Sport-specific training)

Equestrian Canada's ECampus

Reading

Mentorship

Clinic(s)

Lesson(s)

Observation(s)

Other (please specify):

I do not contribute to professional development.

How frequently do you contribute to your professional development? Select an average.*

0-3 months

> 3 months, but less than 6 months

> 6 months, but less than 12 months

> 12 months, but less than 18 months

EMPLOYMENT AND VOLUNTEER EXPERIENCE (LEADERSHIP CAPACITY)

Employment & Volunteer Experience*

Please submit separate pages if required, or a detailed resume, if preferred.

Describe your personal coaching achievements, mentorships, work experience, levels of coaching achieved, or any other credentials deemed relevant. **Must demonstrate 20 years of coaching experience in a leadership capacity.** Volunteer experience is accepted.

Provide the following information for **each employer.**

- Employer or Volunteer Organization
- Position
- From **YYYY/MM/DD** To **YYYY/MM/DD**
- Job Description



Have you ever been terminated from an employment where your duties and responsibilities consisted to those of a COACH?*

YES NO

**ADDITIONAL ACCOMPLISHMENTS AND/OR ACHIEVEMENTS
(EQUESTRIAN CONTEXT - SELF)**

Please share any additional personal accomplishments or achievements that supports your Certification Exemption Request (CER) either as an individual, a coach or an athlete
If you were featured in news/magazine articles, podcasts or received any special mentions or awards, please include the links, or provide other supporting evidence and/or documents.

Have you successfully achieved rider levels from the Learn to Ride/Drive Program?*

YES NO I'm not familiar with this program

ETHICAL DECISIONS

How do you model behaviors that embody the spirit of sportsmanship, leadership, and ethical conduct?*

Please describe a scenario where you experienced having to make an ethical decision in a position of trust and authority.*



What key factors were considered to make an ethical decision?*

What was the outcome of your decision? Were you satisfied with the results?*

SAFETY & INCLUSIVE ENVIRONMENT

How do you consistently promote and maintain a safe, welcoming, and inclusive environment to all participants including viewers?*

How do you consistently promote an environment free from harassment, abuse, maltreatment, and discrimination?*

What protocol(s) do you implement when a fall occurs (student/athlete dismounts unintentionally) with and without the suspicion of a concussion?*

What is a concussion?*

Describe the signs & symptoms of a concussion.*

TRUE OR FALSE?*

Wearing an approved helmet reduces the risk of a concussion.

TRUE

FALSE

EMERGENCY ACTION PLAN (EAP)

Do you own the property where most of your coaching activities occur?

YES

NO



Do you have an Emergency Action Plan currently in place or are you aware of the facility's current EAP?*

YES NO

Is the EAP accessible and visible to all?

YES NO

Are all parties aware of their duties and responsibilities to properly execute the EAP in the event it is required?*

YES NO

If requested, are you able to provide an EAP?*

YES NO

How do you ensure effective communication of the EAP to others relating to execution and any updates that may arise?*

LESSON PLANNING & COMMUNICATION

Do you prepare lesson plans?*

YES NO

How do you organize a well-structured practice (lesson) plan with safe, age-appropriate activities you've designed to match the proficiency level of your participants?



How do you identify goals that offer the best training benefits to the athletic skills of your participants?*

How do you identify potential risk factors that could impact the practice activities?*

How do you ensure effective communication of the lesson plan(s) with students and/or parents?*

STUDENT/ATHLETE PERFORMANCE & ACHIEVEMENTS

How many students and/or athletes do you have as part of your Equestrian Sport Program?*

How many students and/or athletes are engaged in EC sanctioned competitions?*



Please provide further details on the achievements of your students and/or athletes, engaged in competition with successful results.*

Select up to **three (3)** student/athletes currently in your program. Provide the following details for **each**.

- Student/Athlete Name
- EC# (if applicable)
- Discipline(s)
- Competition Level(s) (if applicable)
- Describe your athlete's development in accordance to the [Long-Term Equestrian Development](#) model and explain the methods undertaken to reach the athlete's goals.
- Additional Comment(s)

Student/Athlete #1

Student/Athlete #2

Student/Athlete #3

Student/Athlete #4

REFERENCES

Please provide contact information for your references. A student or parent/guardian reference AND a reference from an EC Licensed Coach, preferably NCCP certified is required.*

Two (2) EC Letters of references ***MUST*** be submitted within this application, to support your CER or **within 7 days of the submission date** of your application.

Provide the following details for **each**.

- Reference Name
- Email
- Relationship (**Student/Parent or Guardian, EC Licensed Coach**)

The references below must differ than the references provided for your Licensed Coach Status application.

Supporting documents

To support your CER, the following **REQUIRED** documents **MUST** be submitted with this application or within 7 days from the CER submission date. **Incomplete applications will not be reviewed and will be returned to the candidate to rectify.**

Please upload the following **REQUIRED** supporting document(s) with this application:

1. EC Letter of Reference: Must be an EC Licensed Coach Status, *NCCP certified, preferred.*
2. EC Letter of Reference: Must be from a Student/Athlete or Parent/Guardian

Please upload the following **RECOMMENDED** supporting document(s):

1. Education degree, diploma or certificate
2. Emergency Action Plan
3. Example of a written Lesson Plan
4. NCCP unsuccessful evaluation debrief.

Please submit any other relevant information that would support your CER application.

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.

I consent

ACKNOWLEDGMENT*

Based on the information provided in the CER, 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.

I acknowledge that upon the approval of my CER application, Licensed Coach Status must be renewed annually. All requirements within must be renewed upon expiry and any professional development required must be completed. Failure to renew Licensed Coach Status will result in the Certification Exemption being revoked upon 6 months of inactivity. Eligibility will be re-assessed based on requirements at that time.

I have read and understand the statement above.

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.



Please note, *incomplete applications* ***will not*** be reviewed and will be returned to the candidate to rectify. The application must be completed within 7 days from receiving a written notice from EC.

I have read and understand the statement above.

Signature*

Submission Date*

Please provide any feedback you may have regarding the Certification Exemption Request (CER) process. (Optional)

We are committed to further enhance our programs and services. Your feedback is greatly appreciated. Thank you for your contribution to the equestrian community!

If you have any questions or concerns, please include them below. A member of our team will review and follow-up.