

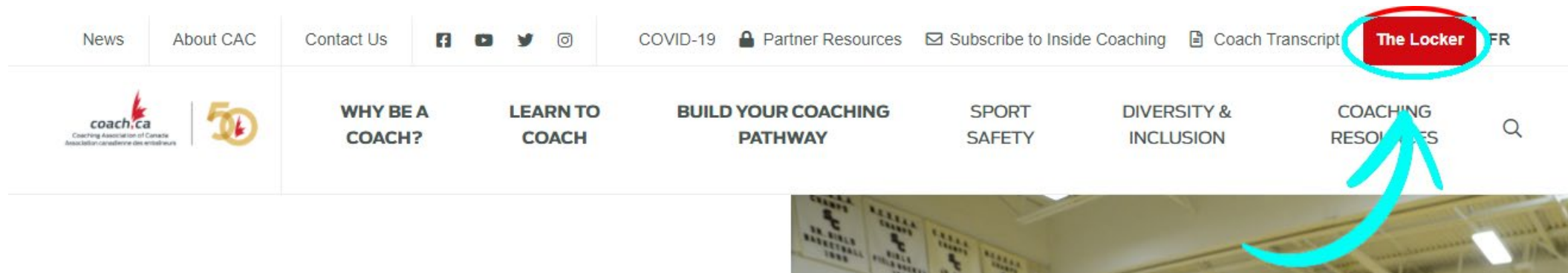


# How to self-report PD points

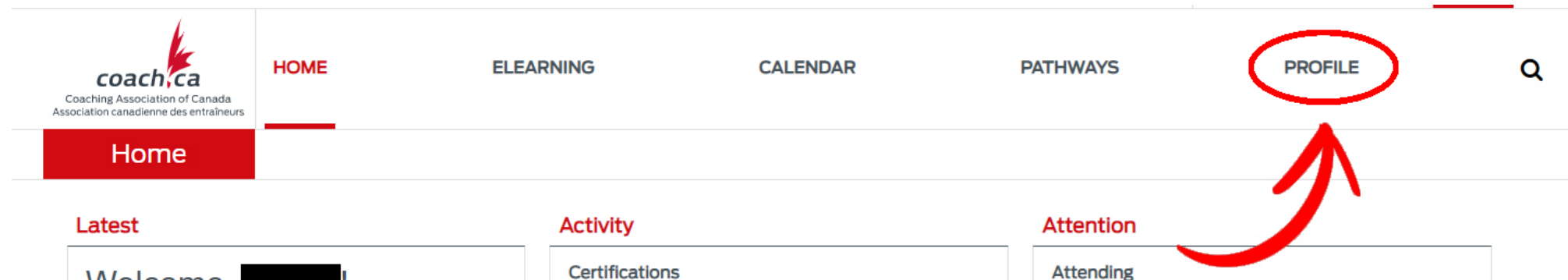
ALBERTA  EQUESTRIAN  
— F E D E R A T I O N —

# Login to your Locker account

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

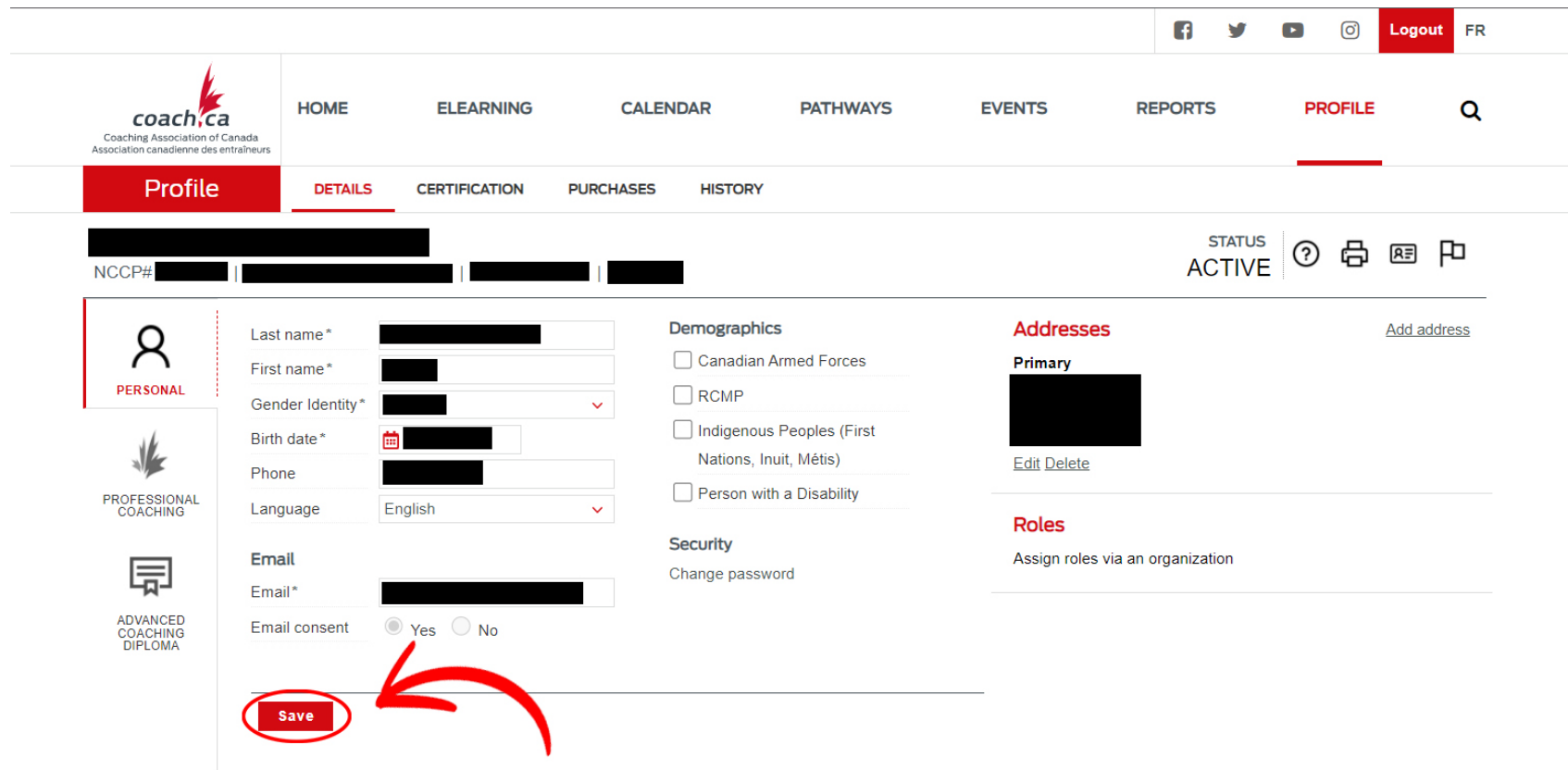


Login using your Locker number  
Then click on Profile



# 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!



The screenshot shows the user profile page on coach.ca. The page has a top navigation bar with links for HOME, ELEARNING, CALENDAR, PATHWAYS, EVENTS, REPORTS, and PROFILE (which is highlighted). Below this is a sub-navigation bar with Profile, DETAILS, CERTIFICATION, PURCHASES, and HISTORY. The main content area is divided into sections: PERSONAL (with a profile icon), PROFESSIONAL COACHING (with a horse icon), and ADVANCED COACHING DIPLOMA (with a diploma icon). The PERSONAL section contains fields for Last name, First name, Gender Identity, Birth date, Phone, Language, Email, and Email consent. The PROFESSIONAL COACHING section contains a checkbox for Canadian Armed Forces, a checkbox for RCMP, a checkbox for Indigenous Peoples (First Nations, Inuit, Métis), and a checkbox for Person with a Disability. The ADVANCED COACHING DIPLOMA section contains a checkbox for Change password. The Addresses section shows a Primary address with Edit and Delete links. The Roles section shows Assign roles via an organization. A red arrow points to the Save button at the bottom left.

coach.ca  
Coaching Association of Canada  
Association canadienne des entraîneurs

HOME ELEARNING CALENDAR PATHWAYS EVENTS REPORTS **PROFILE** Q

**Profile** DETAILS CERTIFICATION PURCHASES HISTORY

NCCP# [REDACTED] STATUS ACTIVE ? [REDACTED] [REDACTED] [REDACTED]

**PERSONAL**

Last name\* [REDACTED]  
First name\* [REDACTED]  
Gender Identity\* [REDACTED] v  
Birth date\* [REDACTED]  
Phone [REDACTED]  
Language English v  
Email [REDACTED]  
Email\* [REDACTED]  
Email consent ☒ Yes ☐ No

**PROFESSIONAL COACHING**

**Demographics**

☐ Canadian Armed Forces  
☐ RCMP  
☐ Indigenous Peoples (First Nations, Inuit, Métis)  
☐ Person with a Disability

**Security**

Change password

**Addresses** [Add address](#)

**Primary**

[REDACTED]  
[Edit](#) [Delete](#)

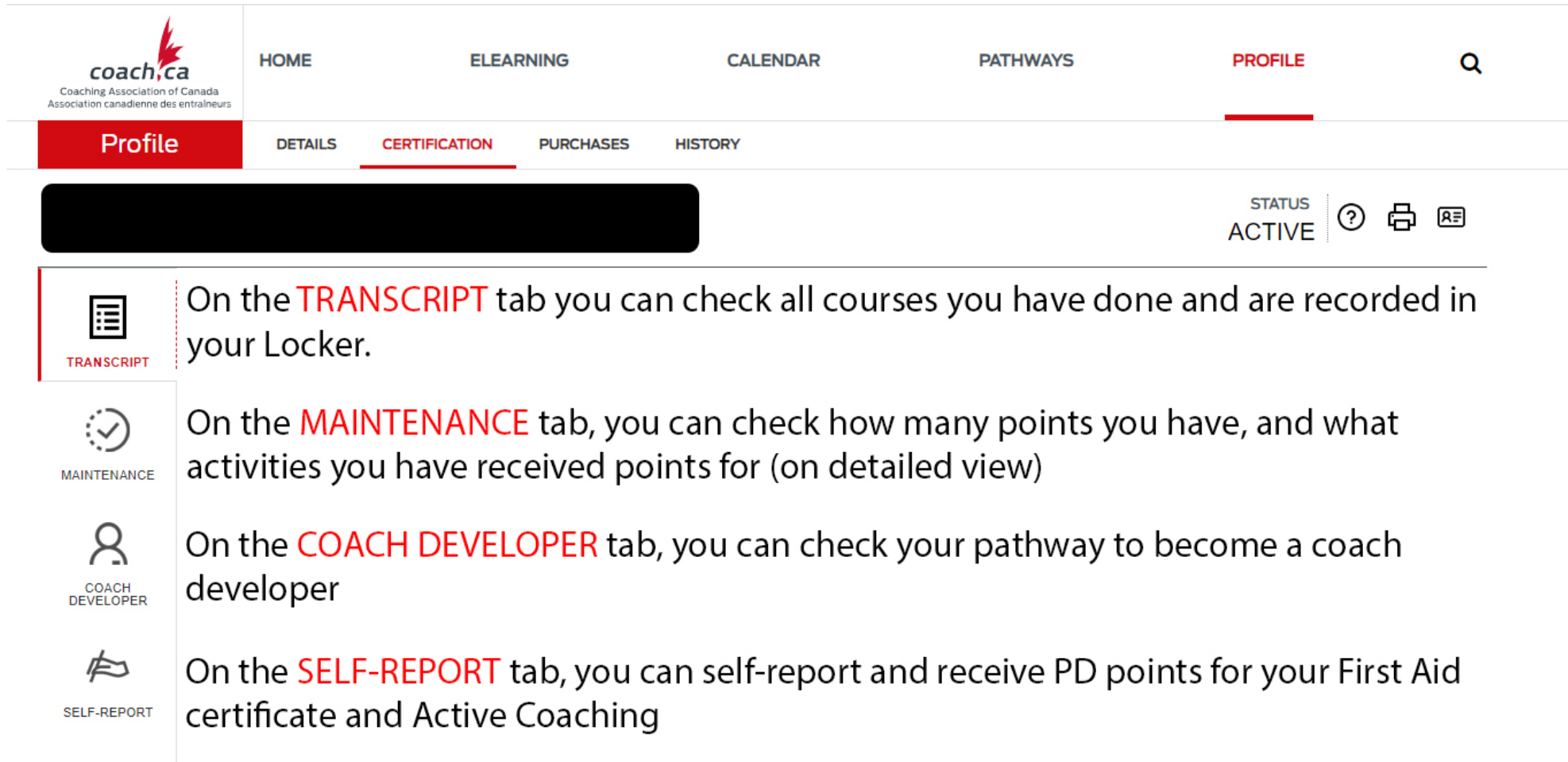
**Roles**

Assign roles via an organization

**Save**


# Understanding the Locker system

- Click on the CERTIFICATION tab








The screenshot shows the coach.ca website interface. The top navigation bar includes links for HOME, ELEARNING, CALENDAR, PATHWAYS, and PROFILE (which is highlighted in red). Below this, the PROFILE section has sub-tabs: DETAILS, CERTIFICATION (highlighted in red), PURCHASES, and HISTORY. A black rectangular box redacts the user's name. To the right of the redaction, the user's status is shown as 'ACTIVE' with icons for help, print, and a calendar. On the left sidebar, there are four icons with corresponding labels: TRANSCRIPT, MAINTENANCE, COACH DEVELOPER, and SELF-REPORT. Each icon is accompanied by a descriptive text block explaining its function.


**coach.ca**  
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HOME ELEARNING 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

# Self-Report PD Points

- Coaches are responsible for entering any activity that they believe is worthy of points but does NOT fall under any of the other categories other than the Self-Report category in the PD Activity Guide.
- Please note that a maximum of 3 points per 5-year cycle can be self-reported.

Image taken from original PD Activity Guide.

Self-Reported Professional Development		
Activity	Points	Limitations
<i>Category: Active Coaching</i>	1 point/year	5 point maximum per 5-year cycle
<i>Category: All Other Professional Development not listed previously</i> Examples: <ul style="list-style-type: none"> <li>• Mentoring directly with another Coach on coaching techniques from the same sport or an alternative sport</li> <li>• Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness</li> <li>• Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.)</li> <li>• Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Fitness, Coaching/Leadership, etc</li> <li>• Personal athletic development – must be coached - (Riding Lessons, other sports, or personal training, etc)</li> <li>• Equine Development – Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops)</li> <li>• Clinics in FEI equine disciplines</li> <li>• Non-FEI discipline and alternative training clinics</li> <li>• Other organizations equine online accredited courses (ex: Equine Guelph, University, College, Department of Agriculture “recognized” equine institutions, etc)</li> <li>• Acting as a Mentor Coach or Volunteering in a capacity that provides a new learning environment for yourself (Para-Equestrian, 4H, Pony Club, Therapeutic Riding, Youth Groups, Senior Groups, etc)</li> <li>• <b>Other Self-Directed Professional Development Learning Opportunities</b></li> </ul>	1 point/hour	3 point maximum per 5-year period

# Self-Report PD Points

- Click on the SELF-REPORT tab

The screenshot shows the coach.ca website interface. At the top, there are social media icons and a 'Logout' button. The main navigation bar includes 'HOME', 'ELEARNING', 'CALENDAR', 'PATHWAYS', and 'PROFILE' (which is highlighted). Below this, the 'Profile' section is active, showing 'DETAILS', 'CERTIFICATION', 'PURCHASES', and 'HISTORY'. A black redaction box covers the user's name. To the right, the status is 'ACTIVE' with icons for help, print, and a document. The left sidebar contains icons for 'TRANSCRIPT', 'MAINTENANCE', 'COACH DEVELOPER', and 'SELF-REPORT' (which is circled in red). The main content area is divided into two columns: 'Active coaching' (1 point/year) and 'Coach self-report' (Self-directed learning to a maximum of 3 points per maintenance cycle). Both columns have a red button labeled 'Record active status' and 'Record professional development' respectively. Red arrows point from the 'SELF-REPORT' tab and the 'Record professional development' button to the explanatory text below.

**Active coaching**  
1 point/year of active coaching

**Record active status**

Here you can report and receive 1 point per year you actively coached within your 5-year cycle

**Coach self-report**  
Self-directed learning to a maximum of 3 points per maintenance cycle

**Record professional development**

Here you can report any activity that does NOT fall under any of the categories in the PD Activity Guide other than the 'Self-Reported' one.

Fill out the information required and click on Add/Save to self-report your PD points. Please note that a maximum of 3 points per 5-year cycle can be self-reported.