

**NCCP COMPETITION - INTRODUCTION
MULTI-SPORT MODULES
PART A AND PART B
HOME STUDY APPLICATION FORM
(Revised May 2015)**

A home study course is available for the Part A and Part B of the National Coaching Certification Program (NCCP) - previously known as Theory Level 1 and 2.

A home study course is just that -- a course you study at home, on your own time.

To be eligible for an NCCP home study course in Part A or Part B; you must:

- be interested in coaching or actively coaching
- explain your *extenuating circumstances*
- **Recommended Prerequisite:** Competition - Introduction Part A prior to Part B

Definition

- Extenuating Circumstances are circumstances which prevent a coach from accessing a regular course because of lack of availability during acceptable times or because of distance.

What is the procedure?

If you are eligible, and wish to apply for a home study, here's what to do:

1. **Fill in** the attached application form and send to:

Alberta Sport Connection
c/o Adam Sollitt
Suite 500, HSBC Building
10055 - 106 Street, Edmonton, AB T5J 1G3

Please note:

- the application form must be accompanied by 2 separate cheques
- 1- cheque for **Fee** and payable to the **noted Learning Facilitator**
- 1- cheque for **Material** and payable to **Alberta Sport Connection**
- payment must accompany the original signed application form
- the fee is forfeited if the home study is not returned by the due date



Fee - \$175.00

1 cheque made payable to **Paul Chahal** in the amount of **\$155.00 (Fee)**

1 cheque made payable to **Alberta Sport Connection** in the amount of **\$20.00 (Material)**

A refund of the course fee can be made only in exceptional circumstances, and will be subject to a cancellation charge.

1. **Complete** the description of your extenuating circumstances.
2. If you are a trained or certified coach, please **attach** a copy of your NCCP Coach Transcript (<https://thelocker.coach.ca/Account/Login?ReturnUrl=%2faccess%2faccount%2fprofile>)
3. All necessary materials (coach workbook, reference material) will be **sent to you** upon acceptance.
4. Home study materials **must be returned to the learning facilitator** within the following time limits:
 - Part A - within 2 months of mailing to candidate
 - Part B - within 3 months of mailing to candidate

The due date is indicated on the letter sent to the candidate when they receive the course materials.

5. **You will be notified**, by letter, of your results and your workbook will be returned to you with comments from the course tutor. If you are unsuccessful in the completion of the Home Study course by the specified time line, a \$25.00 re-marking fee may be levied.
6. When you have **successfully completed** the course, you will receive a “trained” certificate and issued a coaching certification number by email if you do not have one already.



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Name: _____	Phone: (R) _____
Address: _____	(B) _____
	Email: _____
City/Prov: _____	Birthdate: _____
Postal Code: _____	NCCP#: _____

I wish to apply for:

Part A (\$175.00)

Part B (\$175.00)

My **extenuating circumstances** are as follows:

If coaching, please list sport(s):	If coaching, with what club or organization:

Applicant's Signature: _____

Date: _____

I have enclosed the following:

If trained or certified in the NCCP, a copy of my Coach Transcript

An explanation of my extenuating circumstances

Cheques in the amount of _____ (LF/Fee) and _____ (Alberta Sport Connection/
Material)

Please submit application and cheques to:

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