



Re: Continuous Education Program (CEP) for Professional Coaches

Dear Professional Coaching Member:

Skate Canada, the Advisory Coaching Council and its subcommittees believe it is important to have highly knowledgeable and competent professional coaches that continue to learn and develop their skills to ensure a high quality learning environment for Skate Canada members. As such, Skate Canada wishes to recognize coaches who participate in professional development activities through the *Continuous Education Program (CEP)*.

Please find attached a Statement of Qualifying Activities form for the CEP. The CEP is a voluntary program offered by Skate Canada and professional coaches may choose whether to participate.

A professional coach may be recognized at one of three status levels based on the number of credits gathered in the two-year cycle (September 1, 2004-August 31, 2006). The minimum number of credits required to attain each status level are as follows:

Gold	50 credits
Silver	35 credits
Bronze	20 credits

To participate in the CEP, keep track of the eligible activities in which you participate during the next two years on the attached statement form. This statement must be completed and submitted with your Skate Canada Professional Coach Registration in order for you to gain recognition in the CEP at the end of this two-year cycle. You will have the option of submitting the information from your Statement on line or submitting a paper copy of your Statement.

Please be aware that regardless of whether you mail in your statement or submit your information electronically you are required to retain a completed copy of your statement in your files for future reference and verification.

Each activity being claimed must be fully detailed in each row. Any activity with an incomplete description or documentation (if applicable) will not be given credit. Only activities listed on the *Eligible Activities for Credit* document (attached) may be claimed and only the prescribed credits associated with those activities may be claimed. Additional credits earned in one CEP cycle may not be carried over to the next CEP cycle.

Once your Statement has been verified, your new CEP recognition will be recorded in your membership file, on your membership card and a CEP sticker will be sent to you along with your registration confirmation to affix to your Section photo identification card. Your status will be recognized for two consecutive years in your membership file after which your status expires.

You must continue to participate in the CEP and earn the necessary credits to be recognized in the program.

Here's how to participate in the Continuous Education Program (CEP):

1. Keep your Statement, "Eligible Activities for Credit" document and these instructions in your CEP file.
2. When participating in development opportunities that qualify for CEP credit, take your Statement with you and have the clinic leader/mentor/course conductor or activity leader sign your Statement at the appropriate line.
3. Complete the entry for that activity by recording the activity name, date, name of clinic leader/mentor/course conductor, duration of the activity in days and hours, and the number of credits claimed for that activity as per the *Eligible Activities for Credit* document.
4. Repeat this process for every activity that qualifies for credit within the two-year time frame.
5. Prior to submitting your Statement, confirm that you have provided all necessary verification for your activities (signatures, paper copies of documentation etc.) according to the *Eligible Activities for Credit* document. Documentation will not be returned so please submit copies or keep a copy for your records.
6. At the end of the two-year period, sign and date your Statement. Your Statement must be signed to be recognized for credit. By signing your Statement you are verifying and attesting to the accuracy of the information.
7. Retain a completed copy of your Statement in your CEP file for reference and verification.
8. Submit your Statement (and any required documentation) along with your Skate Canada Professional Coach Membership registration either by mail or on-line. If you register for membership and submit your Statement on line, keep your required documentation in your CEP file for reference.
9. With your registration confirmation, you will receive your Professional Coaching Member card identifying your CEP status, and a coloured CEP sticker to apply to your Section photo ID.
10. Update your professional resume, business cards and communication material with your CEP status.
11. Continue to track and record your professional development activity on a new Statement to achieve a recognition status within the CEP for the next cycle.

On behalf of Skate Canada and its coaching committees I encourage you to participate in this program, be proud of your commitment to your development, and display your CEP status. Thank you for your dedication to the coaching profession and your athletes.

Sincerely,

Jeff Partrick
Coaching and Member Services Director



STATEMENT OF QUALIFYING ACTIVITIES

*Continuous
Education
Program
Sept. 1, 2004 –
Aug. 31, 2006*

Name (Print): _____

E-mail address: _____

Telephone #: _____

Skate Canada Number: _____ CAC Number: _____

Activity	Date (dd/mm/yyyy)	Clinic leader / Mentor / Course conductor (Print Name)	Activity Leader's signature	Duration (days/ hrs)	Credits Claimed	Office Use Only
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
Total credits						
Office Use Only		CEP Status: No Status Bronze Silver Gold			Initial: _____ Date: _____	

All fields for each activity must be completed and this statement must be signed and dated to be considered for credit.

NOTICE:

Skate Canada reserves the right to verify all of the information in the statement forms. Providing false or misleading information in this document will be considered a violation of the Skate Canada Coaches' Code of Ethics, violation of Skate Canada rules and could result in denial or revocation of CEP status and/or Skate Canada suspending, terminating or denying Skate Canada Professional Coaching Membership.

I have read the above notice and hereby certify that the all of the information in this document is true and accurate.

Signature: _____

Date: _____

PLEASE MAKE A COPY OF THIS STATEMENT FORM AND KEEP IN YOUR RECORDS FOR VERIFICATION