

305.0 EXTENSIONS

In cases where the two-year deadline to become Level 1 certified from the date of completion of the Level 1 Phase 3 course has not been met, the following applies. In all cases, coaches must be registered members of Skate Canada.

In extenuating circumstances, coaches may be granted an extension to complete the necessary NCCP Level 1 Phase 4 Practical requirements and become Level 1 certified. Such a request must be made in writing detailing why the practical could not be completed within the two-year deadline to the Section Course Administrator. The candidate will pay an administrative fee (late fee penalty) of \$25.00 in addition to any other costs. The extension period should not exceed 12 months.

Extension deadline not met:

In cases where the coach has not met the extension deadline and has not yet achieved a full Level 1 certification, the following requirements need to be fulfilled successfully:

1. The coach candidate must complete a 15-hour mentorship training session with a Mentor Coach who is Level 2 certified or higher with at least 10 years of experience in the areas indicated as “Needs Improvement” by the Phase 4 Video Evaluator. A written letter from the Mentor Coach must be sent to the Section Course Administrator once the coach in training has fulfilled this requirement successfully.
2. Audit the full Level 1 Technical Phase 3 course.
3. Once the coach candidate has audited the Phase 3 course, the Section Course Administrator must provide a written letter to the Level 1 coach indicating that he/she is eligible to register as a Skate Canada Coach for the current membership year and must comply with the following conditions:
 - Must redo the video or part of the video as indicated by the Phase 4 Video Evaluator
 - Must comply with the re-submission deadline set by the Section Course Administrator. A recommended deadline for re-submissions under these circumstances can range between 6-8 months.
 - Submit the appropriate re-submission marking fee as per policy 304.5

If the Level 1 Technical course was completed before May 1998, the coach candidate must complete all of the following:

1. The coach must first audit the Level 1 Technical courses (Phases 1 and 3) **OR** buy the Level 1 CanSkate manual and the Level 1 Technical manual and videos;
2. The coach candidate must complete the CanSkate assignment and complete the Phase 2 Home Study Guide and;
3. The coach must complete the Level 1 Phase 4 Practical Requirements.