### • Step 1: Skate Canada eLearning courses

To become a Coach Assessor in Skills, the following pre-requisites, courses and exams must be completed

- NCCP Regional Coach in –Training or higher status
- Star 1-5 Coach Assessor Training (Certificate)
- STAR 6 Gold: Introduction eLearning module & Exam
- STAR 6 Gold: Skills eLearning module & Exam



### Step 2: Coach Assessor Application

Once you have successfully completed the eLearning modules and exams, submit your Coach Assessor Application to the AB/NWT/Nun Section Office

Application Form: <u>https://skatecanada.wufoo.com/forms/star-6gold-</u> <u>coach-assessor-in-skills/</u>

\* Please note: Applications may be submitted anytime however interviews and mentor assessments in the Alberta-NWT/Nunavut Section will not start until January/February 2020.

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### • Step 3: Interview

Once your application is received and pre-qualifications confirmed a mentor will be assigned to you. You will be contacted for a telephone interview to review the mentored assessment requirements and process. Please share your Coach Assessor goals and objectives during the interview.

Practice assessments may be possible in advance of your mentored assessment. During the interview please share if this is something you would like to participate in.



### Step 4: Mentored Assessment

Upon a successful interview, a supervised assessment is required where the coach will assess a skater with a mentor observing. Depending on where you live, this mentored assessment will be coordinated with a planned assessment day. We will organize the timing of the mentored assessment with you.

Expenses associated with conducting the mentored assessment, such as travel, accommodation and meals are the responsibility of the coach.



#### • Step 5: Promotion

You will receive your Mentored Assessment Feedback and Results from the Mentor following the post assessment debrief. If the result of your mentored assessment recommends further training in order to receive the promotion, your mentor will provide suggestions and identify next steps.

Once you have successfully completed your Mentored Assessment, submit the signed form along with the application for promotion to the Section Coach Coordinator. Your Home Club and Region Board will be notified of your promotion. Your Skate Canada membership will also be updated with your Coach Assessor in Skills designation.



Submit Mentor Assignment Request Application Form to Section Office

Section Coaching Coordinator reviews application and verifies prerequisite qualifications are completed Qualified Mentor is assigned to the Candidate and is scheduled to an Assessment Day

Candidate attends the assigned mentored assessment opportunity with the Mentor Pre-brief meeting scheduled & held between Mentor and Candidate

Mentor sends introduction email to Candidate

Mentor completes comments and evaluation ratings on the Mentored Assessment Rubric during the assessment

Mentor conducts post assessment debrief with the candidate in person Mentor & Candidate sign the completed Rubric and a signed copy of the Assessment Rubric is given to candidate

Promtion granted, candidate is qualified Coach Assessor Candidate is successful and submits to Section Office Coach Coordinator completed signed mentor assessment, and Coach Assessor promotion request

Mentor notifies Section Coaching Coordinator of outcome, Section records the information and waits for the candidate to submit application for promotion