



# NCCP PRIMARY STARSKATE PRACTICAL EXTENSION REQUEST FORM

*Please print clearly*

Name: \_\_\_\_\_ Skate Canada # \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ CC# \_\_\_\_\_

Email: \_\_\_\_\_

Date of Level 1 Technical \_\_\_\_\_

*Please use page 2 if you require additional space*

Indicate ALL clubs where you are coaching: \_\_\_\_\_

Requested time period for successful completion of Primary STARSkate Practical: \_\_\_\_\_

Reasons for requesting Practical Extension: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***If more than 2 years have elapsed please contact the Section office at 613-925-1441 or email: eos@bellnet.ca***

**Fees:**

Administrative Fee of **\$25.00**  
Phase 4 Practical Workbook **(if required)** **\$15.00**

I have enclosed a cheque in the amount of \$ \_\_\_\_\_

**Please mail the request form and cheque, payable to:**

**Skate Canada – Eastern Ontario**  
276 King St. West, P.O. Box 2209  
Prescott, ON K0E 1T0


<b>Office Use:</b> Extension Start Date: _____ Extension End Date: _____
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Reasons for requesting Practical Extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# NCCP PRIMARY STARSKATE PRACTICAL EXTENSION REQUEST FORM

## Primary STARSkate Practical Extension Policy

In cases where the two year deadline to become Primary STARSkate (formerly Level 1 ) certified from the date of completion of the Primary STARSkate technical course has not been met, the following applies.  *It is important to clarify that you do not have two years to submit your Primary STARSkate practical video for marking - **you have two years to become Primary STARSkate certified by fulfilling all of the Primary STARSkate practical requirements successfully.***

### 305.0 Extensions

If the Level 1 Technical component was completed more than 5 years ago, the coach candidate must complete all of the following:

- a) The coach must first audit the CanSkate & Primary STARSkate Technical courses (formerly Level 1, phases 1 and 3) or purchase the CanSkate Manual and Primary STARSkate Manual and videos.
- b) The coach candidate must complete the CanSkate assignment and complete the Primary STARSkate Coach Home Study.
- c) The coach must complete the Primary STARSkate Video (phase 4) Practical Requirements.

In the case where two-year deadline to become Primary STARSkate 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, where the two-year deadline to become Primary STARSkate (formerly Level 1) certified from the date of completion of the Primary STARSkate course (formerly Level 1 Phase 3) has not been met, coaches may be granted a (1) one time extension to complete the necessary NCCP Primary STARSkate Practical (formerly Level 1 Phase 4) requirements and become Primary STARSkate 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 will not exceed 12 months. In all cases, coaches must be a registered members of Skate Canada.*

### Extension deadline not met:

In cases where the coach has not met the extension deadline and has not yet achieved a Primary STARSkate 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 ISPC Certified or higher with at least 10 years of experience in the areas indicated as “Needs Improvement” by the Video (Phase 4) 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 Primary STARSkate course (formerly Level 1, phase 3)
3. Once the coach candidate has audited the Primary STARSkate course (phase 3) the Section course Administrator must provide a written letter to the Primary STARSkate 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:
  - a. Must redo the video or part of the video as indicated by the Video Evaluator
  - b. 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 to 8 months.
  - c. Submit the appropriate re-submission marking fee as per policy 304.5