

**NCCP INTRODUCTION TO COMPETITION
PART A / PART B / COMPETITION DEVELOPMENT
HOME STUDY COURSE APPLICATION FORM**

Please note:

- The application must be accompanied by 1 cheque for Part A and Competition Development or 2 separate cheques for Part B
- Payment must accompany the application form. AN APPLICATION CANNOT BE PROCESSED UNTIL PAYMENT HAS BEEN MADE.
- The fee is forfeited if the home study is not returned by the due date.

1. **Course Fee:** made payable to SPORT MANITOBA

Part A - \$150.00 (142.86 + gst)

- 1 cheque in the amount of:
 - \$145.00 (\$110.00 for tutor fees)

Part B - \$160.00 (152.38 +gst) & \$30.00 (DVD deposit)

- 1 cheque in the amount of:
 - \$155.00 (\$115.00 for tutor fees)
- 1 cheque in the amount of:
 - \$30.00 (video deposit)

Competition Development- \$80.00 per module (includes gst)

- 1 cheque in the amount of:
 - \$80.00 (\$50.00 for tutor fees)

2. A refund of the course fee can be made only in exceptional circumstances, and will be subject to a cancellation charge.
3. Enclose a description of your extenuating circumstances leading you to choose a home study course.
4. Enclose verification of your active coaching status (see attached Coaching Record Form).
5. All necessary materials (course manual, workbook, instructions) will be sent to you if you are accepted.
6. Home study materials must be returned to the course tutor within the following time limits:
 - Part A – within 2 months of mailing to candidate
 - Part B – within 3 months of mailing to candidate
 - Competition Development – within 2 months of mailing to the candidate

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

7. You will be notified, by email of your results and will receive comments regarding your workbook 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.
8. When you have completed the course satisfactorily, you will be sent a coaching certification card from the NCCP database in Ottawa.

**NCCP INTRODUCTION TO COMPETITION
MULTI-SPORT MODULES
PART A /PART B / COMPETITION DEVELOPMENT
HOME STUDY COURSE APPLICATION FORM**

Name: _____ Phone: (R) _____
 Address: _____ (B) _____
 _____ Fax: _____
 City/Prov: _____ Email: _____
 PC: _____ Birthdate: _____
 My CC# _____
 is: _____

I wish to apply for (please check):

I already have (please check):

- Competition A (\$150.00)
- Competition B (\$160.00)
- Competition Development (\$80.00)

- Theory Level 1
- Competition A
- Competition B

I have enclosed the following:

- Proof that I am actively coaching which has been signed by my Provincial Sport Association (see attached Coaching Record Form)
- Proof that I have completed the previous Theory level or multi-sport modules (if applicable)
- An explanation of my extenuating circumstances (see attached form)
- Cheque(s) in the amount of _____ & _____

Please submit application and cheque(s) to:

Sport Manitoba
c/o NCCP
200 Main Street
Winnipeg, MB R3C 4M2

My extenuating circumstances are as follows:

COACHING RECORD FORM

Name: _____ Phone: (R) _____
Address: _____ (B) _____
City/Prov: _____ Fax: _____
PC: _____ E-mail: _____

NCCP Technical Courses Completed: _____ NCCP Practical Courses Completed: _____

Name and Address of Club/Institution:	Description of Program (i.e. athletes' ages, abilities, etc.)	Description of your involvement (position, length of time, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Head Coach*: _____ (please print) Head Coach: _____ (signature)
Provincial Sport Organization: _____ (please print) Provincial Sport Organization: _____ (signature)

Your signature: _____
Date: _____

* Head coach or the person to whom you are directly responsible.

