

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that [athlete's name] is a participant of the BC Athlete Assistance Program for the sport of [sport name] and thus meets the standards for the External Sport Credentials Program.**

The Ministry of Education has approved the External Sport Credits Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Athlete 11** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

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***[President/Executive Director's]***

Signature



## EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

### COACH 11 REQUIRED DOCUMENTATION CHECKLIST

The provincial sport organizations will be responsible to verify their student coaches have completed all the requirements for Coach 11. The following checklist will assist with this process. The Sport Branch will provide a template letter to the PSO's to use to provide verification of involvement in the approved program.

**Student Coach Participant:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

- NCCP Introduction to Competition - Part "A" modules**
  
- Minimum 70 hours of coaching practical experience**

#### **National Coaching Certification Program (NCCP)**

The Sport Branch, in partnership with the Coaches Association of BC (CABC) and provincial sport organizations, offers the National Coaching Certification Program (NCCP) on a province-wide basis. This is a national program for coach education. Certificates indicating "Trained" or "Certified" status are provided upon successful completion of the multi-sport generic or sport-specific modules, or when requirements of "Certification" have been met. For more information on the National Coaching Certification Program and specific certification requirements, please visit the Coaches Association of Canada website at [www.coach.ca](http://www.coach.ca) or the Coaching Association of British Columbia's website at [www.coaches.bc.ca](http://www.coaches.bc.ca).

#### **Practical Experience**

Practical coaching experience verification requires sign off by a NCCP certified coach, a provincial sport organization designate, or coach evaluator. The verification letter must include; name of the student, number of practical coaching hours, team or athletes coached, level of participation, name of authorizing coach including NCCP CC number (if applicable), and date of completion. The practical coaching experience must be in the same sport as the trained or certified accreditation.



EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

**COACH 12 REQUIRED DOCUMENTATION CHECKLIST**

The provincial sport organizations will be responsible to verify their student coaches have completed all the requirements for Coach 11. The following checklist will assist with this process. The Sport Branch will provide a template letter to the PSO's to use to provide verification of involvement in the approved program.

**Student Coach Participant:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

- NCCP Level 1 Technical**
- NCCP Introduction to Competition – Part “A” modules**
- Minimum 80 hours of practical coaching experience**

**National Coaching Certification Program (NCCP)**

The Sport Branch, in partnership with the Coaches Association of BC (CABC) and provincial sport organizations, offers the National Coaching Certification Program (NCCP) on a province-wide basis. This is a national program for coach education. Certificates indicating “Trained” or “Certified” status are provided upon successful completion of the multi-sport generic or sport-specific modules, or when requirements of “Certification” have been met. For more information on the National Coaching Certification Program and specific certification requirements, please visit the Coaches Association of Canada website at [www.coach.ca](http://www.coach.ca) or the Coaching Association of British Columbia's website at [www.coaches.bc.ca](http://www.coaches.bc.ca).



## EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

### **Practical Experience**

Practical coaching experience verification requires sign off by a NCCP certified coach, a provincial sport organization designate, or coach evaluator. The verification letter must include; name of the student, number of practical coaching hours, team or athletes coached, level of participation, name of authorizing coach including NCCP CC number (if applicable), and date of completion. The practical coaching experience must be in the same sport as the trained or certified accreditation.

## EXTERNAL SPORT CREDITS FOR HIGH SCHOOL STUDENTS INFORMATION SHEET

The External Sport Credentials Program (ESCP) gives student-athletes in grade 10, 11 and 12 the opportunity to earn graduation credits for approved levels of competition as an athlete, coach and/or official.

Students can obtain External Sport Credits in these categories:

- Athlete (10, 11, 12)
- Coach (11, 12)
- Official (10, 11, 12)

The Ministry of Education is responsible for the External Credentials program and the Sport Credits Portion of this program is administered and monitored by the Sport Branch of the Ministry of Tourism, Sport and the Arts.

To see which sports are involved in the program, eligibility standards and for more information see the **Course Information for the Graduation Program** link at the Ministry of Education's website

<http://www.bced.gov.bc.ca/graduation/courseinfo/> select "Course Information for the Graduation Program" and go to Chapter 3 External Sport Course Information.

### DETAILS

- Students do not have to be in a specific grade to receive that grade's credit. For example, a grade 10 student who is competing on a provincial team going to a national championship will receive credit for Athlete 12. Likewise, a grade 11 student who competed in the BC Games while he/she was in grade seven will receive credit for Athlete 10.
- Students who have participated in approved programs before they reach grade 10 can receive credit for their past participation by obtaining written documentation to verify their participation.
- Once a student has received credit for a particular level within the athlete, official or coach categories, he or she cannot receive additional credits for duplicate participation.

### HOW TO EARN CREDITS

- Check to see if your course/program is approved to receive credit in the External Sport Credentials Program.
- Obtain written documentation from your provincial or national sport organization of your participation in the eligible sport program.
- Provide the documentation to your school counselor.



***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that [student official's name] has completed all the requirements of the Officials Program – Judge C for the sport of Karate and thus meets the standards for the External Sport Credentials Program.**

The Ministry of Education has approved the External Sport Credentials Program for external credits under the External Credentials Program.

This student is eligible to receive **two credits** for **Official 10** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact [***PSO name, contact, and phone numbers/email***].

Congratulations!

***[President/Executive Director's]***  
Signature

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that *[student official's name]* has completed all the requirements of the **Officials Program – Judge B** for the sport of **Karate** and thus meets the standards for the External Sport Credentials Program.**

The Ministry of Education has approved the External Sport Credentials Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Official 11** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

***[President/Executive Director's]***  
Signature



***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that *[student official's name]* has completed all the requirements of the **Officials Program – Referee B** for the sport of **Karate** and thus meets the standards for the External Sport Credentials Program.**

The Ministry of Education has approved the External Sport Credentials Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Official 12** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

***[President/Executive Director's]***  
Signature

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that *[athlete's name]* is a participant of the **BC Winter Games Team** for the sport of **Karate** and thus meets the standards for the External Sport Credits Program.**

The Ministry of Education has approved the External Sport Credits Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Athlete 10** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

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***[President/Executive Director's]***

Signature

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that *[athlete's name]* is a participant of the **BC High Performance Squad** for the sport of **Karate** and thus meets the standards for the External Sport Credits Program.**

The Ministry of Education has approved the External Sport Credits Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Athlete 11** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

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***[President/Executive Director's]***

Signature

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that *[athlete's name]* is a participant of the **BC High Performance Team** for the sport of **Karate** and thus meets the standards for the External Sport Credits Program.**

The Ministry of Education has approved the External Sport Credits Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Athlete 12** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

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***[President/Executive Director's]***

Signature



## EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

### OFFICIAL 10 REQUIRED DOCUMENTATION CHECKLIST

The provincial sport organizations will be responsible to verify their student officials have completed all the requirements for Official 10. The following checklist will assist with this process. The Sport Branch will provide a template letter to the PSO's to use to provide verification of involvement in the approved program.

**Student Coach Participant:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

- Theory Component**
- Examination**
- Evaluation/Assessment**
- Minimum of 25 hours of practical officiating**

#### **Knowledge and Assessment**

Student officials must have completed a theory component, passed an examination, and completed practical experience with an evaluation signed by a PSO designated official's educator or evaluator.

#### **Practical Experience**

For the practical officiating experience, a student official must commit the minimum number of officiating hours as indicated in the above table. Officiating hours between each level (Official 10, 11 and 12) are cumulative and can be acquired in more than one sport. For students who accumulate officiating hours in more than one sport, it is mandatory they complete the theory, examination and evaluation/assessment component independently for each sport. The student official must have a record (booklet, passport, etc.) that is signed by a PSO designated official to confirm the number of hours spent on the practical component.



## EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

### OFFICIAL 11 REQUIRED DOCUMENTATION CHECKLIST

The provincial sport organizations will be responsible to verify their student officials have completed all the requirements for Official 11. The following checklist will assist with this process. The Sport Branch will provide a template letter to the PSO's to use to provide verification of involvement in the approved program.

**Student Coach Participant:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

- Theory Component**
- Examination**
- Evaluation/Assessment**
- Minimum of 75 hours of practical officiating (25 hours is cumulative from Official 10)**

#### **Knowledge and Assessment**

Student officials must have completed a theory component, passed an examination, and completed practical experience with an evaluation signed by a PSO designated official's educator or evaluator.

#### **Practical Experience**

For the practical officiating experience, a student official must commit the minimum number of officiating hours as indicated in the above table. Officiating hours between each level (Official 10, 11 and 12) are cumulative and can be acquired in more than one sport. For students who accumulate officiating hours in more than one sport, it is mandatory they complete the theory, examination and evaluation/assessment component independently for each sport. The student official must have a record (booklet, passport, etc.) that is signed by a PSO designated official to confirm the number of hours spent on the practical component.



## EXTERNAL SPORT CREDENTIALS PROGRAM 2006-07

### OFFICIAL 12 REQUIRED DOCUMENTATION CHECKLIST

The provincial sport organizations will be responsible to verify their student officials have completed all the requirements for Official 12. The following checklist will assist with this process. The Sport Branch will provide a template letter to the PSO's to use to provide verification of involvement in the approved program.

**Student Coach Participant:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

- Theory Component**
- Examination**
- Evaluation/Assessment**
- Minimum of 125 hours of practical officiating (75 hours is cumulative from Official 11)**

#### **Knowledge and Assessment**

Student officials must have completed a theory component, passed an examination, and completed practical experience with an evaluation signed by a PSO designated official's educator or evaluator.

#### **Practical Experience**

For the practical officiating experience, a student official must commit the minimum number of officiating hours as indicated in the above table. Officiating hours between each level (Official 10, 11 and 12) are cumulative and can be acquired in more than one sport. For students who accumulate officiating hours in more than one sport, it is mandatory they complete the theory, examination and evaluation/assessment component independently for each sport. The student official must have a record (booklet, passport, etc.) that is signed by a PSO designated official to confirm the number of hours spent on the practical component.

***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that [coach athlete's name]** has completed all the requirements of the **Coach 11 Program** for the sport of **[sport name]** and thus meets the standards for the External Sport Credentials Program.

The Ministry of Education has approved the External Sport Credentials Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Coach 11** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

***[President/Executive Director's]***  
Signature



***[PSO Letterhead]***

***[Athlete's name and address]***

Dear School Counselor:

**This letter verifies that [coach athlete's name]** has completed all the requirements of the **Coach 12 Program** for the sport of **[sport name]** and thus meets the standards for the External Sport Credentials Program.

The Ministry of Education has approved the External Sport Credentials Program for external credits under the External Credentials Program.

This student is eligible to receive **four credits** for **Coach 12** which may be applied towards his or her secondary school graduation.

The External Sport Credits program began in 1997 and is designed to recognize the level of participation which they are involved in as an elite level athlete in British Columbia. It includes athletes who are competing on provincial or national teams, are Team BC members attending the Western Canada Summer Games or the Canada Summer or Winter Games, as well as BC and National Athlete Assistance recipients.

For further information on this athlete, please contact ***[PSO name, contact, and phone numbers/email]***.

Congratulations!

***[President/Executive Director's]***  
Signature