

## Excerpt from the Taekwondo Canada NCCP Operations Manual

### **7.5. NCCP Evaluation for Certification**

- 7.5.1 Instructors or coaches must apply for evaluation for certification online through the Taekwondo Canada Website.
- 7.5.2. Instructors and coaches must pay appropriate evaluation fee for given coaching context.
- 7.5.3. Upon receipt of designated fees, Taekwondo Canada (Or NCCP operations committee designate) will assign an evaluator.
- 7.5.4. Instructor or coaches must download appropriate evaluation guidelines (portfolio) from the Taekwondo Canada Website.
- 7.5.5. The Instructor or Coach must contact the evaluator, and satisfy the completion of the portfolio prior to engaging in a formal observation of practice.
- 7.5.6. The evaluator must submit to Taekwondo Canada a suitable report designating the result of the evaluation. This report must include;
  - 7.5.6.1. A brief overview of the candidate and the context of the evaluation
  - 7.5.6.2. An indication of criteria verified
  - 7.5.6.3. A brief action plan outlining areas for improvement.
- 7.5.7. Upon receipt of all required evaluation documentation, Taekwondo Canada will pay Evaluator honoraria.
- 7.5.8. Honoraria must be paid within two weeks of receiving required documentation