



2025-2026 Foreign Coach Entry Point – Required Documents

To begin the process, the coach must submit:

1. **Updated Resume**
Include: email, phone number, date of birth.
2. **Cover Letter**
Choose one:
 - Describe coaching situation and employment offer in Canada
 - Request to register for ACA-CSC certification course
3. **Proof of Foreign Certification**
Certification and supporting documents from the certifying body (in English or French).
4. **Reference Letter**
From the Provincial/Territorial Sport Organization (PTSO).
5. **Criminal Background Check**
Must include a vulnerable sector check from the country of origin, covering local and state/provincial police records and sexual offence registry.

Process & Timeline

- Once all documents are received, certification transfer will be evaluated.
- Coach must complete required tasks **before coaching**.
- Processing time: **2+ weeks** – submit early.

Submission Instructions

- Coach must send documents directly to coach@alpinecanada.org and **copy the club head coach** (if applicable).