**How to Become a Trainer**

# Certification

It is an OMHA requirement that each team have certified bench staff consisting of a head coach and an HTCP certified trainer.

The Hockey Trainer Certification Program (HTCP) is a risk management and safety education program for the volunteer hockey trainer. The ultimate goal of the program is to have all hockey trainers implement effective risk management on their own teams, where safety is the first priority at all times, both on and off the ice.

Certification is also important for the GKHA to meet its insurance requirements.

## Hockey Trainer Certification Requirements

To be rostered as a trainer, you need the following:

* [Hockey Trainers Level 1 Certification (**minimum**)](https://htohockey.ca/)
* [Respect in Sport for Activity Leaders](https://omha.respectgroupinc.com/koala_final/)
* [Gender Identity and Expression Course](https://register.hockeycanada.ca/clinic-details/1ec0aa41-23e0-6a36-8df3-06e982c5b5d4)
* Police Vulnerable Sector Check – [City of Kingston Resident](https://policechecks.kpf.ca/) – [OPP Policing Resident](https://www.opp.ca/index.php?id=147&lng=en)

### Hockey Trainers Certification Program (HTCP)

Hockey Trainers Certification Program (HTCP) Level 1 Certification and Level 1 Refresher e-learning courses are available online through the Hockey Development Centre of Ontario website.

* [HTCP Online Courses: Level 1 and Level 1 Refresher](https://htohockey.ca/)

### Respect in Sport for Activity Leaders

The OMHA has entered into a partnership with Respect Group Inc. in piloting the offering of Speak Out! certification as an online e-learning option to our Members. Access instructions to assist with accessing and advancing through Respect in Sport via the OMHA website.

* [Respect in Sport Activity Leader Program Course Log-In](https://omha.respectgroupinc.com/secure/)

### Understanding Discrimination based on Gender Identity and Gender Expression

The Ontario Hockey Federation requires training for team officials to support trans-inclusive hockey in Ontario. There are two modules, which will educate team officials on this important topic. All team officials will require an HCR 3.0 account to register and complete the two modules. Once completed, notification will be posted to the team officials’ member profile on the HCR. All coaches, trainers, and on-ice volunteers must complete the Gender Identity course to be rostered.

Registration for Gender Identity and Gender Expression can be completed through your [HCR 3.0 account](https://register.hockeycanada.ca/home).

### Police Vulnerable Sector Check

GKHA requires a clear/clean Police Vulnerable Sector Check (PVSC) be filed when someone volunteers for the first time and every other season thereafter.

In order to expedite the process of obtaining a PVSC, the applicant should complete the GKHA Police Vulnerable Sector Check (PVSC) Volunteer Letter Request Form, which confirms that the applicant is a volunteer with the association.

The original Police Vulnerable Sector Check (PVSC) letters must be submitted to the GKHA mailbox at the Invista Centre —photocopies will not be accepted.

### Rowan's Law Acknowledgement

In order to be rostered to a Markham Waxers team all volunteers must [register as a volunteer through the online registration process in HCR 3.0](https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-4-g/markham-waxers-house-league/participant/1ebf5921-059e-6338-add2-02ed1a383242). Part of that process includes Rowan's Law Acknowledgement.

## Certification Obtained Outside the OMHA

If you have obtained a coach or trainer certification with an association outside of the OMHA, please complete the [https://mbswcdn.com/img/menu/pdf.pngApplication for Conversion Upgrade of Certification form](https://www.omha.net/layout_container/show_layout_tab?layout_container_id=27370034&page_node_id=2853662&tab_element_id=91776) and forward it to the OMHA so that your certifications can be added to your Hockey Canada Registration (HCR) system record.

## Certification Reimbursement

The GKHA will provide 100% refund of certification course fees for volunteers rostered to a GKHA team. Expenses such as lunch, parking, or mileage are not refunded. **Certification courses must be completed no later than November 1 and must have been approved by the Director of Risk Management & Treasurer prior to registration. For questions regarding this, please reach out to the Director of Risk Management.**

Reimbursement is processed when all certifications required to roster you to your team position have been completed and you have submitted a clear PVSC. Please reach out to the GKHA Treasurer for more details on Reimbursement.

The GKHA will reimburse clinic fees that provide the minimum qualifications to be a certified volunteer in a given position. You are welcome to take a higher level courses (e.g., Level 2 Trainer Certification), however, we will provide a refund based on the cost of a certification clinic at the minimum certification required.

**\*\*\*IMPORTANT\*\*\*** Should a GKHA Trainer want to pursue certification for their HTCP Level 2, please reach out to the Director of Risk Management as there maybe options to help offset the cost of this.

## Check the Status of your Qualifications

You may view the current status of your certifications through your HCR 3.0 account.

Hockey Canada has migrated to a new database, Hockey Canada Registry (HCR) 3.0. This upgraded version of HCR replaces three separate platforms: HCR 2.0, HCR Online Registration, and eHockey. All information that previously was stored in these three platforms should have been moved into HCR 3.0.

HCR 3.0 gives you access to:

* Playing history
* Coaching or officiating certifications
* Respect in Sport status including certificate number and expiry date (if applicable)
  + On a player account you will find RIS "Parent" information
  + On a bench staff account you will find RIS "Activity Leader" information
* Gender Identity and Expression course status
* Police Vulnerable Sector Check status including expiry date (Note that PVSC expiry dates listed in HCR are three years but the Waxers require an updated PVSC every two years.)
* Your family members’ HCR information by linking them to your account
* Sign up for certification clinics

**Links**

[Hockey Canada Registry 3.0](https://register.hockeycanada.ca/)

[HCR 3.0 Register for Clinics](https://register.hockeycanada.ca/clinics)

[HCR 3.0 Support](https://register.hockeycanada.ca/support)

[GKHA Registrar Email](mailto:jduchesne@greaterkingstonhockey.com?subject=HCR%203.0%20Question)