

CAP LEVEL I ACCREDITATION REQUIREMENTS CHECKLIST:

- Yes, I **attended a Core CAP Level I course**.
Date: _____ Location: _____
Site Code: _____ Cadre: _____
- Yes, I **attended 3 CAP Level I Elective Modules** (included with course fee)
Module #1 Session Title: _____ Site: _____ Date: _____
Module #2 Session Title: _____ Site: _____ Date: _____
Module #3 Session Title: _____ Site: _____ Date: _____
- Yes, I **attended a 4th Elective Module**.
Module #4 Session Title: _____ Site: _____ Date: _____
- Yes, I submitted proof (copy of certificate of attendance) of 1 additional Elective Module to the National office:
Date Module #4 Certificate submitted: _____
- Yes, I **submitted a Signed Code of Ethics**:
At my CAP I course – Date of CAP Course: _____
or By mail following the course – Date Mailed: _____
or By email following the course - Date Emailed: _____
or By Fax following the course – Date Faxed: _____
- Yes, I **submitted proof of attending a Foundations of Coaching class** (or equivalent)
At my CAP I course – Date of CAP Course: _____
or By mail following the course – Date Mailed: _____
or By email following the course - Date Emailed: _____
or By Fax following the course – Date Faxed: _____
Class Title: _____ Date of Class: _____
Class Site: _____ Instructor: _____
- Yes, I have **undergone a positive Background Screening through my Region & CAP** may access my results
- Yes, I **received my CAP Level I written test** (emailed to all participants following the course weekend, so participants MUST supply course host/national office with a viable email address which can accept PDF attachments. Hotmail accounts often do not or are too small capacity to accept).
- Yes, I **submitted my CAP Level I written test** to the National Office.
By mail following the course – Date Mailed: _____
or By email following the course - Date Emailed: _____
or By Fax following the course – Date Faxed: _____
- Yes, I **received a passing grade** on written CAP Level I Test: _____%
- Yes, I have **received my CAP Level I Accreditation Certificate** and congratulatory letter from the National Office.
My CAP Level I Accreditation Date: _____
My CAP Level I Accreditation Expiration Date: _____
- Yes, I **am now eligible to attend a Level II course!**