



APPROVED
By Resolution No. 15 of the
Professional Council of Culture
of 10 April 2019

PROCEDURE FOR AWARDING PROFESSIONS for coach professions

1. GENERAL

1.1. The procedure for awarding professional qualifications (hereinafter the Procedure) regulates the organisation of awarding professional qualifications with regard to the following professional titles and levels:

- Assistant coach, level 3
- Junior coach, level 4
- Coach, level 5
- Senior coach, level 6
- Master coach, level 7
- Elite coach, level 8

1.2. The professional qualification of a coach is awarded to all the professional titles and levels specialised in a field of sports and mode of movement, see Annex 1.

Specialisation on the following recreational sports levels can be awarded and re-certified as an additional qualification: assistant coach, level 3; junior coach, level 4, and coach, level 5, upon the existence of a respective valid qualification.

Specialisation on the following personal coach levels can be awarded and re-certified as an additional qualification: assistant coach, level 3; junior coach, level 4; coach, level 5; senior coach, level 6; master coach, level 7, and elite coach, level 8, upon the existence of a respective valid qualification.

1.3. Qualifications are awarded in accordance with the principle of lifelong learning – to recognise people's skills and knowledge independent of the time, place and manner of obtaining these, and to ensure equal opportunities in the assessment and recognition of competence.

1.4. The Procedure and any amendments thereto shall be approved by the Professional Council of Culture (hereinafter the Professional Council).

1.5. The competence requirements for coach professions are established by professional standards and conformity with the requirements is certified with a professional certificate. All the valid coach professions have been entered in the Register of Professions and the Estonian Sports Register.

1.6. The Estonian Olympic Committee (hereinafter the EOC) acts as the body that wards coach professions or the awarder of professions.

1.7. The professional qualifications committees to be formed shall include the following parties: employers, employees/specialists, training instructors, representatives of sports organisations, and professional system specialists.

1.8. A professional qualifications committee may appoint an assessment committee to assess the conformity of the competence of a person applying for a profession with the professional standard.

1.9. The authority of the professional qualifications committees and assessment committees shall be valid until the expiry of the EOC's right to award professions.

1.10. The committees shall work in accordance with the Professions Act, the Procedure, the professional standards, and the guidelines established by the awarder of professions.

1.11. Coach professions are awarded for 4 years or indefinitely on the grounds stipulated in the Procedure.

1.12. The awarding and re-certification of professions may differ by way of preconditions and form.

1.13. An applicant shall pay a fee for the awarding and re-certification of a profession. Upon the proposal of the EOC, the professional Council shall approve the fee for awarding a profession which shall be used for organising the awarding of professions.

1.14. The documents for applying for a profession shall be processed in accordance with the provisions of the Administrative Procedure Act.

1.15. The Estonian Qualifications Authority shall be the body providing consultations and performing administrative supervision with regard to awarding professions.

2. DUTIES OF AWARDER OF PROFESSIONS

2.1. The efficient organisation of a consistent process of awarding coach professions which covers the area of sports.

- 2.2. Developing and updating guideline materials for the organisation of the awarding of professions in the legal framework.
- 2.3. Developing a draft procedure for awarding professions and submitting it to the Professional Council for approval.
- 2.4. Developing the rates of the fees for the awarding and re-certification of professions and submitting it to the Professional Council for approval.
- 2.5. Forming the EOC professional coach qualifications committees and approving the EOC field of sports professional coach qualifications committees on the basis of specialisation.
- 2.6. Ensuring the announcement of awarding a profession.
- 2.7. Ensuring the disclosure of information related to awarding a profession.
- 2.8. Ensuring the receipt and verification of conformity of the applications and documents of applicants and re-applicants in the electronic environment created for the purpose.
- 2.9. Ensuring the assessment of the conformity of applicants and re-applicants with the professional levels in the EOC field of sports professional coach committees.
- 2.10. Ensuring the issue of professional certificates.
- 2.11. Ensuring the protection of information which is not subject to disclosure and which has been obtained in the course of awarding a profession.
- 2.12. Ensuring compliance with the procedures for the organisation of awarding professions.
- 2.13. Submitting a report on the organisation of awarding professions and the use of the related financial resources to the Professional Council at least once a year.
- 2.14. Recording the awarding and re-certification of coach professions in the Estonian Sports Register and ensuring data exchange with the Register of Professions.

3. COMPOSITION AND DUTIES OF PROFESSIONAL QUALIFICATIONS COMMITTEES

- 3.1. A member of a professional qualifications committee shall have an overview of the professional system, the coach profession, the specifics of sports movement and the basics of pedagogy, and act in an impartial manner.
- 3.2. The EOC professional coach qualifications committee (the central committee) shall be approved by the EOC. The field of sports specific EOC professional coach qualifications committees shall upon the proposal of the respective sports federations be approved by the EOC. The professional qualifications committees shall include the representatives of the following institutions and parties interested in the awarding of a profession: the Estonian Olympic Committee, the respective sports federation, sports club and/or sports school (representatives of employers), coaches recognised in the field of sports (representatives of employees/specialists), a higher education establishment related to the know-how of the area (representatives of training instructors), and the Estonian Qualifications Authority.
- 3.3. The professional qualifications committees shall elect a chairperson and a vice-chairperson from amongst their members.
- 3.4. The duties of the EOC professional coach qualifications committees shall be:
 - 3.4.1. awarding professions to the members of the EOC field of sports professional coach committees;
 - 3.4.2. awarding and re-certifying the profession of an elite coach, level 8;
 - 3.4.3. awarding and re-certifying the profession of an master coach, level 7;
 - 3.4.4. solving extraordinary situations and providing consultations to the EOC field of sports professional coach qualifications committees;
 - 3.4.5. verifying the existence of restrictions with regard to persons working with children.
 - 3.4.6. The composition of an EOC professional coach qualifications committee:

The work of the committee shall be organised by an awarder of professions selected by way of a competition. The composition of a professional qualifications committee shall include:

 - 1) employers;
 - 2) employees/specialists;
 - 3) training instructors;
 - 4) other parties.
 - 3.4.7. In the awarding and re-certification of the professions of an elite coach, level 8, and a master coach, level 7, a representative of the professional coach qualifications committee of the relevant sports federation may be invited to the committee meeting.
- 3.5. Professional qualifications committees shall:
 - 3.5.1. act on the basis of the work procedure approved by the awarder of professions;
 - 3.5.2. ensure the availability of the study programme and study materials necessary for the qualification training of coaches and conduct training in their area of specialisation/field of sports in the required volume;
 - 3.5.2. appoint an assessment committee, if necessary;
 - 3.5.4. comply with the rates of the fees for awarding and re-certification of professions;
 - 3.5.5. comply with the guidelines and other documents related to awarding professions established by the EOC;

- 3.5.6. approve the field of sports specific assessment forms, guidelines and materials;
- 3.5.7. announce the awarding of a profession;
- 3.5.8. review the documents of applicants and decide on allowing them to the assessment for the awarding/re-certification of a profession;
- 3.5.9. decide on the awarding/re-certification or the refusal to award/re-certify a profession to an applicant;
- 3.5.10. settle complaints submitted with regard to the activities of an assessment committee;
- 3.6. A member of a professional qualifications committee must not take part in deciding on the awarding of a profession to an applicant, if he or she:
 - 3.6.1. has taken part in the work of the assessment committee, or
 - 3.6.2. is directly involved in the organisation of preparatory training or education for awarding a profession, or
 - 3.6.3. is the applicant's employer or otherwise personally interested in the awarding of the profession or if other circumstances raise suspicions with regard to his or her impartiality.

4. FORMATION AND DUTIES OF ASSESSMENT COMMITTEES

- 4.1. If necessary, an assessment committee shall be formed upon the decision of the professional qualifications committee for the assessment of the competence of an applicant.
- 4.2. An assessment committee shall consist of at least three members. If the assessment is held in the form of an examination using an automatic testing system in the case of which humans are not involved in assessment, the assessment committee shall consist of at least one member.
- 4.3. An assessment committee shall:
 - 4.3.1. assess the applicant's competence in accordance with the provisions of the Procedure;
 - 4.3.2. prepare a report on the organisation and results of the assessment and submit it to the professional qualifications committee.
- 4.4. The members of an assessment committee shall be competent in professional activities and familiar with the professional system and have assessment-related skills, they shall also be independent and with appropriate personal characteristics and attitudes.
- 4.5. Not more than a third of the members of an assessment committee may be directly involved in the organisation of preparatory training or education for the particular assessment and not more than one third may be from the same institution as the employer of the applicant, except in the case of the automatic testing referred to in subsection 4.2.

5. PRECONDITIONS TO AWARDING AND RE-CERTIFICATION OF PROFESSIONS AND DOCUMENTS TO BE SUBMITTED

- 5.1. An applicant shall meet the following preconditions and certify his or her level of education, the completed qualification and further training, the level of the coach profession, work experience and other requirements with documents:

Preconditions to applying for the profession of an assistant coach, level 3:

- age at least 18 years, the completion of the qualification training of an assistant coach, level 3, in the volume of 30 hours in general sports courses, and in the area of specialisation – *at least* 30 hours in the field of sports, *basic first aid training* (16 hours) or *further first aid training* (6 hours) completed in the past four years, preferably secondary education, and experience in engaging in the field of sports.

Two options for the preconditions to applying for the profession of a junior coach, level 4:

- secondary education, holds the profession of an assistant coach, level 3, in addition to the qualification training of an assistant coach in the total volume of 60 hours, the completion of the qualification training of a junior coach, level 4, in the volume of 50 hours in the general sports courses, and in the area of specialisation – *at least* 50 hours in the field of sports, *basic first aid training* (16 hours) or *further first aid training* (6 hours) completed in the past four years, and at least 1 year of professional work experience at the qualification level of an assistant coach, level 3;
- higher physical and/or sports education and further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training* (16 hours) or *further first aid training* (6 hours) completed in the past four years.

Three options for the preconditions to applying for the profession of a coach, level 5:

- secondary education, holds the profession of a junior coach, level 4, in addition to the qualification training of an assistant coach and junior coach in the total volume of 160 hours, the completion of the qualification training of a coach, level 5, in the general sports courses in the volume of 70 hours, and in the area of specialisation – *at least* 70 hours in the field of sports, *basic first aid training* (16 hours) or *further first aid training* (6 hours) completed in the past four years, and at least 3 years of professional

work experience in total on the qualification levels of an assistant coach, level 3, and a junior coach, level 4;

- higher physical and/or sports education acquired in the past 5 years and professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 1 year of professional work experience in total in the past 4 years;
- higher physical and/or sports education acquired 6 and more years ago and professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 5 years of professional work experience in the past 8 years.

Three options for preconditions to applying for the profession of a senior coach, level 6:

- holds the profession of a coach, level 5, professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 10 years of professional work experience *in total* in the past 12 years on the levels of assistant coach, level 3, junior coach, level 4, and coach, level 5;
- higher physical and/or sports education acquired in the past 5 years and professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 3 years of professional work experience in the past 8 years;
- higher physical and/or sports education acquired 6 and more years ago, and professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 8 years of professional work experience in the past 12 years.

Two options for the preconditions to applying for the profession of a master coach, level 7:

- holds the profession of a senior coach, level 6, education that corresponds to the master's degree in physical education and/or sports, professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, at least 5 years of professional work experience in the past 8 years as well as a high level of recognition of the results of trainees, and published professional publications and/or activity as a training instructor of coaches;
- holds the profession of a senior coach, level 6, higher physical and/or sports education, professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, at least 10 years of professional work experience in the past 12 years as well as a high level of recognition of the results of trainees, and published professional publications and/or activity as a training instructor of coaches.

The preconditions to applying for the profession of an elite coach, level 8:

- holds the profession of a master coach, level 7, top-level skills and knowledge obtained in a consistent extent comparable to a high academic level, and conformity with at least four of the following requirements (according to the assessment of the EOC professional coach qualifications committee):
 - a. is recognised and has repeatedly proven his or her efficient coaching work at an international top level;
 - b. holds international authority as an expert/coach invited to national teams;
 - c. has published professional articles or has been selected to give a presentation at conferences of international level;
 - d. has consistently been an example and an advocate of the ideals of fair play and clean sports;
 - e. is working/has worked as a lecturer or a member of teaching staff at a higher education establishment with a lecture series or in the area of research;

f. the result of the development of his or her new ideas of processes are used on an international level.

The professional qualifications committees shall have the right to specify the preconditions upon prior agreement with the EOC.

5.2. The documents to be entered in the electronic environment upon applying for a profession:

- 1) expresses his or her wish to apply for a profession in the environment by pressing the 'New application' key, and enters the professional level and specialisation applied for;
- 2) the environment generates a standard format CV on the basis of the data entered by the applicant;
- 3) uploads a copy of a personal identification document (passport or ID card) to the environment;
- 4) uploads a copy of a document that certifies education to the environment;
- 5) documents that certify the completion of general courses of qualification training shall be uploaded to the environment by the training provider;
- 6) uploads documents that certify the completion of the specialisation part of qualification training and further training to the environment;
- 7) uploads a copy of the payment order concerning the payment of the costs related to awarding the profession to the environment;
- 8) states the absence of restrictions on working with children in accordance with the provisions of section 20 of the Child Protection Act.

5.3 A re-applicant for a profession shall meet the following preconditions and certify the completed further training, the level of the coach profession and the work experience with documents:

The preconditions to re-applying for the profession of an assistant coach, level 3:

- professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 2 years of professional work experience on the qualification level of an assistant coach, level 3, in the past 4 years.

The preconditions to re-applying for the profession of a junior coach, level 4:

- professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 2 years of professional work experience on the qualification level of a junior coach, level 4, in the past 4 years.

The preconditions to re-applying for the profession of a coach, level 5:

- professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 3 years of professional work experience on the qualification level of a coach, level 5, in the past 4 years.

The preconditions to re-applying for the profession of a senior coach, level 6:

- professional further training in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 4 years of professional work experience on the qualification level of a senior coach, level 6, in the past 4 years.

The preconditions to re-applying for the profession of a master coach, level 7:

- the *completion* of professional further training and/or *working as a training instructor* in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and *basic first aid training (16 hours)* or *further first aid training (6 hours)* completed in the past four years, and at least 4 years of professional work experience on the qualification level of a master coach, level 7, in the past 4 years.

The preconditions to re-applying for the profession of an elite coach, level 8:

- the *completion* of professional further training and/or *working as a training instructor* in the area of specialisation – at least 60 hours in the field of sports in the past 4 years, which have not been used as the basis upon deciding on a previous awarding of a profession, and at least 4 years of professional work experience on the qualification level of an elite coach, level 8, in the past 4 years.

The professional qualifications committees shall have the right to specify the preconditions upon prior agreement with the EOC.

5.4. The documents to be entered in the electronic environment upon applying for a profession:

- 1) expresses his or her wish to re-apply for a profession in the environment by pressing the 'New application' key, and enters the professional level and specialisation applied for;
- 2) the environment generates a standard format CV on the basis of the data entered by the applicant;
- 3) uploads a copy of a personal identification document (passport or ID card) to the environment;
- 4) uploads a copy of a document that certifies education to the environment;
- 5) uploads documents that certify the completion of further training to the environment;
- 6) uploads a copy of the payment order concerning the payment of the costs related to awarding the profession to the environment;
- 7) states the absence of restrictions on working with children in accordance with the provisions of section 20 of the Child Protection Act.

5.5. The re-certification shall be done on the basis of the submitted documents and/or in the form of an interview.

In the case of re-applicants of retirement age, the re-certification shall be done on the basis of documents and in such case the cost of the professional certificate established by the professional institution shall be the cost of the re-certification.

5.6. A professional qualifications committee may develop a procedure for taking into account previous studies and work experience (hereinafter VÕTA). The conformity of an applicant with the preconditions shall be assessed in accordance with that, if the applicant does not have documents that certify his or her conformity with the preconditions.

6 ANNOUNCEMENT OF AWARDING PROFESSIONS, PROCESSING OF DOCUMENTS, AND TERMS

6.1. The professional qualifications committees shall announce the awarding of professions at least once a year in the section 'Announcement of awarding of profession' in the sub-register of coaches of the Estonian Sports Register and on the homepage of the respective sports federation and on the central sports information page at www.sport.ee.

6.2. The following requirements and terms shall apply upon the announcement of awarding professions, the processing of documents and the awarding of professions:

6.2.1. a professional qualifications committee shall announce the awarding of professions not later than two months before the planned awarding of the professions, by announcing:

- the names, EstQF levels and specialisations of the professions to be awarded;
- the terms for submitting the documents;
- the dates and places of assessments conducted for awarding professions, the manners of organising assessments;
- the amount of the fee for the awarding of a profession.

6.2.2. an applicant for a profession shall submit the required documents in the e-environment within three weeks from the announcement of the awarding of the profession;

6.2.3. the professional qualifications committee shall review the submitted documents within three weeks from the final term for the submission thereof. The professional qualifications committee shall review the documents in accordance with the following procedure and requirements:

- the applicant shall be responsible for the correctness of the submitted documents;
- the existence and required format of the necessary documents shall be checked upon the receipt thereof;
- in the case of deficiently completed and/or missing documents, the professional qualifications committee shall give the applicant up to one week for eliminating the deficiencies;
- in order to specify the data submitted by an applicant, the professional qualifications committee shall have the right to request additional documents;
- if deficiencies are not eliminated by the due term, the professional qualifications committee may decide not to review the application;
- the copies of documents submitted to the professional qualifications committee shall not be returned;
- the paid fee for awarding a profession shall not be returned.

6.2.4. allowing an applicant for assessment shall be decided on the basis of the documents reviewed by the professional qualifications committee and the applicant shall be sent an invitation to the assessment in written reproducible format not later than three weeks before the announced date of assessment;

6.2.5. in the case of a non-conformity of an applicant with the coach profession applied for and with the preconditions established for entering an EstQF level, the professional qualifications committee shall have the right to:

- not allow the applicant for assessment, with the obligation to justify the decision;

- recommend a more appropriate professional level to the applicant, based on the established preconditions and the submitted documents;

6.2.6. the applications and documents of applicants shall be stored in the e-environment.

7 ASSESSMENT OF COMPETENCE OF APPLICANTS

7.1. An applicant shall be allowed for assessment by a decision of the professional qualifications committee, considering the conformity of the submitted application and documents with the coach profession applied for and the preconditions established for entering an EstQF level;

7.2. The forms of assessment of competence upon awarding a profession are as follows:

7.2.1. assistant coach, level 3; junior coach, level 4, and coach, level 5;

7.2.1.1. for the assessment of knowledge, a written test with 40 multiple choice questions, four answer per each, of which only one is correct. Twenty of the 40 questions shall be from the specialisation in the field of sports and 20 shall be from general sports courses. If the specialisation and general courses tests are not taken simultaneously, the specialisation test shall be taken first, and upon at least a 60% result the applicant shall be allowed to take the general courses test. Of the general sports courses questions, 10 shall be related to biomedicine, 6 to pedagogy and psychology, and 4 to general knowledge. The test can only be taken via the EstQF testing centre.

7.2.1.2. an examination of professional practical skills in the field of sports, the form of which shall be approved by the professional qualifications committee;

7.2.2. senior coach, level 6;

7.2.2.1. an oral or written examination with questions from general sports courses and specialisation in the field of sports;

7.2.2.2. a practical examination of professional practical skills in the field of sports, the form of which shall be approved by the professional qualifications committee;

7.2.3. master coach, level 7;

7.2.3.1. an interview;

7.2.3.2. an expert evaluation or an examination of professional practical skills in the field of sports;

7.2.3. elite coach, level 8;

7.2.3.1. an interview;

7.2.3.2. an expert evaluation.

7.3. Organisation of assessments

7.3.1. assistant coach, level 3; junior coach, level 4, and coach, level 5;

7.3.1.1. the written test to assess knowledge with 20 multiple choice questions from the specialisation in the field of sports shall be prepared by the professional qualifications committee, while 20 general courses questions shall be taken from the questions database prepared by the awarder of professions. If the specialisation and general courses tests are not taken simultaneously, the specialisation test shall be taken first, and upon at least a 60% result the applicant shall be allowed to take the general courses test..

7.3.1.2. upon simultaneously taking the specialisation and general courses test (40 questions), the applicant shall be given 60 minutes, and upon taking just the general courses test the applicant shall be given 30 minutes;

7.3.1.3. the applicants taking the test may only use materials provided by the professional qualifications committee. It shall be forbidden upon taking the test to:

- communicate with each other and use outside help;
- use mobile phones and other electronic devices;
- take test-related materials out of the examination room;
- behave in a manner that disturbs others taking the test and the committee members.

7.3.1.4. the test shall be considered passed, if at least 32 of the 40 questions have been answered correctly;

7.3.1.5. the applicants shall be allowed to take the examination of practical professional skills in the field of sports (the form of which shall be decided by the professional qualifications committee) generally after passing the written test to assess knowledge;

7.3.2. senior coach, level 6;

7.3.2.1. the professional qualifications committees shall prepare the questions of the oral or written examination in the general sports courses and the specialisation in the field of sports and decide on the format of the examination;

7.3.2.2. up to 60 minutes shall be given for taking the examination;

7.3.2.3. the applicants taking the examination may only use the materials given by the professional qualifications committee. It shall be forbidden upon taking the examination to:

- communicate with each other and use outside help;
- use mobile phones and other electronic devices;
- take examination-related materials out of the examination room;
- behave in a manner that disturbs others taking the examination and the committee members.

7.3.2.4. the professional qualifications committees shall decide on considering an examination passed;

7.3.2.5. the applicants who have passed the examination in the general sports courses and the specialisation in the field of sports shall be allowed to take the examination of practical professional skills in the field of sports (the form of which shall be decided by the professional qualifications committee);

7.3.3. master coach, level 7;

7.3.3.1. the EOC professional coach qualification committee shall decide on the format of the interview;

7.3.3.2. the EOC professional coach qualification committee shall decide on engaging experts or the forms of the examination of practical professional skills in the field of sports;

7.3.4. elite coach, level 8;

7.3.4.1. the EOC professional coach qualification committee shall decide on the format of conducting the interview;

7.3.4.2. the EOC professional coach qualification committee shall decide on engaging experts.

8 DECIDING ON AWARDING PROFESSIONS AND ISSUE OF PROFESSIONAL CERTIFICATES

8.1. The professional qualifications committee shall decide on awarding a profession or refusing to award a profession on the basis of the assessment results within three weeks at the latest from the assessment.

8.2. The professional qualifications committee shall inform the applicant of the decision. A decision to refuse to award a profession shall be justified in writing.

8.3. An applicant shall have the right to submit a complaint concerning the assessment process and result to the professional qualifications committee.

8.4. An applicant shall have the right to submit a challenge on the decision of the professional qualifications committee on the terms and conditions and in accordance with the procedure established in the Administrative Procedure Act.

8.5. The professional qualifications committee shall approve the awarding of a profession electronically within 7 working days, after which the processor of the Estonian Sports Register together with the Professional Qualifications Authority shall ensure the entry of data on the professional certificate forms, the issue of a professional certificate and the entry of the data concerning the professions into the register.

8.6. The professional qualifications committee shall issue a professional certificate within 30 working days after passing the decision on awarding the profession.

8.7. A professional certificate shall generally be valid for four years from the date of the decision of the professional qualifications committee, except in the cases stipulated in subsections 8.9 and 9.1 of this Procedure.

8.8. A professional certificate shall be issued for an indefinite term, if:

8.8.1. a higher professional level (master coach, level 7, and the professional level previously corresponding to that, or elite coach, level 8) has been previously awarded to the applicant/re-applicant of a coach profession at least on two occasions.

8.9. The professional qualifications committee shall have the right to declare a professional certificate invalid, if:

8.9.1. the professional certificate has been obtained through fraud;

8.9.2. the professional certificate has been issued on the basis of a forged document or a document that contains false data;

8.9.3. the activities of the person holding a profession do not meet the norms established by the professional standard and its annexes.

8.10. Upon a professional certificate being declared invalid, the certificate shall be deleted from the Register of Professions and the professional qualifications committee shall notify the relevant person of the decision by registered mail and publish a relevant notice in the Official Announcements [*Ametlikud Teadaanded*] (<http://www.ametlikudteadaanded.ee/>).

8.11. A decision to declare a professional certificate invalid can be challenged on the terms and conditions and in accordance with the procedure established in the Administrative Procedure Act.

8.12. If necessary, the holder of a professional certificate may request the issue of a duplicate professional certificate from the processor of the Register of Professions.

9 SOLVING EXTRAORDINARY SITUATIONS UPON AWARDING PROFESSIONS

9.1. The age of an applicant for a coach profession:

9.1.1. for applying for the profession of an assistant coach, level 3, and for certifying the relevant competence, an applicant shall be at least 18 years of age;

9.1.2. as an exception upon the decision of the professional qualifications committee, an applicant may be allowed to certify his or her competence as of the age of 17 and a half years. The awarded profession shall become valid from the day on which the applicant attains 18 years of age.

9.2. The right to re-apply for a profession:

9.2.1. a profession shall be re-applied for during the period of validity of the profession;

9.2.2. as an exception based on good reasons, the professional qualifications committee shall have the right to allow a re-applicant to re-certify a profession, if not more than one year has passed from the expiry of the validity of the profession;

9.2.3. if the professional qualifications committee does not make the exception specified in subsection 9.2.2 or if more than one year has passed from the validity of a coach profession, the applicant for the profession shall be sent to a professional examination, whereas the further training requirement established in the Procedure shall apply – 60 hours in the past 4 years.

9.3. Applying for the same professional level with a different specialisation upon the previous existence of a coach profession:

9.3.1. the applicant shall take both the knowledge test or examination or interview and the examination of practical skills in the field of sports of specialisation stipulated in this Procedure;

9.3.2. on the basis of a decision of the professional qualifications committee, an applicant may be exempted from taking the general sports courses knowledge test, examination or interview.

9.4. Applying for the additional specialisation of a recreational sports and personal coach:

9.4.1. the additional specialisation of a recreational sports and personal coach may be applied for by the holders of a valid coach profession for the professional levels stipulated in this Procedure (see subsection 1.2 of this Procedure) and within the limits of the existing coach profession;

9.4.2. for an additional specialisation, the applicant shall take both the knowledge test or examination or interview and the examination of practical skills in the field of sports of the additional specialisation stipulated in this Procedure;

9.4.3. on the basis of a decision of the professional qualifications committee, an applicant may be exempted from taking the general sports courses knowledge test, examination or interview.

9.5. Organisation of a repeat assessment upon failure to pass an assessment:

9.5.1. an applicant who has failed to pass an assessment shall have the right to a new assessment in accordance with the general;

9.5.2. the professional qualifications committees shall have the right to organise a repeat assessment for failed applicants before the subsequent scheduled awarding of professions, but not sooner than in one month from the previous assessment;

9.5.3. the successfully passed parts of examination of failed applicants – the written knowledge test or examination and the examination of practical skills – shall remain valid for one year.

10 DOCUMENTATION OF AWARDING OF PROFESSIONS AND STORAGE OF DOCUMENTS

The activities related to the awarding of professions shall be documented in accordance with the document forms developed and the extent determined by the professional institution. The applications related to the awarding of professions, the submitted documents, the prepared reports and the adopted decisions shall be stored by the professional qualifications committee in the database of the sub-register of coaches of the Estonian Sports Register.

Annex 1 Specialisation in fields of sports and modes of movement

Canoeing	Artistic swimming	Sambo
Aerobics and group training	Bodybuilding and fitness	Skeleton
Aikido	Gorodki	Sport Chanbara
Underwater sports	Handball	Squash
American football	Ship models	Badminton
Crossbow shooting	Biathlon	Sumo
Model cars	Shooting	Skiing, cross-country skiing
Motorsports	Table tennis	Skiing, mountain skiing
Bobsleigh	Air sports	Skiing, snowboarding
Capoeira	Recreational sports	Skiing, Nordic combined and ski jumping
Curling	Wrestling	Skiing, freestyle skiing
Disc golf	Field hockey	Rowing
Golf	Chess	Taekwondo
Hapkido	Hiking sports, alpinism	Muay Thai
Iaido	Hiking sports, hiking on foot	Tennis
Indiaca	Hiking sports, hiking by bicycle	Triathlon
Football	Hiking sports, mountain hiking	Tournament bridge
Cycling sports	Hiking sports, water hiking	Weightlifting
Cycling sports, BMX	Modern pentathlon	Skating, figure skating
Judo	Motorbike sports	Skating, speed skating
Ju-jutsu	Orienteering	Swimming
Powerlifting	Padel	Powerboating
Ice hockey	Petanque	Water polo
Bandy	Personal coach	Rolling games, bowling
Checkers	Baseball	Rolling games, 9-pin bowling
Karate	Billiards	Fencing
Sleighting	Boxing	Water aerobics

Nordic walking	Sailing	Diving
Track and field	Radio-controlled sports	Archery
Kickboxing	Rugby	Gymnastics
Kobudo	Horse-riding	Dancesport
Novuss/korona	Alpinism	Volleyball
Basketball	Skateboarding	Wu-shu
Cricket	Roller-skating	
Kudo	Floorball	