



# **The Canoe Association of Northern Ireland (CANI)**

## **Registration Guidance for Candidates**



Candidates wishing to attend any of the following British Canoeing Courses are required to register centrally in advance. Registration is required for each award and is the start of the validating process for the qualifications. It is also the means via which a candidate training and assessment journey is recorded.

At the time of registration, candidates are required to pay the appropriate fee and be Full members of CANI (or another British Canoeing Home Nation Association).

This fee includes, where applicable, certification fees, British Canoeing Awarding Body registration, course materials and access to the relevant e-Learning.

[Please see Delivery Centre Fees for costs](#)

<b>Award/Course</b>	<b>When to register</b>
British Canoeing Awarding Body Paddlesport Instructor	Ideally 2 weeks prior to course start date
British Canoeing Awarding Body SUP Instructor	Ideally 2 weeks prior to course start date
British Canoeing Awarding Body Coach Award (all disciplines)	Any time prior to assessment (access to e-learning only available after registration)
British Canoeing Awarding Body Coach Assessment Check In	Minimum 7 days prior to the course start date
British Canoeing Awarding Body Performance Coach	When you are ready to start working towards the qualification
British Canoeing Awarding Body Leader, or Advanced Leader	Ideally 2 weeks prior to assessment course start date but after training completion*

Registrations are valid for 3 years and are subject to valid membership.

## Registering Online

Registering online is the quickest method to register for a coaching or leadership award. Visit the [CANI Member Area](#) and login.



Click on the 'Registrations' section to apply for the registration, following the on-screen instructions. Payment can be made online with a credit or debit card or Go Cardless.

Successful registration will be confirmed instantly by email including a registration certificate. If we have been unable to verify your pre-requisites automatically your registration will be manually checked by CANI Staff and confirmed by email. This will normally take place on the next working day.

If you are a member of British Canoeing (England), Canoe Wales or Scottish Canoe Association, or your primary address is in England, Wales or Scotland, you should contact the appropriate Home Nation Association for their form and registration.

If you have yet to book a place on a course, visit our events page to find details of forthcoming courses.

### Registration Check In - is for coaches who are planning to attend a Coach Award Assessment course (from January 2018).

- It's free, quick and confirmation is sent straight to your inbox. This should then be shared with the assessor to confirm eligibility for assessment.
- The purpose of Check In is to confirm the coach holds all prerequisites, saving time on the day of the assessment as the assessor doesn't need to check certificates and paperwork.
- Please do not try to check in unless you hold all prerequisites, including the Coach Award e-Learning module. Confirmation of check in will not be issued until the conditions are met.
- CANI members can view their qualifications and training online in the [Members Portal](#) and upload any outstanding evidence (for example first aid training or safeguarding training).
- To check in online, visit [CANI Members Area](#) and click on the registrations section.

Successful Check In will be confirmed instantly by email including a Check In certificate. If we have been unable to verify your pre-requisites automatically your Check In will be manually checked by CANI Staff and confirmed by email. This will normally take place on the next working day.

Note: the CANI online system checks qualifications and training records against the pre-requisites. Due to the multitude of British Canoeing qualifications and training, not all combinations are configured and occasionally it is necessary for staff to manually check. In these cases, confirmation will normally be issued within 2 working days, providing the evidence is on record.

[Click Link for Registration Tutorial](#)