

NCACE Folio Reviewer Training Manual

Guidance for reviewers of NCACE Accreditation and NCACE Recognition Folios

Revised March 9, 2023

Please note that in training materials, the terms “folio reviewer” and “folio reader” are used interchangeably.

What is the purpose of the NCACE folio review?

The folio reviewer provides an external peer review of a coach education or coach development program. External peer review is our best tool for maintaining and improving the quality of coach education and coach development programs.

- Accreditation is guided by evidence-based practices for effective coach education and coach development - This evidence comes from the body of research on coach education, and also from research on effective teaching and learning practices
- Accreditation is not an end-goal in itself - The purpose of accreditation is to drive and facilitate continuous program improvement

What are some important guidelines to remember as you review?

- Accreditation is flexible and responsive. Coach education and coach development programs have a wide variety of educational goals and philosophies. They serve participants in a wide range of contexts through different methods. Our goal is to understand and evaluate how a program serves its participants in a unique context.
- Anticipate program approval. We aim to get folios into a position where they are evaluable before sending them to folio readers for review
- Document compliance. Score each guideline and standard, adding notes to highlight exceptional examples of teaching and learning.
- Describe specific deficiencies. Where the program falls short, provide descriptions of why and suggested improvements
- Minimize subjectivity. Avoid the trap of thinking, “well, that’s not how I would teach it.” Stick to a mindset of “could this learning activity deliver this learning objective?”

What does the folio reviewer do?

1. Evaluate the folio’s demonstration of compliance with the National Standards for Sport Coaches
2. Produce a final report showing compliance and specific areas for improvement, indicating approval, conditional approval, or not approved. When you agree to a review assignment, the folio coordinator will share a custom template for your summary report. This template file will have guidance for evaluating each standard, and guidance for scoring and providing feedback.

How much will I need to review?

The nature and scope of your review will vary depending on what kind of a folio you are reviewing. The most detailed folio to review is a comprehensive accreditation folio, followed by a comprehensive recognition folio. Both types of folios will include evidence of instruction and assessment for all 42 of the National Standards for Sport Coaches. A Core Responsibility Recognition folio will vary in the number of program standards that need to be reviewed (as few as 3 standards or as many as 39 standards).

If you have reviewed folios in the past, it is important to know that we have recently changed our review policy so that folio reviewers are no longer reviewing the program administration guidelines. This removes a substantial amount of content from the folio review process and should speed up the review process for you.

The Folio Coordinator's Job

- The Folio Coordinator will be a committee member of NCACE. They will work with the client to get the folio into a "evaluable" state before sending it to folio readers.
- The Folio Coordinator will review and score the Program Administration Guidelines (#1-13)
- The Folio Coordinator will review the reports of the two folio readers, resolve any areas of discrepancy, and then compile the final report and recommendation for the other committee members of NCACE to review.
- NCACE reviews the recommendation in committee meeting, then makes a final, official recommendation.

Training Video for Folio Reviewers



The image shows a YouTube video player interface. The video title is "NCACE Folio Reader Training". The video was posted on February 9, 2023, at 11:00am EST, and has a running time of 60 minutes. The video is hosted by Andy Driska, USCCE Accreditation Chairperson, Associate Professor at Michigan State University, and Director of Sport Coaching, Leadership, and Administration Graduate Programs. Contact information for appointments is provided: calendly.com/andrew-driska, accreditation@uscoachexcellence.org, and driska@msu.edu. The video player includes standard YouTube controls such as play/pause, volume, and full screen buttons.

NCACE Folio Reader Training

February 9, 2023
Start time: 11:00am EST
Running time: 60 minutes

Hosted by:
Andy Driska
USCCE Accreditation Chairperson
Associate Professor at Michigan State University
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Appointments: calendly.com/andrew-driska
accreditation@uscoachexcellence.org
driska@msu.edu

Clicking this video will take you to YouTube to watch the [Folio Reviewer training video](#). This is a convenient training video that has chapters that will allow you to navigate to different parts of the training.

Completion of the Training

Once you have completed watching the Folio Reviewer Training video, [please complete this application form](#) so that we have an official record of your completion.