



APPROVED
By Resolution No. 30 of the
Professional Council of Culture of
8 November 2023

LAST AMENDED
By Resolution No. 32
of 26 March 2024

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, considering the specifications established in subsection 9.4.

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: 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 valid aerobics and group training; powerlifting or body building and fitness 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 awards coach professions, or the awarder of professions.

1.7. The EOC Professional Coach Qualifications Committee presented by the EOC and approved by the Professional Council shall include the following parties: employers, employees/specialists, training instructors, representatives of sports organisations, and specialists.

1.8. The EOC Professional Qualifications Committee of coaches shall on the basis of specialisation in cooperation with sports federations appoint assessment committees to assess the conformity of the competence of a person applying for a profession with the professional standard.

1.9. The EOC Professional Coach Qualifications Committee as an administrative body and the assessment committees appointed by it operate 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.

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 Committee.
- 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. The existence of restrictions with regard to persons working with children shall be verified by the awarder of professions.
- 2.10. Ensuring the assessment of the conformity of applicants and re-applicants with the professional levels in the assessment committees appointed by the EOC professional coach qualification committee.
- 2.11. Ensuring the issue of professional certificates.
- 2.12. Ensuring the protection of information which is not subject to disclosure and which has been obtained in the course of awarding a profession.
- 2.13. Ensuring compliance with the procedures for the organisation of awarding professions.
- 2.14. 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.
- 2.15. 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 COMMITTEE

- 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 members of the EOC Professional Coach Qualifications Committee shall be approved by the Professional Council.
- 3.3. The Professional Qualifications Committee shall elect a chairperson and a vice-chairperson from amongst its members.
- 3.4. The duties of the EOC Professional Coach Qualifications Committee shall be:
 - 3.4.1. appointing assessment committees on the basis of specialisation in cooperation with sports federations to assess the conformity of the competence of an applicant with the professional standard;
 - 3.4.2. awarding professions to the members of the assessment committees;
 - 3.4.3. awarding and re-certifying the profession of an elite coach, level 8;
 - 3.4.4. awarding and re-certifying the profession of a master coach, level 7;
upon awarding and re-certifying the profession of an elite coach, level 8, and a master coach, level 7, a representatives of the respective sports federation may be invited to the committee meeting.
 - 3.4.5. deciding on the awarding/re-certification or the refusal to award/re-certify a profession to an applicant on the basis of the assessment committee's proposal, except with regard to persons specified in subsections 3.4.2, 3.4.3 and 3.4.4;
 - 3.4.6. approving the field of sports specific assessment forms, guidelines and materials;
 - 3.4.7. complying with the rates of the fees for awarding and re-certification of professions;
 - 3.4.8. announcing the awarding of a profession;
 - 3.4.9. settle complaints submitted with regard to the activities of an assessment committee;
 - 3.4.10. resolving extraordinary situations;
 - 3.4.11. verifying the existence of restrictions with regard to persons working with children;
- 3.5. The composition of the EOC Professional Coach Qualifications Committee:

The work of the Professional Qualifications Committee shall be organised by an awarder of professions selected by way of a competition. The composition of the Professional Qualifications Committee shall include:

 - 1) Employers:
Kristjan Port, Tallinn University,
Priit Kaasik, University of Tartu,
 - 2) employees/specialists:
Martin Mooses, University of Tartu,
 - 3) training instructor:

Kaarel Zilmer, Tallinn University,
4) representatives of sports organisations:
Toomas Tõnise, Estonian Olympic Committee,
Jaak Salumets, Estonian Association of Coaches.

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. COMPOSITION AND DUTIES OF ASSESSMENT COMMITTEES

4.1. An assessment committee shall be formed on the basis of specialisation 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. A member of an assessment 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.

4.3. 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 if an automatic testing system is used.

4.4. The assessment committees shall:

4.4.1. elect a chairperson from amongst their members;

4.4.2. act on the basis of the work procedure approved by the awarder of professions;

4.4.3. in cooperation with the sports federation of the respective specialisation ensure the existence of a study programme and study materials necessary for the qualification training of coaches and conduct training in their area of specialisation in the field of sports – in the required volume;

4.4.4. in cooperation with the sports federation of the respective specialisation comply, with the rates of the fees for awarding and re-certification of professions established by the EOC;

4.4.5. comply with the guidelines established by the EOC and other documents related to awarding a profession;

4.4.6. develop the field of sports specific assessment forms, guidelines and materials;

4.4.7. open the awarding of professions in cooperation with the professional qualifications committee;

4.4.8. in cooperation with the professional qualifications committee review the applicants' documents and decide on allowing applicants for assessment for the purpose of awarding/re-certifying a profession;

4.4.9. conduct professional examinations, and enter the assessment results and the report in the central database.

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 in the field of sports – at least 30 hours, basic first aid training (16 hours) or further first aid training (6 hours) completed in the past three 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 in the field of sports – at least 50 hours, basic first aid training (16 hours) or further first aid training (6 hours) completed in the past three 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 training in the area of specialisation in the field of sports – at least 60 hours in the past 4 years or the completion of the specialised qualification training of a junior coach,

level 4, 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 three 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 in the field of sports – at least 70 hours, basic first aid training (16 hours) or further first aid training (6 hours) completed in the past three years, and uninterrupted professional work experience on the qualification levels of an assistant coach, level 3, and a junior coach, level 4, in the past 3 years;
- holds the profession of a junior coach, level 4 and has at least 1 year of professional work experience at the said level, higher physical and/or sports education and professional training in the area of specialisation in the field of sports – at least 60 hours in the past 4 years or the completion of the specialised qualification training of a coach, level 5, 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 three years;
- higher physical and/or sports education and professional further training in the area of specialisation in the field of sports – at least 60 hours in the past 4 years, or the completion of the specialised qualification training of a coach, level 5, 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 three years, and at least 1 year of professional work experience;

Two 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 in the field of sports – at least 60 hours 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 three 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;
- holds the profession of a coach, level 5, and at least 3 years of professional work experience at the said level, higher physical and/or sports education acquired in the past 5 years and specialised further training in the area of specialisation in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 awarding 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.

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;
* in the case of education obtained in a foreign country, present the assessment of the education qualification issued by the Estonian ENIC/NARIC
- 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 and uploads to the environment a registry extract from the Criminal Records Database concerning the absence of both valid and archived punishments (subsections 1 and 2 of § of the Child Protection Act) in working with children.

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 the documents:

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

→ professional further training in the area of specialisation in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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 three 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 in the field of sports – at least 60 hours 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.

5.4. The documents to be entered in the electronic environment upon re-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 applied for and the specialisation;
- 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;
* in the case of education obtained in a foreign country, present the assessment of the education qualification issued by the Estonian ENIC/NARIC
- 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 and uploads to the environment a registry extract from the Criminal Records Database concerning the absence of both valid and archived punishments (subsections 1 and 2 of § of the Child Protection Act) in working with children.

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 shall be the cost of the re-certification. Re-applicants of retirement age who have previously been awarded a profession or whose profession has previously been certified for at least three times are not required to submit documents certifying the completion of further training (paragraph (5) of subsection 5.4).

5.6. The Professional Qualifications Committee may develop a procedure for taking into account previous studies and work experience (hereinafter VÕTA). That shall be used for assessing the conformity of an applicant with the preconditions, 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 Committee shall hold the awarding of professions at least once and not more than 4 times a year by forwarding a notice in the self-service environment for coaches, minu.treenerikutse.ee and the possibilities of awarding professions shall be posted 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. The 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 assessment committee shall conduct a preliminary review of the submitted documents and forward these to the Professional Qualifications Committee for review within three weeks from the final term for the submission thereof. The assessment committee shall conduct the preliminary review of 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 assessment committee shall give the applicant up to one week for eliminating the deficiencies;
- in order to specify the data submitted by an applicant, the assessment committee shall have the right to request additional documents;
- if deficiencies are not eliminated by the due term, the assessment committee may decide not to forward the application to the Professional Qualifications Committee;
- the paid fee for awarding a profession shall not be returned.

6.2.4. The Professional Qualifications Committee shall on the basis of the documents that have passed the preliminary review of the assessment committee decide on allowing an applicant for assessment and the applicant shall be sent an invitation to the assessment in a 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 assessment 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 assessment 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 answers per each, of which only one is correct. Twenty of the 40 questions shall be from the field of sports of specialisation 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 field of sports of specialisation shall be prepared by the assessment 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 assessment 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, held on the bases approved by the Professional Qualifications Committee, which generally takes place after passing the written test to assess knowledge;

7.3.2. senior coach, level 6;

7.3.2.1. the assessment committees shall prepare the questions of the oral or written examination in the general sports courses and in the field of sports of specialisation 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 assessment 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 assessment 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 in the field of sports of specialisation shall be allowed to take the examination of practical professional skills in the field of sports, held on the bases approved 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 dispute the decision of the Professional Qualifications Committee to award or to not award a profession to a person applying for a profession on the terms and conditions and in accordance with the procedure established in the Administrative Procedure Act by filing a challenge to the awarder of professions or with a complaint filed with an administrative court on the basis of the Code of Administrative Court Procedure.

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. A paper copy of the professional certificate shall be issued to the person who has been awarded a profession upon his or her request by the awarder of professions. 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 coach is awarded the profession of an elite coach, level 8;

8.8.2. the professional level of a master coach, level 7, and the professional level previously corresponding to that 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 meet the specialised professional level and further training requirements in the field of sports of specialisation and pass 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;
- 9.4. Specifications in awarding a profession in the areas of specialisation of recreational sports and a personal coach:
- 9.4.1. in the area of specialisation of recreational sports, professions are awarded on the levels of an assistant coach, level 3, junior coach, level 4, and coach, level 5;
- 9.4.2. in the area of specialisation of a personal coach, professions are awarded from the level of a junior coach, level 4, to the level of an elite coach, level 8, whereas applying for level 4 requires at least 5 years of professional work experience and the completion of level 3 and 4 qualification training in general courses.
- 9.4.3. the holders of a valid coach profession can apply for an additional specialisation on recreational sports levels 3, 4 and 5, whereas the level of the additional specialisation cannot be higher than the level of the main profession.
- 9.4.4. the holders of a valid coach profession can apply for an additional specialisation on general physical training levels 5 to 8, whereas the level of the additional specialisation cannot be higher than the level of the main profession.
- 9.4.5. the holders of a valid coach profession starting from a junior coach, level 4, in the areas of specialisation of group training, powerlifting and fitness can apply for an additional specialisation on personal coach levels 4 to 8, whereas the level of the additional specialisation cannot be higher than the level of the main profession.
- 9.4.6. the holders of a valid profession of a junior coach, level 4, in the areas of specialisation of group training, powerlifting and fitness can apply for the profession of a coach, level 5, in the area of specialisation of a personal coach in accordance with the procedure established in the Procedure for Awarding Professions.
- 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 procedure;
- 9.5.2. the assessment 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 two weeks 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.
- 9.6. The right of an applicant to apply for a level that is lower than the professional level stipulated by the preconditions to awarding and re-certification of professions and the right of the awarder of professions to award a professional level to an applicant that is lower than the level applied for:
- 9.6.1. An applicant may apply for a professional level that is lower than the one allowed under the preconditions (section 5) by fulfilling the professional training requirements and the first aid training requirements of that professional level.
- 9.6.2. The assessment committee may send a coach, who does not meet the requirements for the profession applied for, to the re-certification of his or her existing profession and may, upon non-conformity with the competence requirements for the profession applied for, re-certify the valid profession.
- 9.7. The organisation of assessments, when conducted on the basis of a successful completion of a higher education study programme:
- 9.7.1. If the assessment committee has declared the specialised sports studies under a higher education study programme to be in conformity with the preconditions to specialisation in that profession and the competence assessment is held with the attendance of the assessment committee at the professional competence examination, no additional written test of knowledge is held. The assessment committee shall, if necessary,

conduct a practical skills examination and prepare a report on the basis of the higher education specialisation assessment and, if necessary, on the basis of the conducted practical skills examination.

9.7.2. If the assessment committee has not declared the specialised higher education study programme to be in conformity with the study programme of specialisation in that profession or if the higher education establishment and the assessment committee fail to reach an agreement, the profession shall be awarded in accordance with subsection 5.1 of this Procedure.

9.7.3. The Professional Qualifications Committee may decide not to award a profession, if the submitted documents and the report of the assessment committee do not meet the provisions of this Procedure.

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	Kudo	Softball
Aikido	Artistic swimming	Sport Chanbara
Underwater sports	Gorodki	Squash
American football	Handball	Badminton
Crossbow shooting	Ship models	Sumo
Model cars	Biathlon	Skiing, cross-country skiing
Motorsports	Shooting	Skiing, mountain skiing
Bobsleigh	Table tennis	Skiing, snowboarding
Capoeira	Air sports	Skiing, Nordic combined and ski jumping
Curling	Recreational sports	Skiing, freestyle skiing
Cheerleading	Wrestling	Rowing
Disc golf	Field hockey	Taekwondo
Fitness and bodybuilding	Chess	Muay Thai
Golf	Modern pentathlon	Dance sports, competitive ballroom
Hapkido	Motorbike sports	Dance sports, street dance
Iaido	Alpinism	Tennis
Indiaca	Orienteering	Triathlon
Football	Padel	Tournament bridge
Bicycle touring	Petanque	Weightlifting
Cycling sports	Personal coach	Skating, figure skating
Cycling sports, BMX	Baseball	Skating, speed skating
Hiking	Billiards	Swimming
Judo	Boxing	Mixed martial arts
Ju-jutsu	Sailing	Water hiking
Powerlifting	Radio-controlled sports	Powerboating
Ice hockey	Rugby	Water polo
Bandy	Horse-riding	Rolling games, bowling
Checkers	Horse-riding, endurance riding	Rolling games, 9-pin bowling
Karate	Horse-riding, driving	Fencing
Sleighting	Horse-riding, vaulting	Water aerobics
Nordic walking	Climbing	Diving
Track and field	Skateboarding	Archery
Kickboxing	Roller-skating	Gymnastics
Kobudo	Group training	Volleyball
Novus/korona	Floorball	Volleyball, beach volleyball
Basketball	Sambo	Wu-shu
Cricket	Skeleton	