

Canada Soccer Licence Upgrades & Concacaf Coaching Convention - Frequently Asked Questions

This FAQ provides details regarding the upcoming Canada Soccer C Licence, B Licence, Youth Licence and A Licence upgrades required for alignment with the Concacaf Coaching Convention.

Eligibility & Application

Q1: Who needs to apply for a licence upgrade?

A: Coaches who hold existing Canada Soccer licences (such as the C Licence, B Licence, Youth Licence, and A Licence) and require them to be recognized under the new Concacaf Coaching Convention standards should apply for the corresponding upgrade.

Q2: How are upgrade applications prioritized?

A: When reviewing applications, priority will be given to student coaches whose licences are expiring soon or have recently expired as well as those actively coaching in an environment that requires a current and valid licence.

Q3: What happens if my licence has expired and my upgrade application isn't accepted in the initial cohort?

A: If your licence has expired and you are not accepted into an immediate upgrade cohort due to prioritization, you will be required to obtain a temporary one-year licence extension. This extension is granted by meeting the current Canada Soccer Safe Sport Roster requirements. More information on short-term renewals is [available here](#).

Q4: I have multiple Canada Soccer licences. Which upgrade should I apply for?

A: You should apply for the upgrade associated with the highest Canada Soccer licence you have obtained.

Q5: Do I need to upgrade my current licence if I am planning to apply for the next level on the coaching pathway soon (e.g., upgrade my C Licence if I'm applying for the B Diploma)?

A: No, upgrades are not mandatory if you are intending to apply directly for the next diploma licence on the pathway. Your eligibility for the next level course will be assessed based on your existing qualifications.

Q6: I hold both a Canada Soccer B Licence and Youth Licence. How does the upgrade process work for me?

A: Coaches holding both these licences will benefit from a reduced workload and cost for the B Diploma upgrade. This acknowledges the previous efforts and learning undertaken for the Youth Licence, which is being integrated into the B Diploma framework under the Concacaf Coaching Convention.

Q7: I received my licence during the COVID-19 pandemic and did not complete an on-

field assessment. What is required for the upgrade?

A: If your licence was awarded without the standard on-field assessment due to pandemic restrictions, you will be required to complete an on-field assessment via video submission as part of the upgrade process to receive the Concacaf equivalent licence.

Timelines & Process

Q8: How are the online upgrade modules completed?

A: Student coaches complete required online modules independently within the given timeframe. For the B Diploma upgrade, a debrief session with a Coach Developer is required after portfolio submission. The A Diploma upgrade requires a connection midway to review work and again upon portfolio submission.

Q9: What are the specific timelines for the 2026 upgrade cohorts?

A: 2026 Upgrade Cohort Schedules:

A Diploma:

- **Cohort 1:**
 - Apply: December 2025
 - Register: January 2026
 - Complete Modules: February - June 2026
 - Final Meetings: July 2026
- **Cohort 2:**
 - Apply: June 2026
 - Register: July 2026
 - Complete Modules: August - December 2026
 - Final Meetings: January 2027

B Diploma:

- **Cohort 1:**
 - Apply: December 2025
 - Register: January 2026
 - Complete Modules: February - May 2026
 - Final Meetings: June 2026
- **Cohort 2:**
 - Apply: March 2026
 - Register: April 2026
 - Complete Modules: May - August 2026
 - Final Meetings: September 2026

- **Cohort 3:**
 - Apply: June 2026
 - Register: July 2026
 - Complete Modules: August - November 2026
 - Final Meetings: December 2026

C Diploma:

- **Cohort 1:**
 - Apply: December 2025
 - Register: January 2026
 - Complete Modules: February - April 2026
- **Cohort 2:**
 - Apply: March 2026
 - Register: April 2026
 - Complete Modules: May - July 2026
- **Cohort 3:**
 - Apply: June 2026
 - Register: July 2026
 - Complete Modules: August - October 2026
- **Cohort 4:**
 - Apply: September 2026
 - Register: October 2026
 - Complete Modules: November 2026 - January 2027

Q10: How long do I have to complete the upgrade modules once I register?

A: The total duration allowed for completing the online upgrade modules is:

- A Diploma: 5 months
- B Diploma Upgrade: 4 months
- C Diploma Upgrade: 3 months

Q11: What happens if I miss the deadline to complete my upgrade requirements?

A: If you do not complete the necessary upgrade work within the designated timeframe for your cohort, your registration will expire. You will need to apply and register for the next available cohort to complete the upgrade process.

Cost & Logistics

Q12: What is the cost for the licence upgrade?

A: The cost for licence upgrades are:

- A Diploma: \$750
- B Diploma: \$350 (current holders of a B Licence or Youth Licence)
- B Diploma: \$150 (current holders of both a B Licence and Youth Licence)
- C Diploma: \$250

Please note that candidates who have not been evaluated on-field due to having received their licence during COVID-19 will be required to pay an additional evaluation fee of \$250.

Q13: How many participants are accepted per upgrade intake?

A: The total number of participants accepted into each cohort are:

- A Diploma: 60 per cohort (dependent on coach developer availability)
- B Diploma: 40-70 per cohort (dependent on coach developer availability)
- C Diploma: 70 per cohort

Q14: How will my upgraded licence be officially recorded?

A: Upon successful completion of the upgrade process, you will immediately receive a certificate and certification will be updated and reflected accordingly in your profile on the National Coaching Certification Program (NCCP) Locker system.

Q15: How long is my upgraded licence valid?

A: Upon successful completion of the upgrade process, your licence will be valid for 3 years.