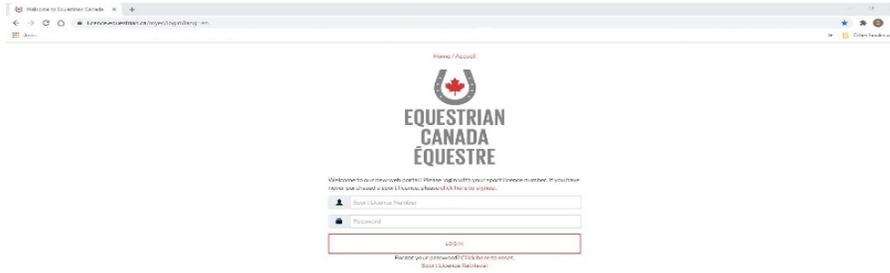


How to Apply for Coach Status

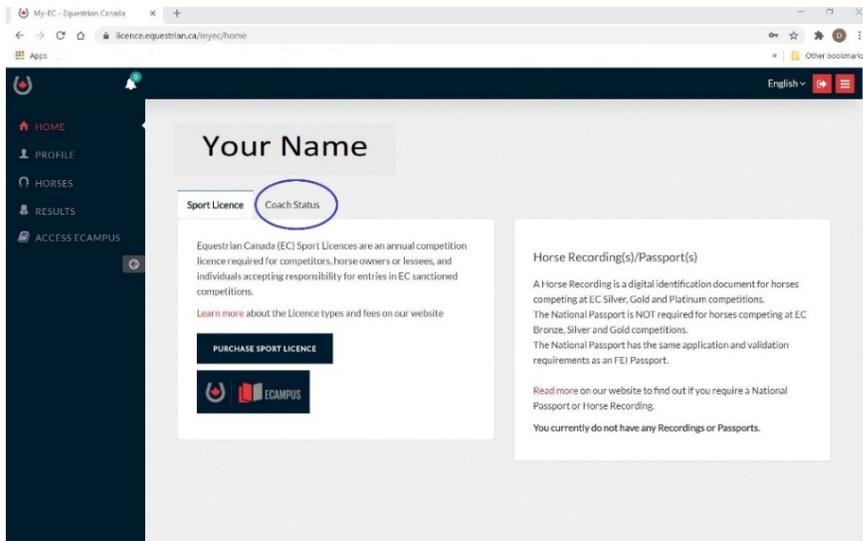
How do I apply?

- Log into Ecampus
- Select 'Renew Sport Licence' OR 'purchase' on the Coach Status tab
- Update contact information
- Choose your Sport License
- Confirm if you'd like Amateur Status
- Confirm if you wish to purchase Registered Coach or Licensed Coach Status
- Select Registered Coach or Licensed Coach.
- After selecting your desired option; requirements will be verified and a checklist indicating any missing documentation will appear
- Review and accept Terms and Conditions of Coach Registration or Coach License
- Proceed to payment
- In Ecampus, return to your dashboard
- Complete training by selecting 'Enter' for the applicable course→you will be guided through the courses. Please note the following:
 - **If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as it is a recognized course**
 - **If you have taken CAC – Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as they are recognized courses**
- Upload required documentation→Click on 'View' Button
- Click on 'Upload' Button
- Upload screen will appear → upload document→ don't forget to Save after each document is uploaded! **Please note:** uploading forms can be accessed through the campus or by contacting the NSEF office
- Once uploaded they will be placed in 'pending' status
- Your application will then be reviewed by EC staff
- Registered/Licensed Status will either be approved or rejected (a confirmation email will be sent in either instance)

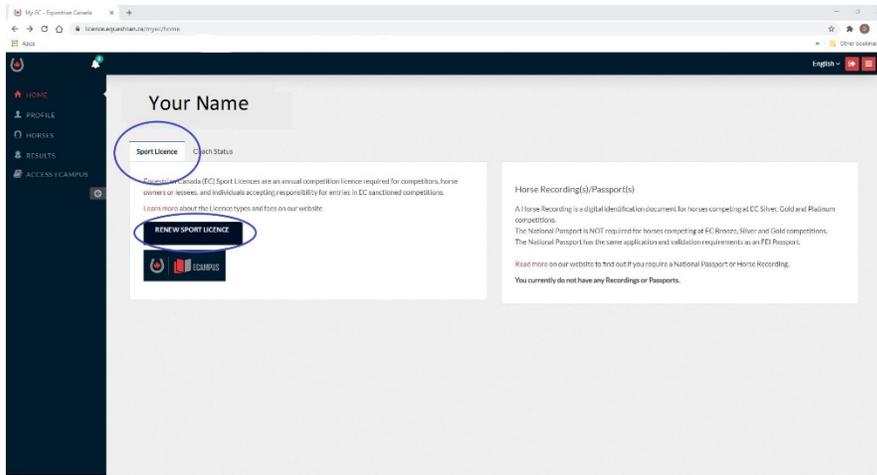
→ Log into Ecampus



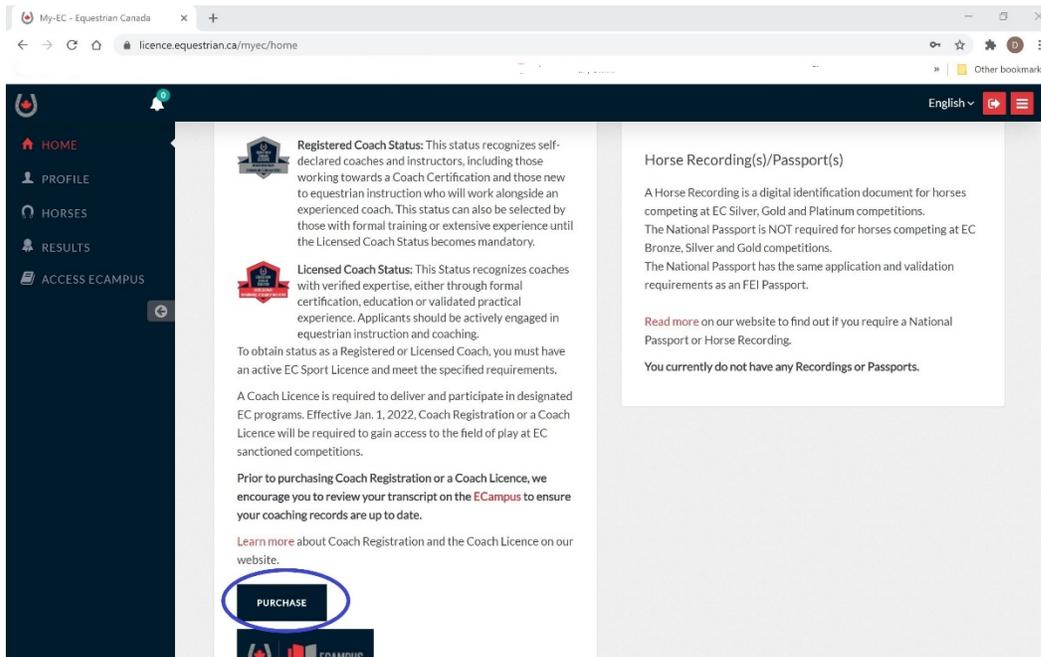
→ Select 'Renew Sport Licence' OR 'purchase' on the Coach Status tab



OR



- If you choose Renew Sport Licence, you will be re-directed to update your contact information
- If you choose Purchase Coach Status, the following screen appears, click on purchase and you will then be directed to update your contact information



→ Update your contact information

The screenshot shows a web browser window with the URL licence.equestrian.ca/myec/renew/ContactInfo. The page title is "Update Contact Information". A sidebar on the left contains navigation links: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area is titled "1100XXXX – YOUR NAME" and includes a note: "Fields marked with an asterisk are mandatory". The form contains the following fields:

- First Name *
- Last Name *
- Date of Birth *
- Address *
- Country *
- Province/State *
- City *
- Postal Code *
- Phone (home) *
- Phone (cell)
- Email *
- Provincial/Territorial Sport Organization (PTSO) *
- Equine Association of Yukon number *

A "NEXT" button is located at the bottom of the form.

→ Choose your Sport License, and;

- Confirm if you'd like Amateur Status, and;
- Confirm if you wish to purchase Coach Registration or a Coach License Status

The screenshot shows a web browser window with the URL licence.equestrian.ca/myec/renew/licencelevel. The page title is "Sport Licence". A sidebar on the left contains navigation links: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area includes the following information:

- Be nominated (or nominate a fellow EC Sport Licence Holder) for an EC National Award.
- Obtain EC Amateur Status, if qualified.
- Collect points toward any existing regional or zone awards within a discipline or breed sport.

Show your support to your primary discipline of choice by selecting one of the following:

General Performance

Select a sport licence

Platinum	Gold	Silver	Bronze
276 ^s	182 ^s	109 ^s	31 ^s
INFORMATION	INFORMATION	INFORMATION	INFORMATION

Please select the box if you wish to receive a hard copy of your Sport Licence card by mail (\$5).

Amateur Status

- YES, I wish to declare amateur status. Ⓜ
- No

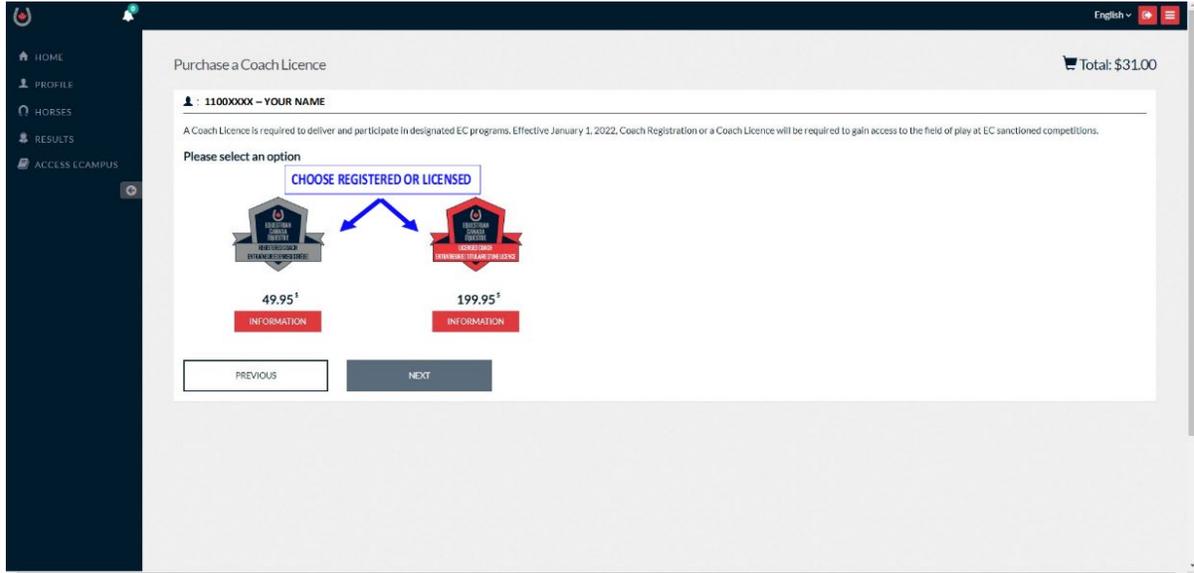
Do you wish to purchase Coach Registration OR a Coach Licence at this time?

- YES
- No

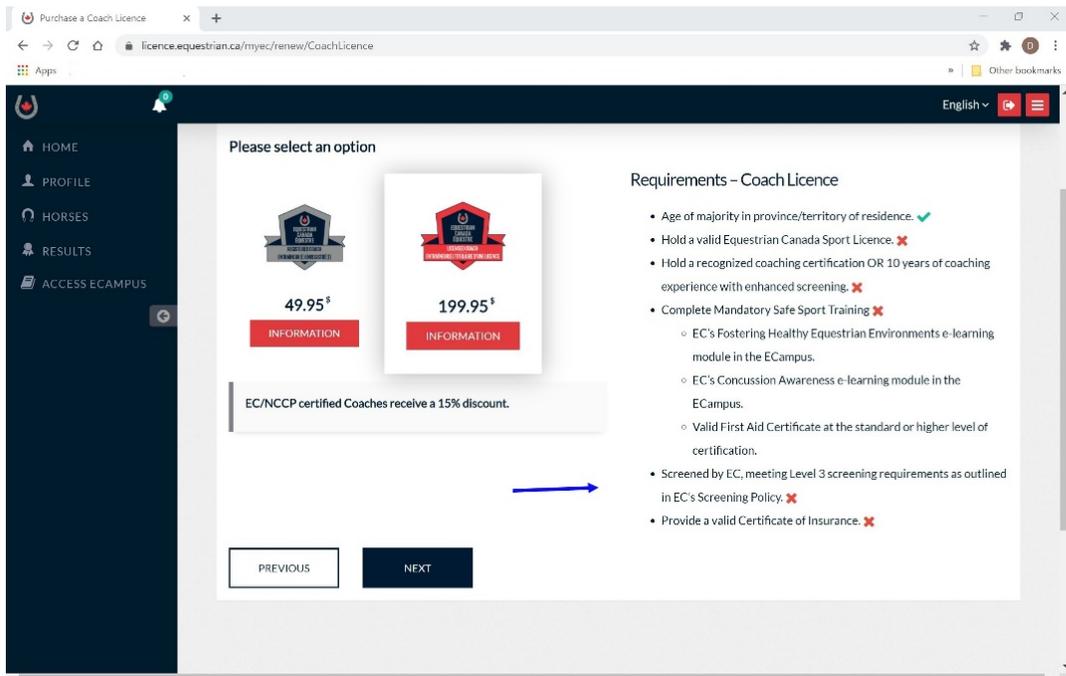
National Coaching Certification Program (NCCP) #

PREVIOUS NEXT

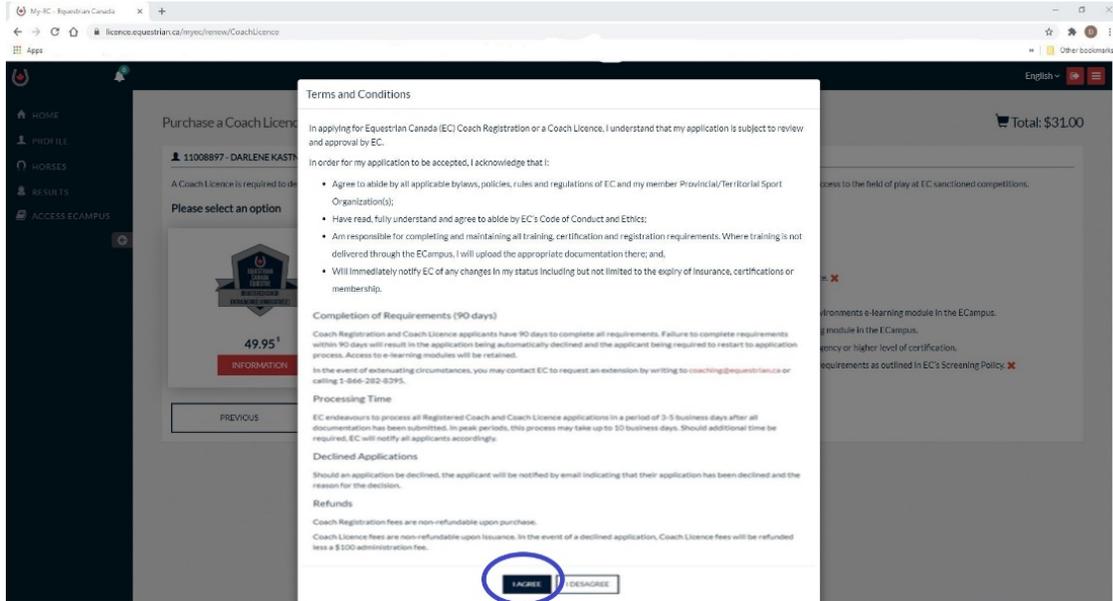
→ Select Registered Coach or Licensed Coach



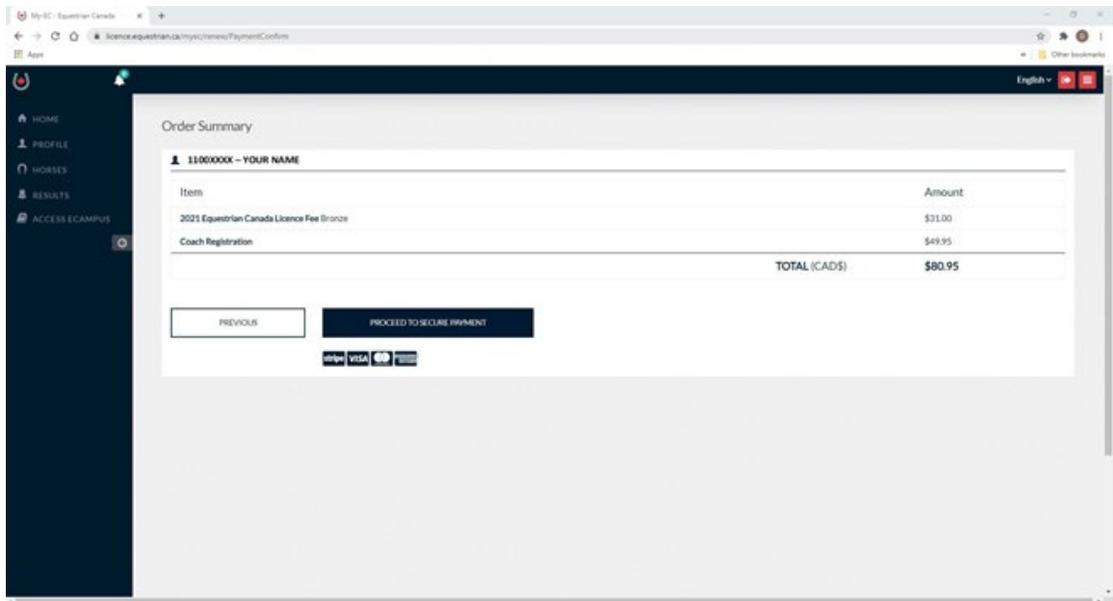
→ A checklist indicating any missing documentation will appear



→ Review and accept Terms and Conditions of Coach Registration or Coach License



→ Proceed to payment



→ In Ecampus return to your dashboard

The screenshot shows the Ecampus dashboard for a user named 'YOUR NAME'. The dashboard includes navigation links for 'DASHBOARD', 'REDEEM', 'FIND A COACH', 'RESOURCES', 'LOGOUT', and 'FRANÇAIS'. Below these are icons for 'L. LEARNING', 'LVL. TRAINING', 'CLERKICATIONS', and 'LVALUATIONS'. The main content area is titled 'Home > My Transcript' and features a 'PRIMARY TRANSCRIPT' button. It contains several expandable sections:

- LICENCES**: ENROLLED IN 0 PROGRAM(S) with '+ ADD MORE' and 'VIEW LIST' options.
- CERTIFICATIONS**: ENROLLED IN 0 PROGRAM(S) with '+ ADD MORE' and 'VIEW LIST' options.
- LEARNING COURSES**: ENROLLED IN 2 COURSE(S) with '+ ADD MORE' and 'VIEW LIST' options. Below this is a table with columns: TITLE, ENROLLED, PROGRESS, and ACTIONS. The table lists two courses: 'Equestrian Canada: Concussion Awareness' (enrolled 31 Dec 2020, progress 'Not Started', actions 'Enter', 'Reselect') and 'Fostering Healthy Equestrian Environments' (enrolled 31 Dec 2020, progress 'Not Started', actions 'Enter', 'Reselect').
- LVL. TRAINING AND EVALUATIONS**: ENROLLED IN 0 COURSE(S) with '+ ADD MORE' and 'VIEW LIST' options.
- UPLOAD CERTIFICATES AND DOCUMENTS**: YOU CURRENTLY HAVE 4 RECORD(S) with '+ ADD MORE' and 'VIEW LIST' options. Below this is a table with columns: SUBMITTED, APPROVAL STATUS, ORGANIZATION, COURSE, COMPLETED, EXPIRY, and OPTIONS. It shows one record: '27 Apr 2020', 'Verified', 'Competition Coach Specialist Eventing Analyzing Performance Clinic', '31 Mar 2012', 'N/A', and an 'Enter' button.

At the bottom left, there is a copyright notice: '© 2021 EQUESTRIAN CANADA' with links for 'Home', 'Ecampus', and 'Items of use'.

→ Complete training by selecting 'Enter' for the applicable course→you will be guided through the courses. Please note the following:

- **If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as it is a recognized course**
- **If you have taken CAC – Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as they are recognized courses**

Home • My Transcript

PRINT MY TRANSCRIPT

LICENCES		ENROLLED IN 0 PROGRAM(S)		+ ADD MORE	VIEW LIST	
CERTIFICATIONS		ENROLLED IN 0 PROGRAM(S)		+ ADD MORE	VIEW LIST	
E-LEARNING COURSES		ENROLLED IN 2 COURSE(S)		+ ADD MORE	VIEW LIST	
TITLE	ENROLLED	PROGRESS	ACTIONS			
Equestrian Canada - Concussion Awareness	27 Sep 2020	Not Started	View			
Fostering Healthy Equestrian Environments	27 Sep 2020	Not Started	View			
LIVE TRAINING AND EVALUATIONS		ENROLLED IN 0 COURSE(S)		+ ADD MORE	VIEW LIST	
UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 2 RECORD(S)		+ ADD MORE	VIEW LIST	
SUBMITTED	APPROVAL STATUS	ORGANIZATION	COURSE	COMPLETED	EXPIRY	OPTIONS
7 May 2020	Verified		Making Ethical Decisions - Evaluation	6 Nov 2019	n/a	View
7 May 2020	Verified		Making Headway in Sport (Multisport)	30 Oct 2019	30 Oct 2022	View

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Etsaco Ongoing: Tema of use

→ To upload required documentation → Click on 'View' Button

Home • My Transcript

PRINT MY TRANSCRIPT

LICENCES		ENROLLED IN 2 PROGRAM(S)		+ ADD MORE	VIEW LIST	
TITLE	ENROLLED	PROGRESS	ACTIONS			
Licensed Coach Status (2021)	13 Jan 2021	In progress	View			
Registered Coach Status(2021)	13 Jan 2021	In progress	View			
CERTIFICATIONS		ENROLLED IN 0 PROGRAM(S)		+ ADD MORE	VIEW LIST	
E-LEARNING COURSES		ENROLLED IN 2 COURSE(S)		+ ADD MORE	VIEW LIST	
TITLE	ENROLLED	PROGRESS	ACTIONS			
Equestrian Canada - Concussion Awareness	13 Jan 2021	Completed: 15 Jan 2021	Certificate Remove Resource			
Fostering Healthy Equestrian Environments	13 Jan 2021	Completed: 15 Jan 2021	Certificate Remove Resource			
LIVE TRAINING AND EVALUATIONS		ENROLLED IN 0 COURSE(S)		+ ADD MORE	VIEW LIST	
UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 0 RECORD(S)		+ ADD MORE	VIEW LIST	
SUBMITTED	APPROVAL STATUS	ORGANIZATION	COURSE	COMPLETED	EXPIRY	OPTIONS
10 Feb 2021	pending		Certificate of insurance - Coaching	18 Feb 2021	1 Jan 2022	View All
20 Jan 2021	Verified		Coach Status Reference Letter #1	20 Jan 2021	n/a	View

→ Click on 'Upload' Button

Licensed Coach Status (2021)
Licensed Coach recognizes coaches with verified experience, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.
To obtain status you must have an active E-C Sport Licence and meet the requirements listed below.

Please complete the requirements for each group Overall Status: In progress

Requirement	Status	Action
First Aid Training - Complete 1 of 5 Upload proof that you have completed a First Aid program that meets or exceeds standard first aid. If your qualification is not listed, please upload as "Other"		
Standard First Aid	Not started	Upload
Standard First Aid Blended	Not started	Upload
Standard First Aid (Recent)	Not started	Upload
Emergency First Aid	Not started	Upload
Other recognized First Aid Certificate	Not started	Upload
Vulnerable Sector Search - Complete 1 of 1 Please upload a copy of the results of your vulnerable sector search.		
Vulnerable Sector Search	Not started	Upload

→ Upload screen will appear → upload document → don't forget to Save after each document is uploaded!

New Custom training record

Enrolled: 2021-02-11 NOTE: For documents use the received/processing date. If unknown use the completed date here as well.

Organization: [Text Field]

This upload matches the requirement for: **Coach Status Reference Letter #1**

Completed: [Text Field]

Expiry: [Text Field] Issue blank for never

Certificate: **Choose File** | No file chosen
Must be PDF, JPG, or PNG

Save Cancel

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→ Once uploaded they will be placed in 'pending' status

The screenshot shows a web browser window with the URL campus.equestrian.ca/student/certification.php?i=12821. The page title is "Please complete the requirements for each group" and the overall status is "In progress". The page is divided into several sections, each with a table of requirements. A blue circle highlights a yellow "pending" status next to the "Certificate of Insurance - Coaching" requirement.

Requirement	Status	Action
First Aid Training - Complete 1 of 5 Upload proof that you have completed a First Aid program that meets or exceeds standard first aid. If your qualification is not listed, please upload as "Other"		
Standard First Aid	Completed: 28 Feb 2018 Expiry: 28 Feb 2021	
Standard First Aid Blended	Not started	Upload
Standard First Aid (Recent)	Not started	Upload
Emergency First Aid	Not started	Upload
Other recognized First Aid Certificate	Not started	Upload
Vulnerable Sector Search - Complete 1 of 1 Please upload a copy of the results of your vulnerable sector search.		
Vulnerable Sector Search	Not started	Upload
Insurance - Complete 1 of 1 Please upload relevant insurance documents.		
Certificate of Insurance - Coaching	In progress	pending
Screening Documents - Complete 3 of 3 Please upload all relevant screening documents.		
Screening Disclosure Form	Completed: 19 Jan 2021 Expiry: 19 Jan 2022	
Coach Status Reference Letter #1	Completed: 20 Jan 2021 Expiry: n/a	
Coach Status Reference Letter #2	Not started	Upload
Criminal Record Check - Complete 1 of 2 Submit a valid Enhanced Police Information Check (E-PIC) or equivalent criminal record check.		

→ Your application will then be reviewed by EC staff.

→ Registered/Licensed Status will either be approved or rejected (a confirmation email will be sent in either instance)

Questions? Please contact Equestrian Canada at coaching@equestrian.ca