



How do I apply for Coach Status?

- Log into MyEC (<https://licence.equestrian.ca/myec/login?lang=en>)
- Select Coach Status tab and click “purchase”
- Update contact information, click next
- Complete the demographic information, click next
- Confirm understanding of required Safe Sport training
- Select a Discipline
- Select a Sport Licence
- Confirm if you’d like Amateur Status
- Select Yes if you are purchasing a new Coach in Training Status
- Enter your NCCP number if you have one
- Select Coach in Training Status
- A checklist indicating any missing requirements or documentation will appear
 - ✓ indicates requirement has been met and is on file
 - ✗ indicates requirement has not been met and must be completed
- Click next
- Review and agree to Terms and Conditions
- Optional Donate screen, choose to donate or click next
- Authorize EC to collect information for competitions, activities, communications
- Proceed to secure payment and make payment

To continue to ELearning and document submission in ECampus

- Click on the ECampus icon on the bottom left of the Sport License or Coach Status Tab
- Once in Ecampus your dashboard will appear

To complete mandatory Elearning

- If you have not already completed the mandatory training, please do so by selecting “Enter Course” for each course and you will be guided through the learning



Important - 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 Making Headway 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 both Safe Sport and Respect in Sport are recognized courses

To upload required documentation

1. Underneath the LICENCES bar, click on the 'View Details' button on the appropriate Coach Status
2. The list of requirements will appear
 - Click on the requirement
 - Click on the 'Upload' Button for each of the requirements
3. The Upload screen will appear
 - Upload each document - Don't forget to save after each document is uploaded!
4. Once documents are uploaded, they will show 'pending' status
5. Your application is then reviewed and an email is sent to you confirming if your application has been approved or declined

Please see the following pages for additional detailed instructions for:

- **How to Apply for Coach Status**
- **How to Complete Mandatory Elearning**
- **How To Upload Documents**

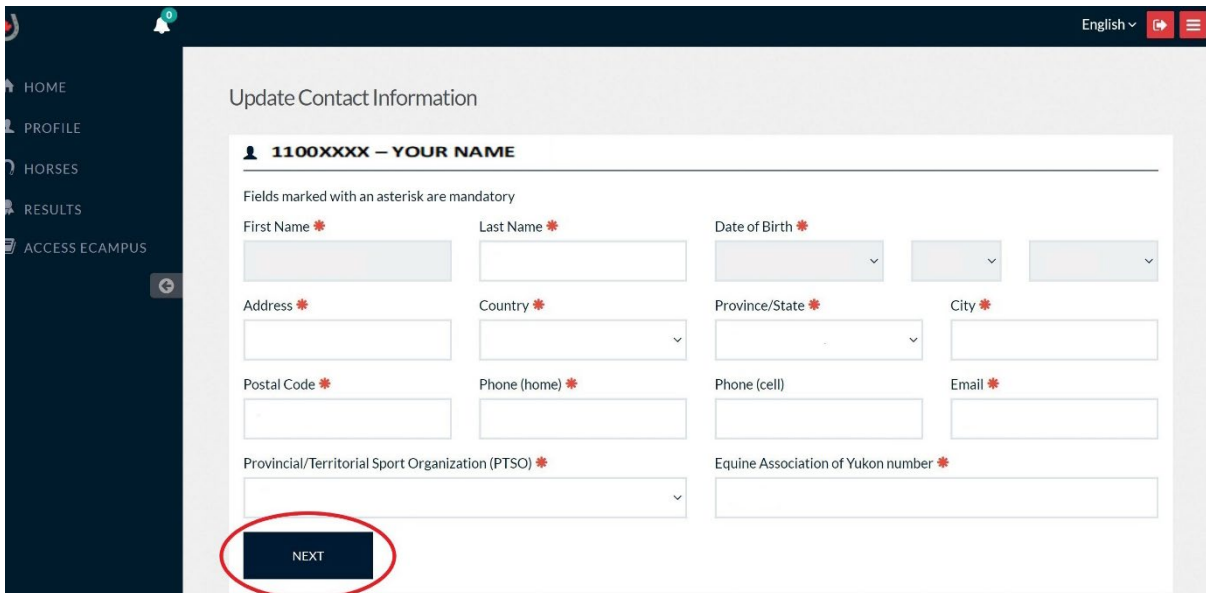


To apply for Coach Status

→ Log into ECampus Log into MyEC (<https://licence.equestrian.ca/myec/login?lang=en>)

→ Select the Coach Status tab and click purchase

→ Update your contact information



Update Contact Information

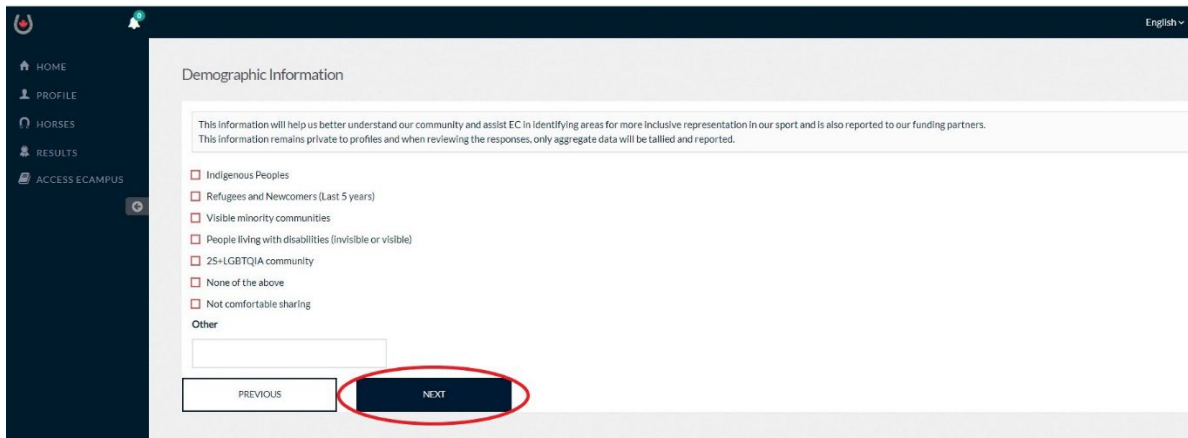
1100XXXX – YOUR NAME

Fields marked with an asterisk are mandatory

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 *

NEXT

→ Complete the demographic information, click next



Demographic Information

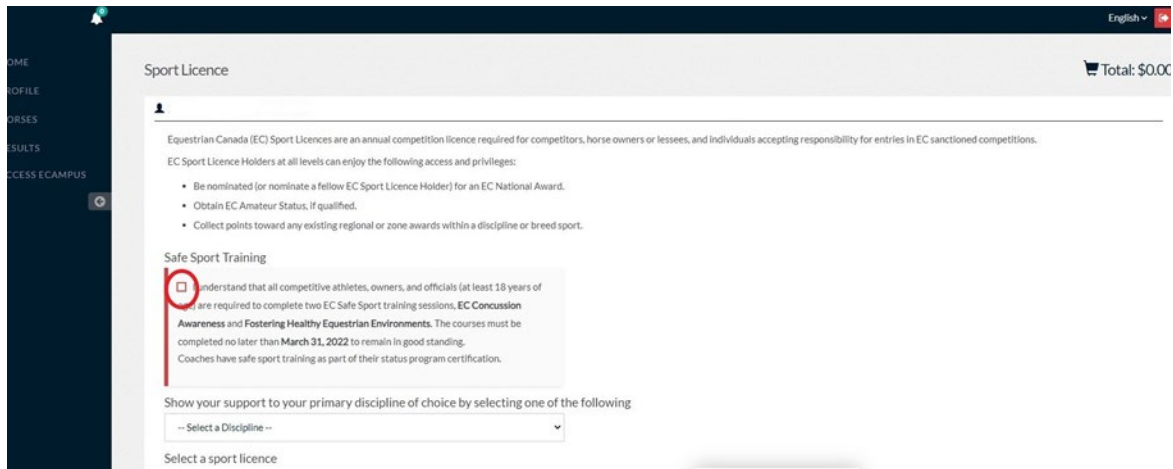
This information will help us better understand our community and assist EC in identifying areas for more inclusive representation in our sport and is also reported to our funding partners. This information remains private to profiles and when reviewing the responses, only aggregate data will be tallied and reported.


☐ Indigenous Peoples
☐ Refugees and Newcomers (Last 5 years)
☐ Visible minority communities
☐ People living with disabilities (invisible or visible)
☐ 2S+LGBTQIA community
☐ None of the above
☐ Not comfortable sharing

Other

PREVIOUS NEXT

→ Confirm your understanding of required Safe Sport Training



Sport Licence English 

Safe Sport Training

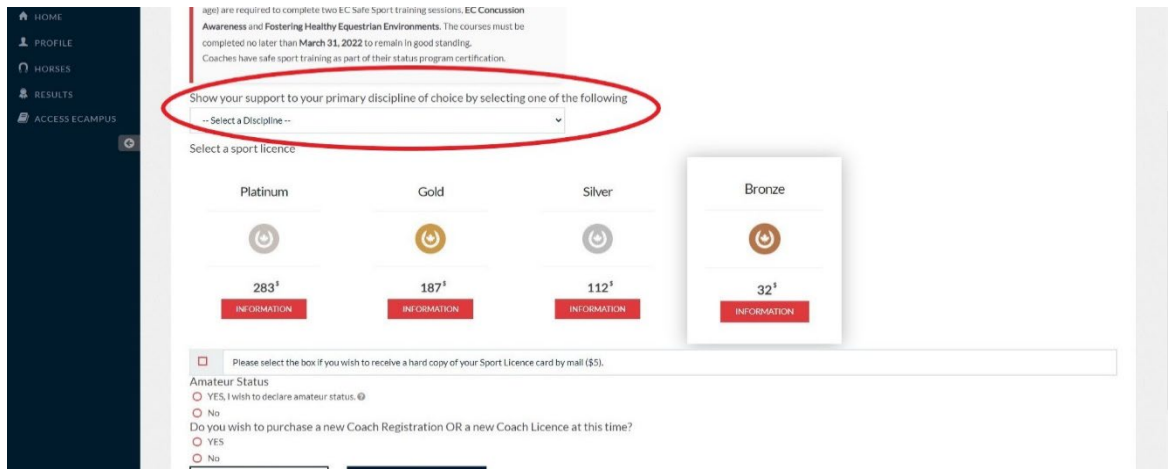
☐ Understand that all competitive athletes, owners, and officials (at least 18 years of age) are required to complete two EC Safe Sport training sessions, **EC Concussion Awareness and Fostering Healthy Equestrian Environments**. The courses must be completed no later than **March 31, 2022** to remain in good standing. Coaches have safe sport training as part of their status program certification.

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

-- Select a Discipline --

Select a sport licence





→ Enter a Discipline



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

-- Select a Discipline --

Select a sport licence

Platinum	Gold	Silver	Bronze
			
283 ^{\$}	187 ^{\$}	112 ^{\$}	32 ^{\$}
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 a new Coach Registration OR a new Coach Licence at this time?

☐ YES

☐ No

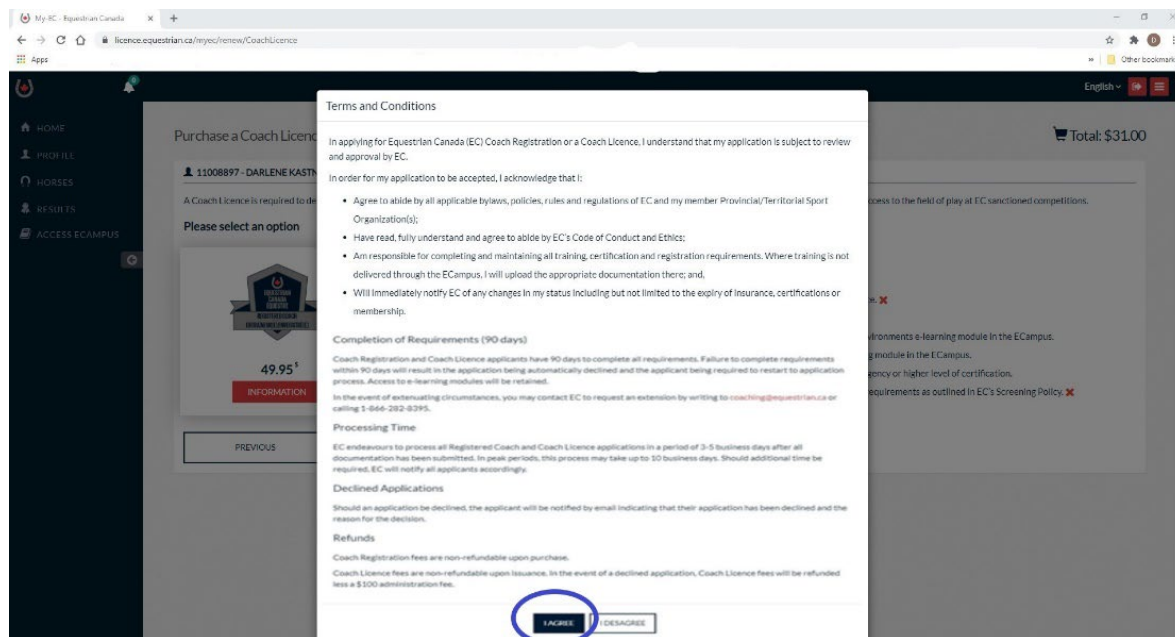


- Choose your Sport License, and;
 - Confirm if you'd like Amateur Status, and;
 - Confirm if you wish to purchase a New Coach Registration or Coach License
 - Enter your NCCP number if you have one

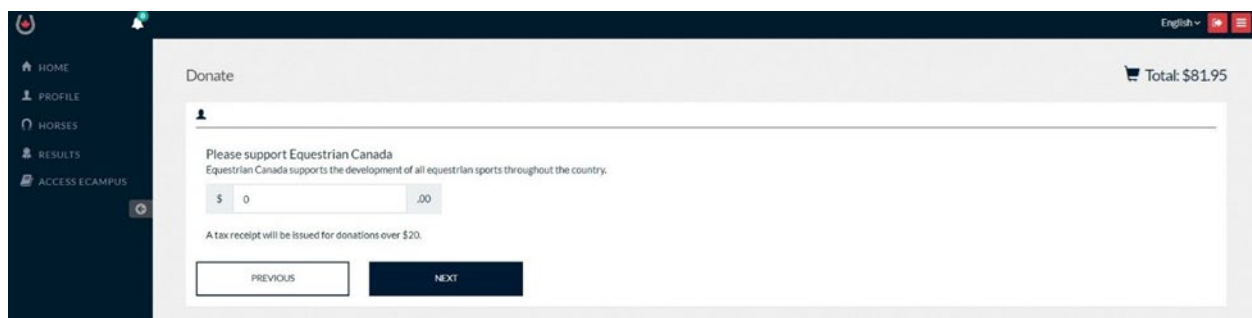
- Select applicable Coach Status
- A checklist indicating any missing documentation will appear



→ Review and agree to Terms and Conditions



→ Optional Donate screen will appear, choose to donate or click next





→ Proceed to secure payment

My EC - Equestrian Canada

license.equestrian.ca/myec/home/PaymentConfirm

App

English

HOME

PROFILE

HORSES

RESULTS

ACCESS ECAMPUS

Order Summary

1100XXXX - YOUR NAME

Item	Amount
2021 Equestrian Canada Licence Fee Bronze	\$31.00
Coach Registration	\$49.95
TOTAL (CAD\$)	\$80.95

PREVIOUS

PROCEED TO SECURE PAYMENT

Mastercard Visa American Express



To complete mandatory Elearning

- In ECampus your dashboard will appear
- If you **have not** completed the mandatory Elearning courses, please do so by selecting 'Enter Course' 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 Making Headway 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 Safe Sport and Respect in Sport are recognized courses

- If you **have** completed the mandatory Elearning courses, they will be highlighted in green and show COMPLETED

The screenshot shows the ECampus 'My Dashboard' interface. The top navigation bar includes links for DASHBOARD, REDEM, CATALOG, FIND A COACH, RESOURCES, LOGOUT, and FRANÇAIS. The main content area is titled 'My Dashboard' and features several sections: 'LICENSES', 'CERTIFICATIONS', 'E-LEARNING COURSES', 'LIVE TRAINING AND EVALUATIONS', and 'UPLOAD CERTIFICATES AND DOCUMENTS'. The 'E-LEARNING COURSES' section is highlighted with a blue circle, showing two completed courses: 'Fostering Healthy Equestrian Environments' and 'Equestrian Canada: Concussion Awareness'. Both courses are marked as 'Completed: February 12, 2021' and 'Enrolled: February 3, 2021'. The 'Fostering Healthy Equestrian Environments' course has a 'Certificate' button next to it. The 'Equestrian Canada: Concussion Awareness' course has a 'Certificate' button next to it. The 'LIVE TRAINING AND EVALUATIONS' section shows 'YOU CURRENTLY HAVE: 6 RECORDS'.

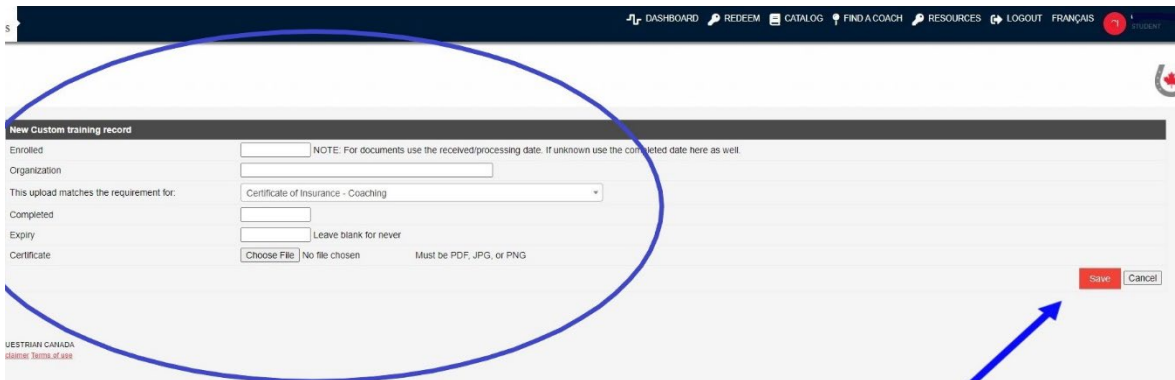


To upload required documentation

- Underneath the LICENCES bar, click on the 'View Details' button on the applicable Coach Status you are applying for

- The list of requirements will appear
- Click on the Upload button for each requirement

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



New Custom training record

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

Organization:

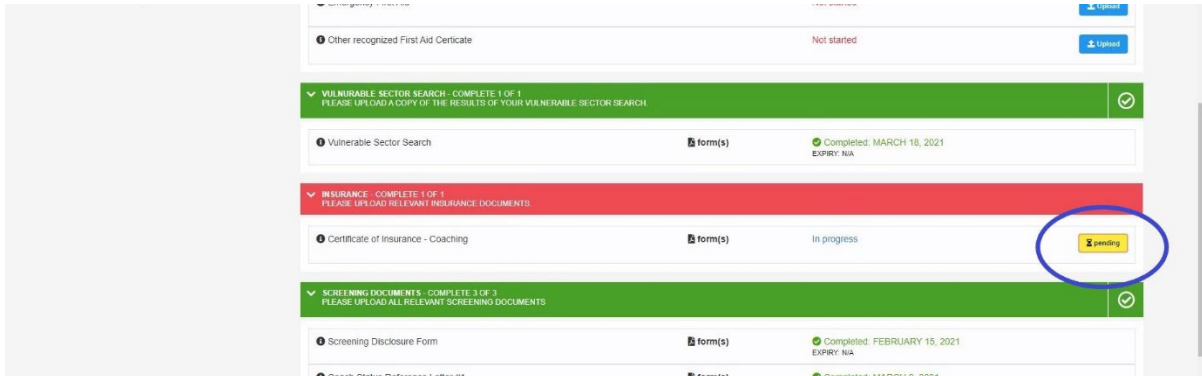
This upload matches the requirement for:

Completed:

Expiry: Leave blank for never

Certificate: No file chosen Must be PDF, JPG, or PNG

- Once documents are uploaded they will show 'pending' status



Document	Status	Expiry
Other recognized First Aid Certificate	Not started	
VULNERABLE SECTOR SEARCH - COMPLETE 1 OF 1		
Vulnerable Sector Search	form(s)	Completed: MARCH 18, 2021 EXPIRY: N/A
INSURANCE - COMPLETE 1 OF 1		
Certificate of Insurance - Coaching	form(s)	In progress
SCREENING DOCUMENTS - COMPLETE 3 OF 3		
Screening Disclosure Form	form(s)	Completed: FEBRUARY 15, 2021 EXPIRY: N/A
Coach Status Reference Letter #1	form(s)	Completed: MARCH 9, 2021

Your application is then reviewed and an email is sent to you confirming if your application has been approved or declined.

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