



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

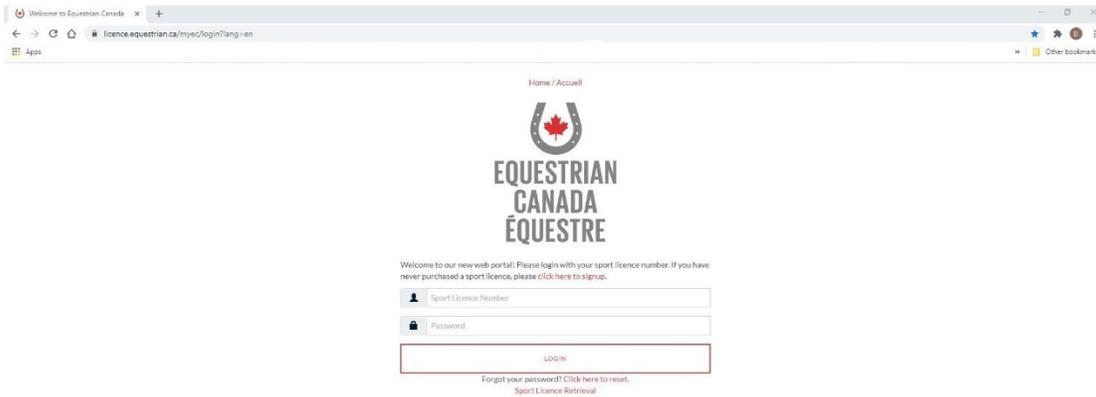
Please see the following pages for additional detailed instructions for:

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

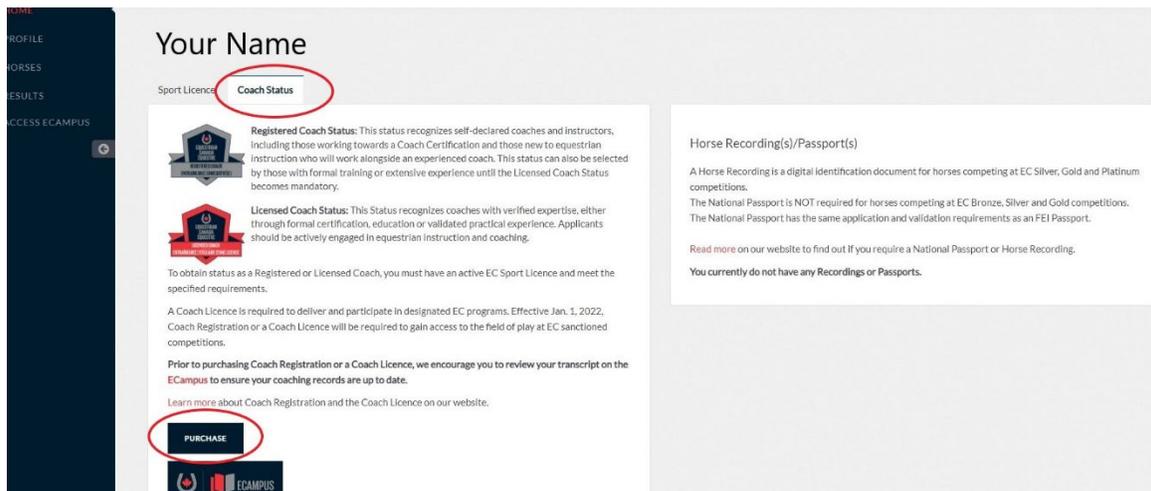


To apply for Coach Status

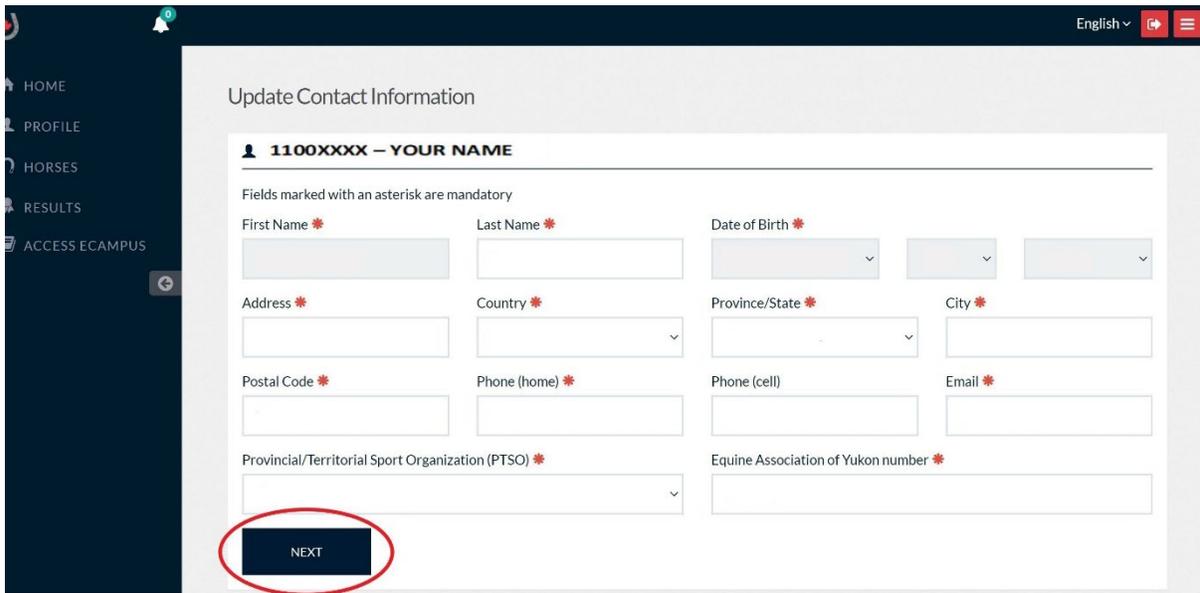
→ Log into ECampus Log into MyEC (<https://licence.equestrian.ca/myec/login?lang=en>)



→ Select the Coach Status tab and click purchase



→ Update your contact information



Update Contact Information

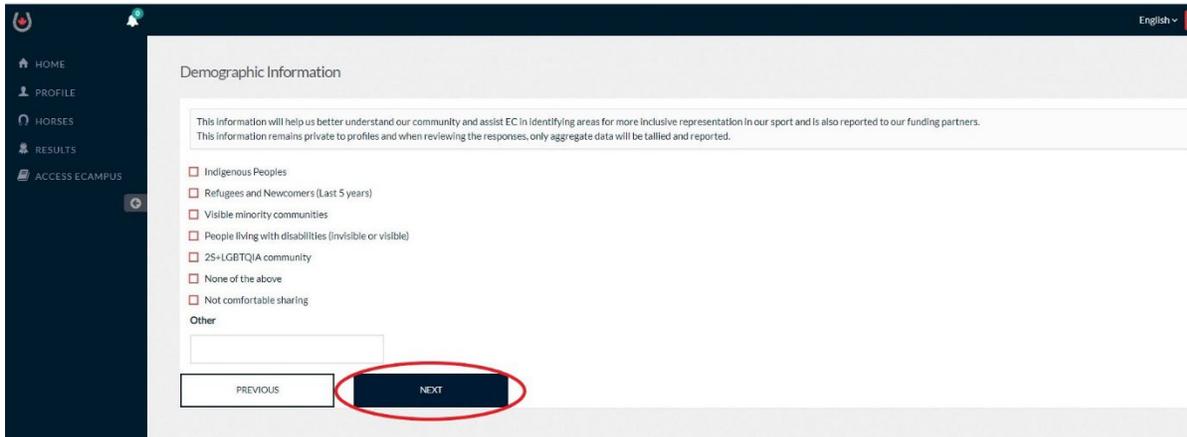
1100XXXX – YOUR NAME

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

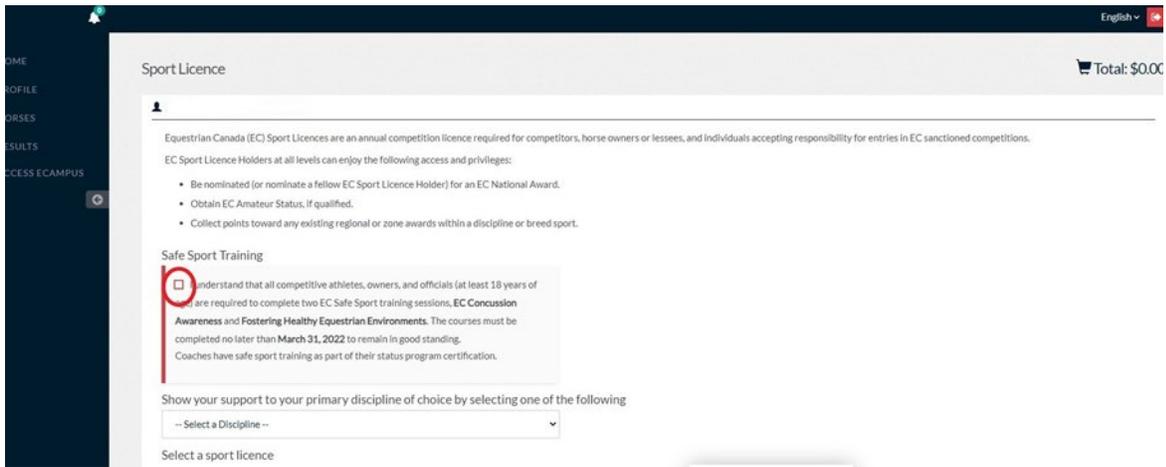
This information will help us better understand our community and assist EC in identifying areas for more inclusive representation in our sport and is also reported to our funding partners. This information remains private to profiles and when reviewing the responses, only aggregate data will be tallied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



English +

Total: \$0.00

Sport Licence

Equestrian Canada (EC) Sport Licences are an annual competition licence required for competitors, horse owners or lessees, and individuals accepting responsibility for entries in EC sanctioned competitions.

EC Sport Licence Holders at all levels can enjoy the following access and privileges:

- 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.

Safe Sport Training

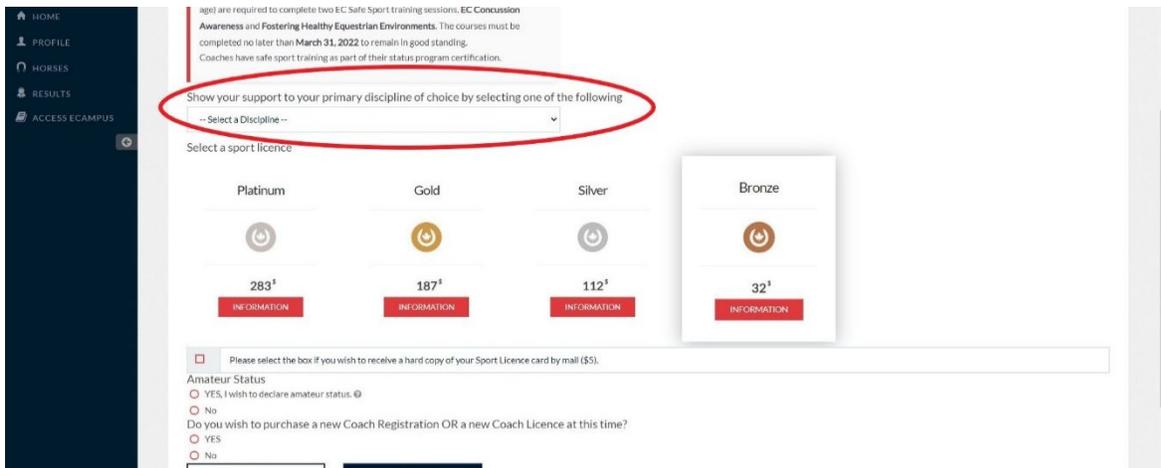
I understand that all competitive athletes, owners, and officials (at least 18 years of age) are required to complete two EC Safe Sport training sessions, **EC Concussion Awareness and Fostering Healthy Equestrian Environments**. The courses must be completed no later than **March 31, 2022** to remain 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



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

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.

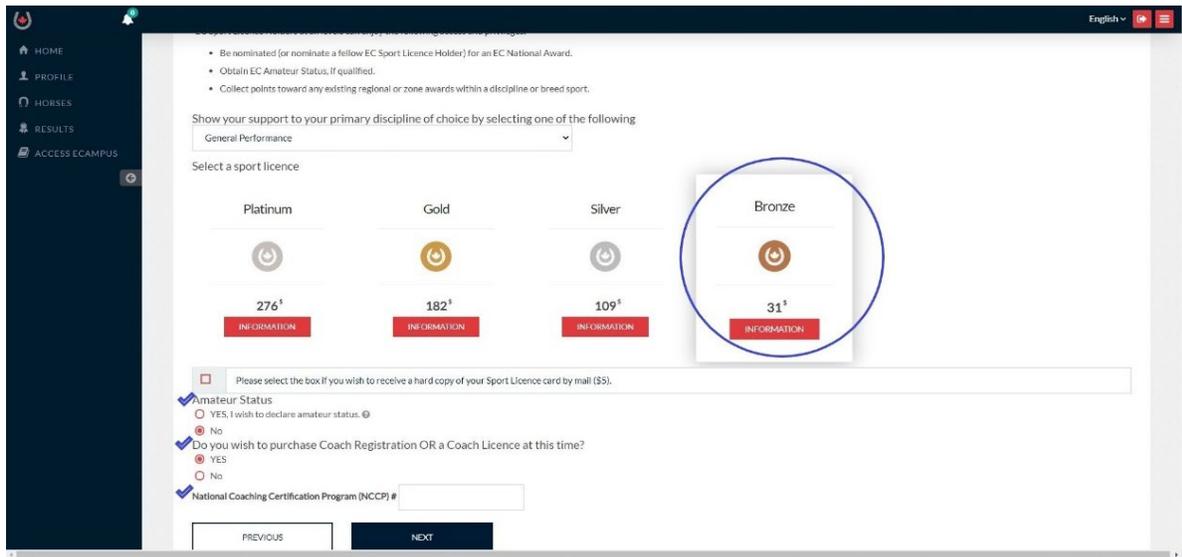
No

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

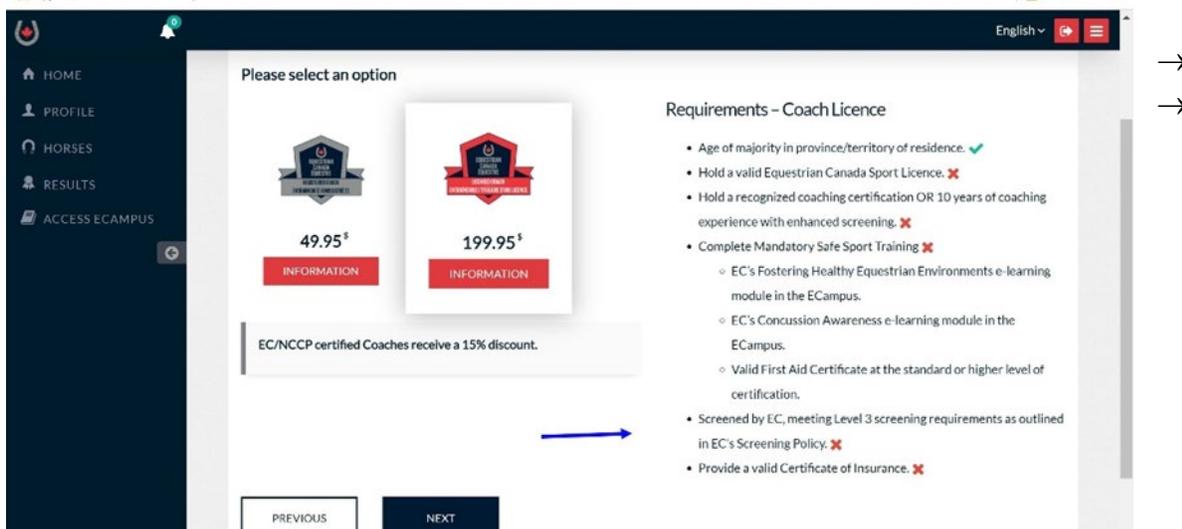
YES

No

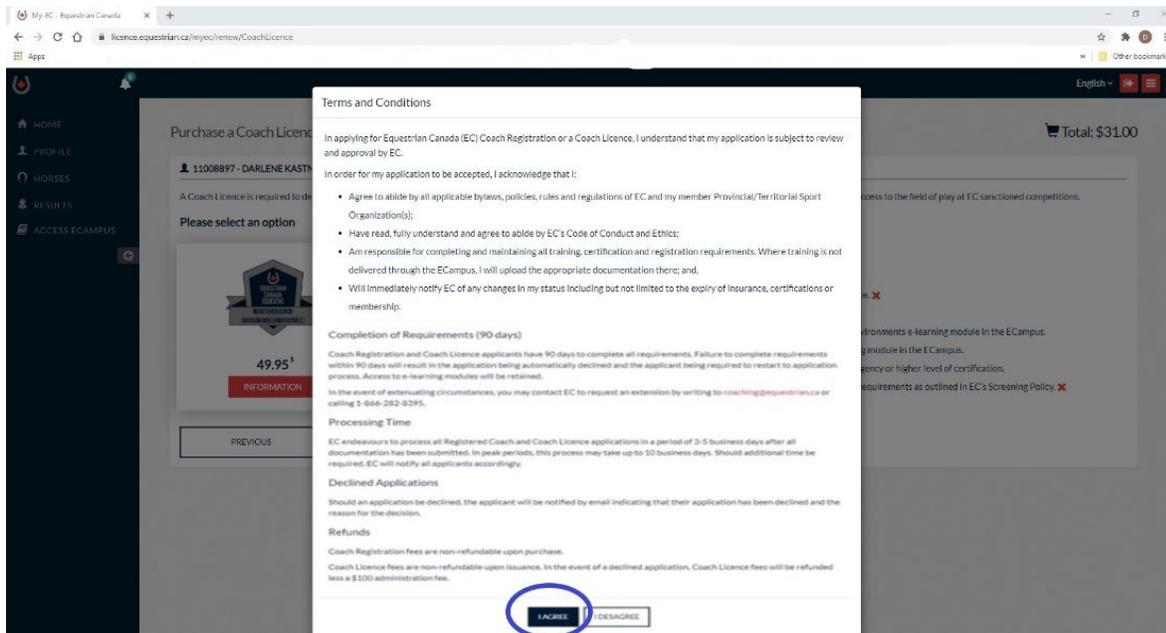
- Choose your Sport License, and;
 - Confirm if you'd like Amateur Status, and;
 - Confirm if you wish to purchase a New Coach Registration or Coach License
 - Enter your NCCP number if you have one



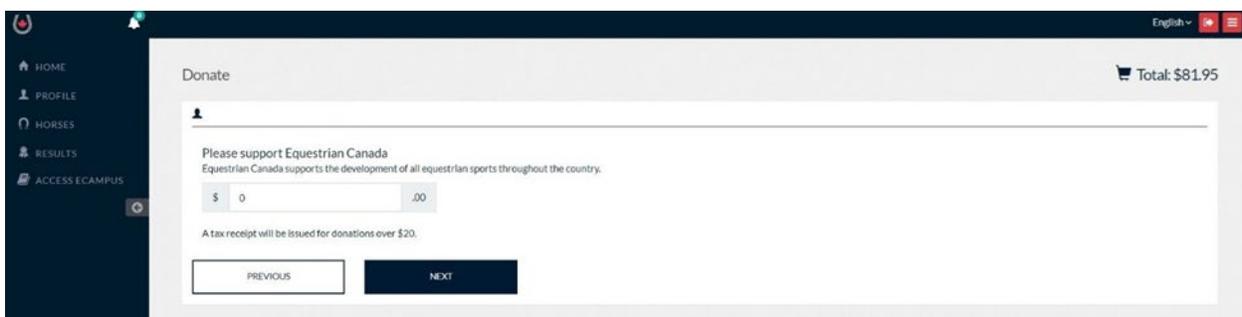
- Select applicable Coach Status
- A checklist indicating any missing documentation will appear



→ Review and agree to Terms and Conditions

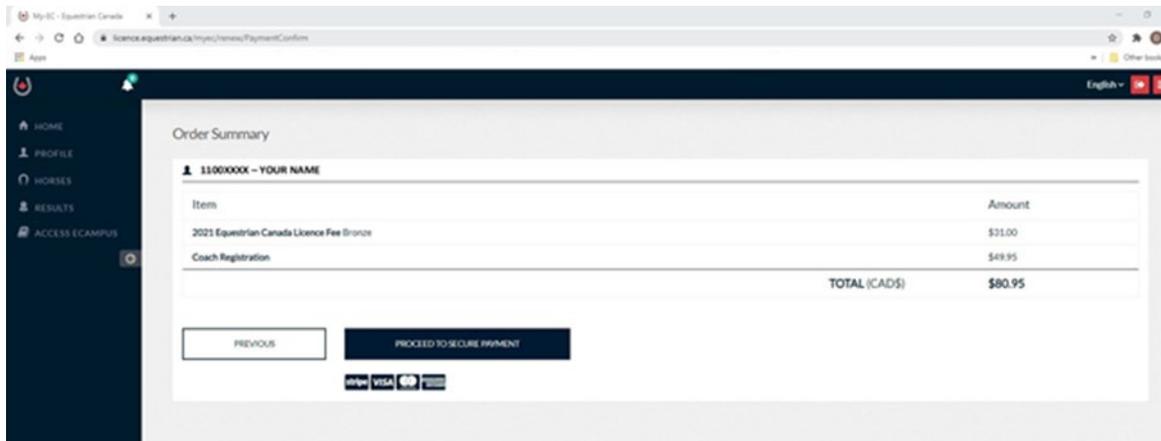


→ Optional Donate screen will appear, choose to donate or click next





→ Proceed to secure payment



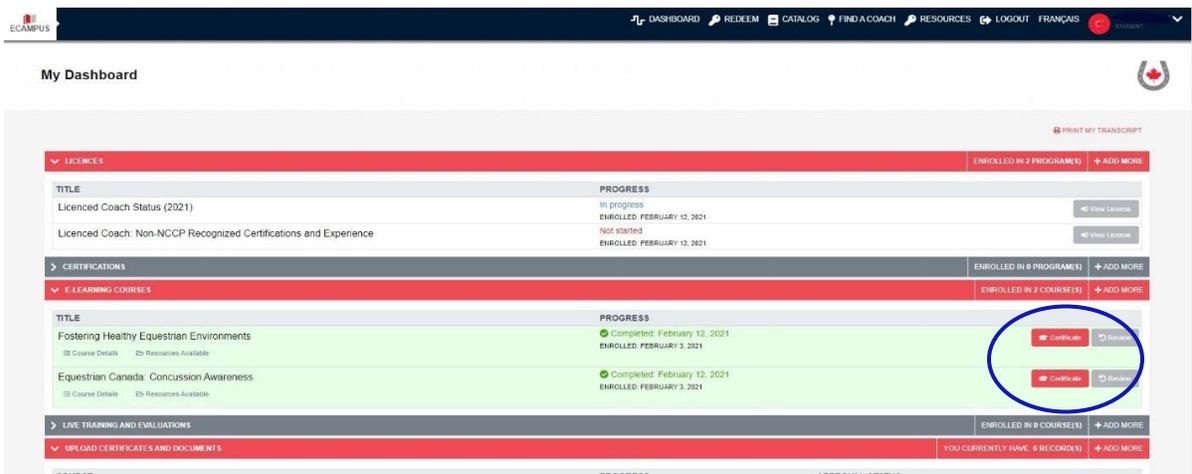
To complete mandatory Elearning

- 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



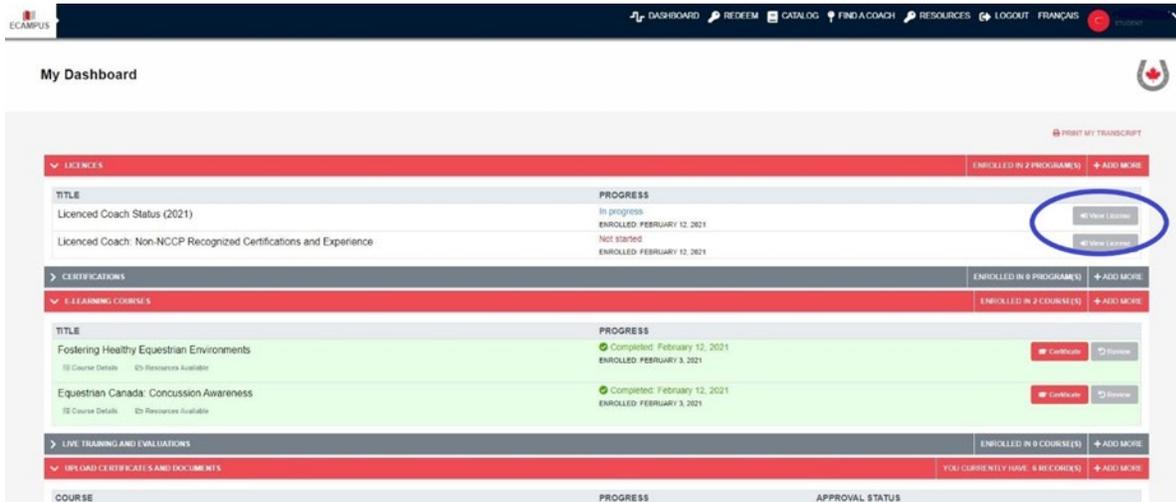
The screenshot shows the 'My Dashboard' page in Ecampus. The 'E-LEARNING COURSES' section is expanded, showing two completed courses highlighted in green:

TITLE	PROGRESS	ACTIONS
Fostering Healthy Equestrian Environments	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	View Details Certificate Renew
Equestrian Canada: Concussion Awareness	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	View Details Certificate Renew

The 'Certificate' and 'Renew' buttons for both completed courses are circled in blue. Other sections like 'LICENCES' and 'CERTIFICATIONS' are also visible.

To upload required documentation

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



My Dashboard

LICENCES ENROLLED IN 2 PROGRAM(S) + ADD MORE

TITLE	PROGRESS	
Licensed Coach Status (2021)	In progress ENROLLED FEBRUARY 12, 2021	View Details
Licensed Coach: Non-NCCP Recognized Certifications and Experience	Not started ENROLLED FEBRUARY 12, 2021	View Details

CERTIFICATIONS ENROLLED IN 0 PROGRAM(S) + ADD MORE

E-LEARNING COURSES ENROLLED IN 2 COURSE(S) + ADD MORE

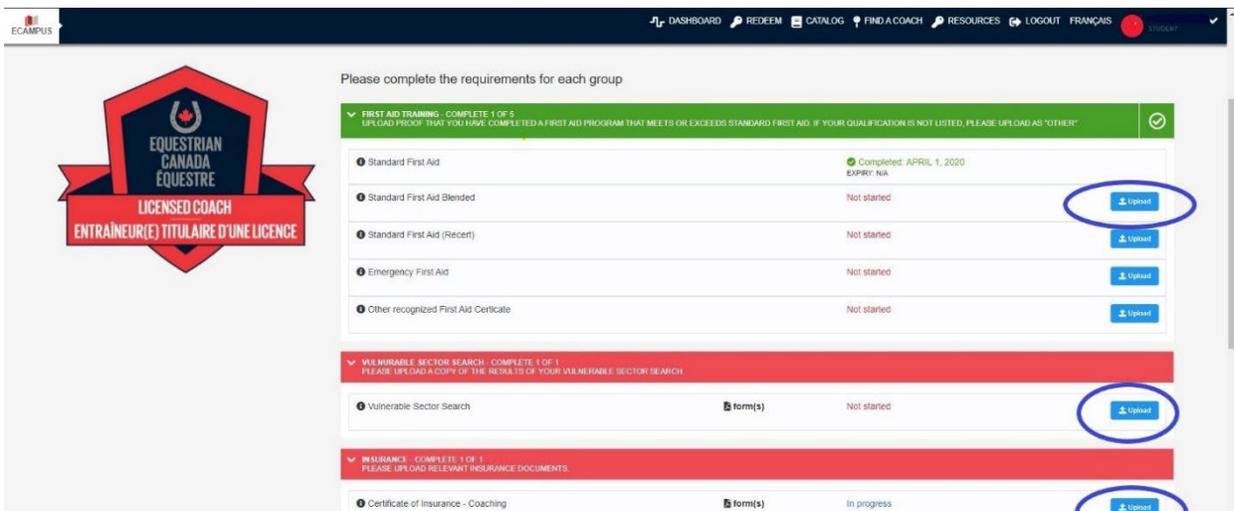
TITLE	PROGRESS	
Fostering Healthy Equestrian Environments	Completed: February 12, 2021 ENROLLED FEBRUARY 3, 2021	Continue Review
Equestrian Canada: Concussion Awareness	Completed: February 12, 2021 ENROLLED FEBRUARY 3, 2021	Continue Review

LIVE TRAINING AND EVALUATIONS ENROLLED IN 0 COURSE(S) + ADD MORE

UPLOAD CERTIFICATES AND DOCUMENTS YOU CURRENTLY HAVE: 4 RECORDED + ADD MORE

COURSE	PROGRESS	APPROVAL STATUS

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



Please complete the requirements for each group

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: APRIL 1, 2020 EXPIRY: N/A	Upload
Standard First Aid Blended	Not started	Upload
Standard First Aid (Recert)	Not started	Upload
Emergency First Aid	Not started	Upload
Other recognized First Aid Certificate	Not started	Upload

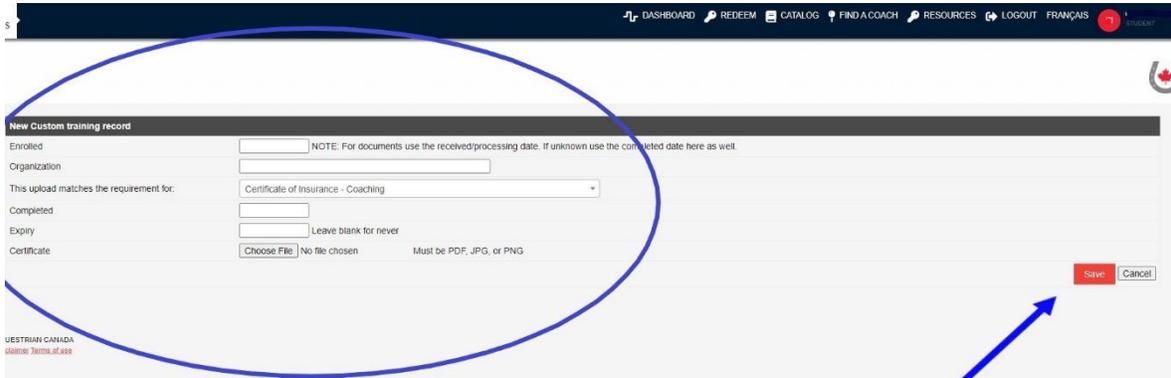
VULNERABLE SECTOR SEARCH - COMPLETE 1 OF 1
PLEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE SECTOR SEARCH

Vulnerable Sector Search	form(s)	Not started	Upload
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INSURANCE - COMPLETE 1 OF 1
PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS

Certificate of Insurance - Coaching	form(s)	In progress	Upload
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- The Upload screen will appear → upload document
- Don't forget to Save after each document is uploaded!

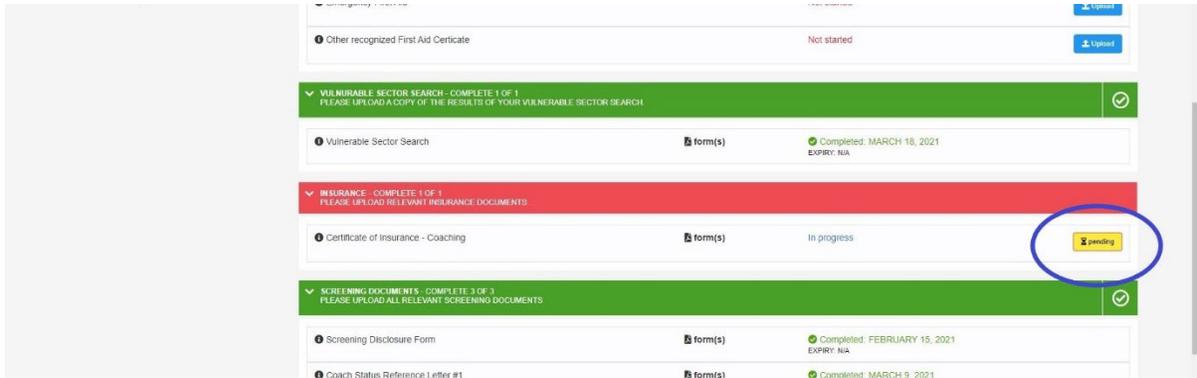


The screenshot shows the 'New Custom training record' form. The fields are:

- Enrolled: [text input]
- Organization: [text input]
- This upload matches the requirement for: Certificate of Insurance - Coaching (dropdown)
- Completed: [checkbox]
- Expiry: [text input] (with note: Leave blank for never)
- Certificate: Choose File | No file chosen (with note: Must be PDF, JPG, or PNG)

 A blue circle highlights the form fields, and a blue arrow points to the 'Save' button on the right.

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



The screenshot shows a list of documents with their upload status:

- Other recognized First Aid Certificate: Not started
- Vulnerable Sector Search - COMPLETE 1 OF 1: Completed: MARCH 18, 2021
- Certificate of Insurance - Coaching: In progress (with a yellow 'pending' button circled in blue)
- Screening Disclosure Form: Completed: FEBRUARY 15, 2021
- Coach Status Reference Letter #1: 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