



Access ECampus

- Access ECampus from your My EC account(<https://licence.equestrian.ca/myec/login?lang=en>)
- Click on the ECampus icon on the bottom left of the Coach Status or Sport License Tab
- Once in ECampus your dashboard will appear

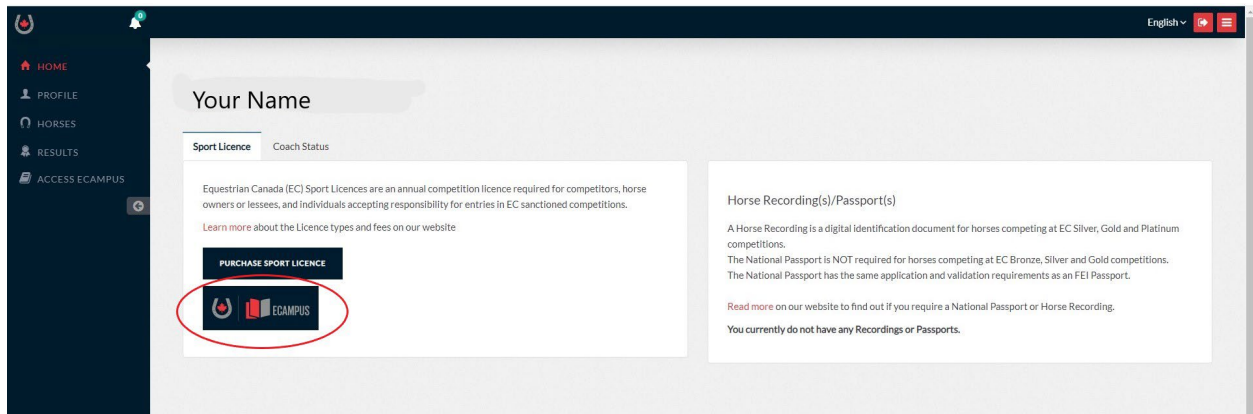
To upload required documentation

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

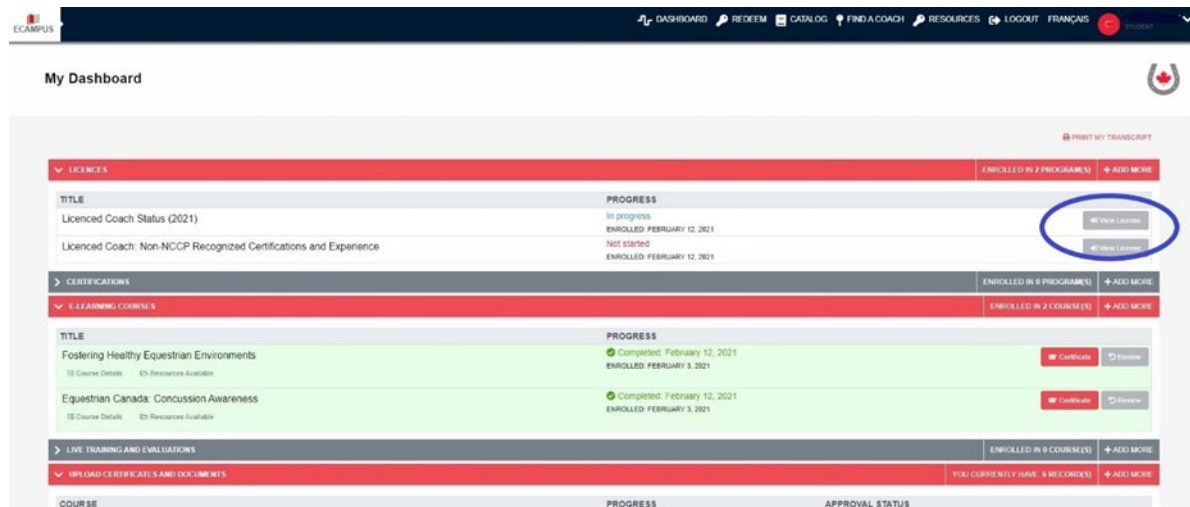
Please see the following pages for detailed instructions on How To Upload Documents

Access ECampus

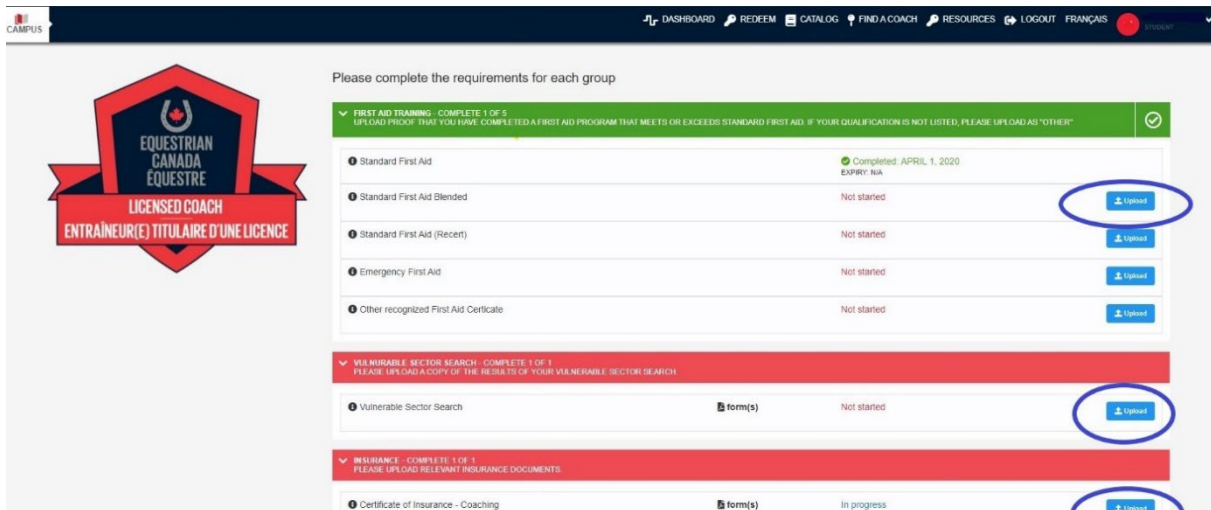
- Access ECampus from your My EC account (<https://licence.equestrian.ca/myec/login?lang=en>)
- Click on the ECampus icon on the bottom left of the Coach Status or Sport License Tab



- Once in ECampus your dashboard will appear
- Underneath the LICENCES bar, click on the 'View Details' button on the applicable Coach Status you are applying for



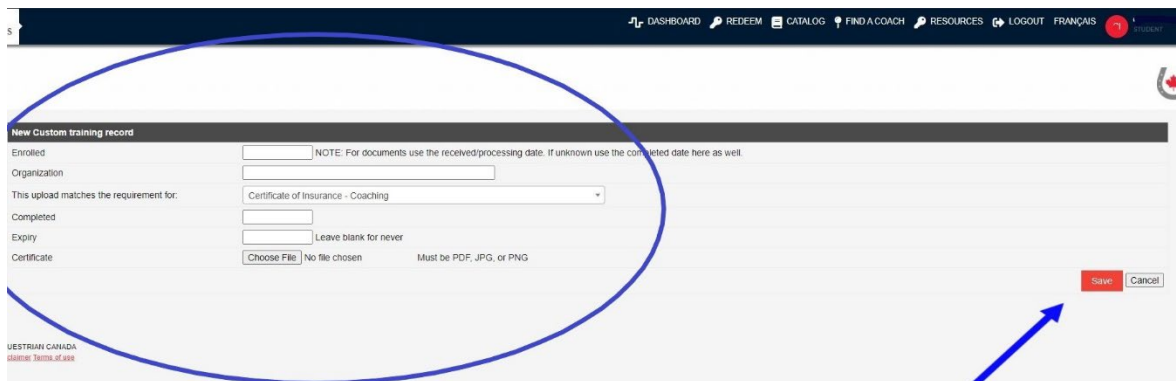
- The list of requirements will appear
- Click on the requirement
- Click on 'Upload' Button for each of the requirements



Please complete the requirements for each group

Requirement	Status	Expiry	Action
FIRST AID TRAINING - COMPLETE 1 OF 5 PLEASE 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	NA
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	form(s)	Not started	Upload
INSURANCE - COMPLETE 1 OF 1 PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS			
Certificate of Insurance - Coaching	form(s)	In progress	Upload

- 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 Name	Form(s)	Status	Buttons
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)	Completed: MARCH 18, 2021 EXPIRY: N/A	
INSURANCE - COMPLETE 1 OF 1			
PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS			
Certificate of Insurance - Coaching	form(s)	In progress	pending
SCREENING DOCUMENTS - COMPLETE 3 OF 3			
PLEASE UPLOAD ALL RELEVANT SCREENING DOCUMENTS			
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