

Dear Coach

RE: NCCP Community Coaching Certification

To acquire Community Coach certification in cross-country skiing you must successfully complete the following:

1. Introduction to Community Coaching Workshop
2. Community Coaching Workshop
3. Community Coaching Experience Form (attached)
4. Community Coaching - Making Ethical Decisions (MED) Online Evaluation (see below)

Certification Status

To find out your current NCCP status you can access your transcript details on the Coaching Association of Canada (CAC) website at <http://coach.ca>. Your transcript provides a summary of the workshops and "experiences" in which you have been trained and evaluated. To do this, click on the link to "Check Certification Status" and then enter your Certification Card number (CC#) and your last name. If you do not know your CC# you can request it via database@coach.ca. If you have a problem with your certification records you should contact your Division Coaching Coordinator.

Making Ethical Decisions (MED) Online Evaluation

"Making Ethical Decisions" is one of the Community Coaching outcomes that the CAC requires you to be evaluated in if you are to obtain certification at this level. Before you start the evaluation, you will need:

Your CC#.

An account with the NCCP Database. If you have your CC#, but do not have an account set up with the NCCP Database, please visit <http://nccpdb.coach.ca/>, click on "Sign Me Up" and follow the on-screen directions. If you encounter any problems signing up or do not remember your username and password, please contact the NCCP Database Team at coach@coach.ca. Please remember to include your full name, CC#, and e-mail address in the correspondence.

Please be advised:

The evaluation can take at least one hour to complete. You may quit the evaluation at any time, and continue later at a more convenient time without losing your progress.

The application only allows two attempts at successfully completing the

evaluation. If both attempts are unsuccessful, you will be required to participate in a Make Ethical Decisions module in order to access the online evaluation for another two attempts.

The first time you access the evaluation, you will be prompted to confirm your enrolment in the course. Please click on the “Yes” button.

As of today, the evaluation is only available in English. All divisions will be notified when the French version is available.

Now that you are ready to take the Make Ethical Decisions Online Evaluation for Community Sport, please visit:

<http://nccpeval.coach.ca/production/med/e/index.asp?Language=English>