



## Completing your Making Ethical Decisions (MED) Online Evaluation

How to Complete your're Making Ethical Decisions (MED) Online Evaluation: <http://www.coach.ca>

**Step 1:** Retrieve your existing NCCPC# and password from your P/TSO and or have your P/TSO create you an NCCP account.

Please double check with your P/TSO on whether or not you have an existing NCCP# and password. If you do, they will be able to provide this number to you. If you need your password reset they will also be able to do this for you. If you do not have an NCCP# after checking with your P/TSO they will register you with one. Please do not register yourself for an NCCP number to prevent duplicate information being processed.

**Step 2:** Logging In with your NCCP# and password.

To complete your Making Ethical Decisions (MED) Online evaluation, you will need to log in at <http://www.coach.ca> Once you arrive at this website you will need to choose the menu item titled "The Locker" on the top right hand corner. It will take you to a log in page where you will need to fill in your NCCP# and password to access your transcript.

**Step 3:** Once you are logged in.

You will be logged into your profile page. You will then have a new menu bar closer to the top right hand corner that has: eLearning, calendar, Pathways etc. Click on the ELEARNING tab.

**Step 4:** ELearning Modules.

Modules will now be displayed on the left hand side menu. This is where you will appropriately select the required level of Making Ethical Decisions Online Evaluation.

If you are an Instructor/Instructor Candidate you will be required to complete a minimum of:

Making Ethical Decisions Online Evaluation – Instruction Stream

If you are a Coach 1/Coach 2 or a Competition Coach/Competition Coach Specialist (or candidate pursuing certification at this level) you will be required to complete a minimum of:

Making Ethical Decisions Online Evaluation – Competition – Introduction

If you are a Coach 3/Coach 4 or a High Performance Coach (or a candidate pursuing certification at this level) you will be required to complete a minimum of:

Making Ethical Decisions Online Evaluation – Competition – Development

**Step 5:** Complete the Evaluation.

You will now have 2 attempts at passing the evaluation. If after 2 attempts, you do not receive a passing grade of 75%. You will be referred to seek further training. Please inquire. Note that the evaluation is heavy in reading, and requires a strong internet connection (preferable in google chrome browser). This is a one-time requirement for all instructors and coaches/instructor and coach candidates. ***\*Please Note: If you have not completed the NCCP Equestrian Theory Course then you will be subject to an \$85 fee to complete this module. This fee is collected by the Coaching Association of Canada. If you are experiencing technical difficulties please contact the CAC directly.\****