

NCCP Instructor Certification Checklist

(In-Person or Online Video Evaluation Pathway)

STEP 1 — Confirm You Meet Minimum Eligibility Requirements

(Must be met BEFORE registering for evaluation)

Personal Eligibility

Minimum Age: 16 years old

→ Candidates under the age of majority must have application signed by a parent/legal guardian

Active PTSO Membership

EC Sport License (*Bronze minimum*)

Learn to Ride Certification

- English Level 6 (or Pony Club C2), OR
- Western Level 4

STEP 2 — Complete NCCP Multi-Sport Requirements

(Complete through The Locker: thelocker.coach.ca)

NCCP Understanding the Rule of Two

NCCP Making Ethical Decisions (MED) (*You must PASS the online MED evaluation*)

Option 1 — Challenge the MED Evaluation Only

Complete the MED Online Evaluation directly through **The Locker**.

Register in The Locker (thelocker.coach.ca)

- \$85 evaluation fee

Complete the online evaluation

- Two attempts are included
- A passing score completes the MED requirement
- If unsuccessful after two attempts, the **MED Training Course** must be taken

This option is best for coaches who are confident in ethical decision-making scenarios and NCCP process.

Option 2 — Take the MED Training Course

Attend the MED workshop delivered by **Alberta Sport** (Multi-Sport).

Register through Alberta Sport Multi-Sport Calendar

- \$65 course fee

Attend the full training session

Complete the MED online evaluation (free after course completion)

Benefits of taking the course:

- Evaluation is free
- Unlimited evaluation attempts
- Guided instruction on how to apply the NCCP ethical decision-making framework
- Higher first-time pass rates

➡ [Alberta Sport Multi-Sport Calendar](#)

Important Notes

- MED is not complete until the **online evaluation is passed**.
- The training course alone does **NOT** fulfill the requirement.
- Completion status will appear in your NCCP transcript in The Locker after passing the MED Evaluation.

STEP 3 — EC Registered Coach Status (Active)

Complete through MyEC: <https://my.equestrian.ca>

All items below are requirements for EC Registered Coach Status

1 Basic Eligibility

- Registered Coach Status Fee Paid (\$82)
- EC Screening Disclosure completed

2 Screening Requirements

- Criminal Record Check (via EC Backcheck link in MyEC)
- Vulnerable Sector Search

OR

- Vulnerable Sector Search Acknowledgement (if eligible)

If under 18:

- Two character references (instead of CRC)

3 Coaching Reference

- One (1) EC Letter of Reference submitted
Must be from:

- Employer (equine industry), OR
- Student/athlete (or parent/guardian), OR
- Coaching colleague

Cannot be:

- Immediate family member
- Someone under age of majority

4 First Aid

- Standard First Aid CPR Level C (from recognized Canadian provider)

5 Concussion Education

- EC Concussion Awareness – complete in MyEC, ECampus

OR

- NCCP Making Headway in Sport – complete in CAC, The Locker.

6 Training for Prevention of Maltreatment

- Fostering Healthy Equestrian Environments – complete in MyEC, ECampus

OR

- Coaching Association of Canada Safe Sport Training – complete in CAC, The Locker.

7 Insurance Requirements

- EC Certificate of Insurance
 - \$2,000,000 Commercial General Liability
 - EC & PTSO named as additional insured
 - Waiver of subrogation included

If employed by a facility:

- EC Waiver of Insurance Form
- Employer Certificate of Insurance

STEP 4 — Register for Evaluation

Once all prerequisites above are complete:

- Submit evaluation registration
- Submit required documents
- Submit payment

You will then be scheduled for a **Prebrief Meeting**.

STEP 5 — Outcome #1 *(Assigned at Prebrief)*

At the Prebrief Meeting, candidates will be assigned lesson topics. You will have approximately two weeks to submit:

- Emergency Action Plan (EAP)
- Unmounted Lesson Plan
- Mounted Lesson Plan
- Jump Lesson Plan *(if applicable)*

IMPORTANT

- ✓ Outcome #1 must meet standard before moving forward.
 - ✓ Successful evaluation of Outcome #1 is required to proceed to:
 - In-Person Lesson Day, OR
 - Video Evaluation Submissions
- Revisions may be required before advancement.

STEP 6 — Evaluation

Outcome 2 — Written Exam

- English Written Exam
- Jump Written Exam *(if applicable)*
(Western candidates do not complete written exam)

Outcome 3 — Stable Management

- Practical Stable Management
- Practical Interview

Outcome 4 — Unmounted Lesson Evaluation

- Unmounted Lesson Delivery

Outcome 5 — Mounted Lesson Evaluation

- Mounted Lesson Delivery

Outcome 6 — Lunging

- Lunging Evaluation

Outcome 7 — Jump *(if applicable)*

- Jump Evaluation



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Personal Progress Tracker

Prebrief Date: _____

Outcome #1 Submitted: _____

Outcome #1 Approved: _____

Evaluation Date: _____

Result: _____