

**Subject:** CC# & MED information and process

1. Under normal circumstances a coach will **receive a CC#** when they complete their first NCCP training workshop\*. Once a workshop is entered into the NCCP Database, the coach will receive an email with their CC#/Username and password.
2. To **request a CC#** the following information is required: name, address, date of birth, and possible time frame of the NCCP training/workshop, if applicable. A search may reveal a coach's CC#. If a coach has duplicate CC#s then they should also make a request to merge the two files at [coach@coach.ca](mailto:coach@coach.ca).
3. The CC# can be used to check your transcript by going to [www.coach.ca](http://www.coach.ca), and clicking on "**Check your NCCP certification**". On the next page enter your CC# and last name. Your transcript is proof of completion of NCCP training, evaluation, and certification.
4. To **receive an NCCP coaching card** by mail, the coach needs to send a request in writing to CAC Coach Services at [coach@coach.ca](mailto:coach@coach.ca) and provide their name, address, and date of birth.
5. If a coach needs to **complete the MED online evaluation** for Community Sport and/or Competition – Introduction, they will require an email and CC#. If the coach needs to complete the MED evaluation immediately following their first training, then they will need to request a CC# from CAC Coach Services at [coach@coach.ca](mailto:coach@coach.ca).
6. To **access the MED online evaluation**: if a coach requests a CC# to complete the MED they will be sent the link from CAC Coach Services. If a coach already has a CC#, they can access the MED and DAA pre-workshop session by going to [www.coach.ca](http://www.coach.ca), then NCCP TRAINING, ELEARNING. As of October 2010 all coaches who complete and successfully pass (75%) the MED online evaluation will receive the result directly on their transcript. Please check with your sport on which MED you require for certification purposes. **For more information on MED click here:** <http://coach.ca/make-ethical-decisions-s13516>.

\*Workshop = NCCP training/course – a workshop is recorded on a CRF. The CRF is sent by the host to the P/TCR, or P/TSO and/or NSO and then it is sent to CAC to be entered on the NCCP Database and in turn the coach's transcript. It takes a minimum of three months to receive an update on your NCCP transcript from the time an NCCP workshop is submitted to CAC.

#### **Acronym legend**

CC = Coaching card

MED = Make Ethical Decisions evaluation for Community Sport and Competition – Introduction

DAA = Developing Athletic Abilities modules in the Competition – Development coaching context

NCCP = National Coaching Certification Program

CAC = Coaching Association of Canada

CRF = Course Registration Form

Host = The organization that hosts the workshop/training/clinic/course/module

P/TCR = Provincial/Territorial Coaching Representative – P/Ts host NCCP multi-sport training such as: Part A modules which include MED, Planning a Practice, Nutrition; Part B modules which include Design a Basic Sport Program, Teaching and Learning, Basic Mental Skills; Competition – Development Multi-sport Modules which include DAA, Managing Conflict, Prevention and Recovery, Psychology of Performance, Coaching and Leading Effectively, Leading Drug-free Sport)

P/TSO = Provincial/Territorial Sport Organization – sport-specific training and evaluation

NSO = National Sport Organization – sport-specific training and evaluation (NSOs may choose to integrate multi-sport modules)