



How to apply for your

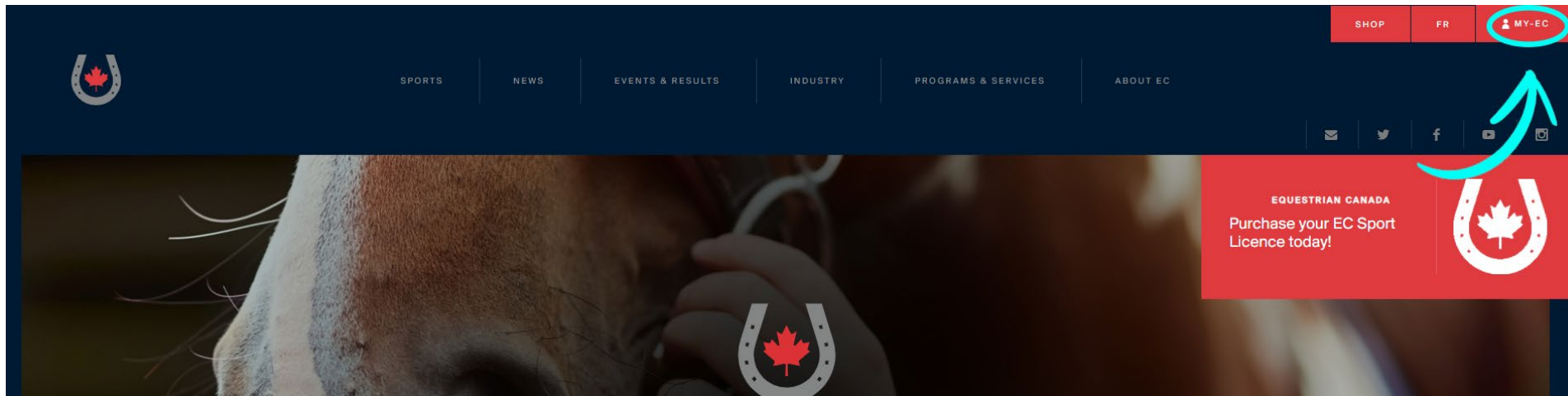
Registered Coach Status



Equestrian Canada



- ▶ Go to Equestrian Canada website: <https://www.equestrian.ca/>
- ▶ Click on **My-EC** on the top right:



Login

- ▶ Login or create an account if you do not have one already.



[Home / Accueil](#)



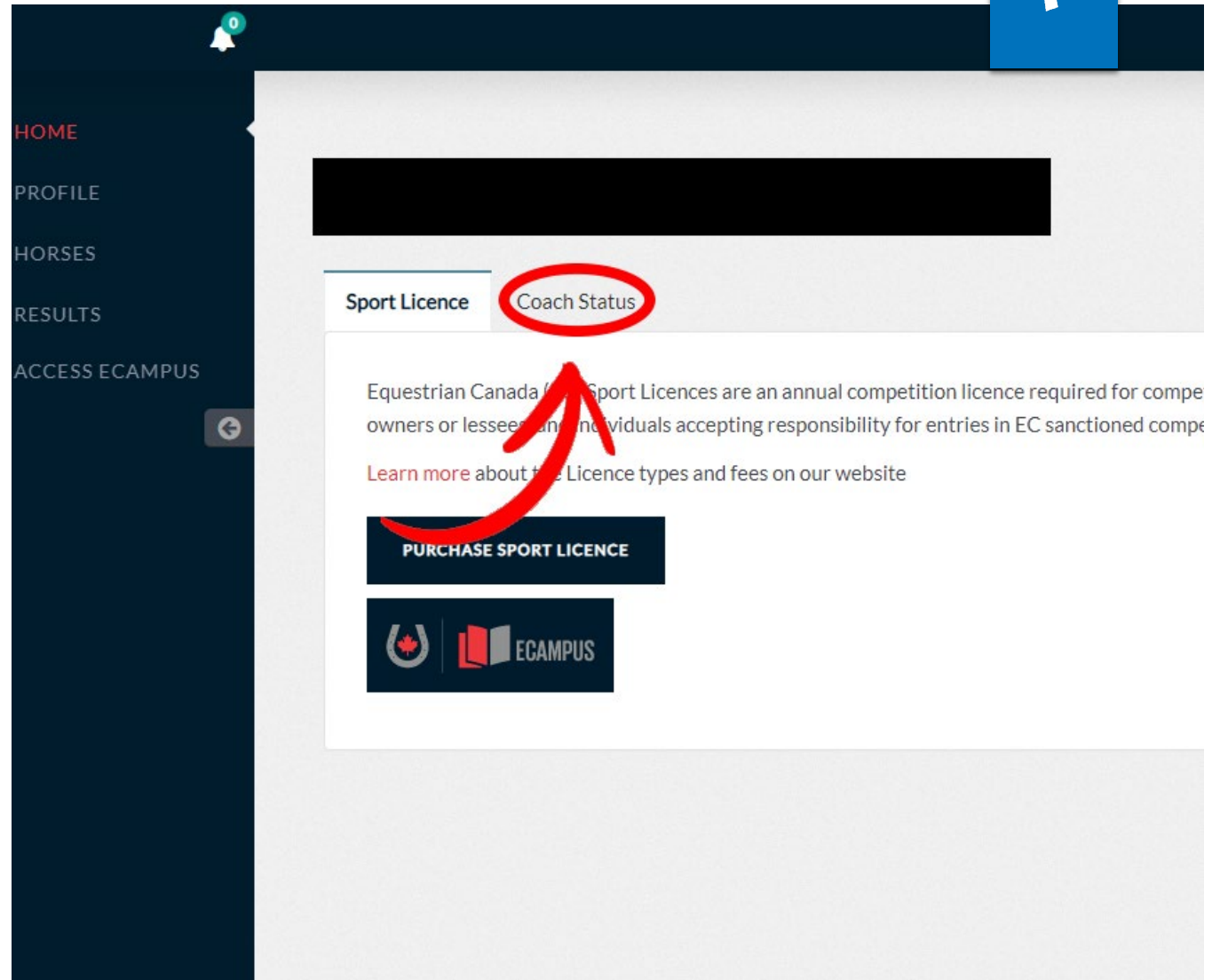
Welcome to our new web portal! Please login with your sport licence number. If you have never purchased a sport licence, please [click here to signup](#).

LOGIN

Forgot your password? [Click here to reset.](#)
[Sport Licence Retrieval](#)


Coach Status

► Click on Coach Status




Purchase the Licensed Coach Status


- ▶ Click on Purchase, fill out the information and purchase your License.
- ▶ NOTE: once you purchase the License Coach Status you will have **only 60 days** to submit all the required documents.



HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Sport Licence **Coach Status**

 **Registered Coach Status:** This status recognizes self-declared coaches and instructors, including those working towards a Coach Certification and those new to equestrian instruction who will work alongside an experienced coach. This status can also be selected by those with formal training or extensive experience until the Licensed Coach Status becomes mandatory.

 **Licensed Coach Status:** This Status recognizes coaches with verified expertise, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.


To obtain status as a Registered or Licensed Coach, you must have an active EC Sport Licence and meet the specified requirements.

A Coach Licence is required to deliver and participate in designated EC programs. Effective Jan. 1, 2022, Coach Registration or a Coach Licence will be required to gain access to the field of play at EC sanctioned competitions.

Prior to purchasing Coach Registration or a Coach Licence, we encourage you to review your transcript on the [ECampus](#) to ensure your coaching records are up to date.

[Learn more](#) about Coach Registration and the Coach Licence on our website.

PURCHASE



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Requirements

Must be minimum
age of majority in
your
province/territory.

Must hold a valid
EC Sport Licence.



Minimum of
Bronze EC Sport
License

Must hold a valid
PTSO Membership
(if a Canadian
resident).



PTSO Membership
=
AEF Membership
(or other Provincial Sport
Organization)



Required Documents*



Screening Documents

- Screening Disclosure Form
- One Letter of Reference – Template Available



Background Check – **ONE** of the following:

- Enhanced Police Information Check (E-PIC) – this option is available to be completed online through the Equestrian Canada website.
- Criminal Record Check (Level 2)



Certificate of Insurance

- Provide a valid Certificate of Insurance confirming minimum coverage of \$2,000,000 Commercial General Liability and \$100,000 Professional Liability.
- If you are getting prepared for your Coaching Evaluation **AND** are not currently coaching, you can sign the waiver called **CERTIFICATE AS TO COACHING STATUS** – in which you states that you are not currently coaching **and** you will obtain your own insurance prior starting active coaching.

*Remember: once you purchase the Licensed Coach Status you only have **60 days** to submit all the required documents.



Required Courses*



Standard First Aid Level C with CPR

- First Aid courses completed **fully** online are not accepted. The course must have been **in-person** or **blended**.



Concussion Education

- Equestrian Canada: Concussion Awareness > done through your EC account.



Training to Address Maltreatment in Sport

- Fostering Healthy Equestrian Environments > done through your EC account.

*Remember: once you purchase the Licensed Coach Status you only have **60 days** to submit all the required courses certificates.

How to Upload your Documents

► In your Home account
click on ECAMPUS

The screenshot displays the ECAMPUS website interface. On the left is a dark blue sidebar with navigation links: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area has a top header with a horse logo and a notification bell. Below this, there are tabs for 'Sport Licence' and 'Coach Status'. The 'Sport Licence' tab is active, showing a 'BRONZE' status bar, a 'Licence #' field with a redacted number, and a 'Discipline: HUNTER/JUMPER'. Below this, there is a 'Renew your Licence' section with a red 'RENEW' button. At the bottom of the page, there is a dark blue footer containing the ECAMPUS logo and the word 'ECAMPUS'. A red circle highlights the ECAMPUS logo and text, with a red arrow pointing to it from the right.



How to Upload your Documents

► In your Home account click on **View Details** in the **Registered Coach Status** line.

The screenshot shows the ECAMPUS My Dashboard. At the top, there is a navigation bar with links: DASHBOARD, REDEEM, CATALOG, FIND A COACH, RESOURCES, LOGOUT, and FRANÇAIS. A user profile dropdown shows 'STUDENT'. Below the navigation bar, the 'My Dashboard' title is followed by a horse head icon. The main content area has three sections: LICENCES, CERTIFICATIONS, and E-LEARNING COURSES. The LICENCES section is expanded, showing a table with two rows. The first row is 'Licenced Coach Status (2021)' with a progress of 'In progress' and an enrollment date of 'May 3, 2021'. The second row is 'Registered Coach Status(2021)' with a progress of 'In progress' and an enrollment date of 'May 3, 2021'. A red arrow points to the 'View Details' button in the second row. The CERTIFICATIONS section shows 'ENROLLED IN 0 PROGRAM(S)' and a '+ ADD MORE' button. The E-LEARNING COURSES section shows 'ENROLLED IN 2 COURSE(S)' and a '+ ADD MORE' button.

TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress Enrolled: May 3, 2021	View Details
Registered Coach Status(2021)	In progress Enrolled: May 3, 2021	View Details


> CERTIFICATIONS
ENROLLED IN 0 PROGRAM(S) + ADD MORE

▼ E-LEARNING COURSES
ENROLLED IN 2 COURSE(S) + ADD MORE



How to Upload your Documents


► You will be able to manage all your documents in this page.



[DASHBOARD](#) [REDEEM](#) [CATALOG](#) [FIND A COACH](#) [RESOURCES](#) [LOGOUT](#)

Licence programs

OVERVIEW



Registered Coach Status is designed for self-declared coaches and instructors, including those working towards coach certification. Applicants are actively engaged in equestrian instruction and coaching.

To obtain Registered Coach status you must have a current PTSO membership, an active EC Sport License, and ensure the Safe Sport training, screening, and insurance requirements listed below are complete. Detailed description for each requirement that can be viewed by clicking the program name in blue.

IMPORTANT: Uploaded documents will not be verified until after payment has been received for your Coach Status application.

Step 1: Concussion Education
Complete 1 of 2

Step 2: Training for the Prevention of Maltreatment in Sport
Complete 1 of 3



How to Complete your Concussion Education Requirement

► Click on ENTER COURSE and complete the Equestrian Canada: Concussion Awareness course.

✓ CONCUSSION EDUCATION - COMPLETE 1 OF 2
COMPLETE A RECOGNIZED CONCUSSION EDUCATION PROGRAM.

Equestrian Canada: Concussion Awareness	In progress	Enter course
Making Headway in Sport (Multisport)	Pending	Upload



How to Complete Background Check

► If you have done a Criminal Record Check less than 3 years ago through RCMP:

✓ CRIMINAL RECORD CHECK - COMPLETE 1 OF 2
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

<div>Enhanced Police Information Check (E-PIC)</div>	Not started	<div>Upload</div>
<div>Criminal Record Check (Level 2)</div>	Not started	<div>Upload</div>

► Fill in the information, click on Choose File and Save to submit your document.

New Custom training record

Enrolled

NOTE: For documents use the received/processing date. If unknown use the completed date here as well.

Organization

Alberta Equestrian Federation

This upload matches the requirement for:

Criminal Record Check (Level 2)

Completed

Expiry

Leave blank for never

Certificate

Choose File

No file chosen

Must be PDF, JPG, or PNG

Save

Cancel



How to Complete Background Check

► If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:

✓ STEP 4: CRIMINAL RECORD CHECK - COMPLETE 1 OF 2
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

Enhanced Police Information Check (E-PIC)	Not started	Upload
Criminal Record Check (Level 2)	Not started	Upload

► Click on the Sterling link.

✓ STEP 4: CRIMINAL RECORD CHECK - COMPLETE 1 OF 2
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

Enhanced Police Information Check (E-PIC) Not started Upload

Completing this background check to meet all requirements except initial vulnerable sector search. If you were born after January 1, 1986 this is the only background check you need. To request your check, please go to <https://pages.sterlingbackcheck.ca/landing-pages/e/equestrian-canada-equestre-2/>.

About the E-PIC
The Enhanced Police Information Check (E-PIC) was created to provide Sterling Backcheck's clients with an unprecedented scope of conviction and selected non-conviction information. Managers using E-PIC in support of their hiring decisions can be assured they are receiving a thorough and consistent criminal screening process for each and every applicant.



How to Complete Background Check

► If you **DO NOT** have a Criminal Record Check done less than 3 years ago through RCMP:



Sterling
Backcheck

Sterling Backcheck
Global Background Screening Partner
for Equestrian Canada Équestre

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

Start My Check!

🔒 This page uses https protocol and is secure.

Sterling Backcheck
Partenaire mondial de vérifications
d'antécédents
de Equestrian Canada Équestre

Pour commencer, s'il vous plaît cliquez sur le bouton ci-dessous et suivez les instructions à l'écran.

Démarrer ma vérification

🔒 Cette page utilise le protocole https et est sécurisée.

How to Complete Background Check

► If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:

myBackCheck.com

Order • Store • Manage & Share your background check

myBackCheck.com Registration



[About](#) | [FAQ](#) | [Contact](#) | [Français](#)

Company : Equestrian Canada Équestre

Location : Headquarters

Role : Org Paid - Enhanced Police Information Check (E-PIC)

New to myBackCheck.com?

Please complete and submit the following form to advance to registration and begin your check.

[Register Here](#)

Click here if you do not have an account yet, fill out the information on next page and click on register, and validate your account through the email you received.

Already a myBackCheck.com account holder?

If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

Login (for Account Holders)


User Name

[Trouble logging in?](#)

Password

[Login](#)

Login if you already have an account with sterling.

Powered by  Canada's Largest Background Checking Company

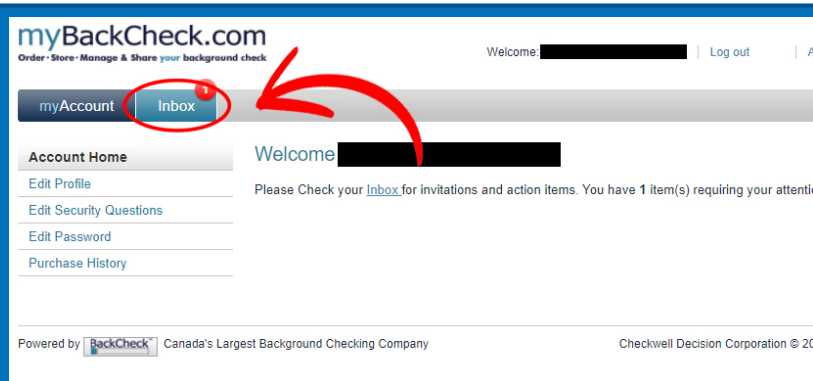
Checkwell Decision Corporation © 2011 All Rights Reserved [Privacy Policy](#)



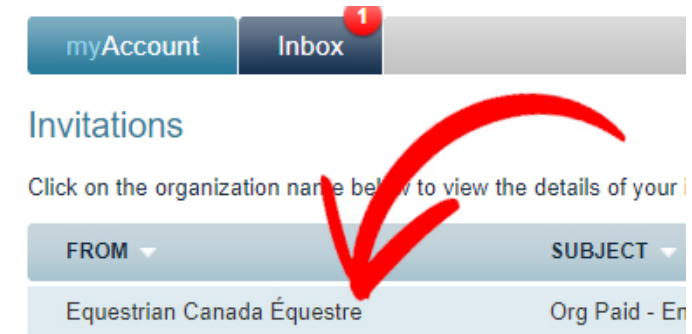
How to Complete your Concussion Education Requirement

► If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:

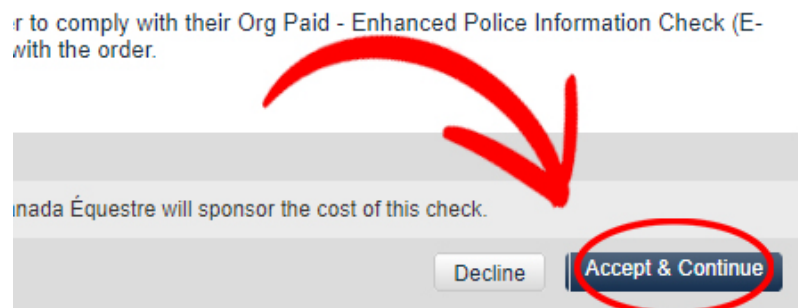
STEP 1: Click on
Inbox



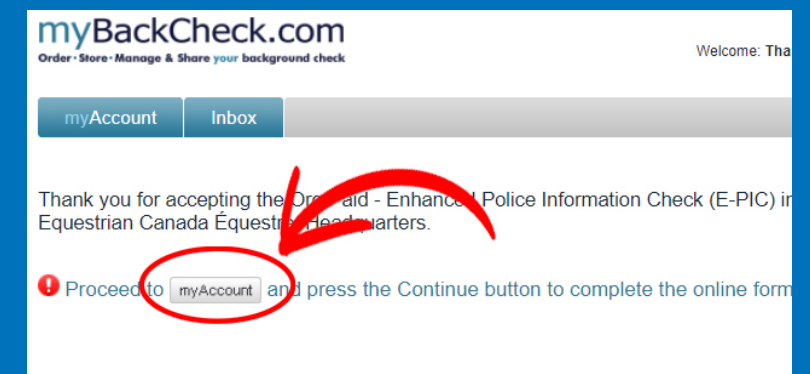
STEP 2: Click on
Equestrian
Canada Équestre



STEP 3: Click
on Accept &
Continue



STEP 4: Click on
myAccount





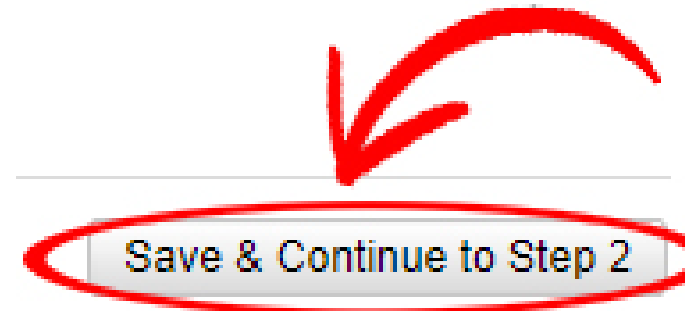
How to Complete your Concussion Education Requirement

► If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:

STEP 1: Click on Continue.

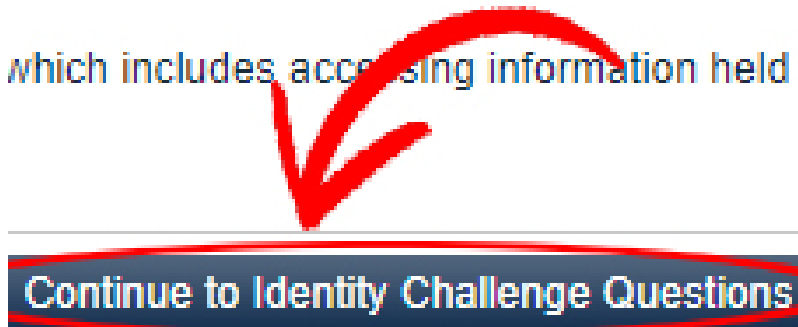
STATUS	DATE COMPLETED	REQUESTING ORGANIZATION
Requires Action		Equestrian Canada Équestre

STEP 2: Fill out the information required and click on Save & Continue to Step 2.



STEP 3: Repeat step 2, for the next pages.

which includes accessing information held



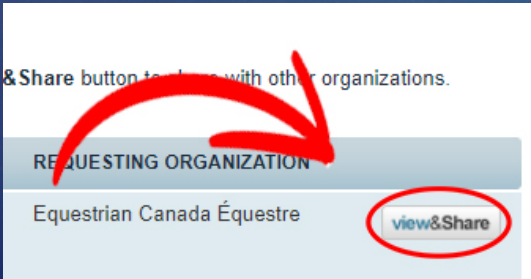
STEP 4: Once you answered all the questions and finalize your application, it usually take around four hours to receive an email with your results.



Ensure you share your results with Alberta Equestrian Federation and click on Share Check!

How to Complete Background Check

- ▶ If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:
- ▶ Click on the link you received in your email and login.
- ▶ STEP 2: Click on View & Share.



If you were invited to complete this check by an organization, your check has automatically been shared with that organization and no action is required. Please see your sharing history below to confirm.

Type the name of the organization in the box below:


Equestrian Canada Équestre, Alberta Equestrian Federation

Select your role with the organization:

Appy Paid - Enhanced Police Information Check (E-PIC) ▼

☒ I hereby grant and acknowledge Equestrian Canada Équestre, Alberta Equestrian Federation to have access to view results of my check(s).

Send a personal message (optional):



Share Check!

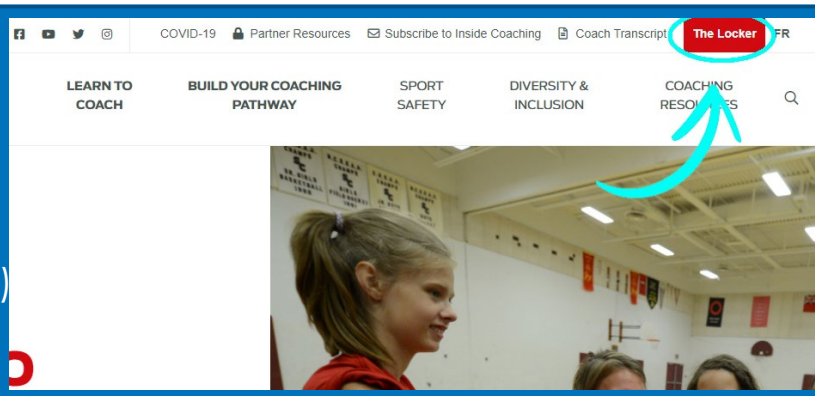
Can't find your organization? ▶ [Click here to invite them](#)
If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!



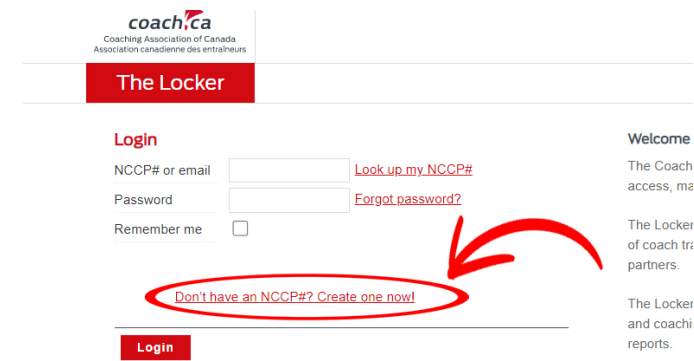
Setting Up Your Locker Account

► If you are getting ready for your **Coaching Evaluation**:

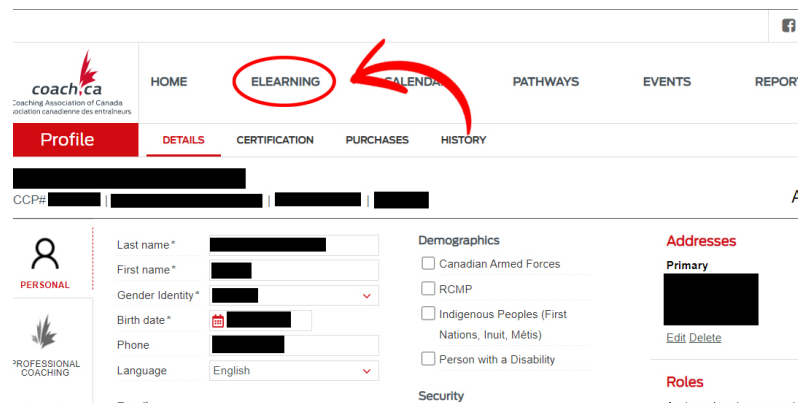
STEP 1: open
www.coach.ca
and click on **The Locker** (top right)



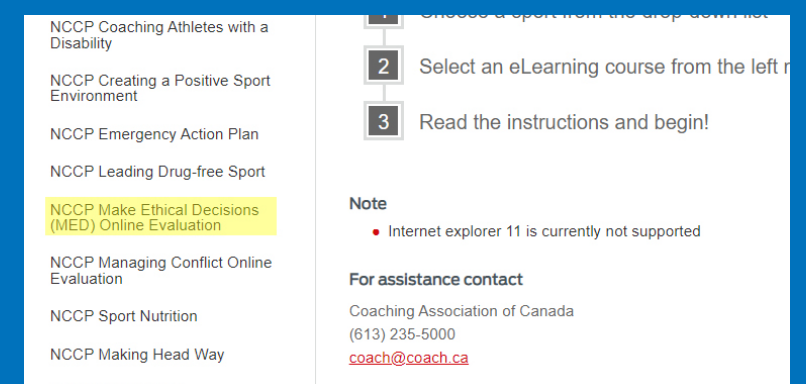
STEP 2: Create an account



STEP 3: Click
on **ELEARNING**



STEP 4: Complete
the **Make Ethical
Decisions Online
Evaluation**.





Don't forget:

- ▶ The AEF office does not receive any type of notification when you complete steps in your ECampus or in your Locker account.
- ▶ Please include your Locker # in your email when you have it set up.
- ▶ All documents uploaded in your ECampus **must** be submitted to coaching@albertaequestrian.com in **one** single email, using the following terminology Last name, First name – Name of Document, e.g.:
 - ▶ Fernandes, Karina - Background Check
 - ▶ Fernandes, Karina - CC + PA + CE
 - ▶ For Code of Conduct, Privacy Agreement and Code of Ethics
 - ▶ Fernandes, Karina - First Aid
 - ▶ Fernandes, Karina - Insurance