



How to apply for your

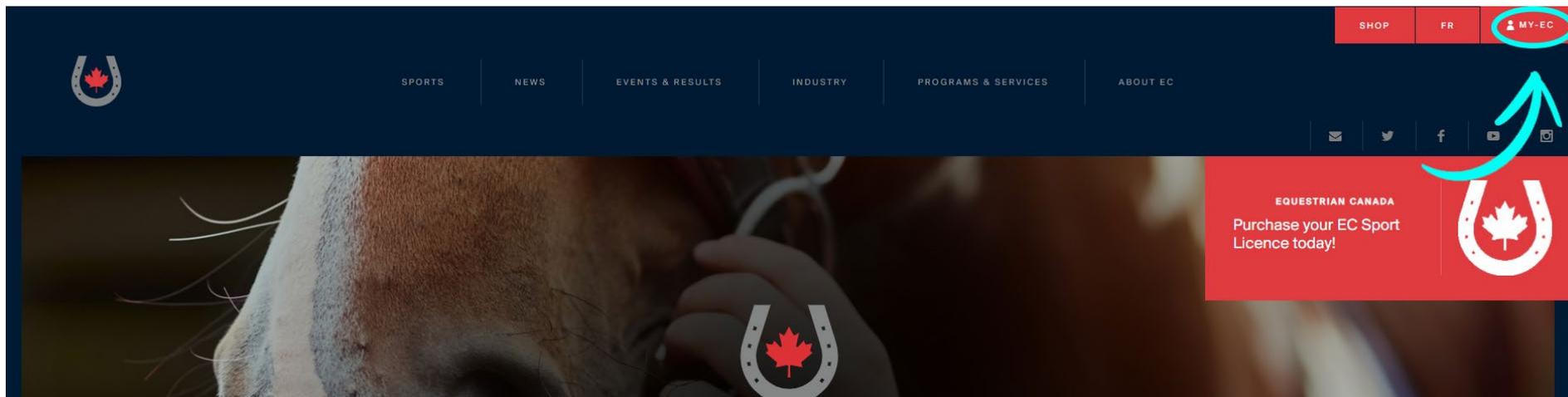
Licensed Coach Status





Equestrian Canada

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





[Home / Accueil](#)



**EQUESTRIAN
CANADA
ÉQUESTRE**

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](#).

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

Login

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



Coach Status

▶ Click on Coach Status



HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Sport Licence **Coach Status**

Equestrian Canada (EC) Sport Licences are an annual competition licence required for competition owners or lessees and individuals accepting responsibility for entries in EC sanctioned competitions.

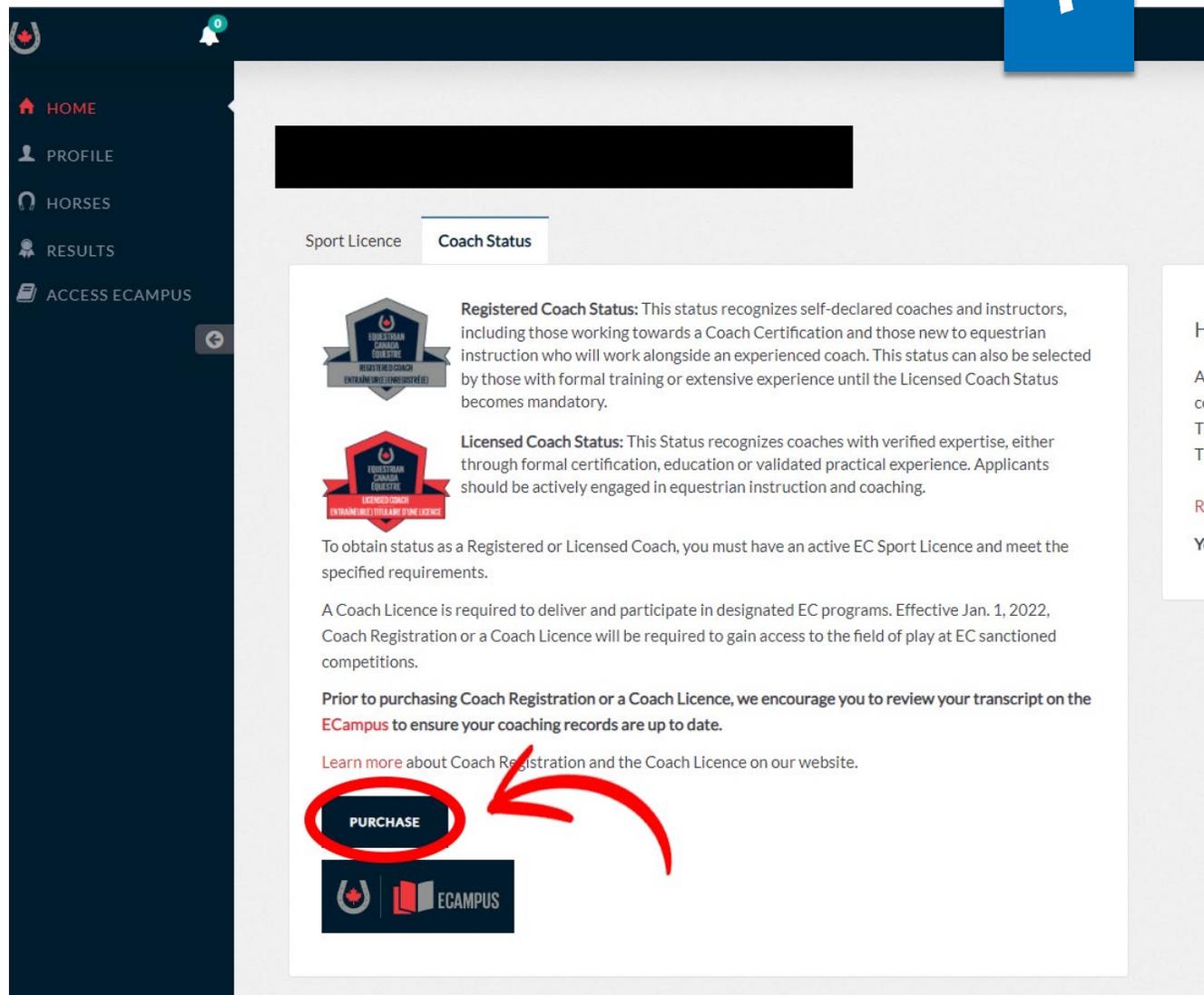
[Learn more](#) about the Licence types and fees on our website

PURCHASE SPORT LICENCE

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.



The screenshot shows the ECampus website interface. On the left is a dark sidebar with navigation options: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area is titled 'Coach Status' and features two status options: 'Registered Coach Status' and 'Licensed Coach Status'. Below these, there is a 'PURCHASE' button circled in red with a red arrow pointing to it. The footer includes the ECampus logo.

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

ECAMPUS



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Requirements





Required Documents

Validated and recognized expertise –
one of the following:

Coaching Certification

Recognized formal training

15+ years of coaching experience

Post-secondary education in equine



Required Documents*



Screening Documents

- Screening Disclosure Form
- Two Reference Letters – EC has a template available that can be submitted directly to the email of those who will fill it out.



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)



Vulnerable Sector Search

- Only needed if you were born **prior** March of 1986.
- If you were born after March of 1986, upload your Background Check document in this field.



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

- Although EC accepts other levels of First Aid certificates, AEF **only** accepts *Level C with CPR*.



Concussion Education

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



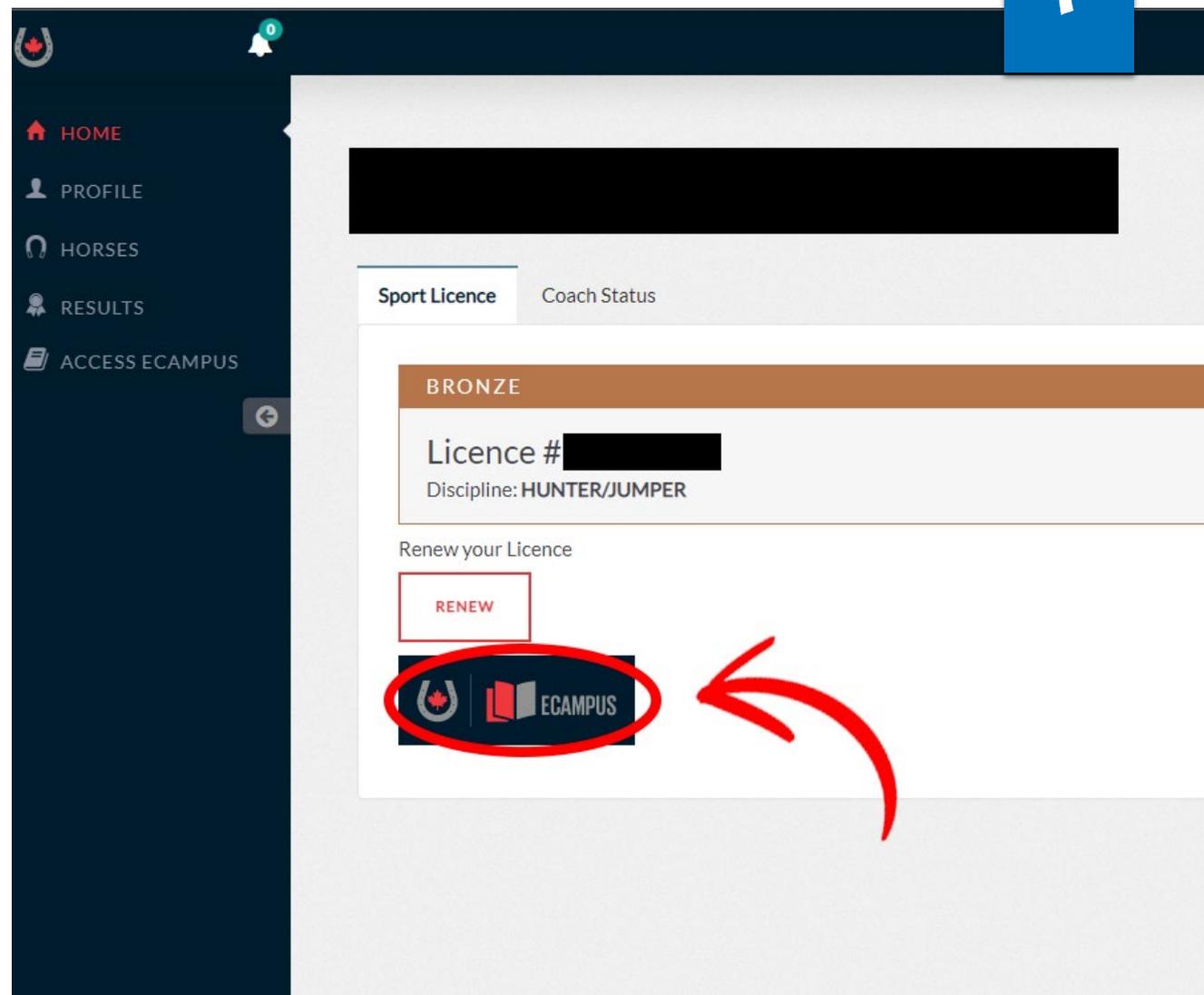
Training to Address Maltreatment in Sport

- 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 a user interface for a sports management system. On the left, a dark blue sidebar contains navigation options: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area shows a user profile with a 'Sport Licence' tab selected. The licence is 'BRONZE' and the discipline is 'HUNTER/JUMPER'. Below the licence information, there is a 'Renew your Licence' section with a 'RENEW' button. At the bottom of the page, a navigation bar features the ECAMPUS logo and name, which is circled in red with a red arrow pointing to it.



How to Upload your Documents

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

The screenshot shows a user dashboard with a navigation bar at the top containing links for DASHBOARD, REDEEM, CATALOG, FIND A COACH, RESOURCES, LOGOUT, and FRANÇAIS. The user is identified as a STUDENT. The main content area is titled "My Dashboard" and features a table under the "LICENCES" section. The table has two columns: "TITLE" and "PROGRESS". The first row, "Licenced Coach Status (2021)", is highlighted in yellow and shows "In progress" status with an enrollment date of May 3, 2021. A red circle highlights the "View Details" button for this row, with a red arrow pointing to it. Below the table, there are sections for "CERTIFICATIONS" (enrolled in 0 programs) and "E-LEARNING COURSES" (enrolled in 2 courses).

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



How to Upload your Documents

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

ECAMPUS DASHBOARD REDEEM CATALOG FIND A COACH RESOURCES LOGOUT FRANÇAIS STUDENT

Licence programs

Licenced Coach Status (2021)

Licenced Coach recognizes coaches with verified experience, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.

To obtain status you must have an active EC Sport Licence and meet the requirements listed below.

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

Date of purchase: n/a
EC_LIC_2021-03

Overall Status: In progress
22%

Please complete the requirements for each group

- 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 [Pending](#)

- 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) Completed: May 3, 2021
Expiry: May 3, 2024
 - Criminal Record Check (Level 2) Not started



How to Complete your Concussion Education Requirement

▶ If you are already a NCCCP Certified Coach and have completed your Making Headway in Sport course more than **3 years ago** > 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

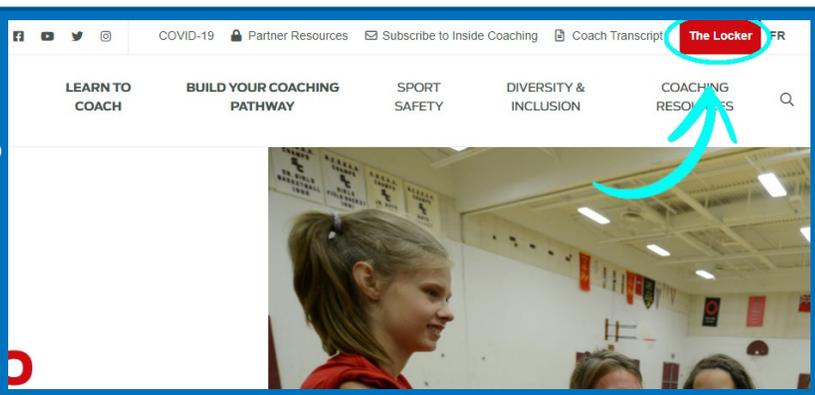
▶ If you completed Making Head Way in Sport less than 3 years ago – follow the next slide.



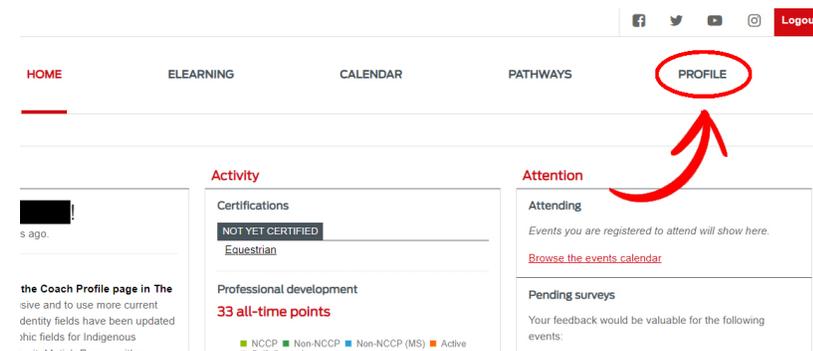
How to Complete your Concussion Education Requirement

► If you completed Making Head Way in Sport **less** than **3 years ago**:

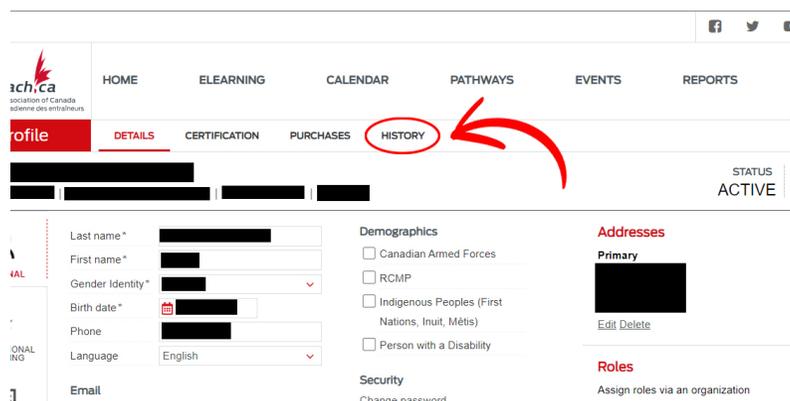
STEP 1: Login into your Locker Account at www.coach.ca



STEP 2: Click on Profile



STEP 3: Click on History



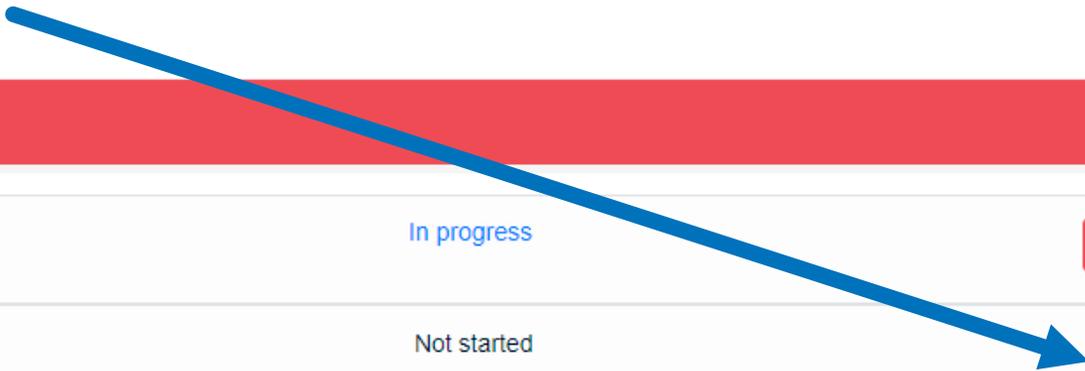
STEP 4: take a Print Screen where it shows you completed the course and the date you completed it.

SPORT & CONTEXT	EVENT	DATE
Multi-sport Global	#5485288 (1 module) NCCP Make Ethical Decisions (MED) Online Evaluation	2021-11-11
Equestrian Non-NCCP Professional Development	#5485314 (1 module) Introduction To Long-term Development In Sport And Physical Activity	2021-11-11
Multi-sport Global	#5485343 (1 module) Making Head Way in Sport	2021-11-11
Equestrian Equestrian Instructor	#5453261 (4 modules) Equestrian Theory Workshop	2020-11-27



How to Complete your Concussion Education Requirement

- ▶ If you completed Making Head Way in Sport **less** than **3 years ago**:
- ▶ Return to your ECampus and Click on Upload:



▼ 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)	Not started	📄 Upload



How to Complete your Concussion Education Requirement

- ▶ If you completed Making Head Way in Sport **less** than **3 years ago**:
- ▶ Fill out the information, click in **Choose File** and find the Print Screen you took from your Locker Account and click Save.

New Custom training record	
Enrolled	<input type="text"/> NOTE: For documents use the received/processing date. If unknown use the completed date here as well.
Organization	<input type="text" value="Alberta Equestrian Federation"/>
This upload matches the requirement for:	<input type="text" value="Making Headway in Sport (Multisport)"/>
Completed	<input type="text"/>
Expiry	<input type="text"/> Leave blank for never
Certificate	<input type="button" value="Choose File"/> No file chosen Must be PDF, JPG, or PNG
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- ▶ It will look like this:

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

i Equestrian Canada: Concussion Awareness	In progress	<input type="button" value="Enter course"/>
i Making Headway in Sport (Multisport)	Pending	<input type="button" value="Pending"/>



How to Complete your Concussion Education Requirement

- ▶ If you completed Making Head Way in Sport **less** than **3 years ago**:
- ▶ Fill out the information, click in **Choose File** and find the Print Screen you took from your Locker Account and click Save.

New Custom training record	
Enrolled	<input type="text"/> NOTE: For documents use the received/processing date. If unknown use the completed date here as well.
Organization	<input type="text" value="Alberta Equestrian Federation"/>
This upload matches the requirement for:	<input type="text" value="Making Headway in Sport (Multisport)"/>
Completed	<input type="text"/>
Expiry	<input type="text"/> Leave blank for never
Certificate	<input type="button" value="Choose File"/> No file chosen Must be PDF, JPG, or PNG
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- ▶ It will look like this:

✓ CONCUSSION EDUCATION - COMPLETE 1 OF 2 COMPLETE A RECOGNIZED CONCUSSION EDUCATION PROGRAM.		
i Equestrian Canada: Concussion Awareness	In progress	<input type="button" value="➔ Enter course"/>
i Making Headway in Sport (Multisport)	Pending	<input type="button" value="⌛ Pending"/>



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.

i Enhanced Police Information Check (E-PIC)	Not started	<input type="button" value="Upload"/>
i Criminal Record Check (Level 2)	Not started	<input type="button" value="Upload"/>

► 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

This upload matches the requirement for:

Completed

Expiry Leave blank for never

Certificate No file chosen Must be PDF, JPG, or PNG



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
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.



myBackCheck.com

Order • Store • Manage & Share your background check

myBackCheck.com Registration

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.

How to Complete Background Check

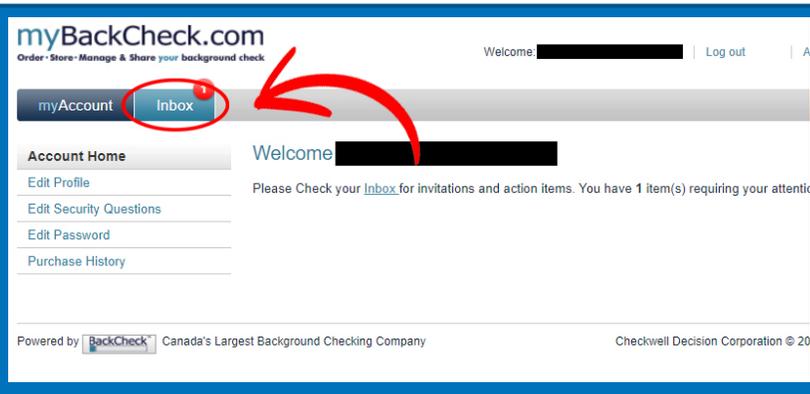
▶ If you **DO NOT** have a Criminal Record Check done **less than 3 years** ago through RCMP:



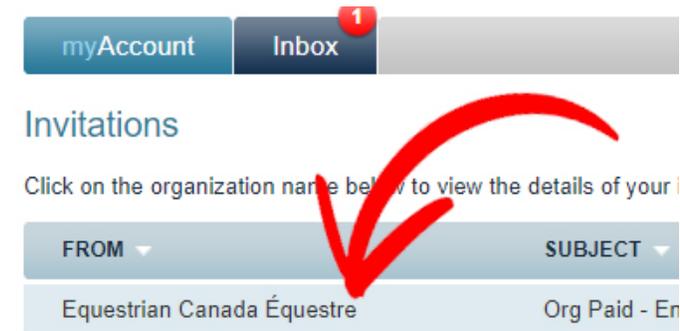
How to Complete your Concussion Education Requirement

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

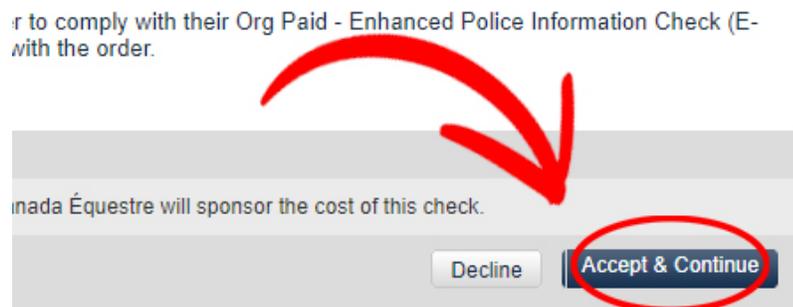
STEP 1: Click on Inbox



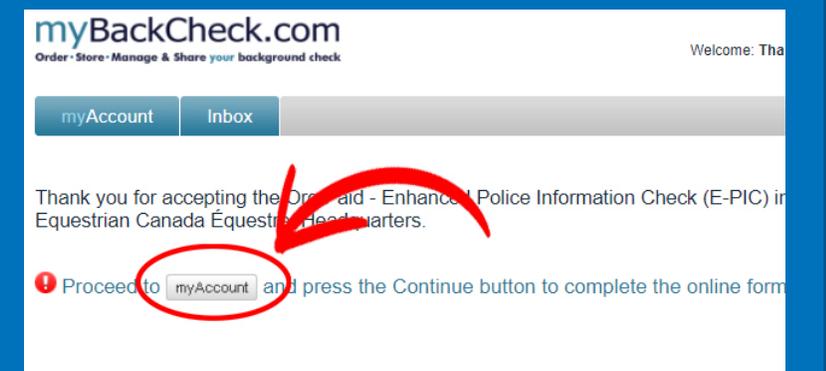
STEP 2: Click on Equestrian Canada Équestre



STEP 3: Click on Accept & Continue



STEP 4: Click on myAccount





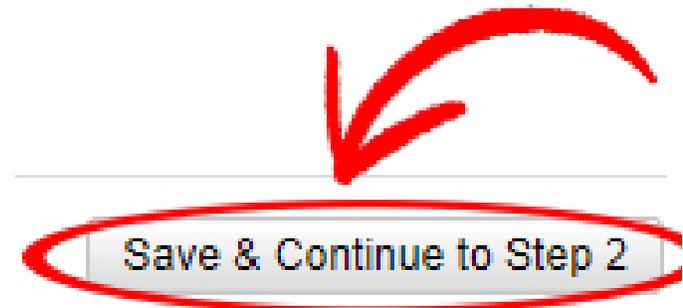
How to Complete your Concussion Education Requirement

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

STEP 1: Click on Continue.

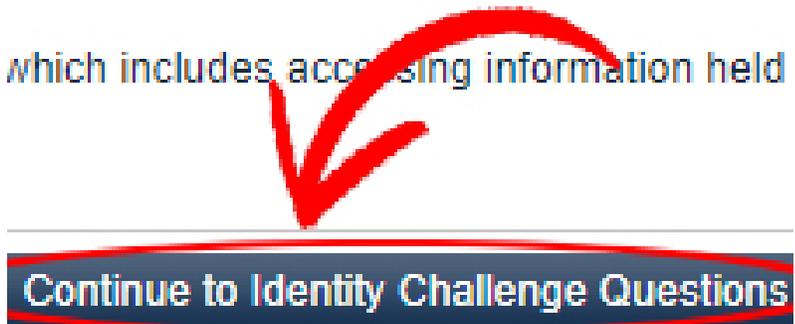
STATUS	DATE COMPLETED	REQUESTING ORGANIZATION	
Requires Action		Equestrian Canada Équestre	Continue

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):

A large empty text box for sending a personal message. A red arrow points from the top right of the box down to the 'Share Check!' button.

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!



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.
- ▶ 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