



How to apply for your

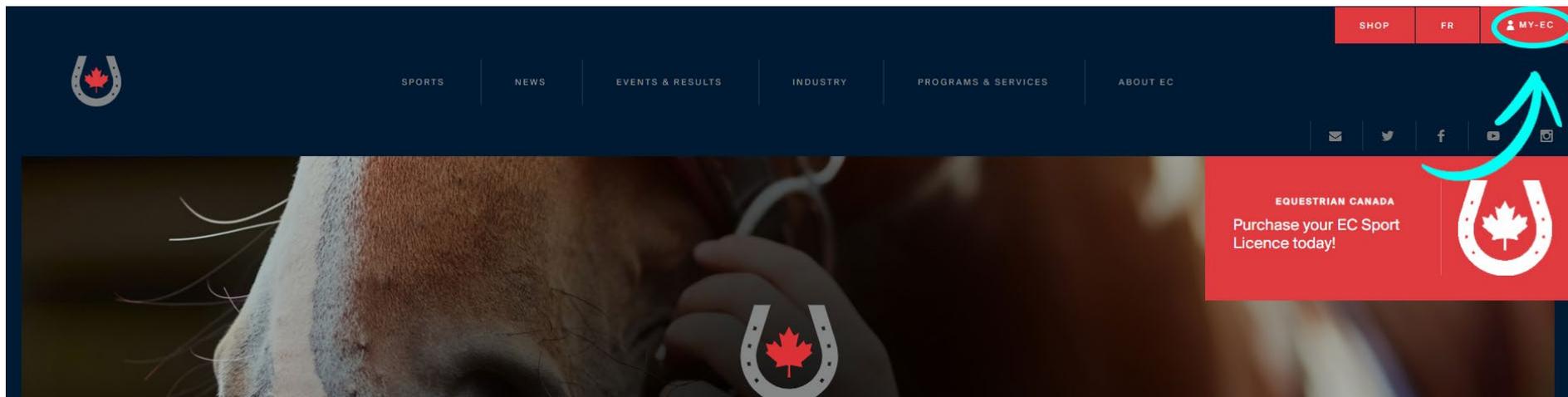
Registered Coach Status





Equestrian Canada

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





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.

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*



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.



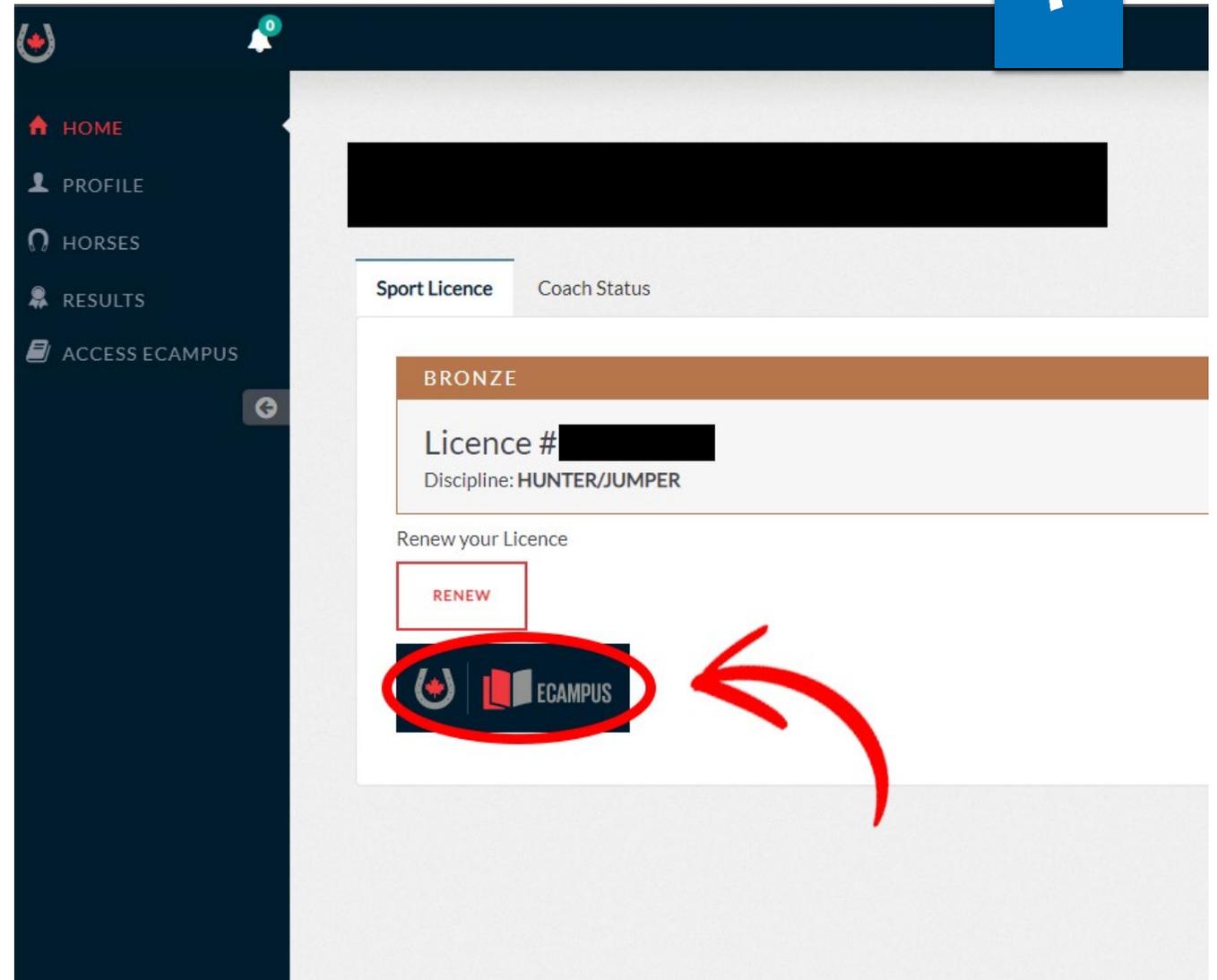
Training to Address Maltreatment in Sport

- 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



HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Sport Licence Coach Status

BRONZE

Licence # [REDACTED]
Discipline: HUNTER/JUMPER

Renew your Licence

RENEW

 ECAMPUS



How to Upload your Documents

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

The screenshot shows the ECAMPUS dashboard with a dark navigation bar at the top containing links for DASHBOARD, REDEEM, CATALOG, FIND A COACH, RESOURCES, LOGOUT, and FRANÇAIS. A user profile dropdown is visible on the right. Below the navigation bar, the 'My Dashboard' section is displayed. The 'LICENCES' section is highlighted in red and shows two entries: 'Licenced Coach Status (2021)' and 'Registered Coach Status(2021)'. The 'Registered Coach Status(2021)' entry is highlighted in yellow and has a 'View Details' button circled in red with a red arrow pointing to it. Below the licences section, there are sections for 'CERTIFICATIONS' and 'E-LEARNING COURSES', both with 'ADD MORE' buttons.

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

ENROLLED IN 2 PROGRAM(S)

> 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.

ECAMPUS 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 completed. A 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.

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.



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](#)

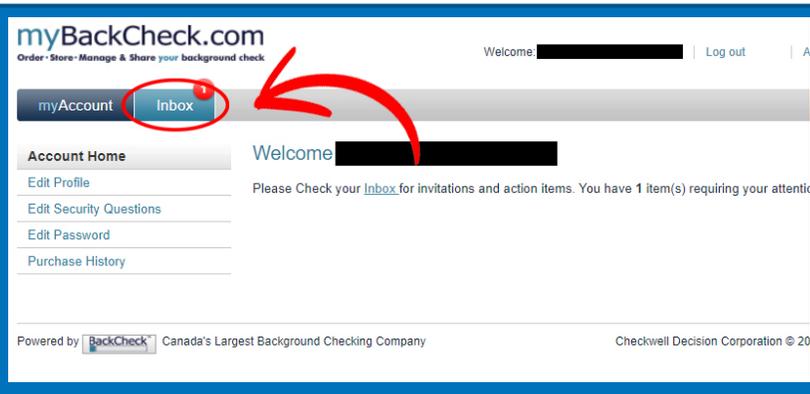
Login if you already have an account with sterling.



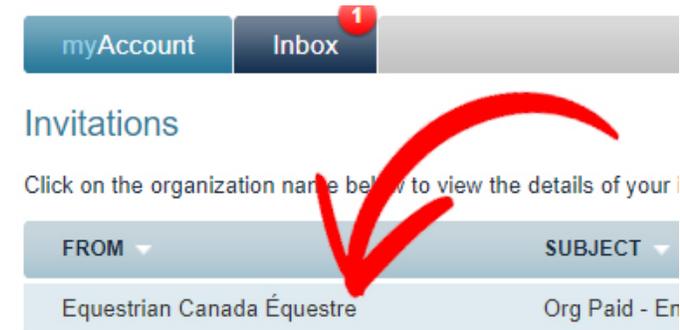
How to Complete your Concussion Education Requirement

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

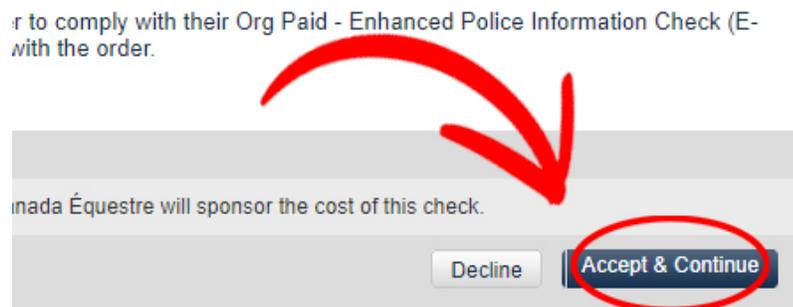
STEP 1: Click on Inbox



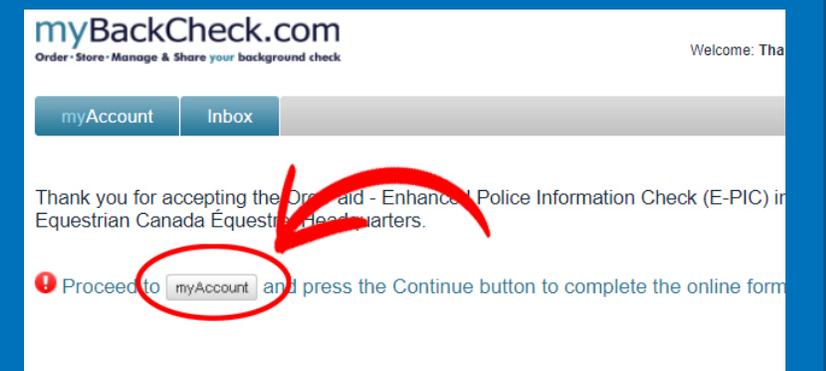
STEP 2: Click on Equestrian Canada Équestre



STEP 3: Click on Accept & Continue



STEP 4: Click on myAccount





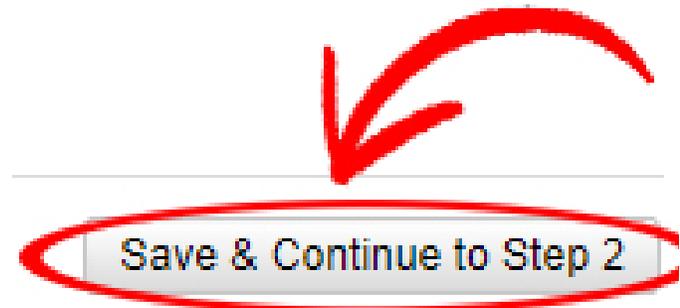
How to Complete your Concussion Education Requirement

► 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



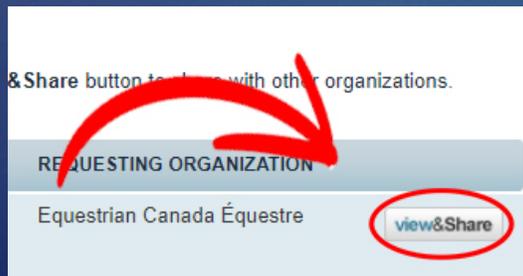
STEP 4: Once you answered all the questions and finalize your application, it usually take around four hours to receive an email with your results.



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):

A large red arrow points from the text area to the 'Share Check!' button.

Share Check!

Can't find your organization? ▶ [Click here to invite them](#)

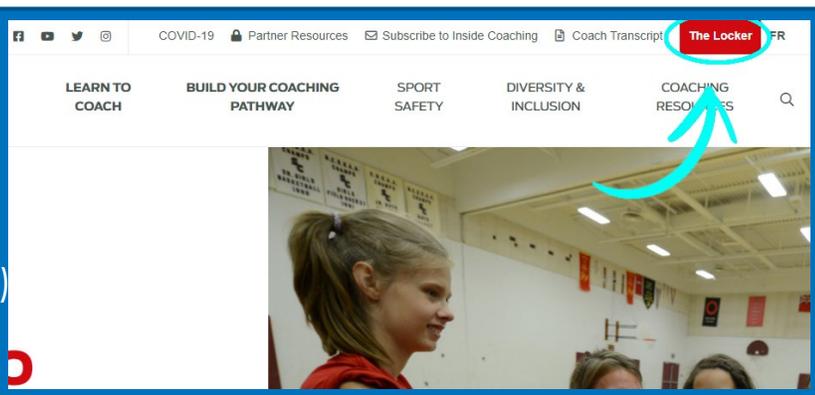
If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!



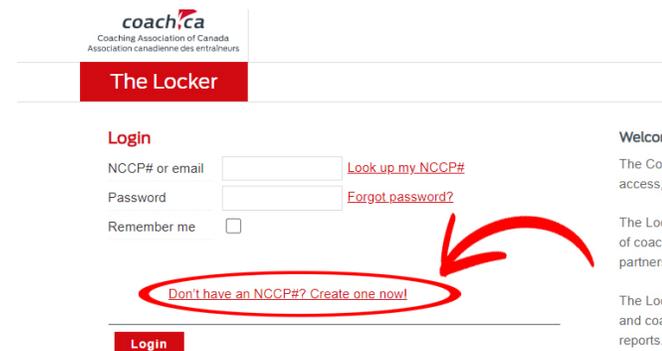
Setting Up Your Locker Account

► If you are getting ready for your Coaching Evaluation:

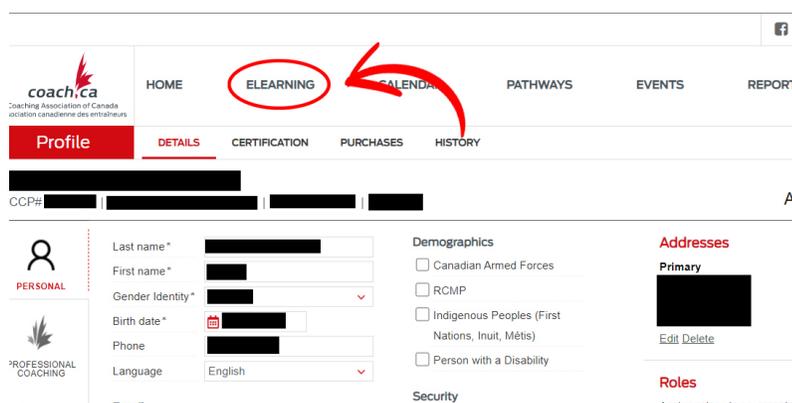
STEP 1: open www.coach.ca and click on **The Locker** (top right)



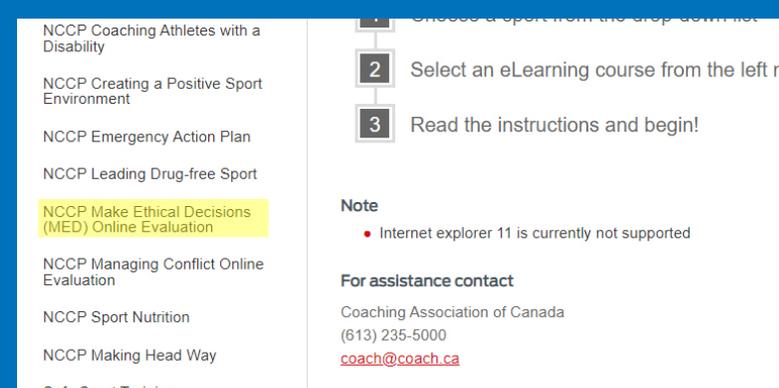
STEP 2: Create an account



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