

## Finding your Coaching Certification Information

*September 2017*

### Coaching Certification:

Your personal ringette coaching certification can be found at the Coaching Association of Canada website. To access your information, you will need your NCCP (National Coaching Certification Program) number.

If you have taken coaching certifications in ANY of the 65 recognized sports from the NCCP, you will already have an NCCP number. If you do not remember your NCCP#, you can look it up at the following site:

To view your certification status (or to look up your NCCP#), login at the Coaching Association of Canada website <https://nccp.coach.ca>. Once logged in, you should be redirected to *The Locker*. If you do not remember any of your personal information you used with your initial set up, or if you have more than one profile and number, please email [caleigh@ringettealberta.com](mailto:caleigh@ringettealberta.com) who can assist you. You should only have one profile across all your active sports.

For first time coaches, once you finish your Ringette Coaching Clinic, an NCCP # will be generated for you approximately 48 hours after the completion of the clinic.

Once in *The Locker*, select “Certification”. Your coaching status will be shown under the relevant sport, i.e. Ringette, indicating one of the following:

**In Training** – when you have completed some of the required training for a context

**Trained** – when you have completed all required training for a context (applicable to CSI and CI)

**Certified** – when you have completed all evaluation requirements for a context (applicable to CI)

Your coaching certification is valid for a period of five years in which you will need to obtain Professional Development (PD) points to maintain your certified status past your expiration date. Your expiration date will be indicated under your certification information in *The Locker* and the required points needed to maintain your certification (and any points earned) will also be shown here. If you fail to earn the necessary points by your expiration date, your transcript will show that your “Certified” status has not been renewed. At this point, you would need to get reinstated by earning the necessary points.

PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. Some of the

points can be self-declared and others need to be input by an approved event organizer. In some cases, participation in a qualifying activity resets your 5 year window. To learn more about managing and inputting these points into your profile, please see the Ringette Alberta website on certification maintenance for your coaching level.

<http://www.ringettealberta.com/nccp-professional-development/>

### MED (Making Ethical Decisions):

You can determine the applicable MED you have taken by logging in at the Coaching Canada website mentioned above: <https://nccp.coach.ca>

Your MED qualifications will appear under the “Multi-Sport” category and will be shown as follows:

*Making ethical decisions on-line evaluation – (either “Community Sport” or “Competitive Introduction” depending on the stream taken)*

The MED Evaluation is usually the final step needed to finalize your coaching certification. Recent changes now require coaches new to ringette to only take one MED stream which will qualify for both coaching levels going forward.

### Respect in Sport

The Respect in Sport – *Activity Leader* course is an on-line module that is valid for 5 years. It is transferrable across all sports. It is different than the Respect in Sport Parent Program Certificate which does not qualify you for being on the bench. If you have taken the Activity Leader course through another sport, you will need to register your certificate with Ringette Calgary.

To find out if your certificate is registered or if you have already taken this program, go to the following website and “lookup your certificate number:”

<https://ringette-canada.respectgroupinc.com/>

Input your name and your birthdate as your “Important Date.” If you have successfully completed this program, it will indicate your certificate number and date of completion. If you cannot find any information, you either have not taken the course or you need to register your certificate from another sport.

To register your certificate or to take the course, follow Ringette Calgary’s instructions found at the following website:

<http://ringettecalgary.ca/information/ris/ris-activity-leader>