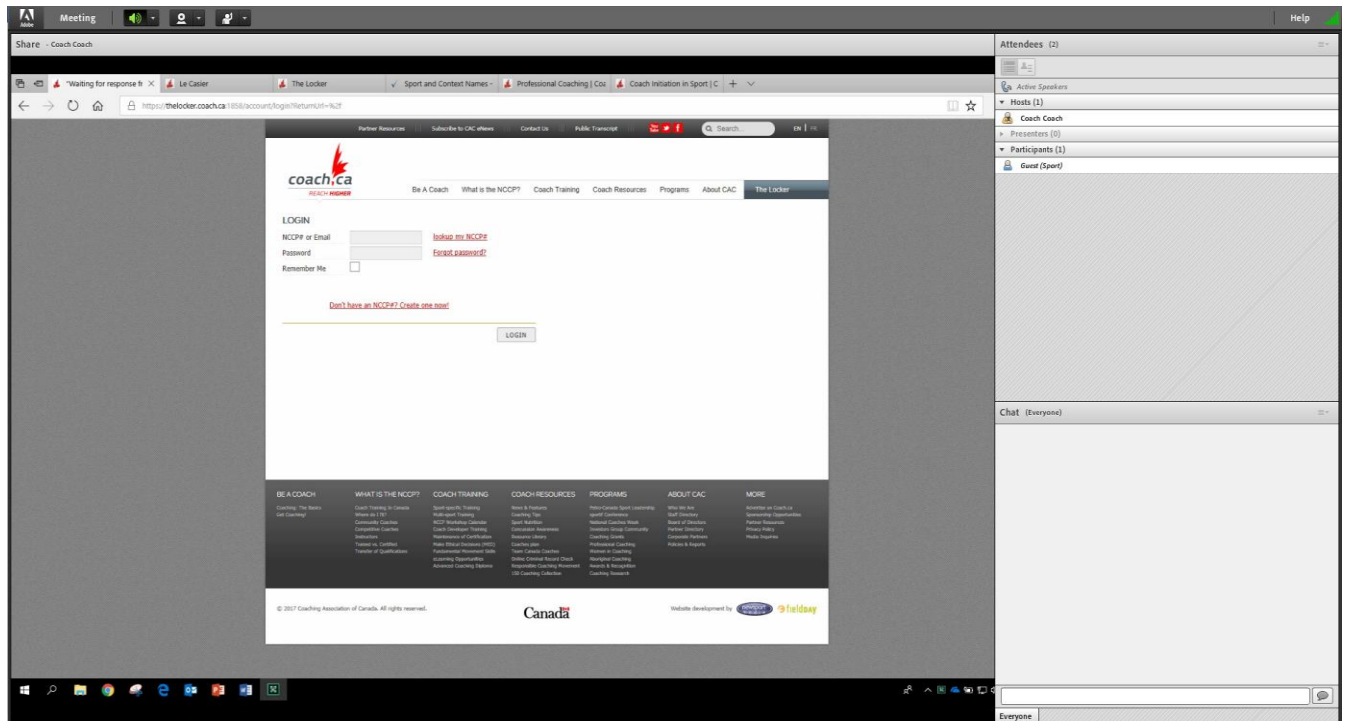


Training on “The Locker”

National database for NCCP Coaches

Go to www.coach.ca, the home page of the Coaching Association of Canada. At the right-hand side of the page, click on the grey box “The Locker”. This will take you to the sign-in page. (See below.)



How does a coach register in The Locker and obtain a NCCP number?

Before requesting a new NCCP#, we suggest that you try the **lookup my NCCP#** function on the main screen of My Locker.

If you never have taken an NCCP course before or you need to register for a number prior to your course, you can click on the **Don't have an NCCP#? Create one now!** button.

If you know you have an NCCP number but forgot your password, you can use the **Forgot password?** Button.

You will need to agree to the Terms and Conditions and the Privacy Policy, and then enter your information.

Once you click on **Register**, a confirmation email is sent to your email address.

Make a note of your NCCP number and the email address you have linked to it, and ensure that an event presenter does not set you up with another NCCP number.

coach.ca
REACH HIGHER

Be A Coach What is the NCCP? Coach Training Coach Resources Programs About CAC The Locker

LOGIN

NCCP# or Email [look up my NCCP#](#)

Password [Forgot password?](#)

Remember Me

[Don't have an NCCP#? Create one now!](#)

LOGIN

coach.ca
REACH HIGHER

Be A Coach What is the NCCP? Coach Training Coach Resources Programs About CAC The Locker

Welcome!

The Locker is an important tool that supports the efforts of all Canadians involved in coach education. Access to this site will provide all coaches with the opportunity to track their progress and guide their development.

The Locker has been developed by the Coaching Association of Canada to support its mission of enhancing the experiences of all Canadian athletes through quality coaching.

ACCESS

Coaches with a Locker account can view/update personal information, coaching records and access printable transcripts.

NCCP Partners can access coach records in their sport or jurisdiction.

QUESTIONS

If you have any questions please contact us by email at coach@coach.ca, or by phone, Monday through Friday, from 8:30 to 4:30 (ET) at 613-235-5000.

REGISTRATION

I want to create a Locker account for access to my transcript, eLearning opportunities, to sign up for coaching events, and more!

Yes! I want to subscribe and receive the latest coaching news, including #CoachToolkit tips, Inside Coaching, and Coaches Plan.

PROFILE

Email

First name

Last name

Gender

birthday

ADDRESS

Address

Country

Prov./Terr.

Municipality

Postal code

OPTIONAL

Phone Number

Armed Forces

RCMP

Aboriginal

Physical Disability

BACK REGISTER

How do I search for a person or an event?

Once you log in, a magnifying glass will appear in the top-right corner of the screen. Next to this magnifying glass, certain search options will appear including **People** and **Events**:

To search for a person or an event, click on the **People** or **Events** button next to the magnifying glass. A fuller search menu will then appear.

Once you have input the one or many of the search criteria, click on the **Search** button and a list of results will appear below. To view additional details, click on the desired person or event in the results.

How do I view my transcript/certification?

You can view your transcript by selecting the **Certification** button. All of your NCCP trainings and evaluations should appear on this page in alphabetical order of sport.

You can print your transcript or a card by clicking on the printer icon or the card icon on the top right of the page. You can use the filter option at the top of the page to view only specific items.

The screenshot shows the Locker Training web application interface. At the top, there is a navigation bar with the following items: eLearning, Calendar, Pathways, Events, Reports, Admin, and Locker Training. Below this is a red 'Home' button. The main navigation area contains six icons: ELEARNING, CALENDAR, PATHWAYS, CERTIFICATION (highlighted with a red box), PROFESSIONAL, and PROFILE. Below the navigation is a header for 'Locker Training' with contact information: NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON. On the right of the header, there is a 'STATUS ACTIVE' indicator and icons for help, print, and card. The main content area is titled 'Baseball' and contains a filter bar with options: All sports, All contexts, Coach & Coach Developer, Statures & Events, and Simple View. The content is organized into sections: TRANSCRIPT, MAINTENANCE, COACH DEVELOPER, and SELF-REPORT. The COACH section is expanded, showing a table of certifications and training. The table has columns for COACH, SINCE, EXPIRES, and P.D. POINTS. The certifications listed are 'Certified Regional Coach (Transferred)' and 'Certified Provincial Coach (Transferred)'. The training section shows 'Trained (Transferred)'. The evaluation sections are currently empty.

Locker Training
NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON

STATUS ACTIVE

FILTER All sports All contexts Coach & Coach Developer Statures & Events Simple View

Baseball

COACH

BASEBALL COMPETITION INTRODUCTION	SINCE	EXPIRES	P.D. POINTS
*** Certified Regional Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12
*** Certified Provincial Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12

TRAINING
- None -

EVALUATION
- None -

COACH

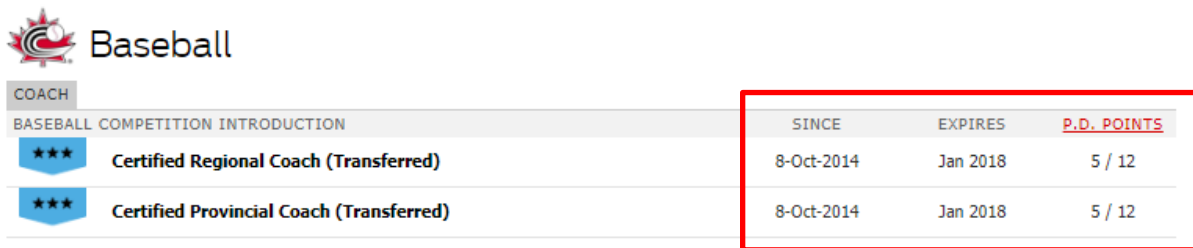
BASEBALL INITIATION COACH	SINCE	EXPIRES	P.D. POINTS
** Trained (Transferred)	8-Oct-2014	---	0 / 0

TRAINING
- None -

EVALUATION
- None -

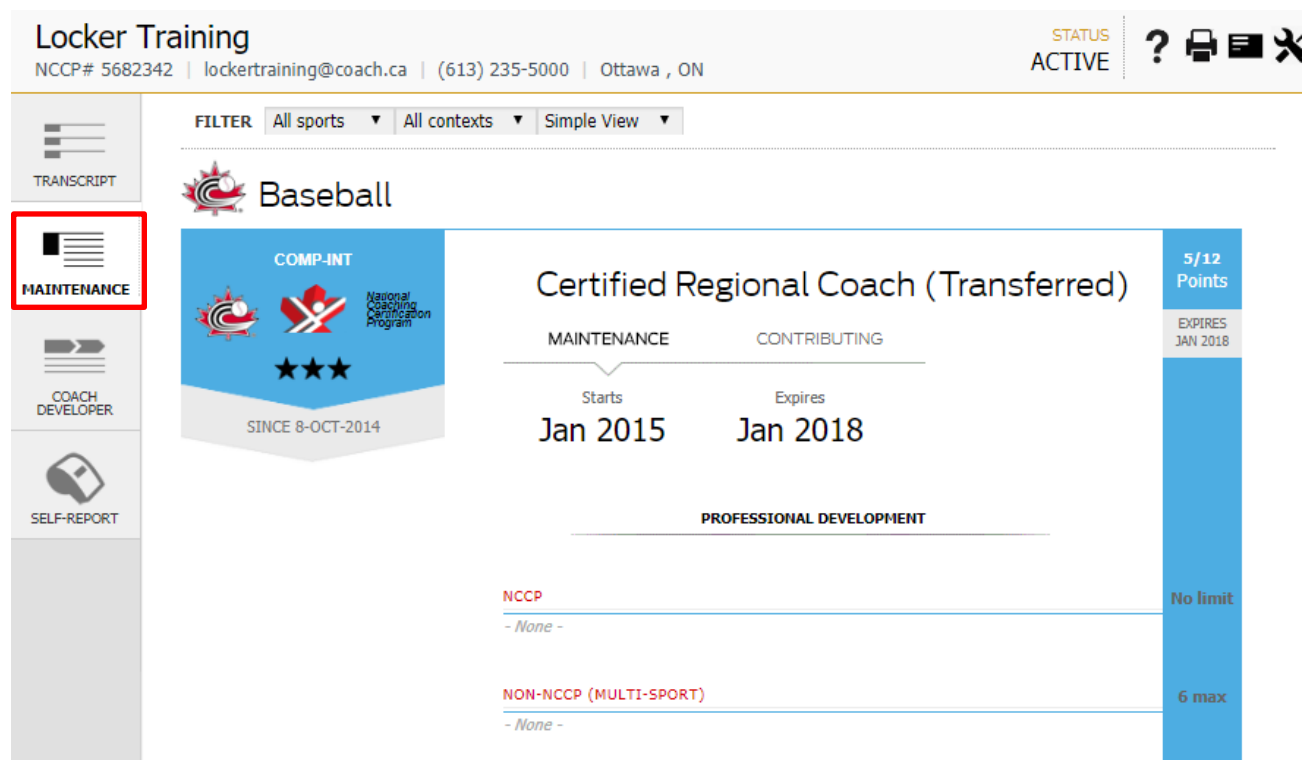
Where do I view my Maintenance of Certification (PD points)?

To view your maintenance of Certification information, ensure you are on your certification/Transcript page. The PD point requirement as well as your cycle dates for your maintenance of certification will appear on the far right side of your transcript. For more information on P.D Points and maintenance of certification, click on the hyperlink: [P.D. POINTS](#)



Baseball		SINCE	EXPIRES	P.D. POINTS
COACH	BASEBALL COMPETITION INTRODUCTION	8-Oct-2014	Jan 2018	5 / 12
***	Certified Regional Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12
***	Certified Provincial Coach (Transferred)			

To view your record of Professional development points you can click on Maintenance on the left hand side of the screen. It will show you all the course/clinics you have taken and earned PD points from as well as the number of PD points earned.



Locker Training
NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa , ON

STATUS: ACTIVE

FILTER: All sports | All contexts | Simple View

Baseball

COMP-INT
National Coaching Certification Program
SINCE 8-OCT-2014

Certified Regional Coach (Transferred)

MAINTENANCE | CONTRIBUTING

Starts: Jan 2015 | Expires: Jan 2018

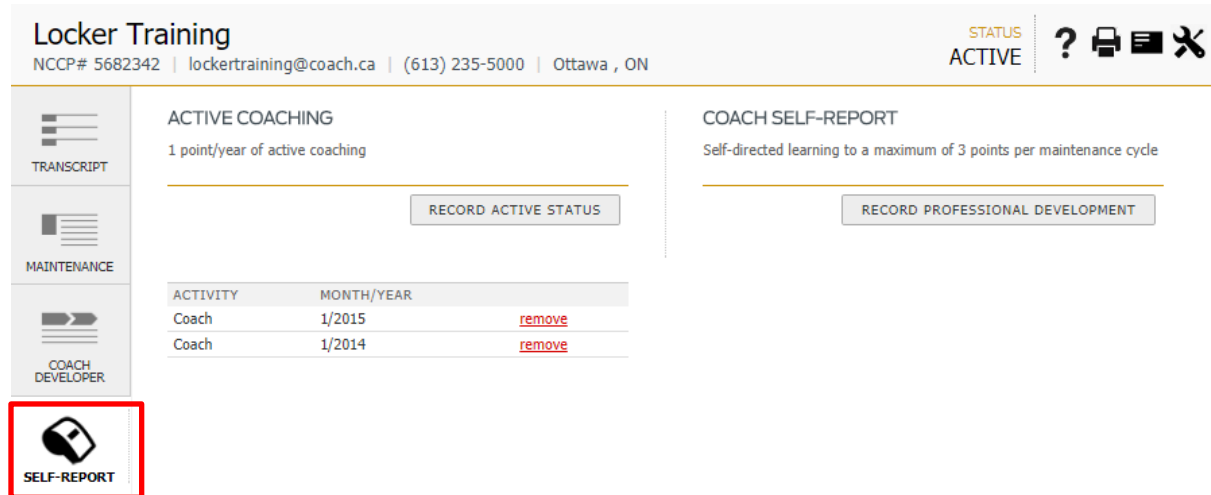
PROFESSIONAL DEVELOPMENT

Category	Points
NCCP	No limit
NON-NCCP (MULTI-SPORT)	6 max

5/12 Points
EXPIRES JAN 2018

How do I self-report my Professional Development?

To self-report your PD you need to access your Certification page, and then click on the Self-report button on the left hand side of the screen. You then can enter the month and the year in which you were actively coaching. You can earn 1 PD point for each year of active coaching.



The screenshot shows the Locker Training dashboard. At the top, it displays the user's name "Locker Training", contact information "NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON", and a status indicator "STATUS ACTIVE". The dashboard is divided into two main sections: "ACTIVE COACHING" and "COACH SELF-REPORT".

The "ACTIVE COACHING" section shows "1 point/year of active coaching" and a "RECORD ACTIVE STATUS" button. Below this is a table of coaching activities:


ACTIVITY	MONTH/YEAR	
Coach	1/2015	remove
Coach	1/2014	remove

The "COACH SELF-REPORT" section shows "Self-directed learning to a maximum of 3 points per maintenance cycle" and a "RECORD PROFESSIONAL DEVELOPMENT" button.

On the left sidebar, there are icons for "TRANSCRIPT", "MAINTENANCE", and "COACH DEVELOPER". At the bottom of the sidebar, a "SELF-REPORT" button is highlighted with a red box.

How do I edit personal information?

To go back to the Home page, you can click on the House icon, and then click on Profile:



The screenshot shows the Locker Training navigation menu. At the top, there is a red banner with the "coach.ca" logo and the tagline "REACH HIGHER". Below the banner is a navigation bar with a home icon (house) and a "Locker Training" button. The navigation bar also includes links for "eLearning", "Calendar", "Pathways", "Events", "Reports", "Admin", and "Locker Training".

Below the navigation bar is a row of icons representing different sections: "E-LEARNING", "CALENDAR", "PATHWAYS", "CERTIFICATION", "PROFESSIONAL", and "PROFILE". The "PROFILE" icon is highlighted with a red box.

On the left half of the profile screen there is a form that allows you to modify personal information. After the desired changes have been made, click on the **Save** button.

Locker Training
NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa , ON

STATUS
ACTIVE

PERSONAL

PROFESSIONAL COACHING

ADVANCED COACHING DIPLOMA

Last name* Training
First name* Locker
Gender* Female
Birth date* 1990-01-20
Phone (613) 235-5000
Language English

EMAIL
Email* lockertraining@coach.ca
Email consent Yes No

DEMOGRAPHICS
 Armed Forces
 RCMP
 Aboriginal
 Physical Disability

SECURITY
[change password](#)

ADDRESSES [add address](#)
Primary
141 Laurier Ave W
Ottawa , Ontario
Canada K1P 5J3
[Edit](#) [Delete](#)

ROLES
This **CAC** user has roles for all organizations

NOTES
This is set-up for testing only
Jennifer White on 2014-07-21

SAVE

How do I edit, add or delete an address?

On the right half of the profile screen, you will see the address(es) currently on file. To change an address, click on the **edit** link below the address you wish to modify.

You can add also an address by clicking on the **add address** link on the right of the **Addresses** heading.

How do I change my password?

Once you have logged in, go on your profile.

On your profile, under the **SECURITY** heading, you will see a form intended for your password.

Begin typing your new password in this form. Once you begin typing, a new box will appear asking you to confirm your new password.

Re-type your new password in this new box and then click on the **Save** button.

How can I find the coaching requirements (pathways) for my sport?

Once you have logged in, click on the **Pathways** button.

To view the next steps in your coaching pathway, select the certification you are looking to get in **the** drop down menu on the top right corner of the screen. For more complete details, you may contact your provincial or territorial sport organization.

