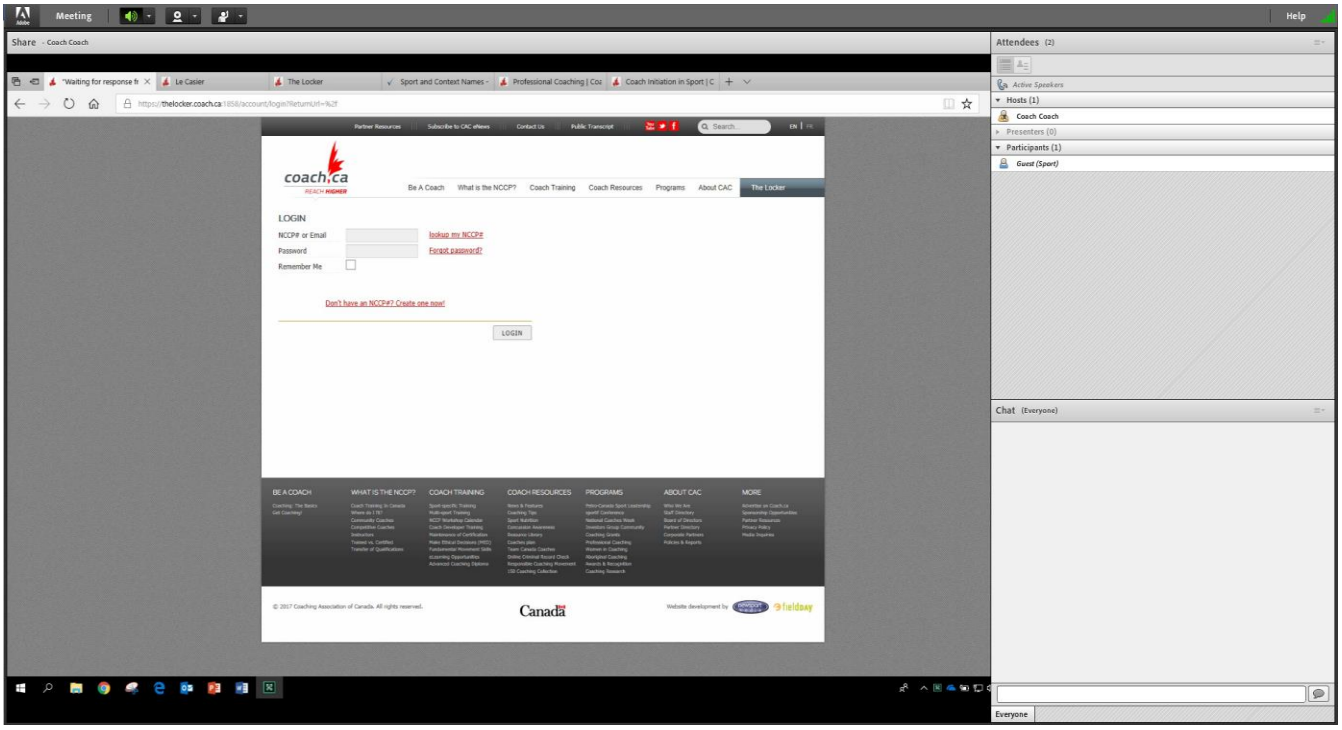
Training on “The Locker”

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?

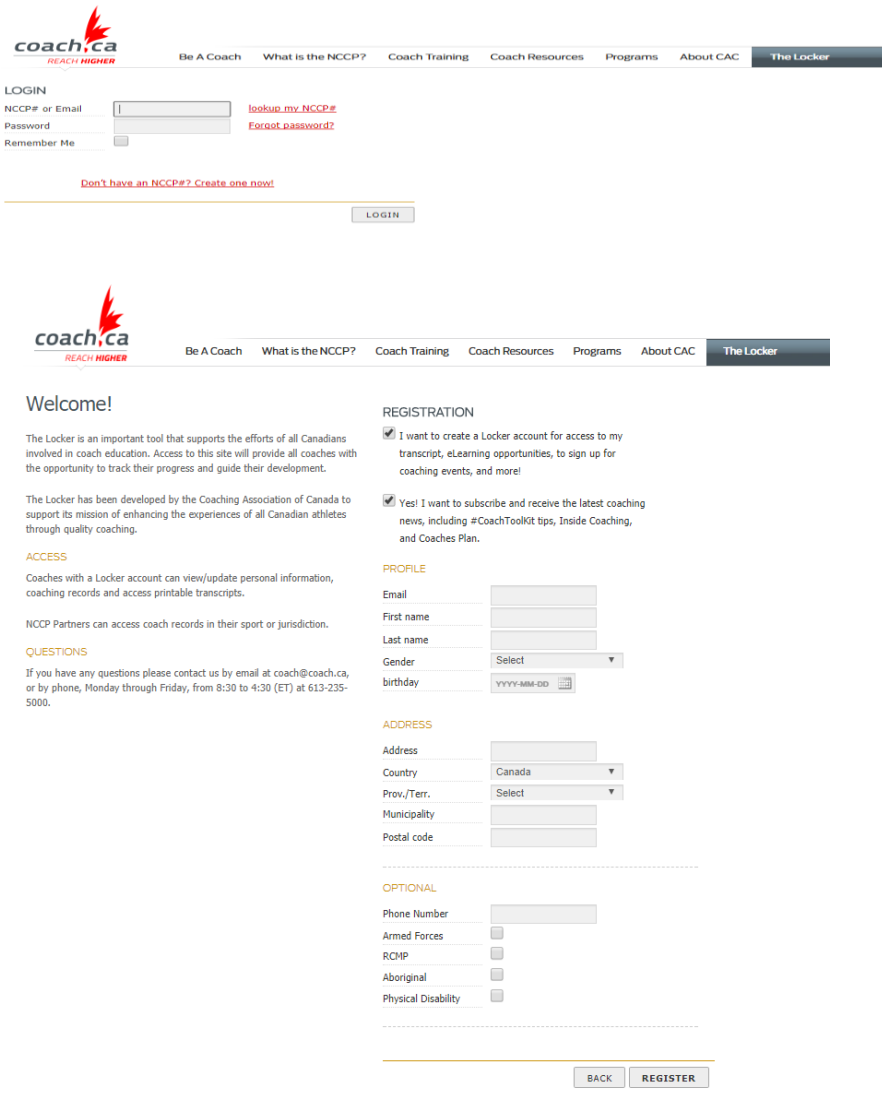
Before requesting a new NCCP#, we suggest that you try the **lookup my NCCP#** function on the main screen of My Locker.

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.



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:**

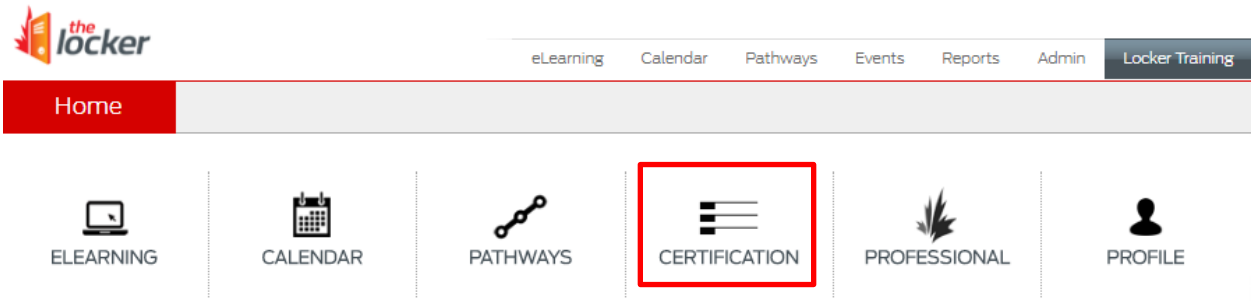
To search for a person or an event, click on the **People or Events** button next to the magnifying glass. A fuller search menu will then appear.

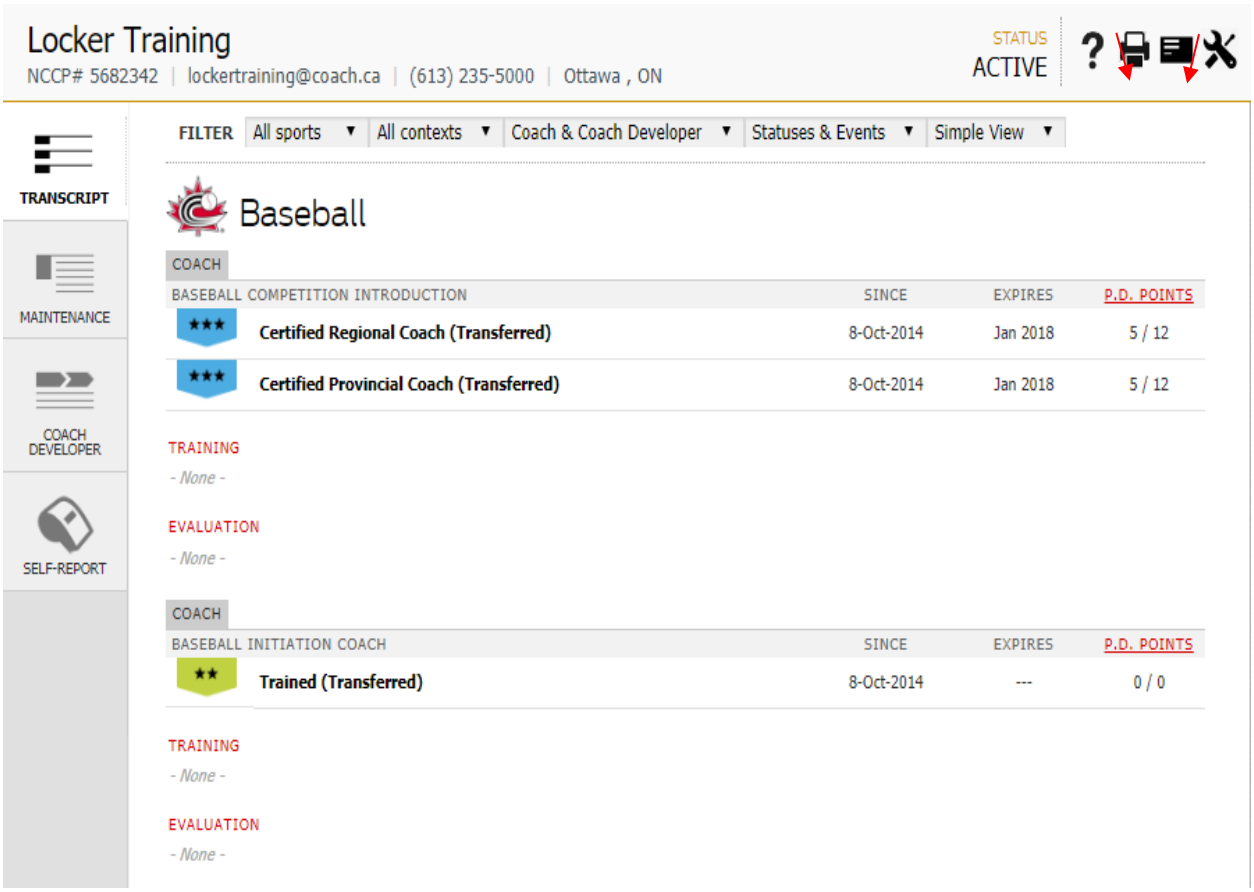
Once you have input the one or many of the search criteria, click on the **Search** button and a list of results will appear below. To view additional details, click on the desired person or event in the results.

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.

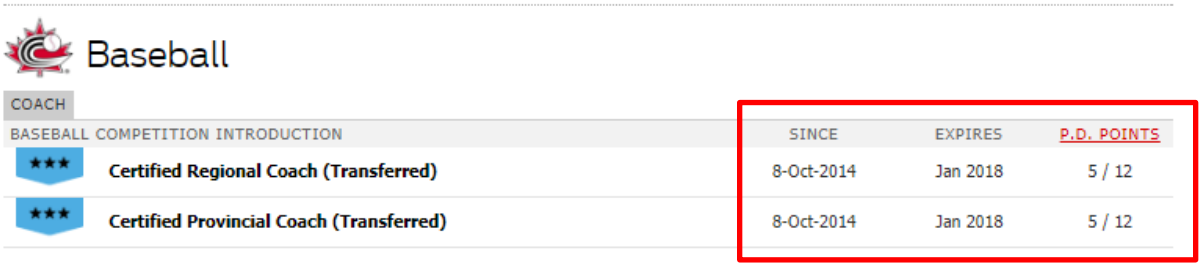
You can print your transcript or a card by clicking on the printer icon or the card icon on the top right of the page. You can use the filter option at the top of the page to view only specific items.



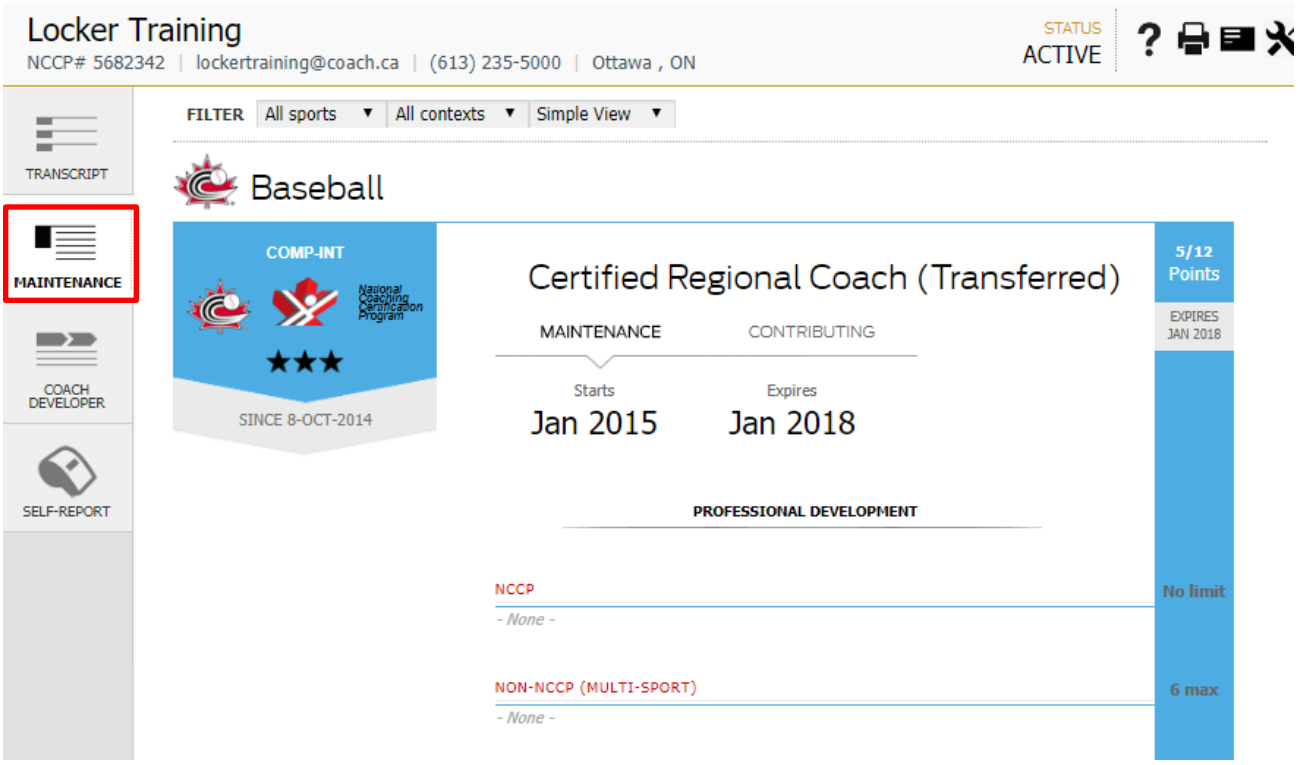


Where do I view my Maintenance of Certification (PD points)?

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

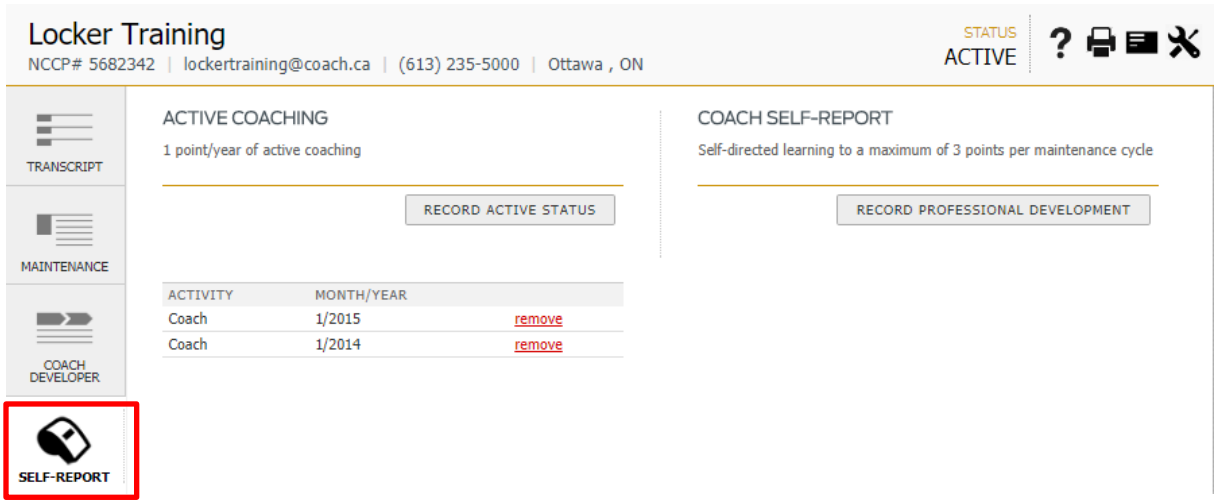


To view your record of Professional development points you can click on Maintenance on the left hand side of the screen. It will show you all the course/clinics you have taken and earned PD points from as well as the number of PD points earned.



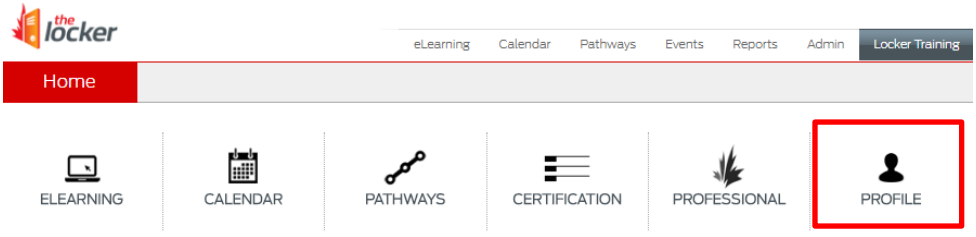
How do I self-report my Professional Development?

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.

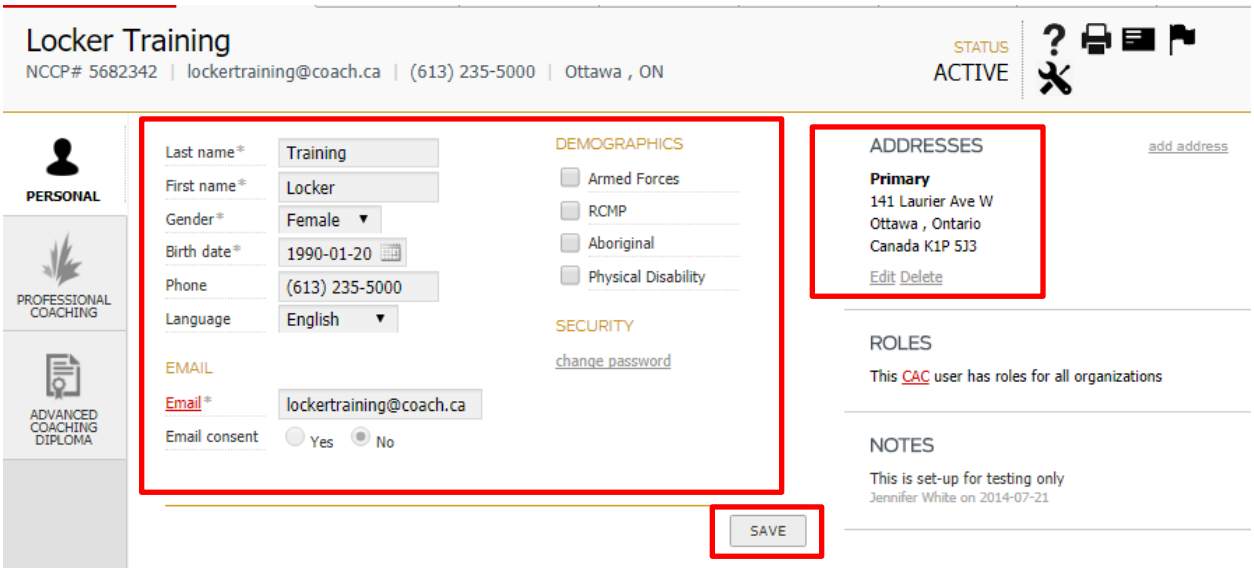


How do I edit personal information?

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



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.



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?

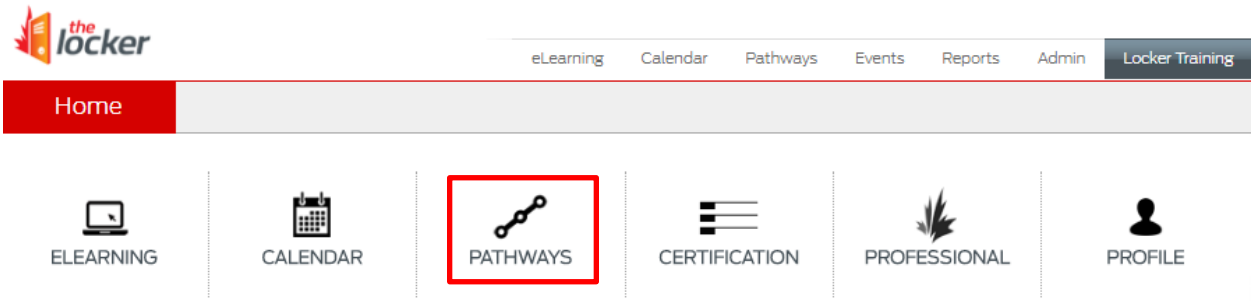
Once you have logged in, go on your profile.

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.