

PROFESSIONAL DEVELOPMENT POINTS

The NCCP system requires instructors/coaches to submit their points in a 5-year cycle according to their context:

- Instructor: 10 points
- Competition Coach: 20 points
- Competition Coach Specialist: 20 points
- Competition Development (HP1): 30 points

Instructors/Coaches are responsible for entering their First Aid and Active Coaching points themselves.



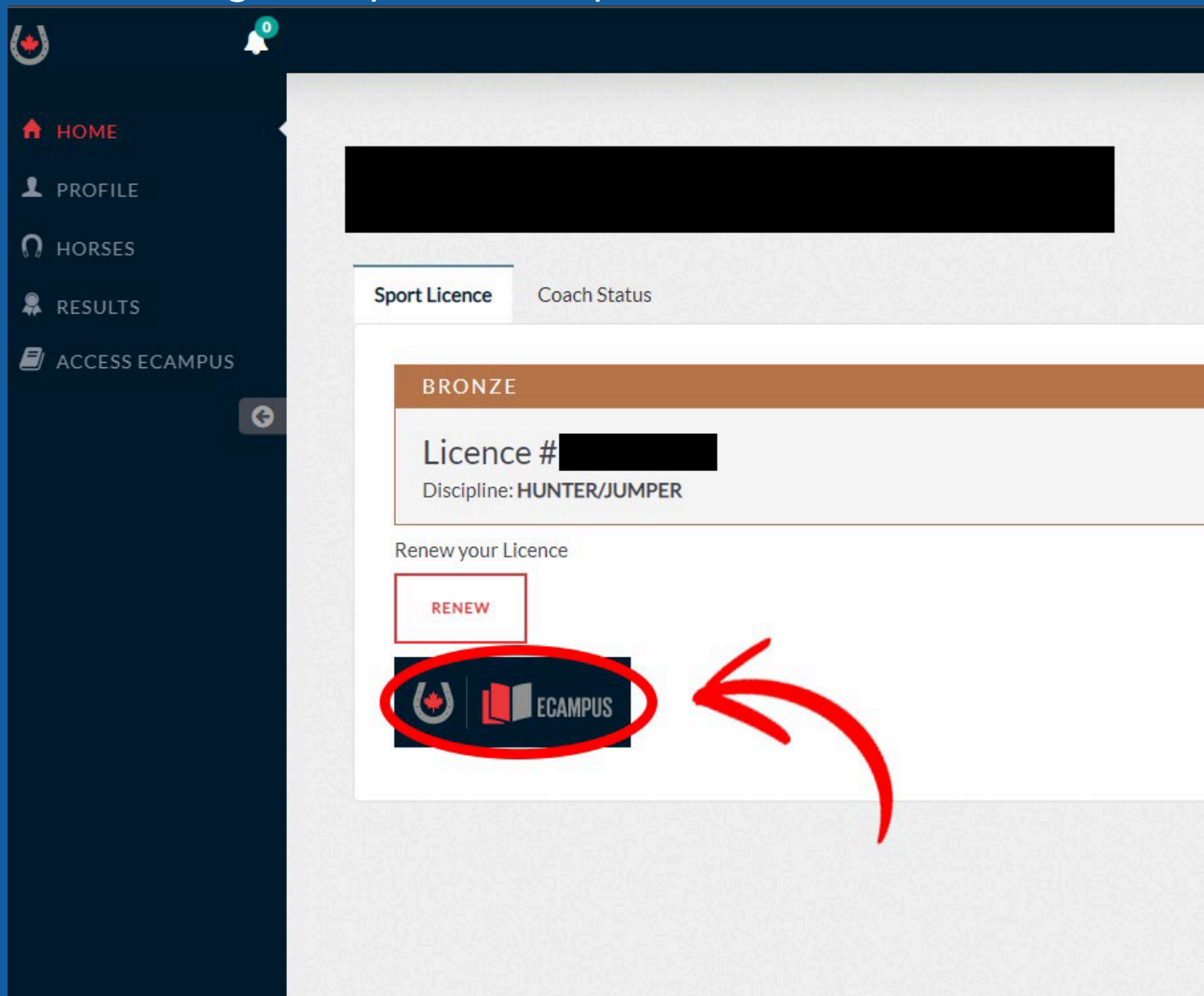
**Manitoba
Horse Council**
1974-2024



ECAMPUS

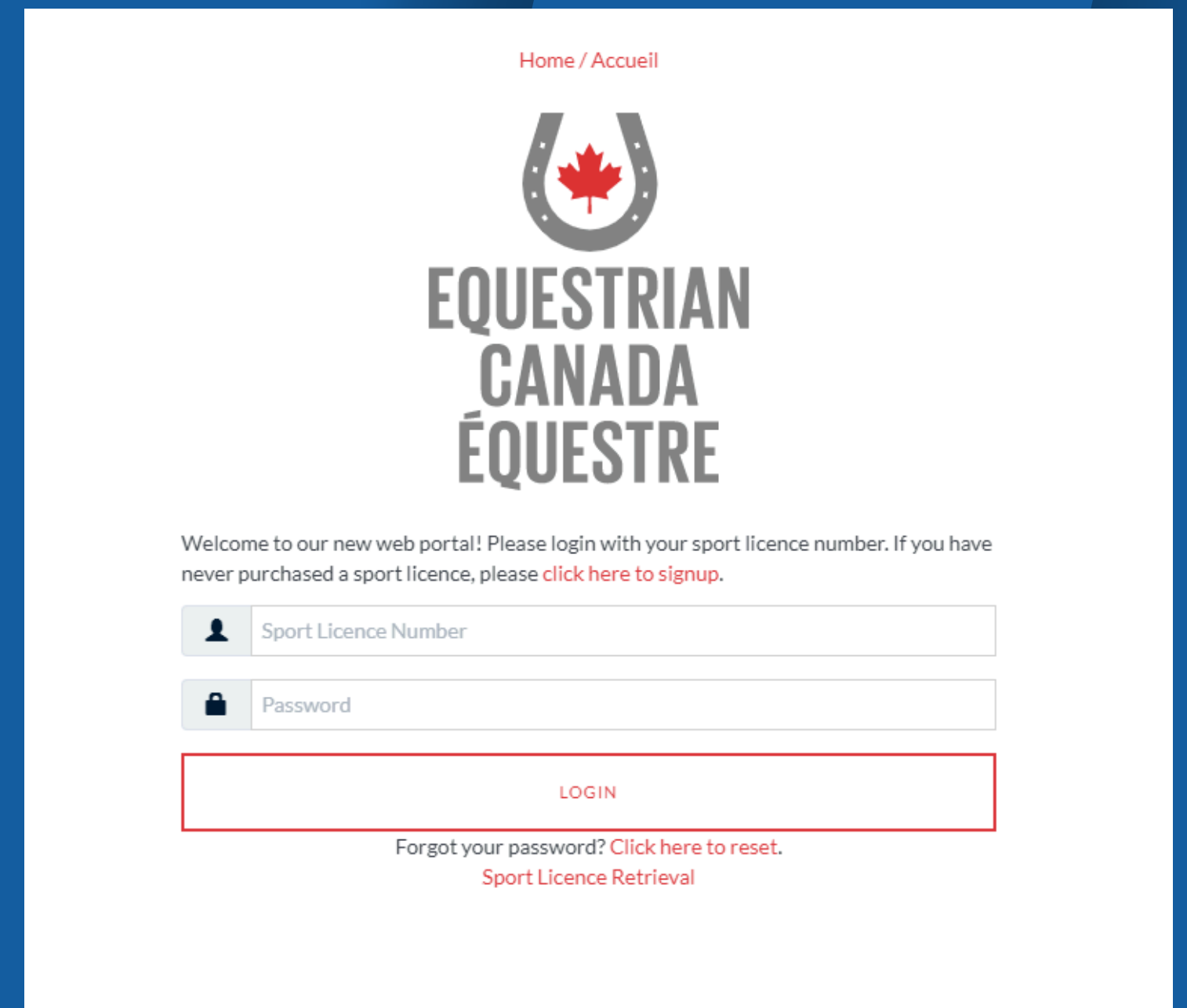
Please note all courses completed through your ECampus account are automatically recorded in your Locker account. In other words, a Coach Update Form submission is NOT required.

1-Log in to your ECampus account.



The screenshot shows the ECampus user interface. On the left is a dark sidebar with navigation links: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area has a header with a blacked-out name and two tabs: 'Sport Licence' (selected) and 'Coach Status'. Below the tabs, there's a 'BRONZE' section with 'Licence #' and 'Discipline: HUNTER/JUMPER'. A 'Renew your Licence' section contains a 'RENEW' button and the 'ECAMPUS' logo, which is circled in red with a red arrow pointing to it.

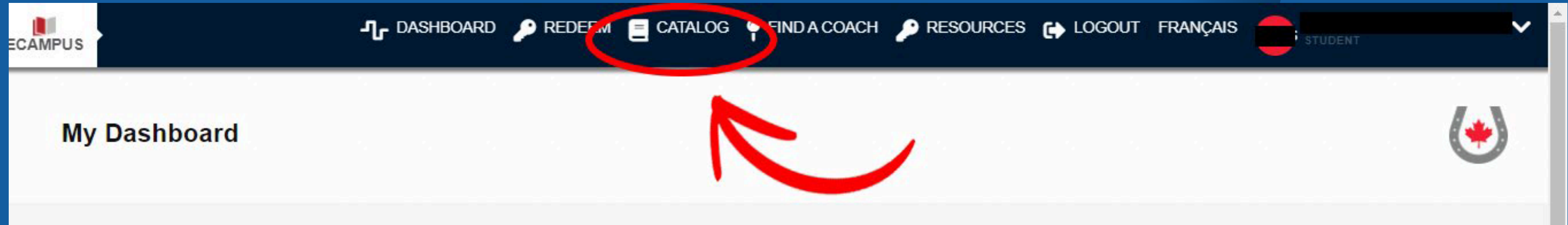
2-In the home page, click on ECampus:



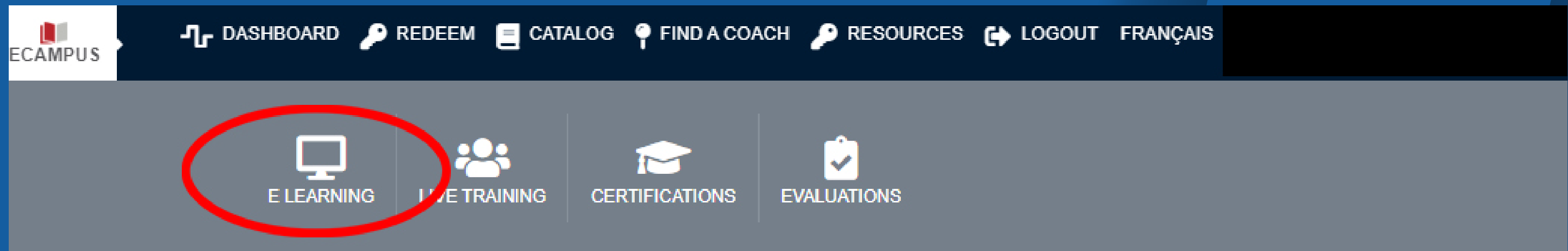
The screenshot shows the Equestrian Canada website home page. At the top right is the text 'Home / Accueil'. The logo features a horseshoe with a red maple leaf inside, with the text 'EQUESTRIAN CANADA ÉQUESTRE' below it. A welcome message reads: 'Welcome to our new web portal! Please login with your sport licence number. If you have never purchased a sport licence, please [click here to signup](#).' Below this are two input fields: 'Sport Licence Number' and 'Password'. A 'LOGIN' button is highlighted with a red border. At the bottom, there are links for 'Forgot your password? [Click here to reset.](#)' and 'Sport Licence Retrieval'.

ECAMPUS

3-Click on Catalog on the top of the page:



4-Click on E LEARNING:



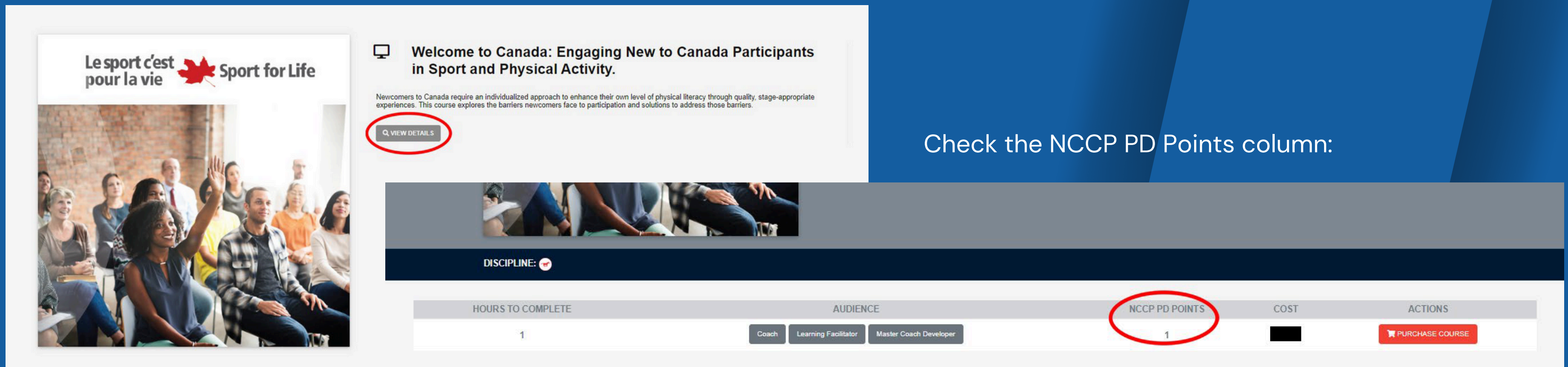
Please note all courses completed through your ECampus account are automatically recorded in your Locker account. In other words, a Coach Update Form submission is NOT required.

ECAMPUS

There are many courses available in the ELEARNING section of your ECampus, some are listed below:

- EC Lunging Foundations
- Conditioning the Sport Horse
- Stepping Stones to Indigenous Sport and Physical Activity Participation
- Welcome to Canada: Engaging New to Canada Participants in Sport and Physical Activity
- LGBTQ2+ Diversity and Inclusion Training for Workplaces

You can check how many points you would receive for each one of these courses by clicking on 'view details':




Le sport c'est pour la vie Sport for Life

Welcome to Canada: Engaging New to Canada Participants in Sport and Physical Activity.

Newcomers to Canada require an individualized approach to enhance their own level of physical literacy through quality, stage-appropriate experiences. This course explores the barriers newcomers face to participation and solutions to address those barriers.

[VIEW DETAILS](#)

DISCIPLINE: 

HOURS TO COMPLETE	AUDIENCE	NCCP PD POINTS	COST	ACTIONS
1	Coach Learning Facilitator Master Coach Developer	1		PURCHASE COURSE

Check the NCCP PD Points column:

Please note all courses completed through your ECampus account are automatically recorded in your Locker account. In other words, a Coach Update Form submission is NOT required.

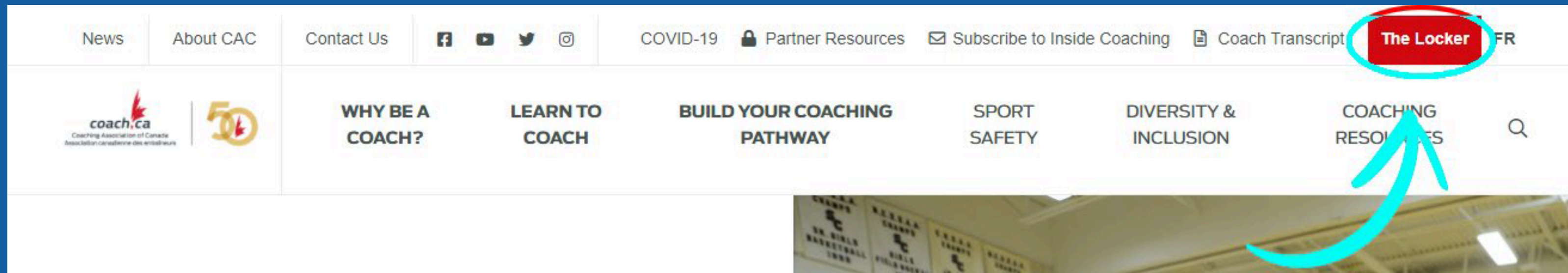
SELF REPORT PD POINTS

- Coaches are responsible for entering any activity that they believe is worthy of points but does NOT fall under any of the other categories other than the Self-Report category in the PD Activity Guide.
- Please note that a maximum of 3 points per 5-year cycle can be self-reported.

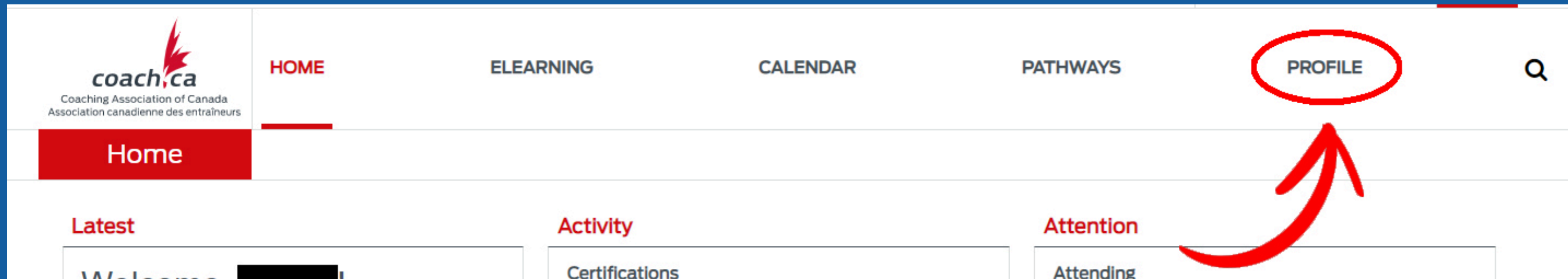
Activity	Points	Limitations
Category: Active Coaching	1 point/year	5 point maximum per 5-year cycle
<p style="text-align: center;">Category: All Other Professional Development not listed previously Examples:</p> <ul style="list-style-type: none"> • Mentoring directly with another Coach on coaching techniques from the same sport or an alternative sport • Other Athlete Development Clinics: Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness • Interactive Auditing of Clinics: clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.) • Completing Courses: Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, Conditioning and Fitness, Coaching/Leadership, etc • Personal athletic development –must be coached –(Riding Lessons, other sports, or personal training, etc) • Equine Development –Equine nutrition, biomechanics, other equine physiology/sport science, equine health workshops (Farrier, massage, chiropractic, other professional presentations or workshops) • Clinics in FEI equine disciplines • Non-FEI discipline and alternative training clinics • Other organizations equine online accredited courses (ex: Equine Guelph, University, College, Department of Agriculture “recognized” equine institutions, etc) • Acting as a Mentor Coach or Volunteering in a capacity that provides a new learning environment for yourself (Para-Equestrian, 4H, Pony Club, Therapeutic Riding, Youth Groups, Senior Groups, etc) • Other Self-Directed Professional Development Learning Opportunities 	1 point/year	3 points max per 5 year period

HOW TO SELF REPORT PD POINTS

1) Go to coach.ca and click on the locker:



2) Login using your Locker number
Then click on Profile



HOW TO SELF REPORT PD POINTS

Review your information

- Take the time to review and update your information
- Do not skip this step, as you won't receive important updates if your information is not correct
- Don't forget to click on Save!

The screenshot shows the user profile page on the coach.ca website. The page is titled "Profile" and has a navigation menu with options: HOME, ELEARNING, CALENDAR, PATHWAYS, EVENTS, REPORTS, and PROFILE (which is highlighted). Below the navigation, there are sub-tabs: Profile, DETAILS, CERTIFICATION, PURCHASES, and HISTORY. The user's name is redacted with a black bar. The NCCP# is also redacted. The status is "ACTIVE".

The main content area is divided into several sections:

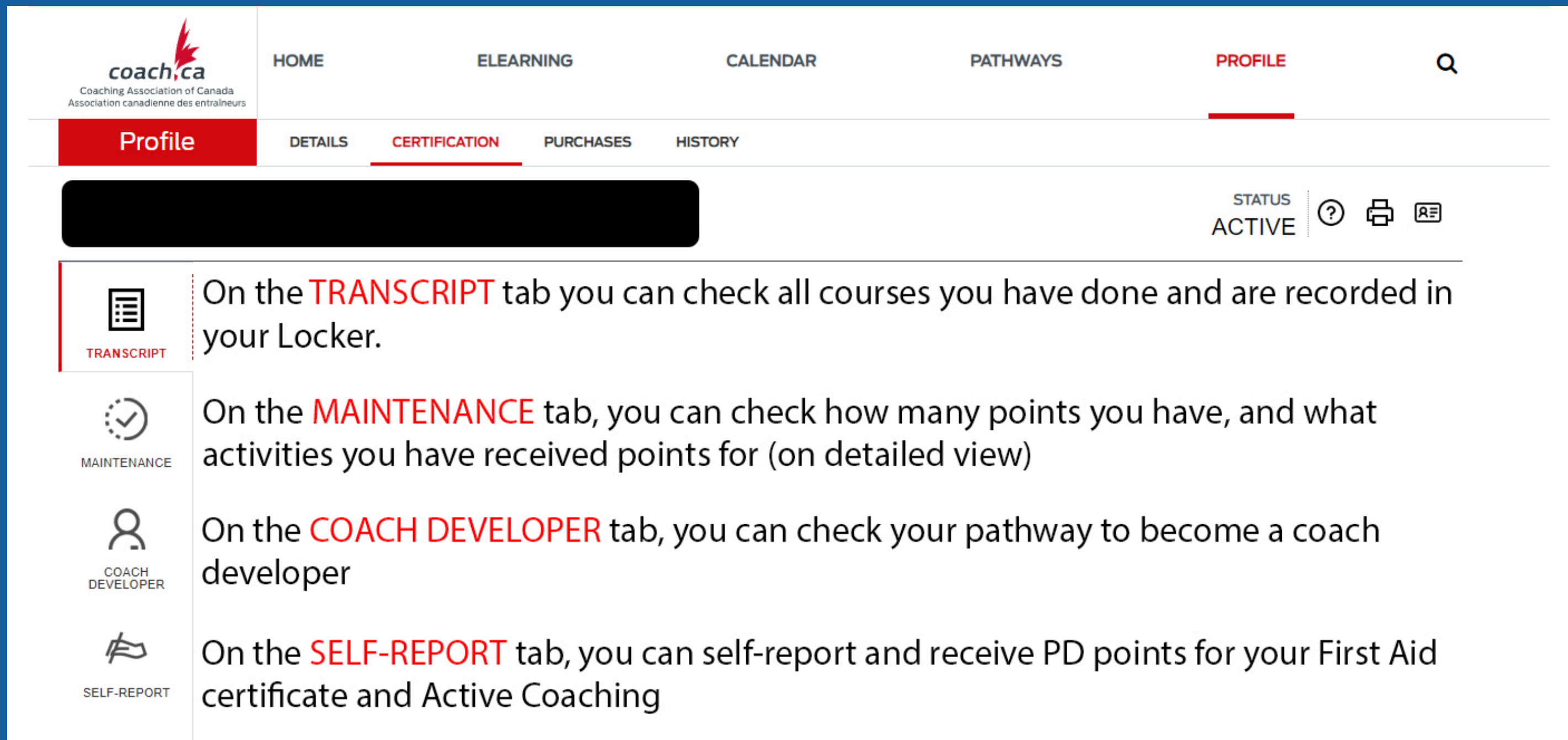
- PERSONAL**: Includes fields for Last name*, First name*, Gender Identity* (dropdown), Birth date* (calendar icon), Phone, Language (English, dropdown), Email*, and Email consent (radio buttons for Yes and No).
- Demographics**: Includes checkboxes for Canadian Armed Forces, RCMP, Indigenous Peoples (First Nations, Inuit, Métis), and Person with a Disability.
- Security**: Includes a link for "Change password".
- Addresses**: Includes a link for "Add address" and a "Primary" address field with "Edit Delete" links.
- Roles**: Includes a link for "Assign roles via an organization".

A red circle highlights the "Save" button at the bottom of the form, and a red arrow points to it from the right.

HOW TO SELF REPORT PD POINTS

Understanding the Locker system

- Click on the CERTIFICATION tab



The screenshot shows the user interface of the coach.ca website. At the top left is the logo for the Coaching Association of Canada (Association canadienne des entraîneurs). The main navigation bar includes links for HOME, ELEARNING, CALENDAR, PATHWAYS, and PROFILE (which is highlighted with a red underline). Below this, a secondary navigation bar shows Profile, DETAILS, CERTIFICATION (highlighted with a red underline), PURCHASES, and HISTORY. A black redaction box covers the user's name. To the right, the user's status is shown as ACTIVE, along with icons for help, print, and a calendar. On the left side, there is a vertical menu with icons and labels for TRANSCRIPT, MAINTENANCE, COACH DEVELOPER, and SELF-REPORT. The main content area contains text explaining each of these features.

Profile | DETAILS | **CERTIFICATION** | PURCHASES | HISTORY

STATUS: ACTIVE | ? | Print | Calendar

- TRANSCRIPT**: On the **TRANSCRIPT** tab you can check all courses you have done and are recorded in your Locker.
- MAINTENANCE**: On the **MAINTENANCE** tab, you can check how many points you have, and what activities you have received points for (on detailed view)
- COACH DEVELOPER**: On the **COACH DEVELOPER** tab, you can check your pathway to become a coach developer
- SELF-REPORT**: On the **SELF-REPORT** tab, you can self-report and receive PD points for your First Aid certificate and Active Coaching

HOW TO SELF REPORT PD POINTS

The screenshot shows the user profile page on the coach.ca website. The navigation menu includes HOME, ELEARNING, CALENDAR, PATHWAYS, and PROFILE. The PROFILE page has sub-tabs for DETAILS, CERTIFICATION, PURCHASES, and HISTORY. The user's status is shown as ACTIVE. The left sidebar contains icons for TRANSCRIPT, MAINTENANCE, COACH DEVELOPER, and SELF-REPORT (which is circled in red). The main content area is divided into two sections: 'Active coaching' (1 point/year of active coaching) with a 'Record active status' button, and 'Coach self-report' (Self-directed learning to a maximum of 3 points per maintenance cycle) with a 'Record professional development' button. Red arrows point from the explanatory text to these buttons.

Self-Report PD Points

- Click on the SELF-REPORT tab

Here you can report and receive 1 point per year you actively coached within your 5-year cycle

Here you can report any activity that does NOT fall under any of the categories in the PD Activity Guide other than the 'Self-Reported' one.

- Fill out the information required and click on Add/Save to self-report your PD points. Please note that a maximum of 3 points per 5-year cycle can be self-reported.