



Step-by-step instructions for completing your NCCP training online

1. Coach obtains an access code from their local Member Association to access the online coaching program.
2. Coach signs up for (Status page) and completes the appropriate pre-clinic assessment at <http://nccp.lacrosse.ca>.
3. Coach registers for a clinic (Status page).
4. Coach attends clinic.
5. Clinic facilitator checks off all the coaches who attended the clinic and submits a course registration form to their Member Association to be forwarded on to the CAC.
6. Coach is now able to register for (Status page) and complete their workbook.
7. Coach submits their workbook to the CLA.
8. CLA staff member marks the workbook.
9. CLA staff member sends workbook evaluation form to the coach with feedback for corrections (if applicable).
10. If corrections are required, coach logs back into their account, reads the feedback provided at the bottom of each incomplete page, corrects their mistakes and re-submits their workbook.
11. CLA staff member notifies the coach's Member Association and the Coaching Association of Canada (CAC) that the coach has passed his/her workbook.