



### **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.
12. Coach registers for an in-person or video evaluation (Status page).
13. Member Association assigns an evaluator to the coach and notifies both individuals.
14. Evaluator gets in touch with the coach and makes arrangements to complete the evaluation.
15. Evaluator checks off that the coach has completed their evaluation and submits a course registration form to their Member Association to be forwarded on to the CAC.
16. Coach follows the link on the Status page to the online Make Ethical Decisions evaluation and completes the evaluation. Note: Coach will require their CC# and password to access the online Make Ethical Decisions evaluation. If they do not have one or both of these pieces of information, they should e-mail [coach@coach.ca](mailto:coach@coach.ca).
17. Upon successful completion of the online Make Ethical Decisions evaluation, the evaluation will appear on the coach's online NCCP transcript.