

Creating an NCCP COACH Account.

This can be done by doing the following:

- Go to the "Check Certification" link at the Coaching Association of Canada's web site at www.coach.ca.
- Click the "Sign me Up" button at the bottom of the log in screen.
- In the next screen, enter your NCCP cc number. ... and click "Proceed".
- If you don't know your NCCP number, you should be able to find it in one of two places:
 - log in to your CSCF/CSIA personal page, accessible from the CSCF/CSIA web site at www.snowpro.com. Use the "Members login" feature at the top right of the home page. User name is your last name, as it is recorded in the database. Password is your CSCF/CSIA member number. You can find your member number on your CSIA/CSCF/CASI membership card or by calling the National office at 1-800-811-6428.
 - OR*
 - by contacting the Coaching Association of Canada at coach@coach.ca and requesting you NCCP number.
- The next screen will inform you if you have a valid email address in the NCCP database and that your temporary password is being sent to that email address.
 - If you do not have a valid email address in the NCCP database, you must contact the Coaching Association of Canada at coach@coach.ca or 613-235-5000 to update you personal record.
- Download your email and get your temporary password.

You can now access your NCCP coach records and change your password and/or update your personal information as you wish by going back to the "Check Certification" link on the web site and entering:

- User name: last name
- Password: the temporary password that was emailed to you by the NCCP server

Accessing the NCCP Make Ethical Decisions on-line evaluation

Second, now go to the Make Ethical Decision evaluation directly at:

<http://nccpeval.coach.ca/production/med/e/default.asp>. This takes you to the same place as the link from the Coaching Association of Canada's web site.

You can try the pre-evaluation tasks without registering.

When you are ready to register and take the evaluation, you will be asked for your User name and password again. Use your new NCCP COACH account User name and password ... and you're IN. The application will now recognize you and "knows" where to assign the credit when you successfully complete the evaluation.

Once you have completed the evaluation, you can check the credit in your NCCP record through the "Check Certification" link at www.coach.ca and logging in. Click the "Transcript" link at the top of your personal file.