



# Where do I send my information?



A Quick primer on where to send or upload your coaching documents to maintain current certification.

## Send to HCBC

- Standard First Aid certificate
- EPIC search
- Proof of EC Bronze Sport License
- Proof of Make Ethical Decisions online Evaluation
- Proof of Safe Sport Training
- Eligible Professional Development report forms

**These requirements must be sent to HCBC whenever they expire to keep Current Coach Status**

## Upload to EC

**For the purpose of licensing:**

- Standard First Aid certificate
- EPIC search
- Proof of Insurance
- Screening letters
- Letters of reference
- EC Concussion Training and EC Fostering Healthy Equestrian Environments are automatically submitted when completed

**If the coach is a Licensed status holder, these requirements must be uploaded to the ECampus by the coach whenever they expire.**

## Enter in the NCCP Locker

- All non NCCP PD that is not eligible for the PSO to enter.
- Any email, address, or name change
- PD done in the ECampus will be entered automatically for the coach.

**The Locker tracks the PD points accrued and entered for the coach within their cycle. The Locker only tracks Professional Development points and certification renewal.**

**HORSE COUNCIL  
BRITISH COLUMBIA**



[www.hcbc.ca](http://www.hcbc.ca)

**Not sure of where to send something?  
contact [coaching@hcbc.ca](mailto:coaching@hcbc.ca)**

