

HORSE COUNCIL  
BRITISH COLUMBIA



How to apply for your

# Licensed Coach Status

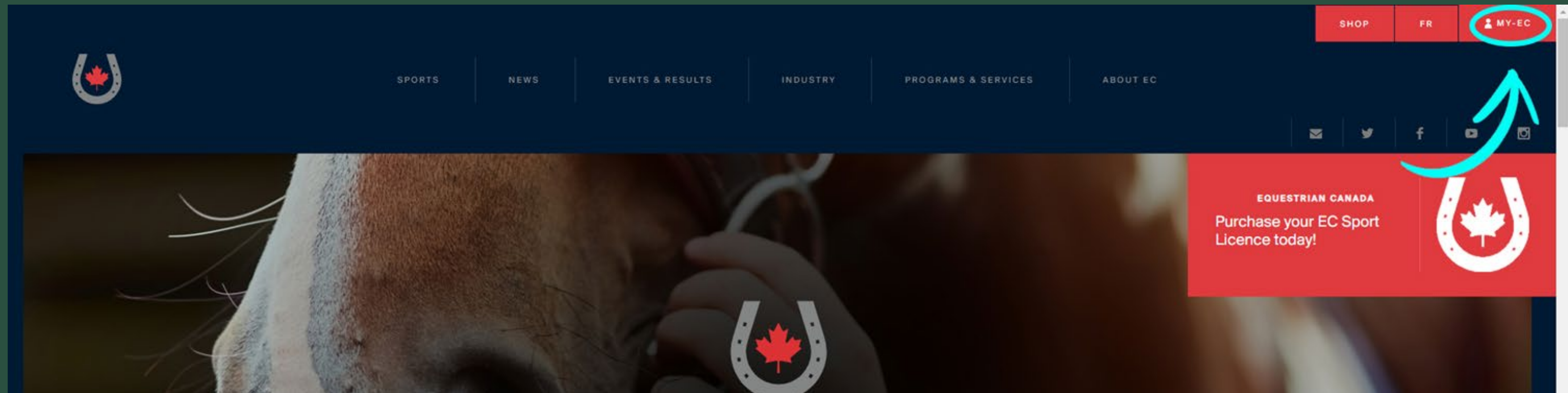


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# Equestrian Canada

- Go to Equestrian Canada website: <https://equestrian.ca>
- Click on My-EC on the top right

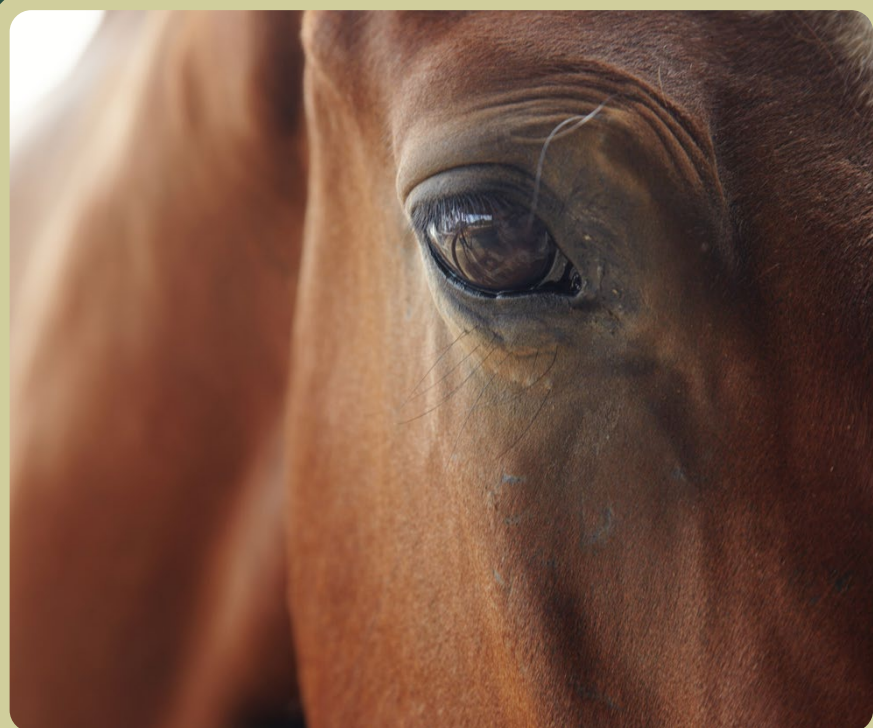


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## Log In

- Log in or create an account if you do not have one already



Home / Accueil



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](#).

 Sport Licence Number

 Password

LOGIN

Forgot your password? [Click here to reset.](#)  
[Sport Licence Retrieval](#)

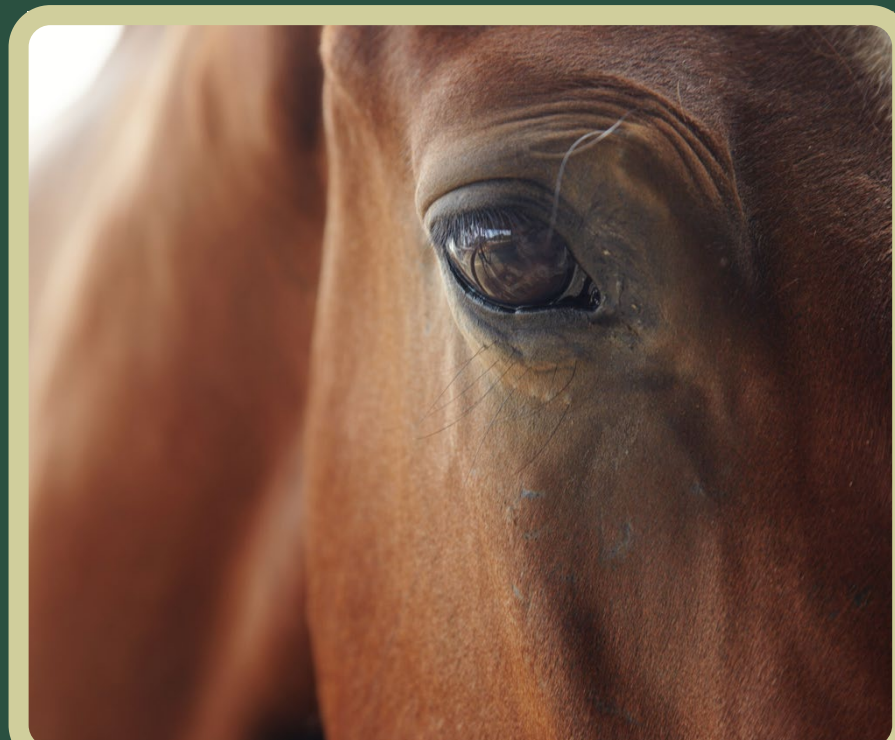


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## Coach Status

- Click on Coach Status



The screenshot shows the Equestrian Canada website interface. On the left is a dark blue sidebar with navigation links: HOME, PROFILE, HORSES, RESULTS, and ACCESS ECAMPUS. The main content area has a white background. At the top of the main area is a black rectangular placeholder. Below it are two tabs: 'Sport Licence' and 'Coach Status'. The 'Coach Status' tab is circled in red, and a red arrow points to it from below. The text under the 'Coach Status' tab reads: 'Equestrian Canada / Sport Licences are an annual competition licence required for competition owners or lessees and individuals accepting responsibility for entries in EC sanctioned competition'. Below this text is a link that says 'Learn more about the Licence types and fees on our website'. At the bottom of the main content area is a dark blue button that says 'PURCHASE SPORT LICENCE'. At the very bottom of the page are the Equestrian Canada logo and the ECAMPUS logo.



## Purchase the Licensed Coach Status

- Click on Purchase, fill out the information and purchase your license.
- NOTE: once you purchase the license you will have only 60 days to submit all of the required documents



**Coach Status**

**Registered Coach Status:** This status recognizes self-declared coaches and instructors, including those working towards a Coach Certification and those new to equestrian instruction who will work alongside an experienced coach. This status can also be selected by those with formal training or extensive experience until the Licensed Coach Status becomes mandatory.

**Licensed Coach Status:** This Status recognizes coaches with verified expertise, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.

To obtain status as a Registered or Licensed Coach, you must have an active EC Sport Licence and meet the specified requirements.

A Coach Licence is required to deliver and participate in designated EC programs. Effective Jan. 1, 2022, Coach Registration or a Coach Licence will be required to gain access to the field of play at EC sanctioned competitions.

Prior to purchasing Coach Registration or a Coach Licence, we encourage you to review your transcript on the **ECampus** to ensure your coaching records are up to date.

[Learn more](#) about Coach Registration and the Coach Licence on our website.

**PURCHASE**

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# Requirements

Must be of age of  
majority in your  
Province or  
Territory

Must hold a Valid  
EC Sport License

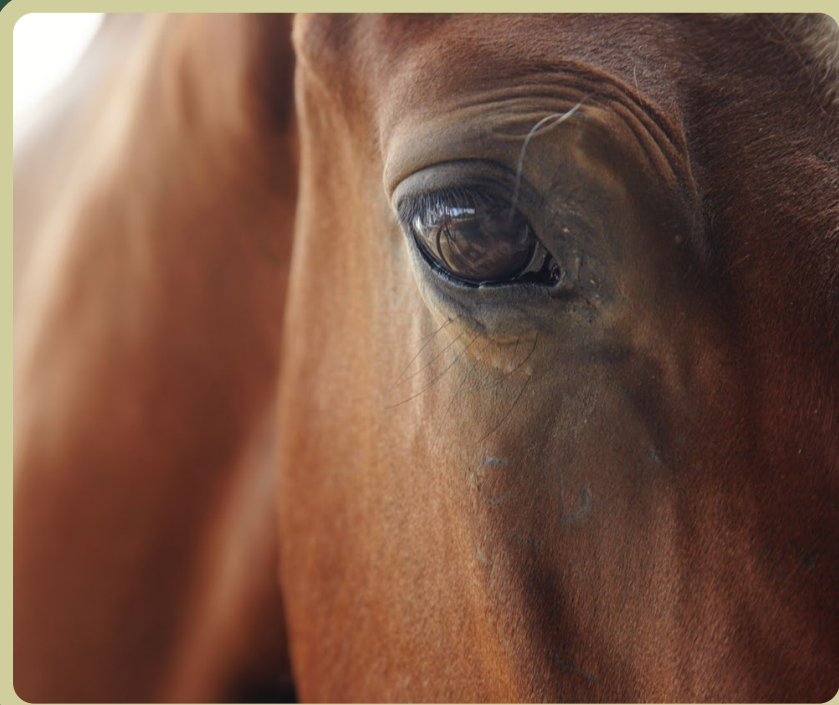
Must hold a valid  
PTSO Membership  
(if a Canadian  
Resident)



Minimum of  
Bronze Sport  
License



In BC that is  
membership in  
Horse Council BC





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Required Documents  
Validated and recognized  
expertise requires one of the  
following:



Equestrian Canada Coaching Certification

Recognized Formal Training \*contact EC for details

15+ Years of coaching experience \*contact EC for details

Post-Secondary education in Equine related field of Study  
\*contact EC for Details



# Upload the Required Documents



## Screening Documents

- Screening Disclosure Form
- Two letters of Reference - electronic submission available



## Background Check - ONE of the following:

- Enhanced Police Information Check (E -PIC) - this option is completed through the Equestrian Canada Website
- Criminal Record Check (Level 2 from RCMP station) plus Vulnerable Sectors if born before 1986



## Certificate of Insurance

- Provide a valid Certificate of Insurance confirming minimum coverage of \$2,000,000.00 CGL and \$100,000.00 Professional Liability.
- If you are preparing for your Coaching Evaluation and are not currently coaching, you can sign the waiver called "Certificate as to Coaching Status" - in which you state that you are not currently coaching and you will obtain your own insurance prior to starting active coaching when certified.





# Upload the Required Documents



## Standard First Aid Level C with CPR

- First Aid courses must be completed in Person or blended.
- Online only courses are not accepted.



## Concussion Education

- Equestrian Canada: Concussion Awareness training to be done through your My EC account



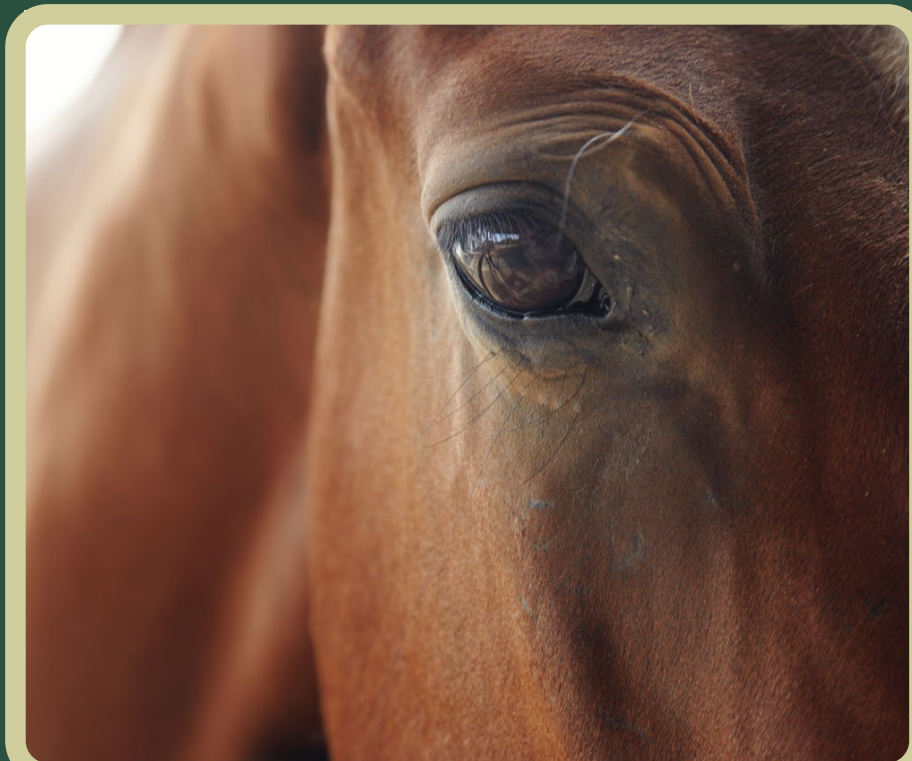
## Training to Address Maltreatment in Sport

- Fostering Healthy Equestrian Environments training to be done through your My EC account



# How to Upload your Documents

- In your Home Account click on EC Campus



HOME  
PROFILE  
HORSES  
RESULTS  
ACCESS ECAMPUS

Sport Licence Coach Status

BRONZE

Licence # [redacted]  
Discipline: HUNTER/JUMPER

Renew your Licence

RENEW

ECAMPUS



# How to Upload your Documents

- In your Home account click on View Details in the Licensed Coach line

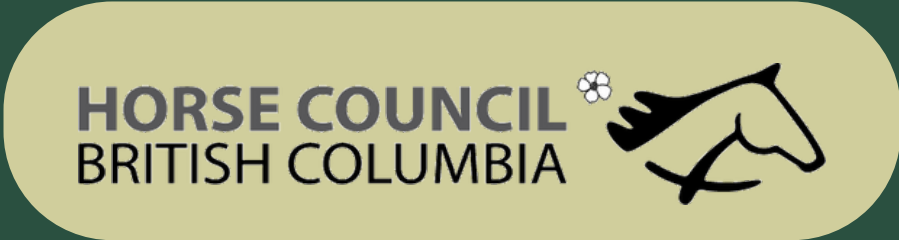
The screenshot shows the 'My Dashboard' page with a navigation bar at the top containing links: DASHBOARD, REDEEM, CATALOG, FIND A COACH, RESOURCES, LOGOUT, FRANÇAIS, and a user profile dropdown labeled 'STUDENT'. The main content area is titled 'My Dashboard' and features a 'LICENCES' section. This section has a table with two columns: 'TITLE' and 'PROGRESS'. The table lists two entries: 'Licenced Coach Status (2021)' and 'Registered Coach Status(2021)'. Both entries show 'In progress' status and 'Enrolled: May 3, 2021'. To the right of each entry is a 'View Details' button. A red arrow points to the 'View Details' button for the 'Licenced Coach Status (2021)' entry. Below the table, there are sections for 'CERTIFICATIONS' (enrolled in 0 programs) and 'E-LEARNING COURSES' (enrolled in 2 courses), each with an 'ADD MORE' button.

TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress Enrolled: May 3, 2021	View Details
Registered Coach Status(2021)	In progress Enrolled: May 3, 2021	View Details

> CERTIFICATIONS ENROLLED IN 0 PROGRAM(S) + ADD MORE

▼ E-LEARNING COURSES ENROLLED IN 2 COURSE(S) + ADD MORE





# How to Complete SafeSport Training Requirements

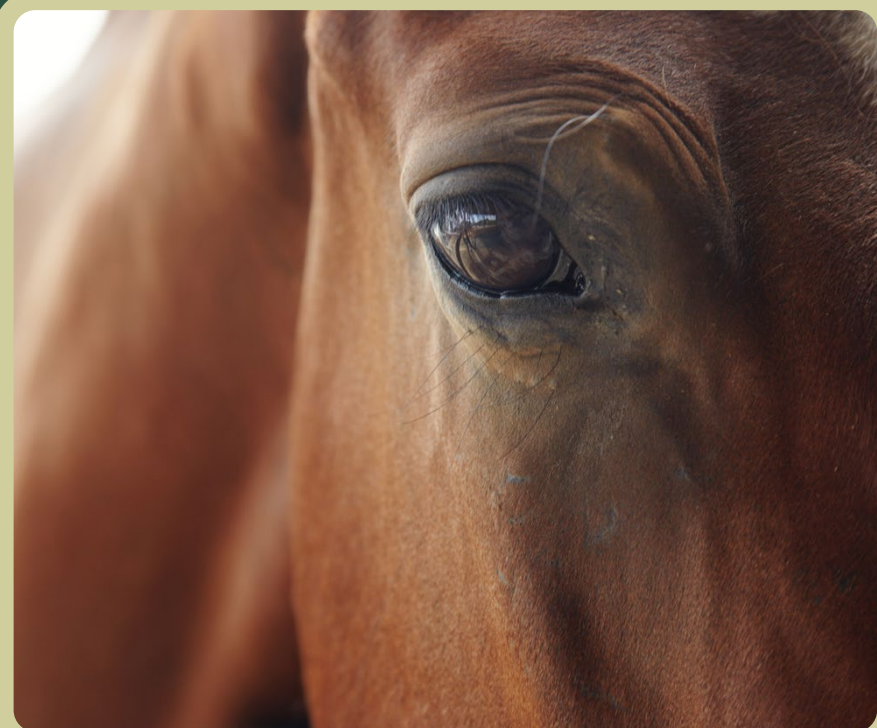
- Click on ENTER COURSE and complete the online Equestrian Canada Concussion Awareness and Fostering Healthy Equestrian Environments training

▼ CONCUSSION EDUCATION - COMPLETE 1 OF 2 COMPLETE A RECOGNIZED CONCUSSION EDUCATION PROGRAM.		
Equestrian Canada: Concussion Awareness	In progress	<a href="#">➔ Enter course</a>
Making Headway in Sport (Multisport)	Pending	<a href="#">📁 Upload</a>



# How to Upload your Documents

- You will be able to manage all your documents in this page



ECAMPUS

DASHBOARD REDEEM CATALOG FIND A COACH RESOURCES LOGOUT FRANÇAIS STUDENT

### Licence programs

#### Licensed Coach Status (2021)

Licensed Coach recognizes coaches with verified experience, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.

To obtain status you must have an active EC Sport Licence and meet the requirements listed below.

**IMPORTANT:** Uploaded documents will not be verified until after payment has been received for your Coach Status application in MyEC.

Date of purchase: n/a  
EC\_UC\_2021-03

Overall Status: In progress

22%

#### Please complete the requirements for each group

CONCUSSION EDUCATION - COMPLETE 1 OF 2 COMPLETE A RECOGNIZED CONCUSSION EDUCATION PROGRAM.		
1 Equestrian Canada: Concussion Awareness	In progress	Enter course
2 Making Headway in Sport (Multisport)	Pending	Pending
CRIMINAL RECORD CHECK - COMPLETE 1 OF 2 SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.		
1 Enhanced Police Information Check (E-PIC)	Completed: May 3, 2021 Expiry: May 3, 2024	
2 Criminal Record Check (if over 21)	Not started	



# How to Upload your Documents

- You will be able to manage all your documents in this page

- Go to Upload Certificates and Documents
- Click on the "add more" button



✓ UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 4 RECORD(S)	+ ADD MORE
COURSE	PROGRESS	APPROVAL STATUS	
Coaching Association of Canada Safe Sport Training	Enrolled: May 18, 2020 Completed: May 18, 2020 Expiry: May 18, 2023	Submitted: May 18, 2020 ✓ VERIFIED	<a href="#">View</a>
NCCP Make Ethical Decisions - Evaluation	Enrolled: Nov 4, 2013 Completed: Nov 4, 2013 Expiry: n/a	Submitted: Nov 4, 2013 ✓ VERIFIED	<a href="#">View</a>
Making Headway in Sport (Multisport)	Enrolled: Aug 23, 2013 Completed: Aug 23, 2013 Expiry: Aug 23, 2016	Submitted: Aug 23, 2013 ✓ VERIFIED EXPIRED	<a href="#">View</a>





# How to Upload your Document



- Put in the date you completed the requirement
- Put in the organization name of the provider (ie Red Cross)
- Choose what requirement the document verifies
- Put in the complete date
- If there is an expiry date enter it
- Choose the document file on your hard drive to upload it
- Click on save
- Repeat this process for additional uploads

## New Custom training record

Enrolled	<input type="text"/>	NOTE: For documents use the received/processing date. If unknown use the completed date here as well.
Organization	<input type="text"/>	
This upload matches the requirement for:	<input type="text" value="Choose a course"/>	
Completed	<input type="text"/>	
Expiry	<input type="text"/>	Leave blank for never
Certificate	<input type="button" value="Choose File"/> No file chosen	Must be PDF, JPG, or PNG

Save

Cancel



# How to Complete your Background Check

- If you have done a Criminal Record Check less than 3 years ago through the RCMP

▼ CRIMINAL RECORD CHECK - COMPLETE 1 OF 2  
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

Enhanced Police Information Check (E-PIC)	Not started	Upload
Criminal Record Check (Level 2)	Not started	Upload

- Fill in the information, click on Choose File and Save to submit to your account.

**New Custom training record**

Enrolled  NOTE: For documents use the received/processing date. If unknown use the completed date here as well.

Organization

This upload matches the requirement for: Criminal Record Check (Level 2)

Completed

Expiry  Leave blank for never

Certificate  No file chosen Must be PDF, JPG, or PNG



# How to Complete your Background Check

- If you DO NOT have a Criminal Record Check done less than 3 years ago through the RCMP

✓ STEP 4: CRIMINAL RECORD CHECK - COMPLETE 1 OF 2  
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

Enhanced Police Information Check (E-PIC)	Not started	Upload
Criminal Record Check (Level 2)	Not started	Upload

- Click on the Sterling Link

✓ STEP 4: CRIMINAL RECORD CHECK - COMPLETE 1 OF 2  
SUBMIT A VALID ENHANCED POLICE INFORMATION CHECK (E-PIC) OR EQUIVALENT CRIMINAL RECORD CHECK.

Enhanced Police Information Check (E-PIC)	Not started	Upload
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Completing this background check to meet all requirements except initial vulnerable sector search. If you were born after January 1, 1986 this is the only background check you need.  
To request your check, please go to <https://pages.sterlingbackcheck.ca/landing-pages/e/equestrian-canada-equestre-2/>

About the E-PIC  
The Enhanced Police Information Check (E-PIC) was created to provide Sterling Backcheck's clients with an unprecedented scope of conviction and selected non-conviction information. Managers using E-PIC in support of their hiring decisions can be assured they are receiving a thorough and consistent criminal screening process for each and every applicant.





## How to Complete your Background Check

- If you DO NOT have a Criminal Record Check done less than 3 years ago through the RCMP
- Click on the Sterling Link and start your Check



### Sterling Backcheck Global Background Screening Partner for Equestrian Canada Équestre

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

Start My Check!

🔒 This page uses https protocol and is secure.

### Sterling Backcheck Partenaire mondial de vérifications d'antécédents de Equestrian Canada Équestre

Pour commencer, s'il vous plaît cliquez sur le bouton ci-dessous et suivez les instructions à l'écran.

Démarrer ma vérification

🔒 Cette page utilise le protocole https et est sécurisée.



# How to Complete your Background Check

- If you DO NOT have a Criminal Record Check done less than 3 years ago
- Also referred to as EPIC (enhanced police information check)



**myBackCheck.com**  
Order • Store • Manage & Share your background check  
myBackCheck.com Registration

[About](#) | [FAQ](#) | [Contact](#) | [Français](#)

Company : Equestrian Canada Équestre  
Location : Headquarters  
Role : Org Paid - Enhanced Police Information Check (E-PIC)

**New to myBackCheck.com?**  
Please complete and submit the following form to advance to registration and begin your check.

**Register Here**

**Already a myBackCheck.com account holder?**  
If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

**Login (for Account Holders)**

User Name  Password

[Trouble logging in?](#)

**Login**

Click here if you do not have an account yet, fill out the information on next page and click on register, and validate your account through the email you received.

Login if you already have an account with sterling.

Powered by Canada's Largest Background Checking Company

Checkwell Decision Corporation © 2011 All Rights Reserved [Privacy Policy](#)

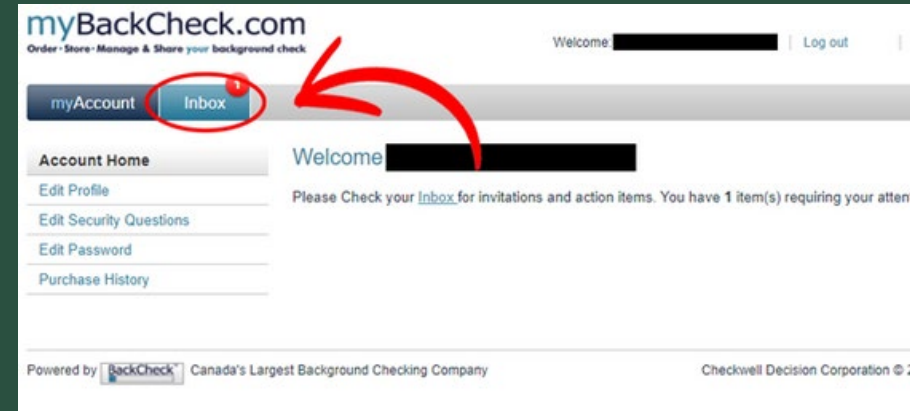




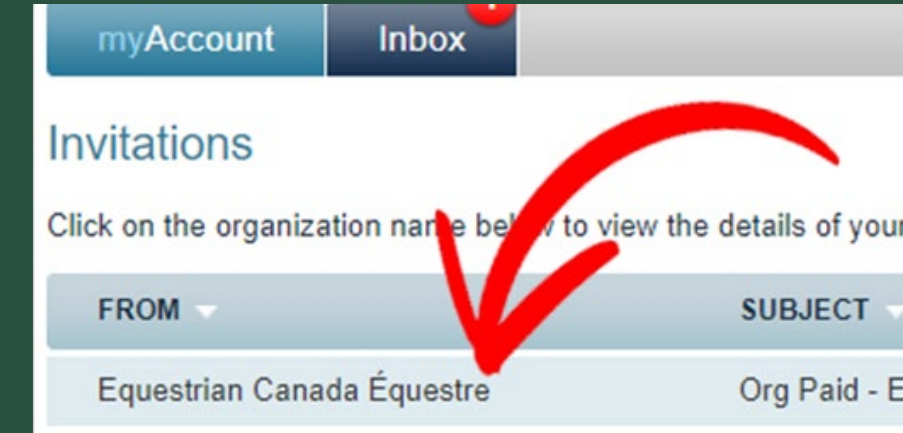
# How to Complete your Criminal Record Check

- If you DO NOT have a Criminal Record Check done LESS THAN 3 YEARS ago

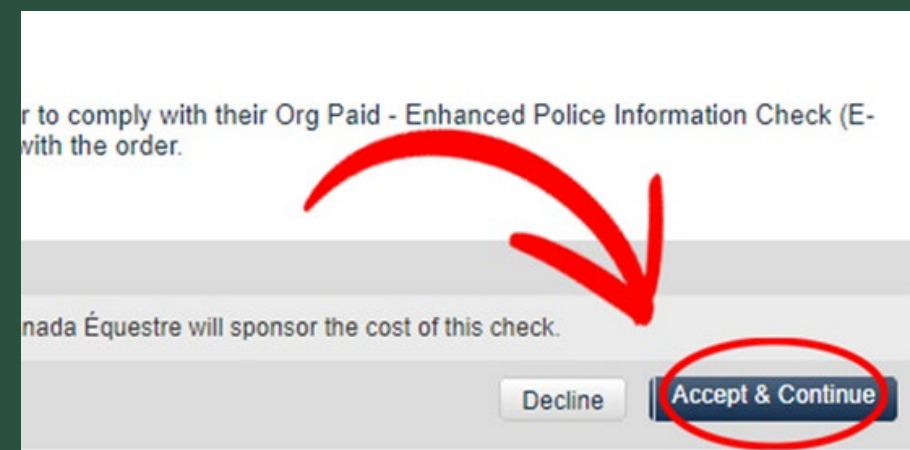
STEP 1: Click on Inbox



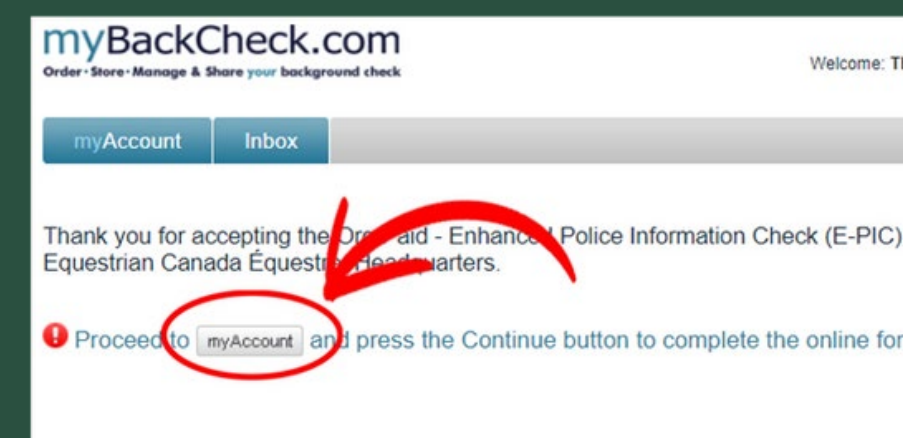
Step 2: Click on  
Equestrian Canada  
Equestre



STEP 3: Click on  
Accept and Continue



Step 4: Click on my  
account







## How to Complete your Criminal Record Check

- If you DO NOT have a Criminal Record Check done LESS THAN 3 YEARS ago

Click on Continue

STATUS	DATE COMPLETED	REQUESTING ORGANIZATION	
Requires Action		Equestrian Canada Équestre	<a href="#">Continue</a>

Fill out the information required and click on Save and Continue to Step 2

[Save & Continue to Step 2](#)

STEP 3: Click on Accept and Continue

[Continue to Identity Challenge Questions](#)

Once you have answered all of the questions and finalize your application, it usually takes around 4 hours to receive an email with your results.



## How to Complete your Criminal Record Check

- Click on the link you recieved in your email and login.
- Click on View and Share

Ensure that you share your results with Horse Council BC  
and click on Share Check

& Share button to share with other organizations.

REQUESTING ORGANIZATION

Equestrian Canada Équestre

[view&Share](#)

If you were invited to complete this check by an organization, your check has automatically been shared with that organization and no action is required. Please see your sharing history below to confirm.

Type the name of the organization in the box below:

Equestrian Canada Équestre, Alberta Equestrian Federation

Select your role with the organization:

Appy Paid - Enhanced Police Information Check (E-PIC)

☒ I hereby grant and acknowledge Equestrian Canada Équestre, Alberta Equestrian Federation to have access to view results of my check(s).

Send a personal message (optional):

[Share Check!](#)

Can't find your organization? [Click here to invite them](#)  
If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!

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BRITISH COLUMBIA

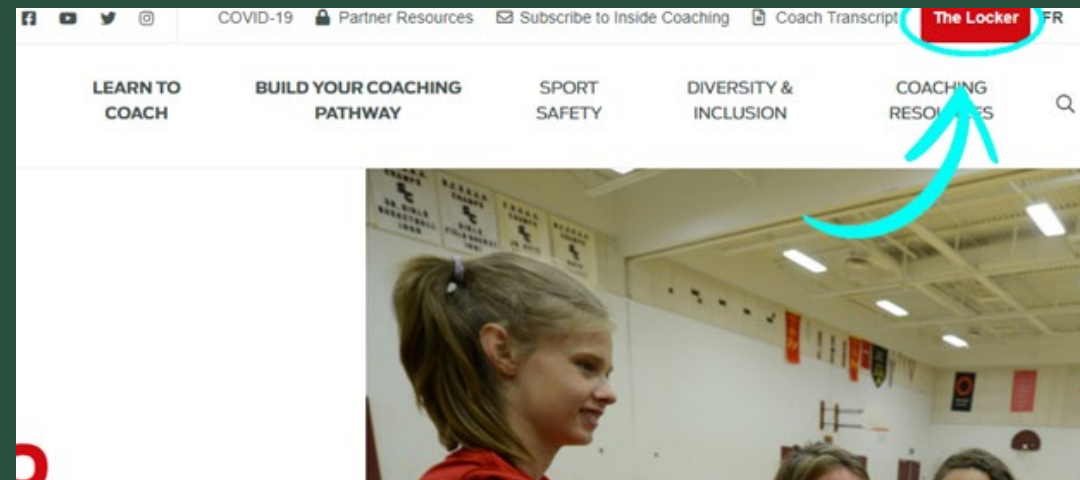


- This is where the Make Ethical Decisions training and online evaluation can be accessed.

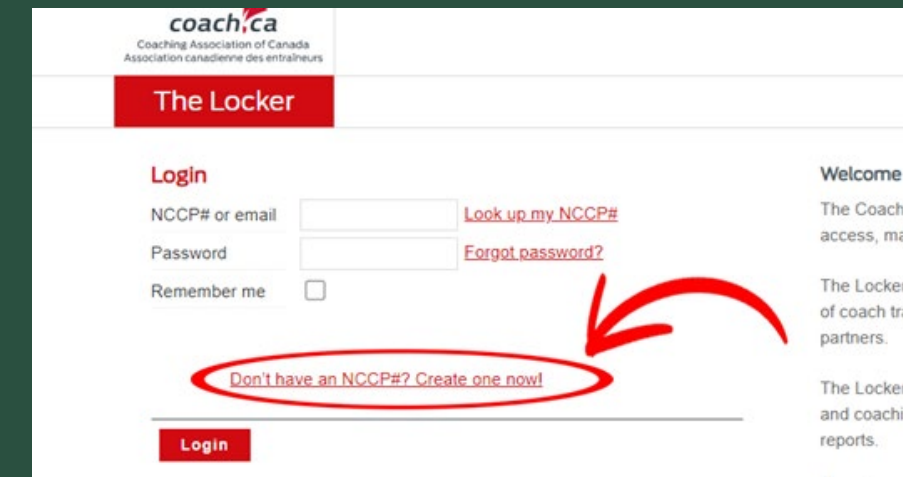


## How to Set up your Locker Account

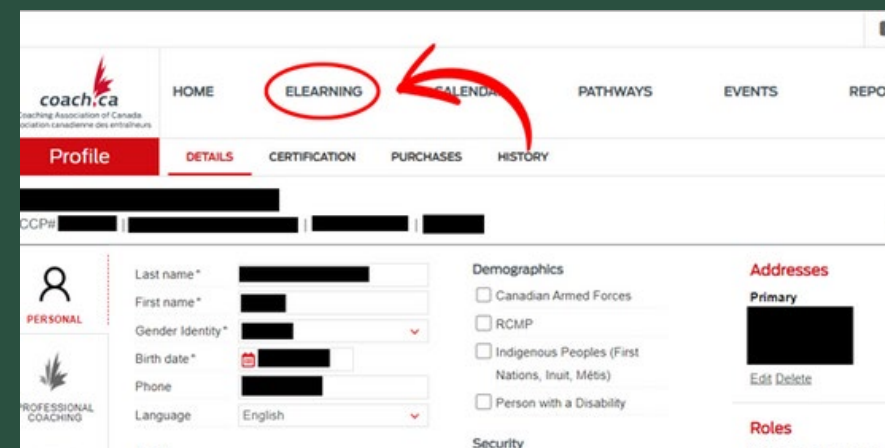
Go to  
[www.coach.ca](http://www.coach.ca)  
and click on the  
"Locker" link (top  
right)



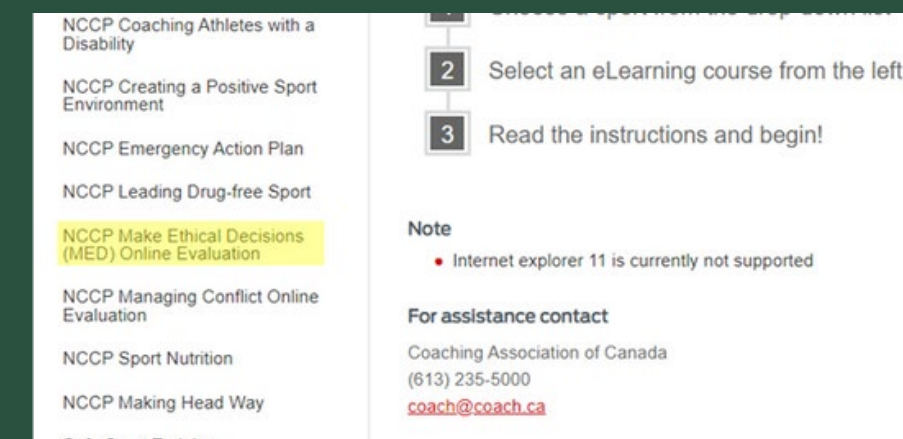
Step 2: Create an  
account



Step 3: Click on  
ELearning



Step 4: Complete the  
Make Ethical Decisions  
online Evaluation.  
Training is also  
available


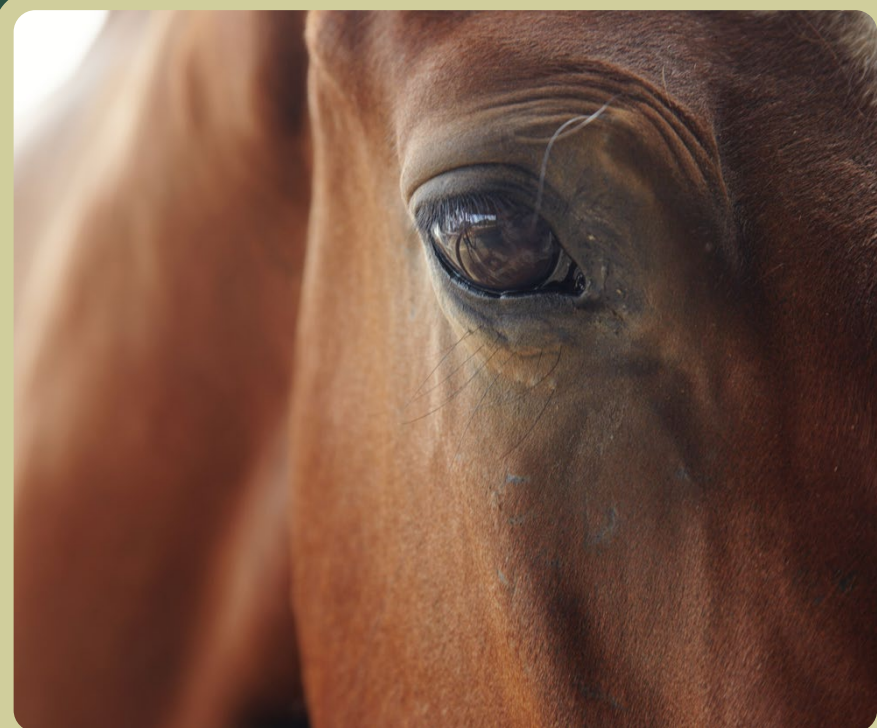




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If you need any document,  
templates or forms you can go to  
Resources and access the  
materials there




CAMPUS

DASHBOARD REDEEM CATALOG FIND A COACH RESOURCES LOGOUT FRANÇAIS

## Coach Status Forms, Templates and Support Documents



**Certificate of Insurance**  
Added: Jan 26, 2022 (372.8 KB)  
Form to be completed by your insurance broker  
[Download](#)



**Coach Status Facility Acknowledgment Insurance**  
Added: Feb 7, 2022 (185.3 KB)  
Acknowledgement of Insurance Coverage for coaches employed at a facility  
[Download](#)



- When you have uploaded all of the required documents, completed the mandatory training, completed your EPIC check and have paid the appropriate fee your application is complete.
- At this time your application and components will be verified by EC
- Once verified you will receive an email from EC confirming your Registered Status.



- Equestrian Canada does not share your status or uploads with Horse Council BC.
- When you have obtained your Licensed status please notify [coaching@hcbc.ca](mailto:coaching@hcbc.ca) so that your record can be noted on the HCBC database.
- Remember that EC allows 60 days for you to start and complete your application
- Contact [coaching@equestrian.ca](mailto:coaching@equestrian.ca) with any questions specific to obtaining Registered Status.
- Be sure to leave yourself plenty of time to submit and complete your purchase of Licensed Coach status
- **IMPORTANT;** Licensed status does not imply or give Equestrian Canada Coaching or Instructor certification. Licensed status holders must also be EC Certified to deliver any EC Programs.



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For more information about obtaining Equestrian  
Canada certification please contact  
[coaching@hcbc.ca](mailto:coaching@hcbc.ca)

HCBC administers the Equestrian Canada English,  
Western and Drive Instructor, Competition Coach  
and Competition Coach Specialist certifications  
Contact Equestrian Canada for information  
regarding High Performance Coach Certification.



