



I would like to inform you that Tennis Canada will provide you with equivalency for Tennis Canada's entry level Instructor course. This means that you will receive your Instructor certificate after (1) attending a half-day mini course and (2) successfully completing the on-line NCCP Make Ethical Decisions evaluation (see attached). You will be able to proceed to the Club Pro 1 Level once you meet these two requirements. Please contact Jay Neill at Ontario Tennis Association to register: 416-514-1103.

Please note: there are two requirements for maintaining active status of certification:

1. Maintain membership in Tennis Canada's Tennis Professionals Association (TPA):
All Instructors/Coaches/Pros are required to be a member of the TPA. Please use the following link to sign up as member of the TPA:
http://www.tenniscanada.ca/tennis_canada/TPA/secure/members_entry2.aspx?enc=8N6LV4G9xa4U7vLyUfN7osC+1udz5UERb3qN0Ikk3Oc0wMVYQoBPD1ylWawqWddKY/lmbArArGd62oADEL5vFRfHX4ye2t3HdLL7M/H1+1XHmp0QnstdiTh6OriQtgcTBEAX+TwtNYoAaQeYCeRrA==
2. Ongoing Professional Development. Since 1994, Tennis Canada's policy has been that all certified individuals attend a Professional Development opportunity. This opportunity can include: the next level of technical certification; coaching conference; re-certification day; and in certain cases, auditing a previously attended certification course

Please use the following link to obtain the information about Tennis Canada's "Equivalency and Acceleration Clause" as well as some additional information about the certification program.

<http://www.tpacanada.com/sites/default/files/Equivalency%20and%20Acceleration%20Clause.pdf>

If you have any questions, please do not hesitate to call me at 416-650-7940, 1-800-263-9039 ext. 7940 or email: anovick@tenniscanada.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Ari Novick".

Ari Novick
Director, Coaching Department
TENNIS CANADA

c.c. Jay Neill – OTA

Equivalency Requirement: NCCP Make Ethical Decisions Evaluation

All Coaches and Pro's who meet the requirements for Equivalency for the Instructor Level will be required to pass the on-line evaluation module – “Make Ethical Decisions” - prior to receiving Instructor Certification. **This is a mandatory requirement for certification.** You can access the online evaluation as follows:

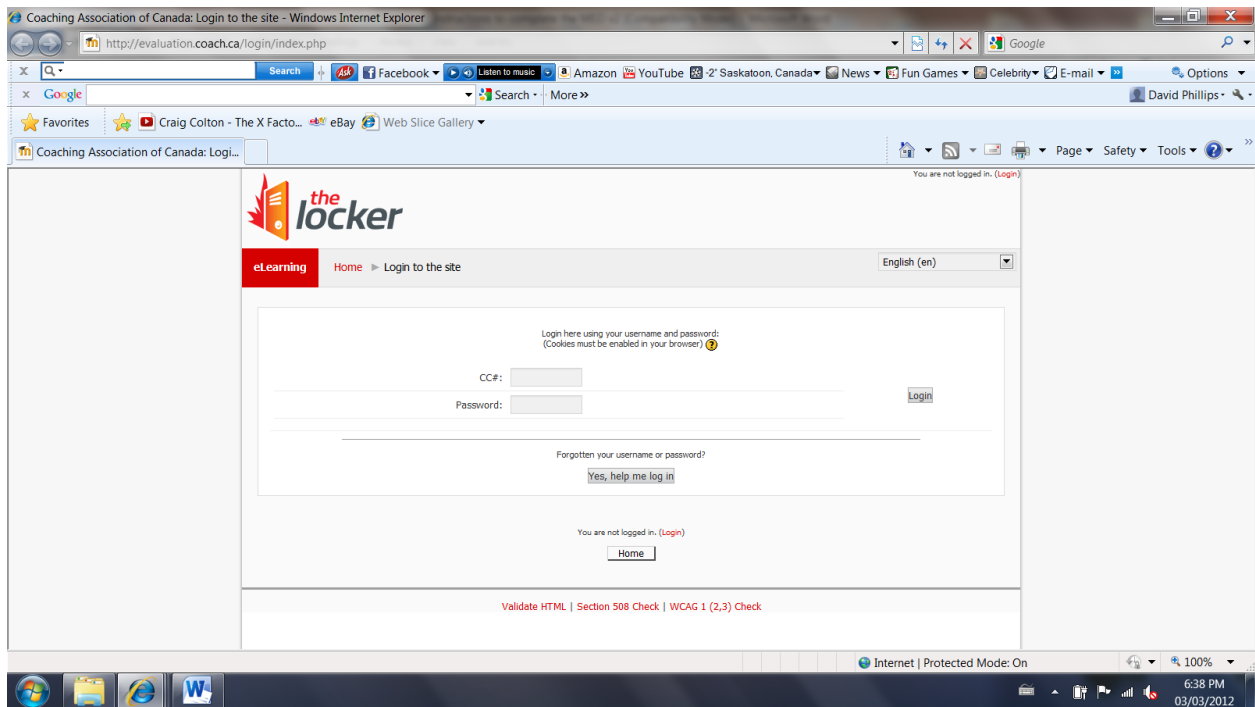
Before you start the evaluation, you will need:

- **Your CC number** – Please put this CC# in a safe place as you will require this number in order to take your on-line evaluation and it will be your NCCP passport number used in future certification.
- You will use this CC Number and password received in the email from Coaching Association of Canada (CAC) to log into the MED on-line evaluation by clicking on the link below:

Please visit the Coaching Association webpage <http://www.coach.ca/elearning-s13846> for information on completing your MED evaluation. Clicking on this link will take you to the following page.

The screenshot shows a web browser window displaying the Coaching Association of Canada's eLearning page. The page title is "eLearning | Coaching Association of Canada - Windows Internet Explorer". The address bar shows the URL "http://www.coach.ca/elearning-s13846". The page content includes a navigation bar with "Home", "NCCP Training", and "eLearning". Below this, there is a section titled "eLearning" with a description: "Below is a list of the eLearning evaluations and pre-workshop sessions delivered by the CAC. You have been directed here by your sport because you are required to complete one of these. Scroll down to see the complete list of available eLearning products." A note states: "When you click on any of these links you will be prompted for your CC# and password. If you do not have a CC#, or do not remember it or your password, please contact coach services at coach@coach.ca for help." The main content area features a section titled "Make Ethical Decisions Online Evaluation" with the text: "There are currently two versions of this evaluation. Your sport should have made it clear which one you need to take, but, if uncertain, please confirm with your sport. If you are taking this evaluation as part of a Community Sport program then you want the Make Ethical Decisions Online Evaluation: Community Sport (see this list for Community Sport programs that don't have the word 'community' in them)." Below this, it says: "If you are not taking this evaluation as part of a Community Sport program then you want the Make Ethical Decisions Online Evaluation: Competition - Introduction." There are two links: "Make Ethical Decisions Online Evaluation: Competition - Introduction" and "Make Ethical Decisions Online Evaluation: Community Sport". At the bottom of the page, there is a link for "Developing Athletic Abilities". On the right side of the page, there is a sidebar with several promotional banners. The top banner is for "RICHMOND, B.C." and says "Don't miss the largest annual gathering of sport and tourism professionals in Canada this April!" with a "CLICK HERE TO REGISTER" button. Below that is a "Check Your NCCP Certification" button, a "Make Ethical Decisions" button, and a "Win \$1500 for your sport!" button. The bottom banner is titled "Have your say!" and asks "As a new coach, what information would you find most useful?" with three radio button options: "Information on taking a coaching workshop", "Examples of activities/games", and "Information on how to run a practice". There is also a link to "Links to useful coaching resources". At the bottom of the sidebar, there is a "VOTE NOW" button and a link to "view results without voting". The browser's taskbar at the bottom shows the time as 6:35 PM on 03/03/2012.

The evaluation you should take is the [Make Ethical Decisions Online Evaluation: Competition - Introduction](#) active link. Clicking on this link will take you to the following page for you to log in using your CC# and password in order to begin the evaluation:



To better prepare for the "Make Ethical Decisions" on-line evaluation, we suggest the following:

- Contact Joan Leung at: 416-650-7938 or 1-800-269-9039 ext. 7938 or jleung@tenniscanada.com for an electronic version of the following resource material
 - NCCP MED Reference Guide
 - NCCP MED Coach Workbook
- Go online (as per above) and take the practice evaluation.
 - If you are successful then we suggest that you attempt the evaluation.
 - If you are not successful, we suggest that you do additional preparation with the resource materials or attend the "Make Ethical Decisions" module, which is given as part of the Instructor Course. Contact your Provincial Tennis Association to find out specifically when the ethics module will be offered and the cost of attending.

Please be advised:

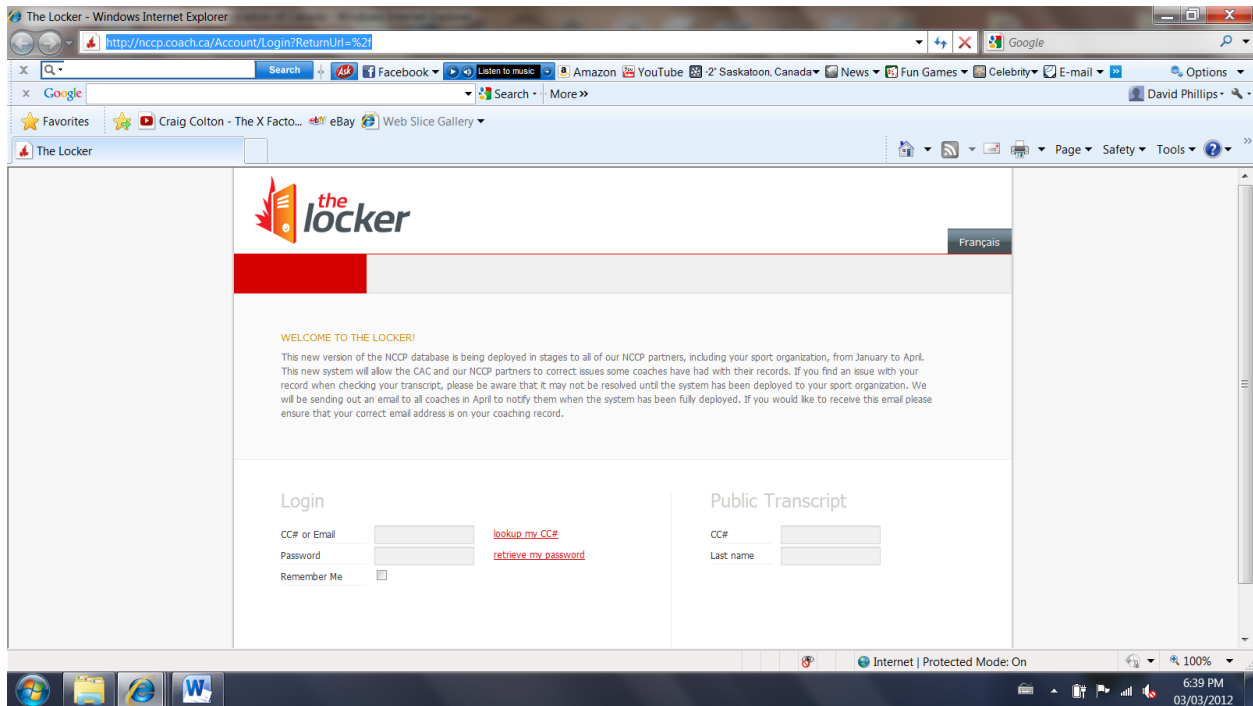
- There is no charge for the first two attempts of the evaluation.
- The evaluation can take at least an hour to complete. You may quit the application in order to continue when it's more convenient without losing your place.

- The application only allows two attempts at successfully completing the evaluation. If both attempts are unsuccessful, you will be required to participate in a Make Ethical Decisions module in order to access the on-line evaluation for another two attempts.

Once you have successfully completed the on-line evaluation, your file on the NCCP Database will be automatically updated. To view your transcript on-line, please visit:

<http://nccp.coach.ca/Account/Login?ReturnUrl=%2f>

Login using the same username and password you used to access the on-line evaluation.



If you experience any technical difficulties, please email coach@coach.ca.

Please contact Joan Leung at: 416-650-7938 or 1-800-269-9039 ext. 7938 or jleung@tenniscanada.com if you have any further questions.