



I would like to inform you that Tennis Canada will provide you with equivalency for Tennis Canada's entry level Instructor course and allow you to bypass the Club Pro 1 course and will accelerate you into the Coach 2 and Club Pro 2 Certification Program. 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 also be allowed to bypass the Club Pro 1 course by attending an additional half-day mini course; however, you will not receive credit for it until you successfully complete and pass the Coach 2 or Club Pro 2 course.

Please contact the Ontario Tennis Association to get a schedule of the Instructor & Club Pro 1 mini courses as well as a schedule for the next Club Pro 2 course. Please contact Jay Neill at Ontario Tennis Association to register: 416-514-1103. The present Coach 2 course will be finished in December 2011. The next one will be coming up in Fall 2012. Please contact Joan Leung at: 416-650-7938 or jleung@tenniscanada.com to put you on the waiting list.

Please contact the Federation Quebecoise de Tennis to get a schedule of the Instructor & Club Pro 1 mini courses as well as a schedule for the next Club Pro 2 course. Please contact **Francoise Giguere at Federation Quebecoise de Tennis to register: 514-270-6060**. The present Coach 2 course will be finished in December 2009. The next one will be coming up in 2010. Please contact Joan Leung at: 416-650-7938 or jleung@tenniscanada.com to put you on the waiting list.

Please note that there are two additional 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+1udz5UERb3qN0Ikk3Oc0wMVYQoBPD1yIWawqWddKY/IimbArArGd62oADEL5vFRfHX4ye2t3HdLI7M/HI+1XHmp0QnstdiTh6QriQtgcTBEAX+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.

Sincerely,

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

Ari Novick
Director, Coaching Development
Tennis Canada

c.c. Jay Neill – Ontario Tennis Association
Francois Giguere – Federation Quebecoise de Tennis

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:

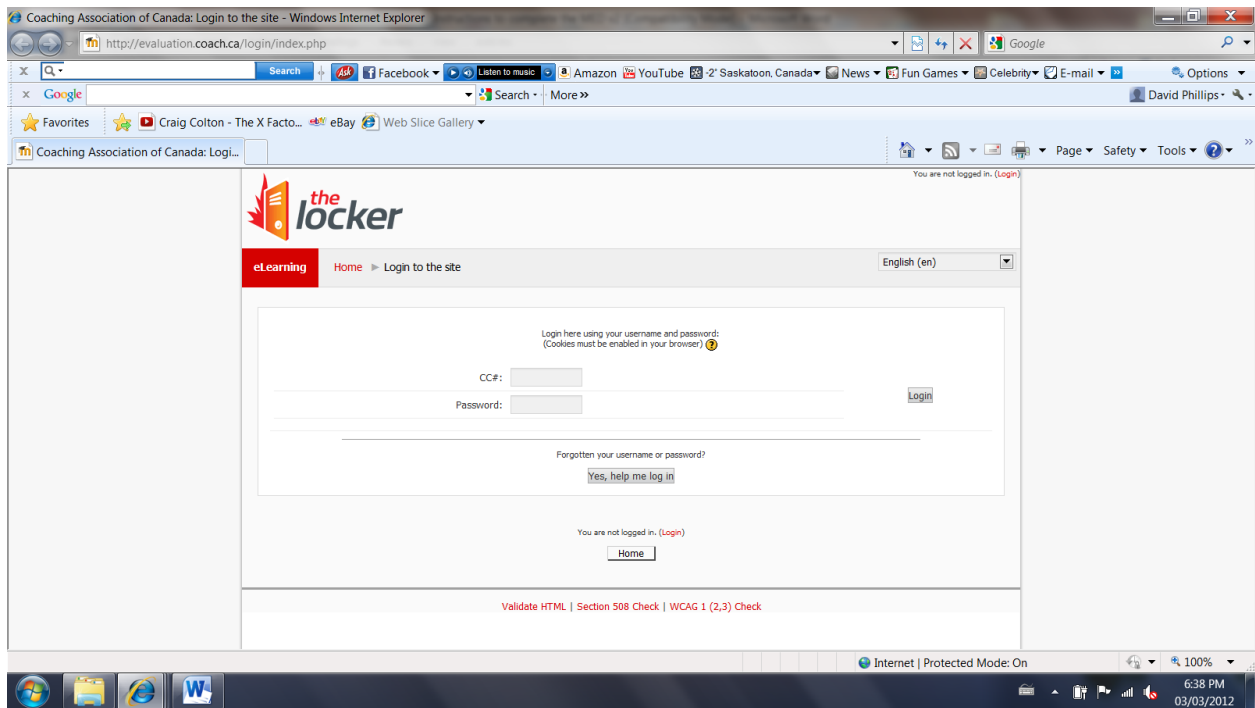
Before you start the evaluation, you will need:

- **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 menu with "Home", "NCCP Training", and "eLearning". Below the navigation, there are social media sharing options for Facebook (40 likes), Twitter (0 tweets), and a share button (11 shares). The main heading is "eLearning", followed by a paragraph explaining that the page lists eLearning evaluations and pre-workshop sessions delivered by the CAC. A section titled "Make Ethical Decisions Online Evaluation" provides instructions on how to access the evaluation, including a note about the need for a CC# and password. Below this, 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 section titled "Developing Athletic Abilities". On the right side of the page, there is a sidebar with several promotional banners, including one for a "Don't miss the largest annual gathering of sport and tourism professionals in Canada this April!" with a "CLICK HERE TO REGISTER" button, and another for "Check Your NCCP Certification". There is also a "Have your say!" poll with radio button options for different types of coaching resources.

The evaluation you should take is the [Make Ethical Decisions Online Evaluation: Competition - Introduction](#). 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:

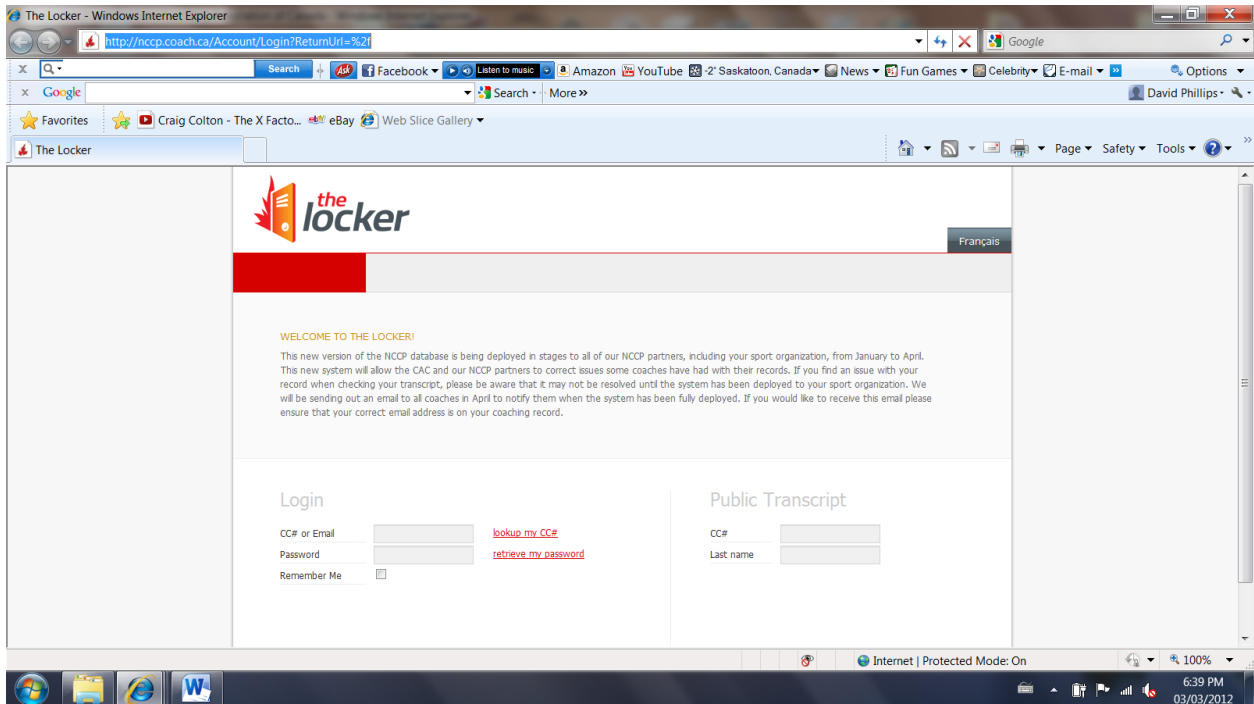
- There is no charge for the first two attempts of the evaluation.
- The evaluation can take at least an hour to complete. You may quit the application in order to continue when it's more convenient without losing your place.

- 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.