



I would like to inform you that Tennis Canada will provide you with equivalency for Tennis Canada's entry level Instructor course and will accelerate you into the Coach 3 of the 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 be allowed to bypass the previous technical courses; however it does not give you credit for them. Upon successful completion of all Level 3 course evaluations, you will receive credit for all previous levels.

In addition to the ½ day mini-course for the Instructor level, you will also be required to attend ½ day mini-course for the Club Pro 1 course. Please contact **Federation Quebecoise de Tennis at: 514-270-6060 Ontario Tennis Association at: 416-514-1103** to get a schedule of the Instructor & Club Pro 1 mini courses. Please find attached the flyer and registration form for the upcoming Coach 3 course.

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+1udz5UERb3qN0Ikk3Oc0wMVYQoBPD1ylWawqWddKY/IimbArGd62oADEL5vFRfHX4ye2t3HdL17M/H1+1XHmp0QnstdiTh6OriQtgcTBEAX+TwtNYoAaQeYCeRrA==](http://www.tenniscanada.ca/tennis_canada/TPA/secure/members_entry2.aspx?enc=8N6LV4G9xa4U7vLyUfN7osC+1udz5UERb3qN0Ikk3Oc0wMVYQoBPD1ylWawqWddKY/IimbArGd62oADEL5vFRfHX4ye2t3HdL17M/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 416-665-9777 ext. 7940.

Sincerely,

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

Ari Novick  
Director, Coaching Development  
Tennis Canada

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

## 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 Windows Internet Explorer browser window displaying the eLearning page for the Coaching Association of Canada. The address bar shows the URL <http://www.coach.ca/elearning-s13846>. The page content includes:

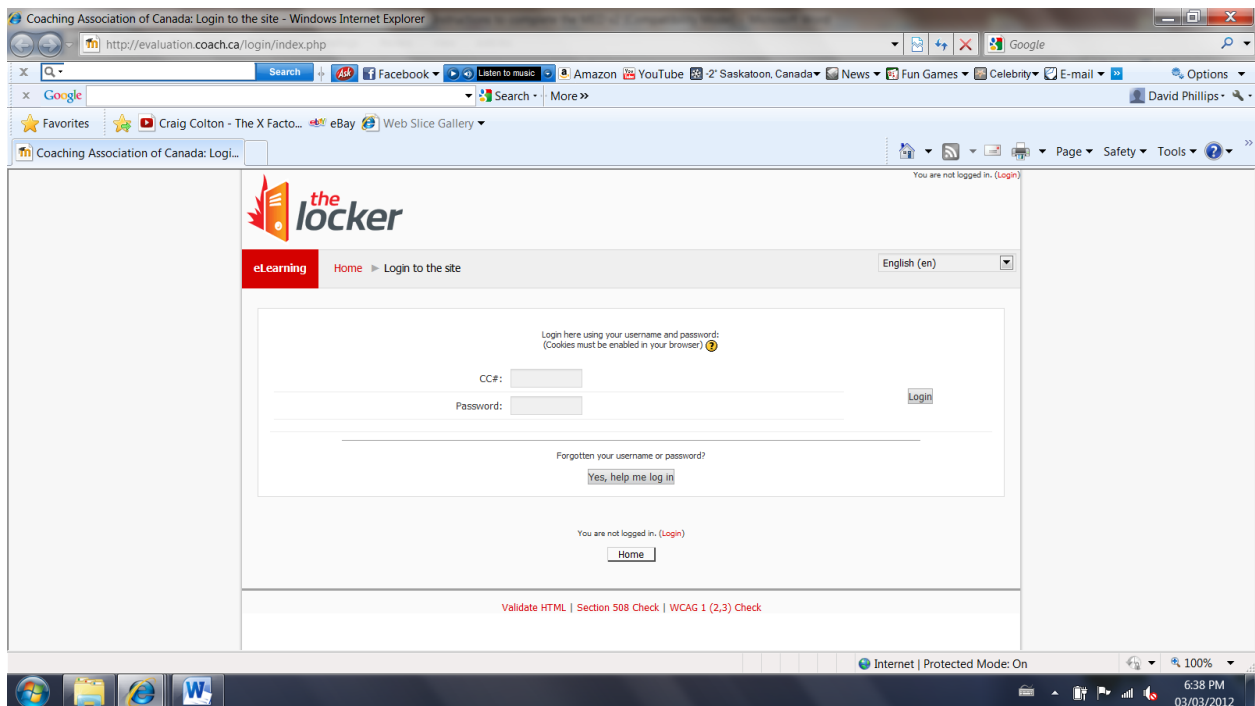
- A breadcrumb trail: Home > NCCP Training > eLearning.
- A social media sharing bar with Like (40), Tweet (0), and Share (11) buttons.
- The heading "eLearning" followed by a paragraph: "Below is a list of the eLearning evaluations and pre-workshop sessions delivered by the CAC. You have been directed 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 paragraph: "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](mailto:coach@coach.ca) for help."
- The heading "Make Ethical Decisions Online Evaluation" followed by a paragraph: "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)."
- A paragraph: "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."
- Two links: [Make Ethical Decisions Online Evaluation: Competition - Introduction](#) and [Make Ethical Decisions Online Evaluation: Community Sport](#).
- The heading "Developing Athletic Abilities" at the bottom.

On the right side of the page, there is a sidebar with several promotional banners and a poll:

- A banner for "RICHMOND, B.C." with the text: "Don't miss the largest annual gathering of sport and tourism professionals in Canada this April!" and a "CLICK HERE TO REGISTER" button.
- A button: "Check Your NCCP Certification".
- A button: "Make Ethical Decisions".
- A button: "Win \$1500 for your sport!".
- A poll titled "Have your say!" with the question: "As a new coach, what information would you find most useful?" and three radio button options: "Information on taking a coaching workshop", "Examples of activities/games", and "Information on how to run a practice". There are also "LINKS TO USEFUL COACHING RESOURCES" and a "VOTE NOW" button.

The browser's taskbar at the bottom shows the system tray with the time 6:35 PM and date 03/03/2012.

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](mailto: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.

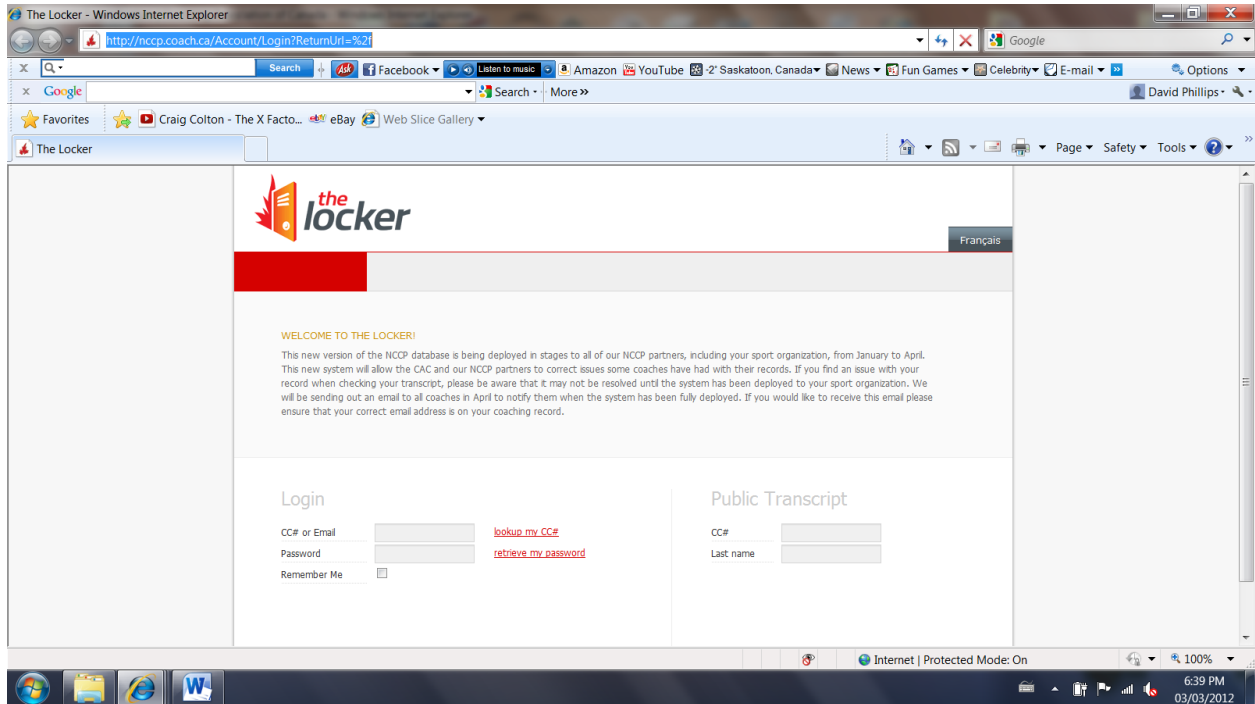
Please be advised:

- 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](mailto:coach@coach.ca).

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