## Instructions to Complete the Make Ethical Decision (MED) on-line

All Coaches and Pro's will be required to pass the on-line evaluation module – "Make Ethical Decisions". **This is a mandatory requirement for certification.** You can access the on-line evaluation as follows:

Before you start the evaluation, you will need:

- 1. 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.
- 2. You already received an email, in both languages, that provides you with your CC#, password, and instructions on accessing the NCCP database. Sometimes this email can be caught in a "junk" or "spam" folder, so if you has not received this e-mail, please check those folders first. If you still cannot find that email, you should contact <u>coach@coach.ca</u> and indicate "TENNIS COMP INT MED" in the subject line.
- 3. You will use this CC Number and password received in the email from the Coaching Association of Canada (CAC) to log into the MED on-line evaluation by clicking on the link below:

http://www.coach.ca/elearning-s13846

This will bring you to the NCCP Training eLearning webpage.



Scroll down the page and click on the <u>Make Ethical Decisions Online Evaluation</u>: <u>Competition Introduction</u> active link

Make Ethical Decisions Online Evaluation: Competition - Introduction

This will take you to the login page:

http://evaluation.coach.ca/login/index.php

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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



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

If you experience any technical difficulties, please email Joan Leung at: <u>jleung@tenniscanada.com</u>.

4. After you have completed the evaluation, **please print the Results Summary webpage** which indicates your successful completion of the module. Bring this hard copy to the 2<sup>nd</sup> weekend of your course and hand in to the Course Facilitator. In addition, please email this page to your Provincial Association Contact Person in charge of the Coaching Certification Program.