

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 contact Francoise Giguere at Federation Quebecoise de Tennis to register: 514-270-6060.

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+Iudz5UERb3qN0Ikk3Oc0wMVYQoBPD1yWawqWddKY/IimbArArGd62oADEL5vFRfHX4ye2t3HdLI7M/H1+1XHmp0QnstdiTh6QriQtgcTBEAX+TwtNYoAaQeYCeRrA==](http://www.tenniscanada.ca/tennis_canada/TPA/secure/members_entry2.aspx?enc=8N6LV4G9xa4U7vLyUfN7osC+Iudz5UERb3qN0Ikk3Oc0wMVYQoBPD1yWawqWddKY/IimbArArGd62oADEL5vFRfHX4ye2t3HdLI7M/H1+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, 1-800-263-9039 ext. 7940 or email: [anovick@tenniscanada.com](mailto:anovick@tenniscanada.com).

Sincerely,



Ari Novick  
Director, Coaching Department  
TENNIS CANADA

c.c. Jay Neill – OTA  
c.c. Francoise Giguere - QTF

## 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:

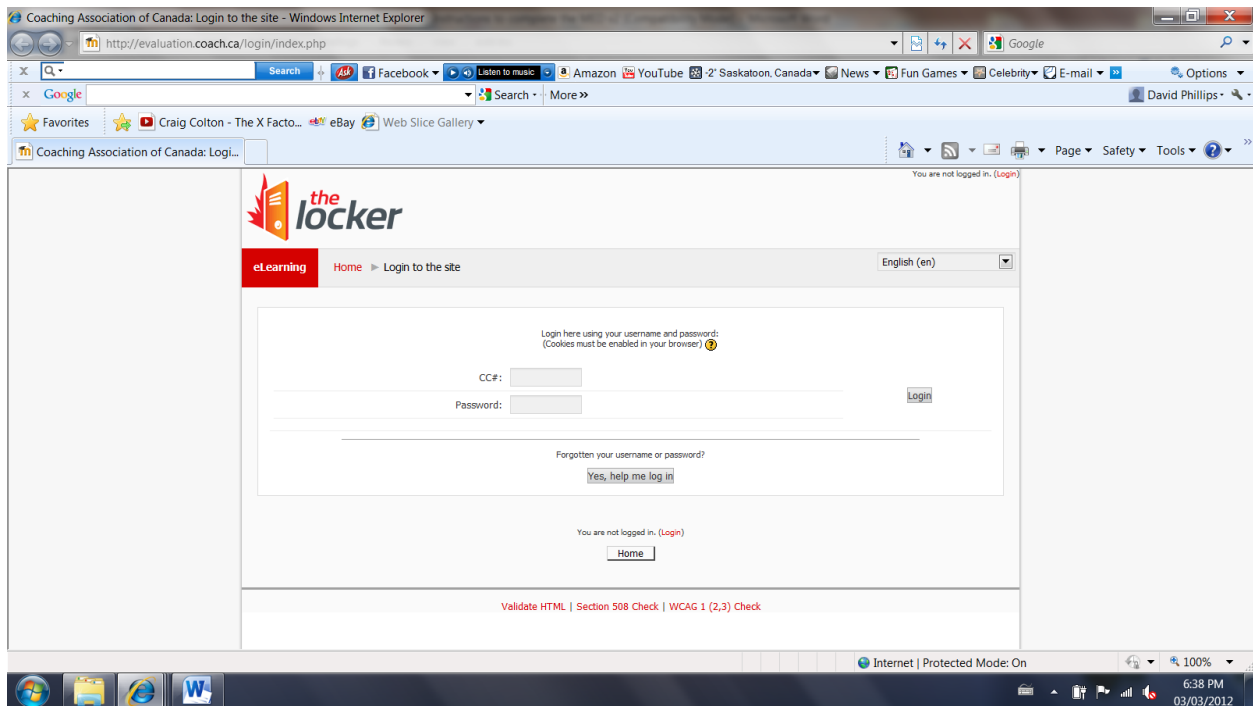
Before you start the evaluation, you will need:

- **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 » eLearning" and social media sharing options (Like, Tweet, Share). The main heading is "eLearning", followed by a paragraph explaining that the page lists eLearning evaluations and pre-workshop sessions delivered by the CAC. Below this, there is a section titled "Make Ethical Decisions Online Evaluation" with a sub-heading "Community Sport". The text explains that there are two versions of the evaluation and provides instructions on how to access them. A link is provided for "Make Ethical Decisions Online Evaluation: Competition - Introduction". At the bottom of the page, there is a section for "Developing Athletic Abilities". On the right side of the page, there are several promotional banners, including one for "Don't miss the largest annual gathering of sport and tourism professionals in Canada this April!" and another for "Have your say!" with a poll question: "As a new coach, what information would you find most useful?". The poll options are: "Information on taking a coaching workshop", "Examples of activities/games", "Information on how to run a practice", and "Links to useful coaching resources". The poll has a "VOTE NOW" button and a link to "view results without voting". 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 [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:

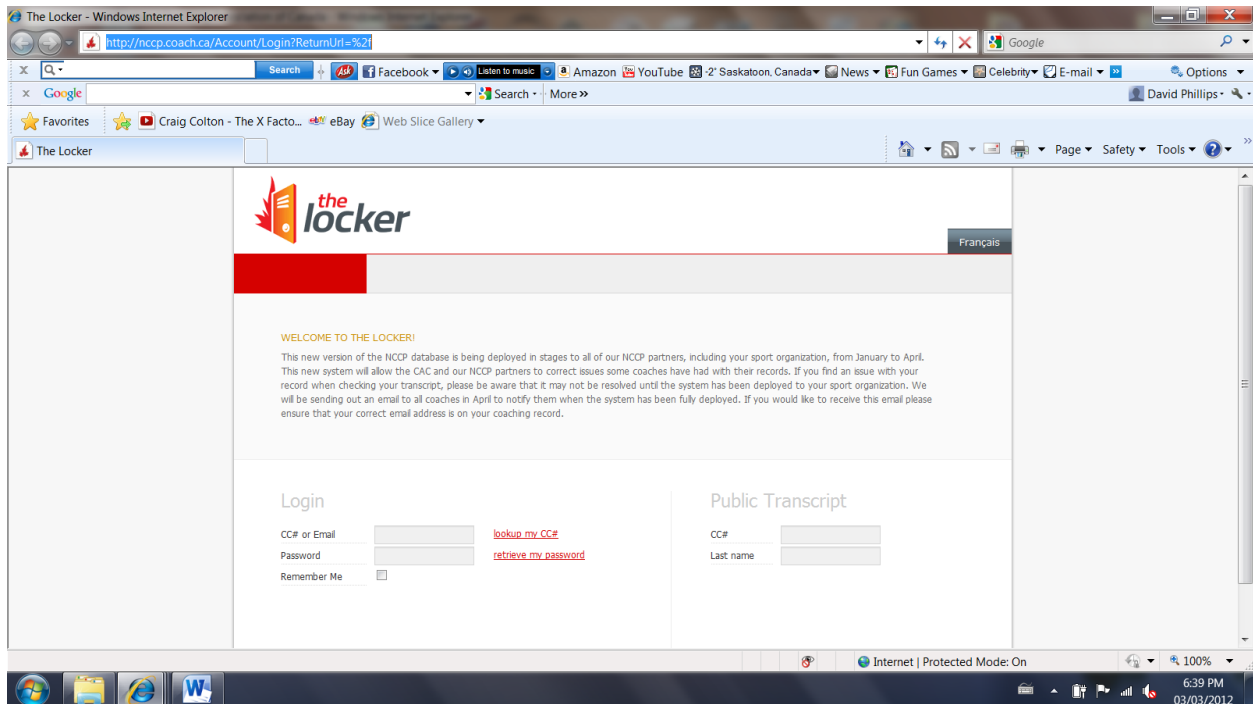
- There is no charge for the first two attempts of the evaluation.
- The evaluation can take at least an hour to complete. You may quit the application in order to continue when it's more convenient without losing your place.

- 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.