

# Using the Coaches Association of Canada – Locker

## Maintenance of Certification Check and Self Report

You must have a valid NCCP number and password to begin.

1. Login to the Locker – [www.coach.ca](http://www.coach.ca)
2. View current status of your certification by clicking on “CERTIFICATION”

The screenshot displays the user profile page for Sean M R Turriff. The top navigation bar includes the coach.ca logo, social media icons, a search bar, and a 'FR LOGOUT' button. Below this is a secondary navigation bar with links for Home, eLearning, Calendar, Pathways, Events, Reports, and the user's name 'Sean M R Turriff'. The main profile area has a red 'Profile' tab and sub-tabs for DETAILS, CERTIFICATION (highlighted with a black arrow), PURCHASES, and HISTORY. The user's name 'Sean M R Turriff' and status 'ACTIVE' are shown. A search bar for 'NCCP / Email Address / Physical Address' is present. The profile is divided into sections: PERSONAL (Last name, First name, Gender, Birth date, Phone, Language), DEMOGRAPHICS (Armed Forces, RCMP, Aboriginal, Physical Disability), SECURITY (change password), EMAIL (Email, Email consent), and ADDRESSES (Primary address field). A 'SAVE' button is at the bottom.

3. From the "CERTIFICATION" tab, click "MAINTENANCE" on the side to view your point total.

The screenshot shows the user profile for Sean M R Turriff on the coach.ca website. The 'CERTIFICATION' tab is selected, and the 'MAINTENANCE' section is visible. The user has 20/20 points for their current certification, which expires in January 2021. The 'SELF-REPORT' tab is highlighted in the sidebar.

MAINTENANCE	CONTRIBUTING
Starts Jan 2016	Expires Jan 2021

PROFESSIONAL DEVELOPMENT

NCCP	No limit
	5
	5
	5
	5
	5

4. To claim points for actively coaching or other activities click on the "SELF-REPORT" tab on the side.

5. Enter in valid coaching and development activities. Note the limits.

The screenshot shows the profile page for Sean M R Turriff on the coach.ca website. The page is divided into several sections:

- Header:** Includes the coach.ca logo, navigation links (Home, eLearning, Calendar, Pathways, Events, Reports), and a user profile dropdown for Sean M R Turriff.
- Profile Section:** Displays the name "Sean M R Turriff" and a "STATUS ACTIVE" indicator. A search bar is present with the placeholder text "NCCP / Email Address / Physical Address".
- Active Coaching Section:** Shows "ACTIVE COACHING" with a limit of "1 point/year of active coaching". A "RECORD ACTIVE STATUS" button is located below this section. A table with columns "ACTIVITY" and "MONTH/YEAR" is provided for data entry.
- Coach Self-Report Section:** Shows "COACH SELF-REPORT" with a limit of "Self-directed learning to a maximum of 3 points per maintenance cycle". A "RECORD PROFESSIONAL DEVELOPMENT" button is located below this section. A table with columns "DATE OF COMPLETION", "TRAINING", and "LOCATION" is provided for data entry.

Two black arrows point from the instruction text to the input fields in the "ACTIVE COACHING" and "COACH SELF-REPORT" sections.