


ALBERTA EQUESTRIAN

F E D E R A T I O N


2022 - DRIVE INSTRUCTOR CHECKLIST

THE FOLLOWING LISTED ITEMS MUST BE SUBMITTED TO THE AEF OFFICE **PRIOR** TO A CANDIDATE ATTENDING AN EVALUATION.

ALBERTA EQUESTRIAN FEDERATION

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- AEF or Other P/TSO Membership
 - EC Learn to Drive Program (full program completion - Copy of Certificate)
 - Driving Lesson Plan (Topic assigned by AEF)
 - Emergency Action Plan (On home Facility)
 - Code of Ethics, Code of Conduct, and Privacy Agreement Signed
 - Coach Declaration
 - If applicable: Intent to Decline Training / Parental Consent
 - Registration Form & Payment

NCCP [HTTPS://THELOCKER.COACH.CA/](https://thelocker.coach.ca/)

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- Create a Locker Account
 - Making Ethical Decisions Online Module Evaluation

EQUESTRIAN CANADA* [HTTPS://LICENCE.EQUESTRIAN.CA/MYEC/](https://licence.equestrian.ca/myec/)

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- ACTIVE **Registered** Coach Status
 - Minimum of Bronze Sport License
 - Minimum of Standard First Aid Level C with CPR
 - Current Background Check - available online at ECampus
 - Certificate of Insurance
 - Vulnerable Sectors Completed if born prior March of 1986
 - 1x Reference Letter - Template Available
 - Equestrian Canada: Concussion Awareness - Online Module
 - Fostering Healthy Equestrian Environments - Online Module

***All documents required for completing the Registered Coach Status must also be submitted to coaching@albertaequestrian.ca**