



## HOW TO APPLY FOR COACH STATUS (MyEC)

Login to your [MyEC](#) account.

Before you apply for Coach Status, your Sport License must be current and your PTSO membership has to be up to date.

Once you are logged in to your MyEC account:

- From the **HOME** screen, below your name, select the **COACH STATUS** tab
- Below the Registered/Licensed Coach Status information, select **PURCHASE**
- The **UPGRADE** options will be displayed. Select **COACH STATUS**
- Select an option, either **Registered** or **Licensed Coach Status**
- Upon selection of the desired status, select **CONTINUE**
- Read & accept the **TERM & CONDITIONS – I AGREE**
- Select **CONTINUE TO CHECKOUT**
- Follow the prompts to complete the transaction & payment

You will then be directed through the steps to complete your application.

**Once you have completed your Coach Status purchase**, navigate to your MyEC portal. Locate the status you purchased, and select: *View application details*



≡ View application details

Select the specific step you're working on, where any documents or online forms required for that specific step are available. Once it's completed, upload the associated document accordingly.

If you're using a laptop, ensure the document is named simply without special characters such as "-" and save it to your desktop before uploading. Alternatively, you can take a picture with your smartphone and directly upload it from your pictures to the relevant step within your application.

Should you have any questions regarding the required steps, feel free to reach out.

**\*\*Please note**, all fees are non-refundable unless within the scope of [Equestrian Canada's Refund Policy](#).