

RESPECT IN SPORT (RIS)

RECERTIFICATION INSTRUCTIONS

Coaches who certified prior to 2012 must re-certify

Do Not Click on the button Re-certify button on the front page

- 1 Go to the Coaching Manitoba website: <http://www.sportmanitoba.ca/coaching>
- 2 Click on: Respect in Sport words at the top of the page and it will take you to the RIS website
- 3 Look for the title: Recertify now to win
You will find a line "click on here to be taken to the Respect in Sport Coach/Activity/Leader on line course" (it is in the bar across the top)
- 4 Select a language you would like to complete the course in
- 5 Log in to your account
If you cannot remember your information please use the "Recover username or Password" (bottom right by LOGIN button)
Note: the important date is your birthdate (for username recovery)
You will be asked a security question (for password recovery)
- 6 Read the pop up --click close
- 7 Click on the words "RE-CERTIFY NOW"
- 8 Re-certification confirmation button will appear and you will click on "YES-reset my certification"
- 9 One last time - "Final Recertification Confirmation--click on "reset Now- Reset my certification"
- 10 You are at the program main page there are 7 modules
You do not have to do them all at once however please make sure you finish the module before you exit or it will not be saved
- 11 Once you have completed all 7 modules you will be issued a new number

PART B

- 1 Go into your profile and answer "allow" to the line to NCCP question. This will allow your Respect in Sport to be shown on your NCCP transcript
- 2 Check your email on your RIS is the same email you are using with Coaching Canada