

## MEMORANDUM

**To:** Section Coaching Course Administrators  
**From:** Heather McMahon  
**Date:** Aug. 13/10  
**Subject:** CC number requests

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New Coaches -

CAC recently established a new process for issuing coaching numbers for those wanting to complete the MED (Making Ethical Decisions) on-line evaluation. At the completion of the CanSkate course the coach must email CAC at [coach@coach.ca](mailto:coach@coach.ca) and request a CC number and MED password if needed. The following information must be provided to CAC for a CC number to be issued:

1. Full name
2. Full mailing address
3. Email address
4. Date of birth

CAC will issue the number and respond to the coach within three working days.

Heather McMahon  
Coaching and Skating Programs Administrator

