**Specialist High Skills Major: Sports – Certificates**

As part of the Specialist High Skills Major program for Sports you are required to complete four mandatory and three optional certificates (see chart below). The First Aid, CPR, and AED mandatory certificates and the NCCP – Instructor certificate may be completed as part of the PLF 4CI Physical Education Leadership course. WHMIS is completed through Co-op.

The remaining certificates may be completed in Leadership class, on-line on your own time, or through another course / activity you have been involved in. For the on-line certficates you have the option of the following: **Coaching and Personal Trainer certificate**, or **Introduction to GPS certificate.**

To access the on-line certificates follow these steps:

1. Go to http://ontap.wrdsb.ca

2. Click on “Certificates / Certification Courses”

3. In the top right hand corner select “login”

4. Your login username and password are the same ones you use to login on the school

 computers

5. Once you have logged in scroll down and select “PHS (Preston)”

6. Select the Course (certificate) you wish to complete and read the Powerpoint or PDF

 associated with the certificate then complete the associated test(s).

7. You need to score 70% or higher on each test. If you fail to do so you may re-take as many

 times as you need

8. **Once you have completed an on-line certificate email Mr. Ritchie at**

 **matt\_ritchie@wrdsb.on.ca ASAP and let him know which certificate you completed.**

If you have any questions please talk to Mr. Ritchie or Ms. Baulcomb.

Good Luck!

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|  | **Sector Certificates** | **Name of Certificate** | **Date Earned** |
| 1 | Mandatory | First Aid |  |
| 2 | Mandatory | CPR |  |
| 3 | Mandatory | AED |  |
| 4 | Mandatory | WHMIS |  |
| 5 | Optional |  |  |
| 6 | Optional |  |  |
| 7 | Optional |  |  |