

WHERE TO SEND WHICH (COPY) CERTIFICATE & TAO DATABASE INFO

- All certificates (and DBS checks) last for 3 years before needing to be updated -

Certificate	Type	BCCMA database	TAO database
BCCMA Coaching Awards	Levels 2 & 3	Automatically updated	Email cert. to secretary@taoistarts.org
BCCMA Safeguarding	Zoom course	Automatically updated	as above
First Aid	BCCMA course	Automatically updated	as above
	Non-BCCMA course	Please email to Chris - chris.ellerker@bccma.com	as above
DBS	Enhanced check	<p>If you are signed up to the DBS Update Service please send your certificate number plus DOB and surname (as printed on your certificate) to Sally (membership@taoistarts.org)</p> <p>If you are not signed up to the DBS Update Service please contact Sally (above)</p>	
	Basic check	<p>Basic checks are carried out directly through the DBS website. As soon as your Basic check is received, please send Sally the Share Code and required information (as outlined in the documentation with your result)</p>	

Instructor Database Details

Please note that instructors are expected, as part of their admin duties, to update their members details on the database. These include all the fields on the Contact Details tab and the Comment tab. Plus being able to archive an un-archive members.

If other details need updating, then please contact the secretary at the above address. You will need database login access which will display details of your club including current and archived members.