National Interscholastic Athletic Administrators Association Certification Workshop Presentation
WHY BECOME CERTIFIED IN ATHLETIC ADMINISTRATION?

• The NIAAA Certification Program provides a credential for the athletic administrator to demonstrate their professional growth.

• The attainment may be a requirement, a personal goal, or may serve as a practical vehicle for attaining continuing education requirements or lead to salary enhancements.

• Certification recognizes and verifies the expanding role of the athletic administrator.
NIAAA Certification

• The NIAAA Certification Program is based on the premises of continuing education, professional growth and program development in the field of athletic administration.

• The attainment of professional certification demonstrates the completion of a comprehensive plan for self-improvement.

• The Athletic Administrator’s who have attained CAA and CMAA status are now considered a “National Board Certified Athletic Administrator.”

• Professional certification will result in a genuine sense of accomplishment and confidence in one’s preparation.

• The implementation of four levels of NIAAAA Certification affords every athletic administrator with a blueprint for achieving professional growth.
Goals of Accreditation

• The association’s Certification Program gives recognition and reputation as the premier credentialing for interscholastic athletic administrators.

• School districts will include NIAAA certification as a job requirement and provide financial enhancements for athletic administrators who achieve certification.

• States will recognize NIAAA Certification as the paramount acceptable credentialing and/or certification program for interscholastic athletic administrators.

• Athletic Administrators who are Nationally Certified through the NIAAA will be considered highly qualified.
WHY BECOME CERTIFIED IN ATHLETIC ADMINISTRATION?

• The NIAAA Certification Program is intended as a service to athletic administrators with various levels of experience and preparation.

• The athletic administrator may earn certification as a
  – Registered Athletic Administrator (RAA)
  – Registered Middle School Athletic Administrator (RMSAA)
  – Provisional Certified Athletic Administrator
  – Certified Athletic Administrator (CAA)
  – Certified Master Athletic Administrator (CMAA)

• The more experienced athletic administrator may still earn the designation of CAA through involvement in the NIAAA Leadership Training Institute.

• Finally, through additional leadership training coursework, education, experience, leadership and the development of school/community-based programs, an athletic administrator can attain the designation of CMAA.
NIAAA Certification Requirements

REGISTERED ATHLETIC ADMINISTRATOR (RAA)

• Bachelor's Degree or higher from an accredited institution
• Approval of Personal Data Form (PDF)
• Completion of LTC 501 & 502
• Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, state athletic/activities association staff)
• Read NIAAA Code of Ethical & Professional Standards
REGISTERED MIDDLE SCHOOL ATHLETIC ADMINISTRATOR (RMSAA)

• Bachelor’s Degree or higher from an accredited institution.
• Approved Personal Data Form (PDF)
• Completion of LTC 501, 502, 504, 700, 701
• Employed by a school, district or state high school association in the capacity of athletic administration
• Obtain the verifying signatures of a sponsor
• Read NIAAA Code of Ethical & Professional Standards
NIAAA Certification Requirements

PROVISIONAL CERTIFIED ATHLETIC ADMINISTRATOR

• Bachelor's Degree, or higher, from an accredited institution
• Less than two (2) years of experience as an athletic administrator
• Completion of LTC 501, LTC 502, LTC 504 and LTC 506
• Approval of Provisional CAA Application
• Read NIAAAA Code of Ethical & Professional Standards
NIAAA Certification Requirements

CERTIFIED ATHLETIC ADMINISTRATOR (CAA)

• Bachelor's Degree, or higher, from an accredited institution
• Approval of Personal Data Form (PDF)
• Two (2) or more years of experience as an athletic administrator
• Employed by (or retired from) a school, school district or state high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities
• Completion of LTC 501, LTC 502, LTC 504 and LTC 506
• Successful completion of the CAA examination
• Read NIAAA Code of Ethical & Professional Standards
CERTIFIED MASTER ATHLETIC ADMINISTRATOR (CMAA)

- Attained CAA designation
- Approval of Personal Data Form (PDF)
- Submission of supporting documentation
- Completion of LTC 501, LTC 502, LTC 504, LTC 506 and LTC 508
- Completion of minimum of six (6) LTC electives, three (3) each from 600 level and 700 level Courses
- Employed so that administration of interscholastic athletics is/was one's primary responsibility
- All requirements and points earned since CAA designation
- Complete a practical written exercise
- Optional program implementation
- Read NIAAA Code of Ethical & Professional Standards
Certification Process

- **Step 1:** Obtain a program application by
  - First registering to create an on-line profile
  - Then access your profile and obtain the application through the On-line store

- For CAA applicants only: The NIAAA office must be in receipt of the application 30 days prior to the date applicant desires to take the exam.
  - After the application has been processed, you will receive electronically a packet of additional information including the "Personal Data Form" (PDF) which must be completed and returned to the Professional Development Manager.
  - CAA applicants will also receive an examination study guide and sample exam questions.
**Certification Process**

- **Step 2:** Complete the "Personal Data Form" (PDF) which provides a method of documenting your educational background and professional experiences.

- The fully completed PDF is then submitted with proof of completion of required LTI courses, proof of college degree and appropriate processing fee (See Below) to the NIAAA office.

- **CAA APPLICANTS ONLY:** The completed PDF form and copies of LTI course completion certificates must reach the NIAAA office 21 calendar days prior to the date applicant desires to take the exam.

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<thead>
<tr>
<th>Processing Fees</th>
<th>NIAAA Member</th>
<th>Non-Member</th>
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<tr>
<td>Registered Athletic Administrator</td>
<td>$75.00</td>
<td>$160.00</td>
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Certification Process

• **Step 3:** The certification committee will review your PDF to confirm attainment of the minimum number of required credits/criteria.

• The CAA candidate will be notified of their qualifying status to sit for the written examination along with specifics of the examination location, date and time. Photo ID is required to sit for CAA Exam.

• The CAA candidate’s final step is to correctly answer at least 75 of 100 multiple-choice questions covering a broad spectrum of topics relevant to secondary school athletic administration.

• The CMAA applicant’s final step is the Certification Committee’s approval of a project submitted by the candidate.
Certification Process

- **Step 4: Selection Process** - The committee will award certification after a candidate has met all criteria for that level of certification.

- The office will notify each candidate by letter of his or her individual status.

- Unsuccessful applicants for the CAA may retake the test without charge.

- Unsuccessful CAA and CMAA applicants may appeal the decision. Each appeal will be reviewed on its own merits. It should also be understood that an appeal does not guarantee a waiver of the prerequisites or a reversal of the original decision.
Certificate is an important part of professional development and legitimizes the athletic administrator as an educational leader.

Certification is a vehicle to develop a plan for your own professional growth.

Now go get started!
QUESTIONS?
For More information on NIAAA Certification please contact:

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