

**National Interscholastic
Athletic Administrators Association**

**Certified Athletic Administrator
Personal Data Form**

Please print/type all entries

_____ Dr.
_____ Mr.
_____ Mrs.
_____ Ms.

Name _____
Last Name First Name Middle

Present Position _____

School _____

Business Address _____
Street Address City State Zip

Home Address _____
Street Address City State Zip

Business Phone (_____) _____ - _____ Home Phone (_____) _____ - _____

Fax Phone (_____) _____ - _____ E-Mail Address _____

Basic Eligibility

THERE ARE 85 POINTS ATTAINABLE WITHIN THIS PERSONAL DATA FORM AND A MINIMUM OF 52 POINTS ARE REQUIRED TO QUALIFY FOR THE EXAMINATION.

Athletic administrators who satisfy the following requirements may apply:

1. Bachelor's degree, or higher, from an accredited institution.
2. Approval of Personal Data Form (PDF).
3. Two or more years of experience as an interscholastic athletic administrator.
4. 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.
5. Completion of Leadership Training Courses LTC 501, LTC 502 and LTC 504.
6. Candidates must provide a copy of all three course completion certificates with this form.
7. Reading NIAAA Code of Ethics.

I have satisfied all basic eligibility requirements: Yes _____ No _____

*Noting ADA requirements, Athletic Administrators requiring special accommodations to take the exam should contact the NIAAA office at 317-572-6900.

Summary of Total Points

_____	Section I	Education	20 Points Maximum
_____	Section II	Experience	35 Points Maximum
_____	Section III	Contributions	30 Points Maximum
_____	Total		85 Points Maximum

Section I - Education

A. College Degrees

	<u>Institution</u>	<u>City/State</u>	<u>Date Completed</u>	<u>Points</u>
Bachelors (BA, BS, etc.)	_____	_____	_____	1
Masters (MA, MS, etc.)	_____	_____	_____	2
Educational Specialist/ Administrative Credential	_____	_____	_____	2
Doctorate (Ph.D., Ed.D., etc.)	_____	_____	_____	3
Sports/Athletic Adm. Major	_____	_____	_____	2
			Total (5 Points Maximum)	_____

B. Continuing Education – within the last five years.

Please indicate additional specialized course work related to interscholastic athletic administration not included in Section I-A.

1. Two points per three semester hours.
2. In-service Education (one point for each 10 hours of in-service attendance related to interscholastic athletic administration).
3. Leadership Training Courses and/or Leader level NFHS CEP (one point for each including LTC 501, LTC 502 & LTC 504)

Course Title	Institution	City/State	Date Completed	Semester Hours	Points
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
			Total (5 Points Maximum)		_____

C. Other Education – within the last five years.

Please indicate attendance specifically related to interscholastic athletic administration.

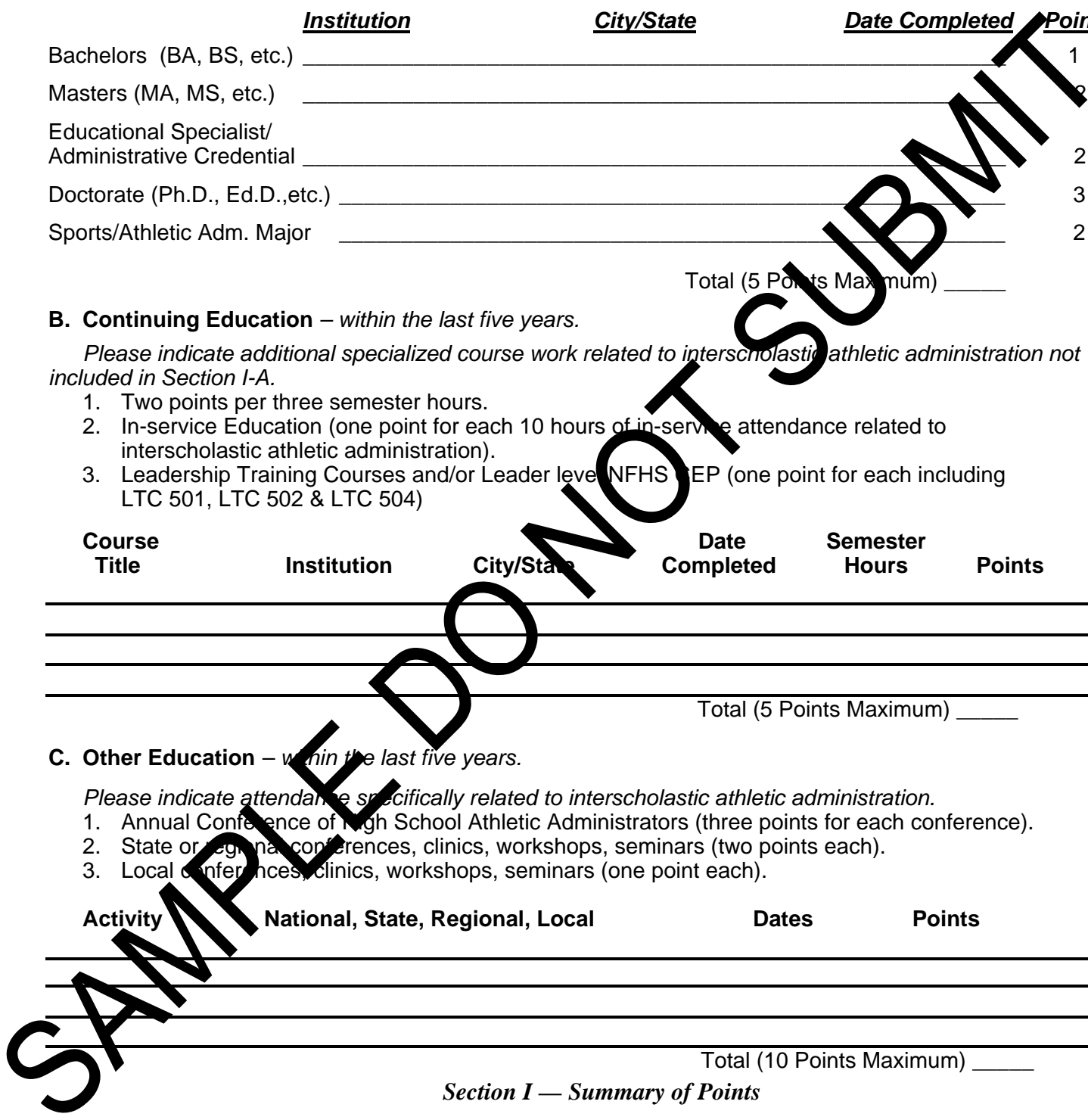
1. Annual Conference of High School Athletic Administrators (three points for each conference).
2. State or regional conferences, clinics, workshops, seminars (two points each).
3. Local conferences, clinics, workshops, seminars (one point each).

Activity	National, State, Regional, Local	Dates	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total (10 Points Maximum)	_____

Section I — Summary of Points

I-A _____
 I-B _____
 I-C _____

Total (maximum 20 points) _____



**Section III — Professional Contributions
to Interscholastic Athletic Administration**

A. Membership

Local	1 point/year
State	1 point/year
NIAAA	1 point/year

Organization	Dates	Points
Total (5 Points Maximum)		_____

B. Leadership Positions — Local, State, National

Officer	3 points/term
Board member	2 points/term
Committee chair	2 points/term
Committee member	1 point/term

Organization	Position Held	Dates	Points
Total (5 Points Maximum)			_____

C. -Publications — Local, State, National

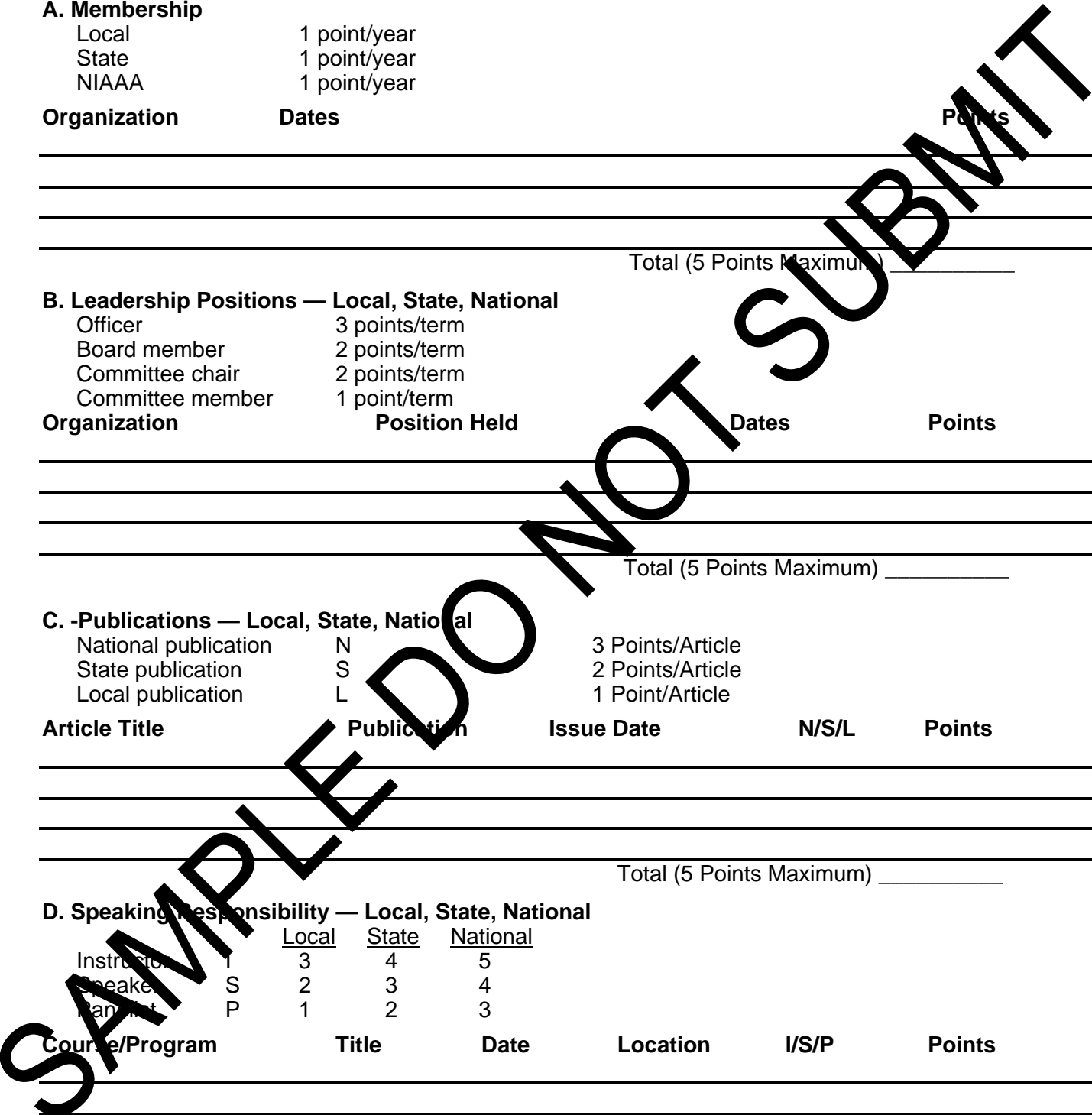
National publication	N	3 Points/Article
State publication	S	2 Points/Article
Local publication	L	1 Point/Article

Article Title	Publication	Issue Date	N/S/L	Points
Total (5 Points Maximum)				_____

D. Speaking Responsibility — Local, State, National

		<u>Local</u>	<u>State</u>	<u>National</u>
Instructor	I	3	4	5
Speaker	S	2	3	4
Participant	P	1	2	3

Course/Program	Title	Date	Location	I/S/P	Points
Total (5 Points Maximum)					_____



E. Awards/Recognitions in Athletic Administration

National N 3 Points
 State S 2 Points

Name of Award	Purpose	Sponsoring Organization	Date	N/S	Points
Total (5 Points Maximum)					

F. Service to State High School Association As An Event Director

State tournament final event 3 Points
 State tournament sub-final event 2 Points
 (any event in which the winner(s) advances)

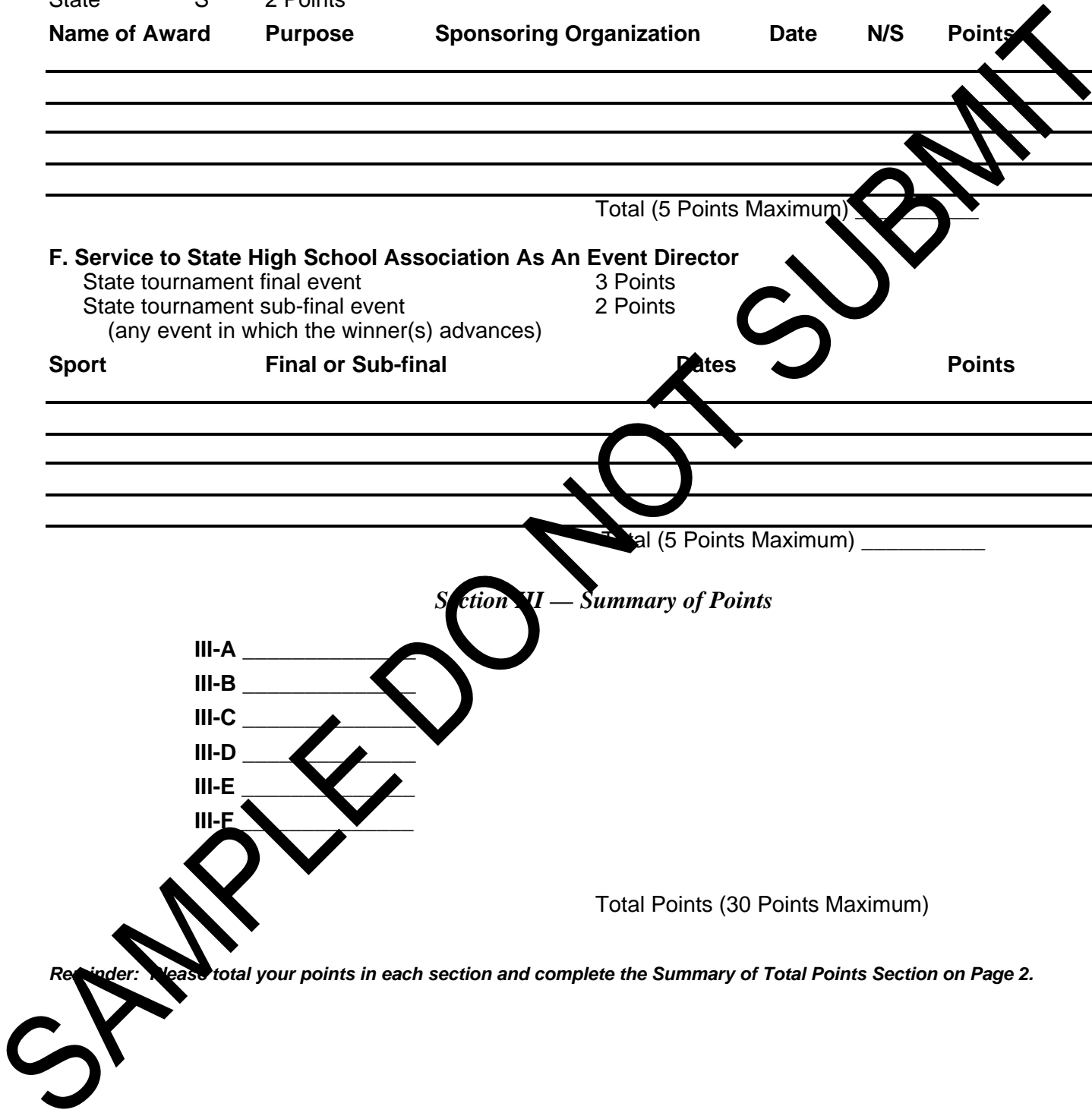
Sport	Final or Sub-final	Dates	Points
Total (5 Points Maximum)			

Section III — Summary of Points

- III-A _____
- III-B _____
- III-C _____
- III-D _____
- III-E _____
- III-F _____

Total Points (30 Points Maximum)

Reminder: Please total your points in each section and complete the Summary of Total Points Section on Page 2.



NIAAA CODE OF ETHICS

The Interscholastic Athletic Administrator:

1. Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
2. Considers the well-being of the entire student body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
3. Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
4. Cooperates with the staff and school administration in establishing, implementing, and supporting school policies.
5. Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity.
8. Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
9. Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes and community to commit to these high standards.

I have read the NIAAA Code of Ethics and pledge that the information on this application is accurate.

Signature _____

Date _____

Printed name and title of person verifying this form: _____

Principal, State Athletic/Activities Assn Exec. Director or Superintendent ONLY

Verified by: _____

Signature _____

Business Phone _____

Date _____

Processing Fee: \$150.00 _____ NIAAA Member \$215.00 _____ NIAAA Non-member

Check or money order made payable to the NIAAA must accompany this form. This fee is non-refundable.

Check one: Check Enclosed Visa Master Card

Credit Card Number _____ - _____ - _____ Exp. Date _____

Signature of Card Holder _____ Date _____

For Credit Card Purposes, please print.

Name _____

Address _____

Street

City

State

Zip

Return this completed form to: NIAAA Certification Committee, PO Box 690, Indianapolis, Indiana 46206

Note: Completed Personal Data Forms must be received in the NIAAA office 21 days prior to the exam date.

Only original Personal Data Forms will be accepted.