



**National Interscholastic
Athletic Administrators Association**

Personal Data Form

For

Certified Athletic Administrator—CAA

I have satisfied all the basic requirements for CAA: Yes_____ No_____

Athletic administrators whom do not satisfy all the prerequisites due to an extenuating circumstance must submit an appeal in writing with this application. Each appeal will be reviewed on its own merit. It should also be understood that an appeal does not guarantee a waiver of the prerequisites.

Section I – Education
(You must provide a copy of certification or degree)

A. College Degree

	<u>Institution</u>	<u>City/State</u>	<u>Date Completed</u>	<u>Points</u>
Bachelors (BA, BS, etc.)	_____	_____	_____	1 _____
(MA, MS, etc.)	_____	_____	_____	2 _____
Educational Specialist/ Administrative Credential	_____	_____	_____	3 _____
Doctorate (Ph.D., Ed. D., etc.)	_____	_____	_____	5 _____
Sports/Athletic Adm. Major (BS or MS)	_____	_____	_____	1 _____
Total (10 Points Maximum)				_____

B. Continuing Education – Please include additional specialized course work or in-service (earned within the past five years). specifically related to some aspect of interscholastic athletic administration. Provide transcript or certificate of completion.

1. Two points per three semester hours of college credit.
2. In-service education: one point for each 10 clock hours of in-service attendance (**Do not include NIAAA LTI Courses**)

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

C. Conference Education – *Please indicate attendance specifically related to some aspect of interscholastic athletic administration (within the past five years).*

1. NIAAA Annual Meetings and Conference for Athletic Directors and/or NFHS Summer Meeting **(four points each).**
2. STMA Conference, NATA Conference, AAHPERD Conference or other Multi-state/regional conferences **(three points each).**
3. State or regional conferences, clinics, workshops or seminars **(two points each).**
4. Local conferences, clinics, workshops or seminars **(one point each).**

Activity	National, State, Regional, Local	Dates	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total (15 Point Maximum)			_____

D. Leadership Training Institute Courses –One point for each course.

LTC	Date Completed	Location	LTC	Date Completed	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total (10 Points Maximum)					_____

Section I – Summary of Points

- I-A** _____
- I-B** _____
- I-C** _____
- I-D** _____

Total (40 Points Maximum) _____

Section II – Experience

A. Interscholastic Athletic Coaching for Grades 6-12.

Two points for each completed year of service as a head coach and one point for each completed year of service as an assistant coach.

Sport	# years head coach	# years assistant coach
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total (10 Points Maximum) _____

B. Athletic Administration Experience (Job description includes some responsibility for the daily operation of Interscholastic Athletic program) Five points for each completed year of service in athletic administration.

Position	No. Years	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total (20 Points Maximum) _____

C. Other school administrative experience: such as: principal, vice principal, supervisor, dean, department chair, state athletic/activities association staff. **One point per year of service.**

Position	No. Years	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total (5 Points Maximum) _____

D. Leadership Training Instructor: Three points per course.

LTC #	Date	Location – City, State	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total (15 Points Maximum) _____

E. Athletic Programs Instructor – Requires Association Instructor’s Certification
One point for each course level certified and one point for each course taught.

	Date Certified	Points	Date(s) Taught	Points
NFHS Coaching Principles	_____	_____	_____	_____
NFHS Sports First Aid	_____	_____	_____	_____
American Red Cross First Aid	_____	_____	_____	_____
American Red Cross CPR/AED	_____	_____	_____	_____
American Red Cross WSI	_____	_____	_____	_____
American Red Cross	_____	_____	_____	_____
Lifeguarding	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

Total (5 Points Maximum) _____

II– Summary of Points

- II-A _____
- II-B _____
- II-C _____
- II-D _____
- II-E _____

Total (55 Points Maximum) _____

Section III – Leadership

A. Professional Membership

Local - 1 point per year State - 1 point per year NIAAA - 1 point per year

Organization	Dates	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total (5 Points Maximum) _____

B. Leadership Positions:

Points listed are per year of service

	<u>National</u>	<u>State</u>	<u>Local</u>
Officer	5	4	3
Board member	4	3	2
NIAAA Liaison	-	2	-
Committee Chair or Vice Chair	3	2	2
Committee member	2	1	1

Organization	Position Held	Dates	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total (10 Points Maximum) _____

C. Media - published articles (attach copy), radio/TV shows or service club appearances promoting athletic programming:

National	N	3 points per article or appearance
State	S	2 points per article or appearance
Local	L	1 point per article or appearance

Article Title	Publication	Issue	Date	N/S/L	Points
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total (5 Points Maximum) _____

D. Speaking Responsibility (attach program agenda, if available)

		<u>National</u>	<u>State</u>	<u>Local</u>
Speaker/Panelist	S	3	2	1
Moderator/Presider	M	1	1	1

Course/Program Title	Date	Location	S/M	Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total (5 Points Maximum) _____

E. Awards/Recognition in Athletic Administration:

- National N 3 Points
- State S 2 Points
- Local L 1 Point

Name of Award/Purpose	Sponsor Organization	Date	N/S/L	Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total (5 Points Maximum) _____

F. Coordinating State and Local Interscholastic Athletic events:

- State Tournament Final Event 4 Points
- State Tournament Sub-Final Event 3 Points
- Conference Tournament 2 Points
- Invitational Tournament 1 Point

Sport	Event	Dates	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total (5 Points Maximum) _____

Section III – Summary of Points

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

Total (35 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.
4. Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total education program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. 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.

Athletic Administrators who require special accommodations to take the exam, those with physical or sensory impairments or who have language comprehension difficulties should contact the NIAAA office by mail at 9100 Keystone Crossing, Suite 650, Indianapolis, IN 46240 or by phone at 317-587-1450.

I have read and certify I will endorse and abide by the NIAAA Code of Ethics and pledge that the information on this application is accurate.

Candidate Signature

Date

Note 1: To complete the CAA certification requirements, a minimum score of 75% must be attained on the exam.

Note 2: Any supporting materials submitted with this PDF will not be returned.

Section IV - Verification

This application must be verified by any Supervisor of the Candidate

Printed name and Title of person verifying this form:

(Superintendent, Principal, Assistant Principal or Athletic Administrator)

Title

Verified by: _____
Verifying Party Signature

Business Phone

Date

Address _____
Street City State Zip

