



**National Interscholastic  
Athletic Administrators Association**

**CAA**

**(Certified Athletic Administrator)**

**Personal Data Form**

**(Edited July 8, 2017)**

**Certified Athletic Administrator  
Personal Data Form**

**Please type all entries**

\_\_\_\_\_ Dr. NIAAA Membership # \_\_\_\_\_  
 \_\_\_\_\_ Mr. Birth Date \_\_\_\_\_  
 \_\_\_\_\_ Mrs. Preferred Test Location \_\_\_\_\_  
 \_\_\_\_\_ Ms.

Name \_\_\_\_\_  
Last Name First Name Middle

Present Position \_\_\_\_\_

School \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip Code

Home Address \_\_\_\_\_  
Street City State Zip Code

Business Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**REQUIREMENTS**

**THERE ARE 130 CREDITS ATTAINABLE WITHIN THE CAA PERSONAL DATA FORM AND A MINIMUM OF 65 CREDITS ARE REQUIRED TO QUALIFY TO SIT FOR THE EXAMINATION.**

1. Bachelor's Degree, or higher, from an accredited institution.
2. Approval of completed 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, state athletic administrator association or state high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities.
5. **Complete NIAAA Leadership Training Institute Courses LTC 501, LTC 502, LTC 504 and 506 (College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course(s)).**
6. **Candidate must provide a copy of diploma and proof of course(s) completion with this form.**
7. Obtain the verifying signature of a supervisor (Superintendent, Principal, Assistant Principal or Athletic Administrator).
8. Read the NIAAA *Code of Ethics*.

**CAA Summary of Total Credits**

		<b>Credits</b>
<b>Section I</b>	<b>Education – 40 credits maximum</b>	_____
<b>Section II</b>	<b>Experience – 55 credits maximum</b>	_____
<b>Section III</b>	<b>Leadership – 35 credits maximum</b>	_____
	<b>Total Credits</b>	_____ <b>(65 minimum credits required)</b>

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>Credits</u>
Bachelors (BA, BS, etc.)	_____	_____	_____	1 _____
(MA, MS, etc.)	_____	_____	_____	2 _____
Educational Specialist/ Administrative Credential	_____	_____	_____	3 _____
Doctorate (Ph.D., Ed.D., etc.)	_____	_____	_____	5 _____
NATA Certification	_____	_____	_____	2 _____
Sports/Athletic Adm. Major (BS or MS)	_____	_____	_____	1 _____
<b>Total (10 Credits Maximum)</b>				_____

**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 credits per three semester hours of college credit.
2. In-service education: one credit 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	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total (5 Credits Maximum)</b>					_____

**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 credits each).**
2. STMA Conference, NATA Conference, AAHPERD Conference or other Multi-state/regional conferences **(three credits each).**
3. State or regional conferences, clinics, workshops or seminars **(two credits each).**
4. Local conferences, clinics, workshops or seminars **(one credit each).**

Activity	National, State, Regional, Local	Dates	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total (15 Credits Maximum)</b>			_____

**D. Leadership Training Institute Courses – One credit for each course.**

<u>REQUIRED</u>	Date Completed	Location	<u>ELECTIVE</u>	Date Completed	Location
LTC 501	_____	_____	LTC	_____	_____
LTC 502	_____	_____	LTC	_____	_____
*LTC 503	_____	_____	LTC	_____	_____
LTC 504	_____	_____	LTC	_____	_____
LTC 506	_____	_____	LTC	_____	_____
*Effective January 2019					
<b>Total (10 Credits Maximum)</b>					_____

**Section I – Summary of Credits**

- I-A \_\_\_\_\_
- I-B \_\_\_\_\_
- I-C \_\_\_\_\_
- I-D \_\_\_\_\_

**Total (40 Credits Maximum)** \_\_\_\_\_

## *Section II – Experience*

**A. Interscholastic Athletic Coaching for Grades 6-12.**

**Two credits for each completed year of service as a head coach and one credit for each completed year of service as an assistant coach.**

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

**Total (10 Credits Maximum) \_\_\_\_\_**

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

Position	No. Years	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total (20 Credits Maximum) \_\_\_\_\_**

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

Position	No. Years	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total (5 Credits Maximum) \_\_\_\_\_**

**D. Leadership Training Instructor: Three credits per course.**

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

**Total (15 Credits Maximum) \_\_\_\_\_**

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

	Date Certified	Credits	Date(s) Taught	Credits
NFHS Fundamentals of Coaching	_____	_____	_____	_____
NFHS First Aid, Health & Safety	_____	_____	_____	_____
American Red Cross First Aid	_____	_____	_____	_____
American Red Cross CPR/AED	_____	_____	_____	_____
American Red Cross WSI	_____	_____	_____	_____
American Red Cross	_____	_____	_____	_____
Lifeguarding	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>Total (5 Credits Maximum)</b>				_____

**II– Summary of Credits**

- II-A \_\_\_\_\_
- II-B \_\_\_\_\_
- II-C \_\_\_\_\_
- II-D \_\_\_\_\_
- II-E \_\_\_\_\_

**Total (55 Credits Maximum)** \_\_\_\_\_

**Section III – Leadership**

**A. Professional Membership**

Local - 1 credit per year      State - 1 credit per year      NIAAA - 1 credit per year

Organization	Dates	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total (5 Credits Maximum)** \_\_\_\_\_

**B. Leadership Positions:**

Credits 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

<b>Organization</b>	<b>Position Held</b>	<b>Dates</b>	<b>Credits</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total (10 Credits Maximum)** \_\_\_\_\_

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

National	N	3 credits per article or appearance
State	S	2 credits per article or appearance
Local	L	1 credit per article or appearance

<b>Article Title</b>	<b>Publication</b>	<b>Issue</b>	<b>Date</b>	<b>N/S/L</b>	<b>Credits</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total (5 Credits 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

<b>Course/Program Title</b>	<b>Date</b>	<b>Location</b>	<b>S/M</b>	<b>Credits</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total (5 Credits Maximum)** \_\_\_\_\_

**E. Awards/Recognition in Athletic Administration:**

National      N      3 Credits  
 State          S      2 Credits  
 Local          L      1 Credit

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

**Total (5 Credits Maximum)** \_\_\_\_\_

**F. Coordinating State and Local Interscholastic Athletic events:**

State Tournament Final Event      4 Credits  
 State Tournament Sub-Final Event      3 Credits  
 Conference Tournament      2 Credits  
 Invitational Tournament      1 Credit

Sport	Event	Dates	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total (5 Credits Maximum)** \_\_\_\_\_

***Section III – Summary of Credits***

III-A \_\_\_\_\_  
 III-B \_\_\_\_\_  
 III-C \_\_\_\_\_  
 III-D \_\_\_\_\_  
 III-E \_\_\_\_\_  
 IV-F \_\_\_\_\_

**Total (35 Credits Maximum)** \_\_\_\_\_

**Reminder: Please total your credits in each section and complete the Summary of Total Credits Section on Page 2.**



# CODE OF ETHICAL AND PROFESSIONAL STANDARDS

## Prologue: Why a Code of Ethics for Athletic Administrators?

The athletic administrator is, an educational-leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics as an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values and principles of educational-athletics and how they translate into everyday decisions and actions.

### The Interscholastic Athletic Administrator is committed to the student-athlete:

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.

### The Interscholastic Athletic Administrator is committed to education-based athletics:

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhance the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

### The Interscholastic Athletic Administrator is committed to the profession:

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

***I have read and certify I will endorse and abide by the NIAAA Code of Ethical and Professional Standards and that the information on this application is accurate.***

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Candidate Signature

Date

*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.*

- 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.

### **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

### **Submittal of CAA PDF for Approval:**

- a) Email your CAA PDF and documentation to Cheryl Van Paris at [cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)
- b) An email will be sent upon approval of the PDF and notification of the CAA exam selected.

**Return this completed form to:**  
[cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)

**NOTE: Completed Personal Data Form must be received in the NIAAA office 14 days prior to the exam date.**