



**National Interscholastic  
Athletic Administrators Association**

**CMAA**

(Certified Master Athletic Administrator)

**Personal Data Form**

(Edited July 8, 2017)

**Certified Master Athletic Administrator  
Personal Data Form**

Please type all entries

\_\_\_\_\_ Dr. \_\_\_\_\_ Original CAA Certification Year \_\_\_\_\_  
\_\_\_\_\_ Mr. \_\_\_\_\_ NIAAA Membership # (If Applicable) \_\_\_\_\_  
\_\_\_\_\_ Mrs. \_\_\_\_\_ Birthdate \_\_\_\_\_  
\_\_\_\_\_ Ms. \_\_\_\_\_

\_\_\_\_\_ 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 \_\_\_\_\_

**Requirements**

**THERE ARE 160 CREDITS ATTAINABLE WITHIN THIS PERSONAL DATA FORM AND A MINIMUM OF 65 CREDITS ARE REQUIRED TO QUALIFY.**

Athletic administrators who satisfy the following requirements may apply:

1. Attained the CAA designation.
2. Approval of Personal Data Form (PDF).
3. 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.
4. **All credit requirements must have been attained since CAA designation.**
5. Provide proper documentation where required.
6. **Completion of Leadership Training Institute Courses: LTC 501, LTC 502, LTC 504, LTC 506 and LTC 508.**
7. Completion of a minimum of three 600 level and three 700 level Leadership Training Institute courses. (total of six)
8. **Candidate must provide a copy of completion for LTI course(s) with this form.**
9. Completion of a project model exercise in Section V.
10. Obtain a verifying signature of a supervisor. (athletic administrator, principal, superintendent, state activities/athletic association staff .
11. Read the NIAAA Code of Ethics.

I have satisfied all eligibility requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

*\* Athletic Administrators, who due to some extenuating individual circumstances, do not satisfy all the prerequisites may request an exemption from the Certification Committee. Such an appeal in writing must accompany the application. Each appeal will be reviewed on its own merit.*

**PROJECT PRESENTATION OPTIONS**

OPTION 1: WRITTEN PRESENTATION

OPTION 2: ORAL PRESENTATION

\*Additional oral presentation instructions will be emailed to you upon approval of your PDF.

**Section I - NIAAA Leadership Training**

(Candidate must provide a copy of all course completion certificates)

**A. Completion of Leadership Training required courses** Candidate must have completed all five courses.

		<u>Date completed</u>
LTC 501	Guiding Foundations and Philosophies	_____
LTC 502	Strategies for Organizational Management	_____
LTC 504	Legal Issues I	_____
LTC 506	Legal Issues II	_____
LTC 508	Legal Issues III	_____

**B. Completion of elective Leadership Training courses** –Candidate must complete six courses; three courses must be from the management category (600 level) and three courses must be from the leadership category (700 level). Please list only six courses. (Note: LTC 710 may be used only once in this category)

600	Date Completed	700	Date Completed
LTC _____	_____	LTC _____	_____
LTC _____	_____	LTC _____	_____
LTC _____	_____	LTC _____	_____

**Section II - Additional Education**

**A. College Degrees** – *credit are earned only since CAA designation. Provide copy of certificate or degree.*

	<u>Institution</u>	<u>City/State</u>	<u>Date</u>	<u>Credits</u>
Masters (MA, MS, etc.)	_____	_____	_____	5 _____
Educational Specialist/ Administrative Credential	_____	_____	_____	8 _____
Doctorate (Ph.D.,Ed.D.,etc.)	_____	_____	_____	10 _____
Sports/Athletic Adm. Major	_____	_____	_____	1 _____
NATA Certification	_____	_____	_____	2 _____
<b>Total (10 Credits Maximum)</b>				_____

**B. Continuing Education** – *credits are earned only since CAA designation.*

*Must provide certificate of completion, transcript, or report card. Please indicate additional specialized course work related to interscholastic athletic administration.*

1. Two credits per three semester hours of college credit.
2. In-service Education –1 credit for each 10 clock hours of in-service attendance related to interscholastic athletic administration and does not include NIAAA or NFHS training.

Course/Title	Institution	City/State	Date Completed	Semester/clock Hours	Credits
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**Total (5 Credits Maximum)** \_\_\_\_\_

**C. Conference Education – credits are earned only since CAA designation.**

*Please indicate attendance specifically related to some aspect of interscholastic athletic administration. Must provide transcript or certificate of completion.*

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**D. Additional Leadership Training elective courses** – List here all courses **EXCEPT** the five courses and six elective courses previously listed in Section I A and I B. One credit for each course completed.

	Date Completed	Location		Date Completed	Location
LTC _____	_____	_____	LTC _____	_____	_____
LTC _____	_____	_____	LTC _____	_____	_____
LTC _____	_____	_____	LTC _____	_____	_____
LTC _____	_____	_____	LTC _____	_____	_____
LTC _____	_____	_____	LTC _____	_____	_____

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

**Section II - Summary of Credits**

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

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

**Section III – Experience**

**A. Interscholastic Athletic Coaching for Grades 6-12. (credits are earned only since CAA designation).**

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. Leadership Training Instructor** – (credits are earned only since CAA designation) - 5 credits for each course taught

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

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

**C. Athletic Program Instructor** – (credits are earned only since CAA designation) - Requires Instructor's Certification; 1 credit for each level certified and 1 credit for each course taught. **Must provide documentation of instructors certification.**

	Date Certified	Credits	Dates Taught	Credits
NFHS Fundamentals of Coaching	_____	_____	_____	_____
NFHS First Aid, Helath & Safety	_____	_____	_____	_____
American Red Cross First Aid	_____	_____	_____	_____
American Red Cross CPR/AED	_____	_____	_____	_____
American Red Cross WSI	_____	_____	_____	_____
American Red Cross Lifeguarding	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

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

**D. 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	# Years	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**E. Other secondary administrative experience** such as: principal, vice-principal, dean, department chair, state athletic/activities association staff, Certified Athletic Trainer - (credits are earned only since CAA designation) One credit for each completed year of service.

Position	# Years	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Section III - Summary of Credits**

- III-A \_\_\_\_\_
- III-B \_\_\_\_\_
- III-C \_\_\_\_\_

III-D \_\_\_\_\_

III-E \_\_\_\_\_

Total (60 Credits Maximum) \_\_\_\_\_

**Section IV - Leadership**

**A. Membership – (credits are earned only since CAA designation).**

National – 1 credit/year	State – 1 credit/year	Local – 1 credit/year	
Organization		Dates	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**B. Leadership Positions – Local, State, National. – (credits are earned only since CAA designation).**

	<u>National</u>	<u>State</u>	<u>Local</u>
Officer	5	4	3
Board Member	4	3	2
NIAAA Liaison	-	2	-
State LTP Coordinator	-	2	-
Committee Chair or Vice Chair	3	2	2
Committee Member	2	1	1
State Certification Coordinator	-	2	-
CAA Test Administrator	2	1	-

Organization	Position held	Dates	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**C. Media – Published articles (attach copy), radio/TV shows or service club appearances promoting athletic programming: (credits are earned only since CAA designation)**

National (N) - 3 credits	State (S) - 2 credits	Local (L) - 1 credit	
Title of Article	Publication	Issue Date	N/S/L Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**D. Speaking Responsibility – Attach conference program agenda, if available (credits are earned only since CAA designation).**

	<u>National</u>	<u>State</u>	<u>Local</u>	
S = Speaker/Panelist	3	2	1	
M = Moderator/Presider	1	1	1	
Course/Program	Title	Date	Location	S/M Credits
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

**E. Awards/Recognition in Athletic Administration – (credits are earned only since CAA designation).**

National (N) - 3 Credits

State (S) - 2 Credits

Local (L) - 1 Credit

Name of Award	Sponsoring Organization	Date	N/S/L	Credits
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

**F. Coordinating State and local interscholastic events— credits are earned only since CAA designation.**

- 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 IV - Summary of Credits**

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

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

**Section V – Development of a CMAA Project Model**

**Project Objective and Outcomes—Keys to Success**

The objective of Section V is to focus on the development of a project that will benefit stakeholders within the interscholastic athletic experience. The project model shall be consistent with a graduate level paper i.e. typewritten, checked for grammar and spelling and contains all the elements listed in the “Keys to Success.” The project shall demonstrate professional development opportunities in the field of athletic administration.

### Keys to Successful Project Development

Your project shall include:

- An Introduction—Opening paragraph may include school/community demographics and a brief description of your project.
- Subsequent paragraphs shall include the following six items:
  1. **Who**—Stakeholders
  2. **What**—Purpose
  3. **When**—Timeline
  4. **Where**—Population and/or location
  5. **Why**—Need
  6. **How**—Implementation
- Assessment and Evaluation—Give supporting data, e.g., newspaper articles, Board of Education minutes, newsletters, etc., where applicable.
- Conclusion—impact on stakeholders and long-term effect.

By incorporating the **Keys to Success**, your project shall be designed to meet the specific needs of your school and/or community. It shall be guided by the principles and knowledge gained in completed Leadership Training Courses. Include documentation of all material used to develop and implement your project. The objective of this CMAA application is to implement the project you have developed. A copy of your project which follows the prescribed format identified in the “keys to success” must be **submitted** with this application.

	Title of Project	Date of Implementation
Assessment	_____	_____
Budget/Fundraising	_____	_____
Citizenship/Sportsmanship	_____	_____
Community Service	_____	_____
Leadership	_____	_____
Legal Issues	_____	_____
Management	_____	_____
Mentoring	_____	_____
Technology	_____	_____
Other	_____	_____
<b>Project submittal (5 Credits)</b>		_____
<b>Implementation (20 Credits)</b>		_____
<b>Total</b>		_____

The desired outcome of the CMAA level of certification is to encourage certified athletic administrators to continue their professional development and to use their expertise in developing and implementing programs for the benefit of students, coaches, parents and communities.

### Summary of Requirements

		Credits	Completed
Section I	NIAAA Leadership Training		_____
Section II	Additional Education	<b>40 credits maximum</b>	_____
Section III	Experience	<b>60 credits maximum</b>	_____
Section IV	Leadership	<b>35 credits maximum</b>	_____



## 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 the NIAAA Code of Ethical and Professional Standards and pledge that the information on this application is accurate.*

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**Print name and Title of person verifying this form:**

\_\_\_\_\_  
Superintendent, Principal, Assistant Principal, State Athletic/Activities or AD Assn Executive Title

Verified by: \_\_\_\_\_  
Signature Business Phone Date

Address: \_\_\_\_\_  
Street City State Zip

**Submittal of CMAA PDF and Project:**

- a) Mail CMAA PDF and documentation to Cheryl Van Paris to address below or email all to Cheryl Van Paris at [cvanparis@niaaa.org](mailto:cvanparis@niaaa.org). All CMAA PDF's for oral presentations must be emailed.
- b) An email will be sent indicating your CMAA PDF and project have been received and will be sent for review.

**Return the completed PDF and project:**

NIAAA Certification Committee  
Attn: Cheryl Van Paris  
9100 Keystone Crossing, Suite 650  
Indianapolis, Indiana 46240  
[cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)  
Telephone: 317-587-1450 ext. 103