



**National Interscholastic  
Athletic Administrators Association**

**Application**

For

**Provisional  
Certified Athletic Administrator  
Certificate**

# Provisional Certified Athletic Administrator Application

**Please type all entries**

\_\_\_\_ Dr. NIAAA Membership # (if applicable) \_\_\_\_\_  
\_\_\_\_ Mr. Birth Date \_\_\_\_\_  
\_\_\_\_ Mrs.  
\_\_\_\_ Ms.

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

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

School/District of Employment \_\_\_\_\_

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

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

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

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

## APPLICATION REQUIREMENTS

1. Bachelor's Degree, or higher, from an accredited institution. **(include documentation)**
2. **Must have completed LTC 501, 502, 504 and 506 (include copies of course completion certificates with this application)**
3. Less than two years athletic administration experience.
4. Obtain the verifying signature of a supervisor (Senior Administrator).
5. Read the NIAAA *Code of Ethics* **(page 3)**.

The non-renewable Provisional Certified Athletic Administrator Certificate is valid for **three years** from date of issuance and will expire on the date noted on the certificate. **(Note: The certificate holder has one opportunity, if needed, to apply for a one year extension of the Provisional Certificate. Request for extension must be submitted in writing to the NIAAA office at least sixty (60) days prior to the certificate expiration date.)** The candidate is not entitled to use any of the rights and privileges associated with the CAA designation (including use of the letters CAA with candidate's name) until all requirements for the Certified Athletic Administrator (CAA) designation have been completed and the CAA certificate has been issued by the NIAAA office. **(page 4)**

# NIAAA 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 Ethics and pledge that the information on this application is accurate.***

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Candidate Signature

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Date

I verify that \_\_\_\_\_ is employed by \_\_\_\_\_  
(applicant) (School District)  
for the current school year.

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

\_\_\_\_\_  
(Supervising Administrator) Title

\_\_\_\_\_  
Verifying Party Signature Business Phone Date

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

**To obtain the CAA certification, the candidate:**

- a. Must complete all other requirements and submit to the NIAAA office the CAA Personal Data Form (PDF) a minimum of 21 days prior to taking the CAA exam.
- b. Must obtain a score of 75% or higher on the CAA exam.

*Athletic Administrators who require special accommodations to take the exam, those with physical or sensory impairments or who have language comprehension difficulties are provided accommodations when taking the exam.*

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

**Processing Fee: \$50.00 \_\_\_\_\_ NIAAA Member \$135.00 \_\_\_\_\_ NIAAA Non-member**

Check one: \_\_\_\_\_ Check Enclosed \_\_\_\_\_ Money Order Enclosed \_\_\_\_\_ Credit Card  
\_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_ American Express

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

Card Billing Address \_\_\_\_\_  
Street City State Zip

For Credit Card only, please print name (as it appears on the card) \_\_\_\_\_

The Provisional application fee does not include any fees required to complete the process for the Certified Athletic Administrator (CAA) designation. This fee is for the Provisional Certified Athletic Administrator Certificate **only**.

**Return this completed form with check to:**  
NIAAA Certification Committee  
Attn: Cheryl Van Paris  
9100 Keystone Crossing, Suite 650  
Indianapolis, Indiana 46240

**Return this completed form with credit card to:**  
NIAAA Certification Committee  
Attn: Cheryl Van Paris  
[cvanparis@niaaa.org](mailto:cvanparis@niaaa.org)  
Fax: 317-587-1451