



2015-16 Coaches Certification Policy/Procedure

NCAA Bylaw: 11.5.1

1. Compliance will conduct a review session at some point prior to the administration of the exam. Typically, the review will take place during the May monthly compliance meeting, shortly after the April NCAA BODs meetings take place and the newly adopted legislation is published.
2. The Compliance Office will utilize the NCAA on-line version exam unless the staff member has a bona fide reason he/she cannot take the exam on a computer.
3. FAR or Associate Registrar/Director of Eligibility Certification or Compliance Staff will proctor the exam.
4. FAR or Associate Registrar/Director of Eligibility Certification or Compliance Staff will authorize the results that are to be faxed onto the Pac-12 Conference Office.
5. Compliance will retain a copy of each staff member's exam in an appropriate binder.

Reminders

- There will be a number of "make-up" dates set and every effort will be made to accommodate coaches who are recruiting or vacationing during this time.
- Each coach must pass the test every year in order to recruit off-campus.
- The test will last 60 minutes and is open-manual. A coach must answer at least 24 out of 30 questions correctly in order to successfully complete the exam. If a coach fails the test, he/she must wait 30 calendar days before he/she is allowed to take the test again.
- ALL coaches (including GA's, volunteers, non-coaching staff members that are sport specific, interns and part-timers) are required to take the test even if they are not off-campus recruiters. The one exception to this rule is the volunteer coach. While the volunteer is encouraged to attend the review session and take the exam, they will not be required to take the exam.
- Administrative Assistants that work in sport programs are highly encouraged to attend the review session. Compliance will also conduct a separate educational session for administrative assistants during the academic year.