



**Canadian Interscholastic  
Athletic Administrators Association**

**CCAA**

**(Canadian Certified Athletic Administrator)**

**Application Form**

**Updated September 1, 2020**

**Canadian Certified Athletic Administrator  
Application Form**

<u>First Name</u>	<u>Last Name</u>		
<u>Present Position</u>			
<u>School</u>			
<u>Business Address</u>			
<i>Street Address</i>	<i>City</i>	<i>Prov</i>	<i>Postal Code</i>
<u>Home Address</u>			
<i>Street Address</i>	<i>City</i>	<i>Prov</i>	<i>Postal Code</i>
<u>Primary Phone ( ____ ) ____ - ____</u>		<u>E-Mail Address</u>	

***Requirements***

**THERE ARE 100 CREDITS ATTAINABLE WITHIN THIS APPLICATION AND A MINIMUM OF 50 CREDITS ARE REQUIRED TO QUALIFY.**

Athletic administrators who satisfy the following requirements may apply:

1. Bachelors Degree, or higher, from an accredited institution.
2. Three or more years of experience as an interscholastic athletic administrator.
3. Employed by (or retired from) a school, school district or provincial high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities.
4. Provide proper documentation where required.
5. Completion of 501C, 502C, 504C, 506C and at least 1 additional course of your choosing.
6. Read the CIAAA Code of Ethics and Professional Standards.

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.***

***Section I - CIAAA Leadership Training and Education***

(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>
501C Guiding Foundations and Philosophies	_____
502C Principles, Strategies, and Methods	_____
504C Legal Issues I	_____
506C Legal Issues II	_____
LTP _____	_____

**B. Completion of elective Leadership Training courses –** Candidates may earn 2 points per additional course:

	<u>Date Completed</u>		<u>Date Completed</u>
LTP _____	_____	LTP _____	_____
LTP _____	_____	LTP _____	_____
LTP _____	_____		

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

**C. University Degrees - *Provide copy of degree(s).***

	<i>Institution</i>	<i>Date Conferred</i>	<i>Points</i>
Bachelors (BA, BS, etc.)			-
Masters (MA, MS, etc.) <b>OR</b>			5
Masters (focus in Athletic Administration, Athletic Leadership, or Coaching)			10
Doctorate (Ph.D., Ed.D., etc.)			5
Total (10 Credits Maximum)			

**D. Other professional development - *within the last five years only.***

***Please indicate attendance specifically related to interscholastic athletic administration.***

1. CIAAA National Athletic Directors Conference (3 points for each conference)
2. NIAAA National Athletic Directors Conference (3 points for each conference)
3. CIAAA workshops or presentations at your local conventions, events, or district or school professional development (1 point for each)

<i>Activity</i>	<i>National, Provincial, Regional, Local</i>	<i>Dates</i>	<i>Points</i>
Total (10 Points Maximum)			

***Section I - Summary of Credits***

**I-B** \_\_\_\_\_

**I-C** \_\_\_\_\_

**I-D** \_\_\_\_\_

**Total (30 Credits Maximum)** \_\_\_\_\_

***Section II – Experience***

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

Two credit for each completed season as a head coach and one credit for each completed season as an assistant coach.

<i>Sport</i>	<i># years head coach</i>	<i># years ass't coach</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

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

**C. Other school administrative experience** (Principal, assistant principal, department head, superintendent, assistant superintendent)

Position	# Years	Credits (1 x # of years)
_____	_____	_____
_____	_____	_____

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

### *Section II - Summary of Credits*

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

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

### *Section III - Leadership*

**A. CIAAA or NIAAA Membership – (1 credits per year only)**

List Membership Years \_\_\_\_\_ **Total (5 Credits Maximum)** \_\_\_\_\_

**B. Interscholastic Athletics Leadership Positions – Credits as listed below are earned in the first year served, but can only be earned for every three years served.**

CIAAA Board of Directors	OR Provincial School Athletic Association Executive	<u>Credits</u> 3
Provincial LTP Coordinator	OR Provincial Zone Coordinator or District Pres./Athletic Commissioner	2
CIAAA Committee	OR Provincial School Athletic Ass'n Advisory Groups or Committees	1

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

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

**C. CIAAA Presentations –Local, Provincial, or National**

LTP Course Instructor – 3 points per course taught., Workshop Presenter – 1 credit per workshop delivered

Course/Workshop	Date	Location	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total (10 points maximum)			_____

**D. Awards/Recognition in Athletic Administration**

National or Provincial (N/P) - 3 Credits, Local (L) - 1 Credit

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

**Total (5 Credits Maximum)** \_\_\_\_\_**E. Coordinating provincial and local interscholastic events**

Provincial Championship 5 Credits Zone/District Championship 2 Credits

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

**Total (10 Credits Maximum)** \_\_\_\_\_***Section III - Summary of Credits*****III-A** \_\_\_\_\_**III B** \_\_\_\_\_**III-C** \_\_\_\_\_**III-D** \_\_\_\_\_**III-E** \_\_\_\_\_**Total (35 Credits Maximum)** \_\_\_\_\_**SUMMARY OF ALL REQUIREMENTS**

			<b>Credits</b>
Section I	CIAAA Leadership Training and Education	<b>30 credits maximum</b>	_____
Section II	Experience	<b>35 credits maximum</b>	_____
Section III	Leadership	<b>35 credits maximum</b>	_____

**Total Credits** \_\_\_\_\_

## CIAAA CODE OF ETHICAL AND PROFESSIONAL STANDARDS

### 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 every member of the student body.

### 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.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.
- Cooperates with the staff and school administration in establishing, implementing and supporting school practices.
- Acts impartially in the execution of basic policies and in the enforcement of the league, zone, and provincial high school athletic association 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 honour of the profession with students, colleagues, coaches, officials, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, provincial and national professional development programs including, but not limited to, the CIAAA Leadership Training Program and Certification Program.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

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**Candidate Signature**

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**Date**

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

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Name of Sponsor

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Title

Verified by: \_\_\_\_\_

Signature

Business Phone

Date

Street

City

Prov

Postal Code

**Email the completed Form to [info@ciaaa.ca](mailto:info@ciaaa.ca).**

### ONCE THE FORM IS SENT IN AND APPROVED, PLEASE PROCESS YOUR PAYMENT AS FOLLOWS:

Ensure your membership is activated or paid first to access preferred rates.

Visit [tinyurl.com/CIAAAreg](http://tinyurl.com/CIAAAreg)

Under CCAA Fees, Click Register.

Complete the process as directed.

The CIAAA is pleased to highlight your dedication to your professional development shown through participation in our Certification Program. Please fill out the details below and we will send a congratulatory note to your administrative team.

Principal Name: \_\_\_\_\_ Email: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_ Email: \_\_\_\_\_