

How to Apply for an NCAA Participant Approval for Operators and Coaches

All individuals involved in the operating or managing of an NCAA-certified event or league **OR** who engage in coaching activities at an NCAA-certified event must obtain NCAA Participant Approval prior to participation.

The participant approval process involves an application, verification of criminal background, authorization for release of information and completion of an educational component.

Beginning in 2014, the background check and educational component are on **SEPARATE** websites. But the entire process for both the background check and the educational course are completed entirely online.

An NCAA Participant Approval consists of 1) a background check application; and 2) an educational component conducted on **SEPARATE** websites.

Completing the Required Background Check

The NCAA has selected a NEW vendor to conduct the required background checks beginning in 2016. Coaches and operators will need to apply with:



The application site is scheduled to be available on February 1, 2016, and step-by-step instructions and a link to access the application will be posted on www.ncaa.org/ECAG at that time. Emails will also be sent to all individuals who received a 2015 approval with this information alerting them that they need to apply with VV in 2016.

Completing the NFHS NCAA Eligibility Center Coaching Education Course

NEW: You will no longer complete the test of 10 randomly selected questions as part of the background check process. Instead, during the First Advantage background check application you will acknowledge that you either

1. Have already completed the new educational requirement; or
2. That you will do so in the next 10 days.

Note: There are **HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE**, if you indicate as part of your background check that you have already taken the exam, when in fact you have not; or fail to complete the course in the 10 days after the submission of your First Advantage Application.

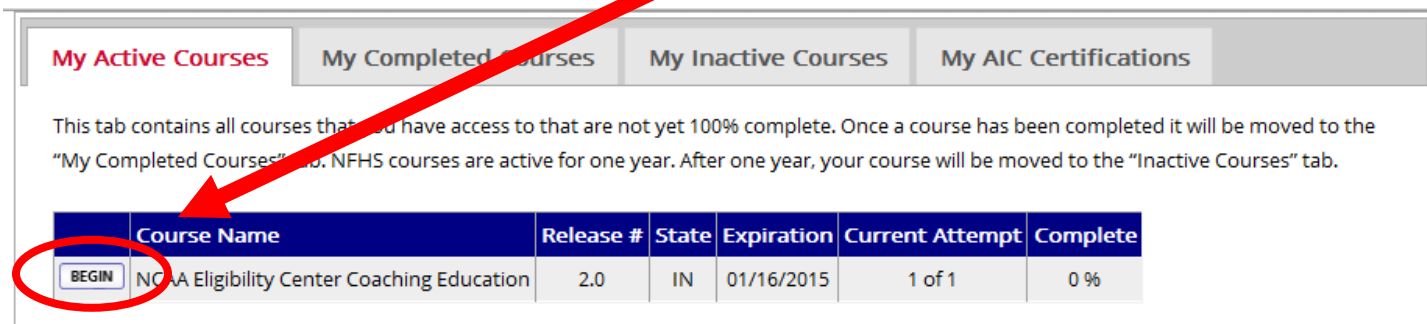
To complete the Educational Course:

1. Go to <http://www.nfhslearn.com/>;
2. Hover over the work Courses;
3. Select NCAA Eligibility Center Coaching Education;
4. Complete the registration process; and
5. Complete the course.

This is a FREE Course!

| NFHS Core Courses | Sport Specific Courses | Elective Courses | FREE Courses | State Components |
|--|------------------------|----------------------------------|---|--------------------------------|
| Fundamentals of Coaching | Baseball | Coaching Sports in Middle School | A Guide to Heat Acclimatization and Heat Illness Prevention | Alaska State Component |
| First Aid, Health and Safety for Coaches | Basketball | Strength And Conditioning | A Guide to Sports Nutrition | Arizona State Component |
| | Boys Lacrosse | Teaching and Modeling Behavior | Coaching Unified Sports® | District of Columbia Component |
| | Field Hockey | Teaching Sports Skills | Concussion in Sports - What You Need to Know | Illinois State Component |
| | Football | | Creating A Safe And Respectful Environment | Nebraska State Component |
| | Girls Lacrosse | | Engaging Effectively With Parents | Oregon State Component |
| | Golf | | NCAA Eligibility Center Coaching Education | Virginia State Component |
| | Soccer | | Pole Vault: | |
| | Softball | | | |
| | Spirit | | | |
| | Track and Field | | | |
| | Wrestling | | | |
| | Volleyball | | | |

After completing the registration, complete the exam.



The screenshot shows a user interface with four tabs: "My Active Courses", "My Completed Courses", "My Inactive Courses", and "My AIC Certifications". The "My Active Courses" tab is selected. Below the tabs, there is a text block explaining that this tab contains all courses that the user has access to that are not yet 100% complete. Below the text is a table with the following columns: "Course Name", "Release #", "State", "Expiration", "Current Attempt", and "Complete". The table contains one row for the "NCAA Eligibility Center Coaching Education" course, with a "BEGIN" button next to the course name. A red arrow points to the "BEGIN" button, and a red circle highlights it.

| Course Name | Release # | State | Expiration | Current Attempt | Complete |
|---|-----------|-------|------------|-----------------|----------|
| <input type="button" value="BEGIN"/> NCAA Eligibility Center Coaching Education | 2.0 | IN | 01/16/2015 | 1 of 1 | 0 % |

The processing of your background check **will not be withheld** until the education component is completed, but there are **HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE**, if you indicate as part of your background check that you have already taken the exam, when in fact you have not; or fail to complete the course in the 10 days after the submission of your First Advantage Application.

Your Participant Approval could be impacted as follows:

- Failure to complete the educational component prior to the applicable deadline will result in the **WITHDRAWL** of the Participant Approval number; requiring the applicant to re-apply (with additional fees) in order to be reinstated.
- Provision of false/or misleading information on the acknowledgement page will result in **WITHDRAWL** of the Participant Approval number and render the individual unable to obtain a Participant Approval for a period of **FIVE YEARS**.