

2018-19 NCAA DIVISION I COACHES CERTIFICATION (RECRUITING) TEST

Certification Procedures

1. Administration.

- a. The test shall be administered as a timed (60 minutes), open-book test. Test participants shall be permitted to use copies of the NCAA Division I Manual, the 2018 NCAA Official Notice and LSDBi (bylaw and proposal search). The use of any other materials during the test shall be prohibited.
- b. The test shall be administered at a location approved by the conference office.
- c. The test may be administered at any time after receipt of all testing materials.
- d. The annual certification period shall be effective August 1 through July 31. Coaches who passed the 2017-18 test are certified through July 31, 2018. However, once a new test has been distributed to conference offices, individuals who have yet to be certified and who wish to recruit off campus prior to August 1, 2018, must pass the new 2018-19 test during the interim period in order to be certified. Once the individual receives a passing score, he or she would be certified from the date the passing score is received through July 31, 2019. (For example, an individual who takes the 2018-19 coaches certification test and receives a passing score May 21, 2018, is certified from May 21, 2018, through July 31, 2019.)
- e. The conference office shall determine the date(s) on which the test shall be administered.
- f. Testing opportunities shall be limited only by the stipulation that 30-calendar days shall elapse between a participant's test dates. **This 30-day period may not be waived.**
- g. Division I coaches are required to take and pass the test in order to recruit off campus. Testing opportunities for other individuals shall be determined by the conference office.
- h. The conference administration of the certification program shall involve the following:

- (1) Providing the recruiting-test outline and other appropriate testing materials to the institution.
 - (2) Maintaining a completed certifying administrator form on file for review by authorized representatives of the institution, member conferences and the NCAA, pursuant to procedures established by the conference office and/or the NCAA.
 - (3) Confirming the integrity of the test administration and grading procedures.
- i. The conference office that is responsible for administering the National Letter of Intent program for a NCAA Division I independent institution also shall administer the coaches certification procedures for that institution.
 - j. Division I independent institutions that do not subscribe to the National Letter of Intent program are required to retain a conference to administer the coaches certification test.
 - k. Divisions I, II and III conference offices may administer the coaches certification procedures to Division I coaches.
 - l. Coaches who have medically or professionally diagnosed education-impacting disabilities may apply to the conference office for the following test-administration options:
 - (1) Taking the test during the regular test administration with additional testing time.
 - (2) Having the test administered orally.
 - m. All results, including hard-copy results, must be entered into the results section in the online program.

2. Test.

- a. The Division I certification procedures shall involve the administration of one test for all Division I coaches.
- b. The test will include recruiting legislation contained in NCAA Division I Bylaw 13 and additional NCAA legislation that directly relates to the recruitment of

prospective student-athletes [e.g., Bylaw 12.02.11 (definition of a professional team); Bylaw 12.1.2 (amateur status); Bylaw 14.3 (freshman academic requirements); Bylaw 14.4.3.1 (fulfillment of credit-hour requirements); Bylaw 15.3 (terms and conditions of awarding institutional financial aid)].

- c. The test will include multiple choice and true or false questions.
- d. The minimum passing-score requirement for the test is 80 percent. Those individuals who answer at least 24 of 30 questions correctly will obtain the minimum passing score.
- e. The reproduction of any portion of the test (other than for the purpose of administering the test) shall be prohibited. The conference office or the institution is permitted to provide test participants with specific NCAA bylaw references of incorrect test item responses and may review missed questions and answers; however, printouts of this document may not be provided to the testing participants.
- f. Questions related to newly adopted legislation will be identified in red font.

PLEASE REFER TO THE QUESTIONS AND ANSWER DOCUMENT IF YOU HAVE QUESTIONS. MANY QUESTIONS MAY BE ANSWERED THROUGH REVIEW OF THIS DOCUMENT.