NCAA DIVISIONS I AND II COACHES CERTIFICATION (RECRUITING) TEST

DIVISIONS I AND II QUESTIONS AND ANSWERS

INSTRUCTIONS: PLEASE READ CAREFULLY PRIOR TO ADMINISTERING THE COACHES CERTIFICATION TEST.

Technical

Q1   What if a coaching staff member is logged out or the program inadvertently closes while the coach is in the process of taking or submitting the test?

  A   The web-based testing program is designed with a fail-safe mechanism to ensure that coaches taking the test are not penalized for technical difficulty. In the event this occurs, the program freezes and the test timer stops until the user re-enters the program by executing the login procedures and begins the test again by clicking on his or her name. Being inadvertently logged off the program will not cause a user to fail the test.

  OR

  A   The timer has expired. The coach's test has been graded and will appear in the results screen.

Q2   A coach clicked the submit button but the test results are not showing up in the results screen. What happened?

  A   Due to heavy Internet traffic it is not uncommon for this to occur when a user submits data. Refer to answers in question one.

Q3   A coach was almost finished with the test (he or she indicated four minutes remained at last check) and the test submitted automatically and was graded. How did this happen?

  A   The timer expired. Keep in mind that the timer will only update once the screen is refreshed.

Q4   I have lost my ID or password or both. Where can I find it?

  A   You will need to contact your conference office for the conference ID and proctor password. If you do not have your sports-sponsorship password, please contact the administrator on your campus responsible for submitting your Equity in Athletics Disclosure Act or sports-sponsorship forms, as he or she may have it on file.

Q5   Why is an error message appearing when I attempt to log in?

A   Please note there are two different Web addresses; one for the conference and one for the institution. If the correct UserId and proctor password are not entered in the correct website, the error message will appear. Please double check that you are attempting to login to the correct website. Remember that UserIds and proctor password are case sensitive. Check to be sure you are using the correct institutional password (i.e., sports-sponsorship password) as well.

OR/AND

A   In the event your institution sponsors a sport in another division and/or in another conference, the administering conference will need to request that your institution be added to its list of members for the online program. Each conference has its members automatically listed in the online program and this information is drawn from the NCAA membership database. If another conference will be administering your institution's test, the conference will need to request the national office change the administering conference for the coaches test only. Please note this will not affect the alignment in the membership database.

Q6   I am using the correct Web address but I getting an error message that indicates my password is incorrect. Why?

A   UserIds and proctor passwords are case sensitive. Be sure you are entering the UserId and proctor password exactly as they appear. In addition, check the UserId and proctor password to see if it includes a letter that appears to be a lower case L or the number one and try replacing it with a capital I. These characters appear similar in the program, so try each in order to determine the correct character in your password.

Administration

Q1   Who is permitted to administer the test to coaching staff members?

A   Tests may be administered at a Division I institution by any institutional staff member. At an NCAA Division II institution tests must be administered by a nonathletics department staff member or conference administrator. Conferences also may determine or limit who is permitted to administer the test.

Q2   Who is responsible for administering the coaches certification test to independent institutions?

    A   The conference responsible for administering the National Letter of Intent program for an NCAA Division I or Division II independent institution also shall administer the coaches certification test for that institution.

Q3   Is it permissible to review printed copies of a generated web-based test, specific test items or answers with test participants before or after the test?

    A   None of the above mentioned items may be reviewed prior to the test; however, unless conference policies preclude it, the institution may review missed test questions (including answers) with coaching staff members but may not provide the coach with a hard copy of this information.

Q4   Is it permissible to administer the test to anyone other than Divisions I or II coaches?

    A   Testing opportunities for individuals who are not coaches shall be determined by the conference office.

Q5   Does the conference office have the discretion to determine whether a test participant has a learning disability?

    A   No. The conference office does not have the discretion to determine whether a test participant has a learning disability but is responsible for confirming the validity of the medical documentation and whether the individual qualifies for accommodations at his or her institution.

Q6   May individuals with medically diagnosed learning disabilities be provided additional time to complete the test?

    A   Yes. The certification procedures indicate that coaches who have medically diagnosed learning disabilities may apply to the conference office for additional time or to have the test administered to them orally.

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Q7   If English is a second language for a coach, may the institution or the conference provide any additional accommodations?

    A   No. Accommodations may be provided only to individuals who have medically diagnosed learning disabilities.

Q8   If a Division I or Division II coach does not intend to recruit off campus, is he or she required to pass the certification test?

    A   No. Per NCAA Division I Bylaw 11.5.1 and NCAA Division II Bylaw 11.6.1 (annual certification requirement), only coaches who have been certified may contact or evaluate prospective student-athletes off campus; therefore, if a Division I or II coach does not intend to recruit off campus, certification is not required.

Q9   Is a coach who has not taken or has not passed the coaches certification test allowed to make telephone calls to prospective student-athletes?

    A   Yes. Pursuant to NCAA recruiting rules a noncertified coach who remains on campus may telephone a prospect at the prospect's home or other off-campus site, provided the provisions of Divisions I and II Bylaw 13.1.3 (telephone calls to prospective student-athlete) are met, inasmuch as such activity is not considered off-campus recruitment.

Q10   If a coach is hired in May 2018, which version of the coaches certification test is the coach required to take and pass in order to recruit off campus – the 2017-18 version or the 2018-19 version?

    A   The 2018-19 version. The certification procedures indicate that the annual certification period shall be effective August 1 through July 31. However, once the new test is available to the 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 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 of the following year.

Q11 If a Division I or Division II coach is certified and then accepts a position at another institution in the same division, is immediate recertification required?

   A No. The annual certification period is August 1 through July 31. Therefore, coaching transfers within the same division would not affect certification status. However, passing scores should be verified with the former institution's conference office.

Q12 If a Division I or II coach is certified and then accepts a position at another institution in a different division, is immediate recertification required?

   A Yes. Because NCAA recruiting rules differ for Divisions I and II, a coach must be certified under Division I rules in order to recruit off campus in a Division I sport and must be certified under Division II rules in order to recruit off campus in a Division II sport.

Q13 In Division I, are multisport coaches required to take more than one recruiting test in order to be certified?

   A No. If the sports are football and any other sport, the coach would be required to take only the football test. If the sports are basketball and any other sport (excluding football), the coach would be required to take only the basketball test. If the sports do not include football or basketball, the coach would be required to take the "All Sports" test.

Q14 If a coach is employed at a Division II institution that sponsors at least one Division I sport, is it permissible for a multisport coach who coaches a Division I and a Division II sport to take only the Division I certification test and be certified to recruit off campus in both sports?

   A No. The coach who is a multisport coach in two different divisions must be certified for each division in the sports in which he or she is a coach.

Q15 Are coaches from Division III institutions who coach a Division I sport required to pass the certification test?

   A Yes. Any individual who coaches a Division I or II sport must be certified in order to contact and evaluate prospective student-athletes off campus, regardless of the institution's membership division.

Q16 Due to multidivisional classification, we are a member of more than one conference. Which conference must administer the test?

   A   Either conference may administer the test; however, if a conference other than the conference designated in the NCAA membership database record will administer your test, the administering conference will need to request that your institution be added to the list of institutions the conference will administer. The conference office must contact NCAA academic and membership affairs staff to make such a change.

Q17 Is certification required for coaches of provisional members in Divisions I and II?

   A   Division I: It is suggested (but not required) that coaches of provisional members in Division I be certified during the exploratory year and first year of provisional membership. During the second year of provisional membership and thereafter, coaches of provisional members in Division I must be certified to recruit off campus.

   Division II: Institutions who are in the provisional period under the membership requirements in Division II must be certified to recruit off campus.

Q18 Which test must be administered if we are reclassifying from one division to another?

   A   A reclassifying institution will need to administer the test for the appropriate division during the year in which the institution is required to be in full compliance with the legislation of the division to which it is reclassifying.

Q19 Is there a waiver procedure for the 30-day (Division I) / 14-day (Division II) waiting period if a coach fails the test?

   A   No. However, in the event a coach is precluded from completing the test for reasons due to extreme circumstances beyond his or her control (e.g., weather related evacuation, illness, technology issue, etc.) the conference office has the discretion to waive the 30-day or 14-day waiting period and permit the coach to retake the test. Please note, however, in the event the computer shuts down, the program's fail safe mentioned previously in the technical section will permit the coach to resume a test already in progress.

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Test

Q1 Is it permissible for test participants to use the NCAA Manual during the test?

   A   Yes. Test participants are permitted to use the Manual and the ePub versions of the NCAA Manual on a computer or tablet device.

Q2 Is it permissible for test participants to use the Legislative Services Database for the Internet (LSDBi) during the test?

   A   Yes. Test participants are permitted to use the bylaws and proposals sections of LSDBi during the test in addition to the Manual in order to reference bylaws and proposals.

Q3 The conference office/proctor did not provide copies of testing materials (i.e., questions and answers, instructions, etc.) as in previous years. Where can coaches access this information during the test?

   A   All of the testing materials may be accessed through the online program by clicking the "Information and Instructions" link after logging in to the program or by clicking the "Help" link during the test.

Q4 During the test, are participants allowed to use copies of the permissible testing materials that have handwritten notes on them?

   A Yes.

Q5 Is it permissible for a coach to indicate more than one answer for a multiple-choice question on the coaches certification test?

   A   No. The questions were designed so there is only one correct response for each multiple-choice question.

Q6 Some proposals contained in the legislative summary (Division II) do not include an intent statement. Where is this information found?

   A   Incorporations of interpretations, modifications of wording and editorial revisions may not include formal intent statements; however, complete information may be found in the 2017 NCAA Division I or II Official Notice.

Hard-Copy Test Administration

Q1 Will hard-copy versions of the test be provided to institutions on request?

A No. However, the online program allows an institution to generate a hard-copy version of the test, including an answer key, to be administered to coaches unless conference office policy precludes this type of administration.

Q2 If our institution elects to administer the test via hard copy, how do we communicate the results to the conference office?

A When a hard-copy test is generated, it is identified with a number in the top left corner. For each coach that completes this version of the test, the proctor is required to enter the results by selecting update score on the screen that includes the link to the generated test once the test has been completed and graded. The proctor will enter and submit the results for each coach. Each hard-copy test that is generated will be unique and all must be graded individually.

Q3 Are the results of the hard-copy test required to be sent to the NCAA national office?

A No. The national office will not be sending out Scantron forms and institutions are not required to submit hard-copy results to the national office. However, test results must be entered into the online program as noted in Q2 above.

Q4 How will question statistics be tracked?

A Statistics from tests administered using the online program may be monitored in real time by the NCAA staff and the conference office. At this time, a mechanism does not exist to track question statistics from hard-copy administration.

Q5 Who is required to enter scores from hard-copy test results?

A Either the conference office or the proctor shall enter hard-copy test results.