



Becoming A Certified Athletic Administrator ~ NIAAA/VIAAA



Levels of Certification:

REGISTERED ATHLETIC ADMINISTRATOR (RAA)

- Bachelor's Degree or higher from an accredited institution
- Approval of Personal Data Form (PDF)
- Completion of NIAAA Leadership Training Courses 501, 502 and 503. College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course
- Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, graduate school professor or state athletic administrators association executive director)
- Read and abide by the NIAAA Code of Ethical and Professional Standards
- Candidate must provide copy of course completion certificates with PDF, or submit an NIAAA transcript available through the membership portal

REGISTERED MIDDLE SCHOOL ATHLETIC ADMINISTRATOR (RMSAA)

- Bachelor's Degree, or higher, from an accredited institution
- Approval of Personal Data Form (PDF)
- Completion of NIAAA Leadership Training Institute Courses LTC 501 and LTC 502, LTC 503, LTC 504, LTC 700, LTC 701. College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course
- Candidate must provide a copy of all course completion certificates with PDF, or submit an NIAAA transcript available through the membership portal
- Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, state athletic administrator association executive director (or state liaison in states without an executive director)
- Read and abide by the NIAAA Code of Ethical and Professional Standards

The professional development courses are offered online and throughout the year in person, so there are many opportunities to fit any schedule. Leadership Training Institute (LTI) classes are listed on the NIAAA website under the learning catalog.

The VIAAA offers classes during the year at the Spring Seminar, VIAAA State Conference, Summer Institute, New AD's workshop and Fall Seminar. A list of upcoming LTI classes being offered can be found on the VIAAA website.

The VIAAA has a great incentive for anyone that obtains a certification; they are willing to reimburse 50% of the certification application fee for NIAAA /VIAAA members after required paperwork is turned in and approved.

CERTIFICATION PROGRAM

OBJECTIVES:

Within the field of secondary school athletic administration, the certification program intends:

- To promote professional standards, practices and ethics.
- To encourage self-assessment by offering guidelines for achievement.
- To improve performance by encouraging participation in a continuing program of professional growth and development.
- To identify levels of educational training essential for effective athletic administration.
- To foster professional contributions to the field.
- To maximize the benefits received by the school community from the leadership provided by certified athletic administrators.

BENEFITS OF BECOMING

CERTIFIED:

Professionals seeking certification will:

- Develop a sense of personal and professional satisfaction.
- Demonstrate a commitment to excellence in the profession.
- Provide growth of professional knowledge and expertise.
- Enhance the perception of the profession.
- Increase the potential for employment opportunities or incentives.
- Participate in a nationally registered program.



Becoming A Certified Athletic Administrator ~ NIAAA/VIAAA



Levels of Certification:

CERTIFIED ATHLETIC ADMINISTRATOR (CAA)

- Bachelor's Degree or higher from an accredited institution
- Approval of Personal Data Form (PDF)
- Two (2) or more years of experience as an athletic administrator
- Employed by (or retired from) a school, school district or state athletic administration association, or state athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among one's job responsibilities
- Completion of NIAAA Leadership Training Courses 501, 502, 503, 504 and 506. College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course
- Obtain the verifying signature of a principal, superintendent or state athletic administrators association executive director
- Successfully complete CAA examination
- Read and abide by the NIAAA Code of Ethical and Professional Standards
- Candidate must provide copy of a course completion certificates before taking the CAA exam, or submit an NIAAA transcript available through the membership portal

CERTIFIED MASTER ATHLETIC ADMINISTRATOR (CMAA)

- Bachelor's Degree or higher from an accredited institution
- Have attained CAA designation
- Approval of Personal Data Form (PDF)
- Employed by (or retired from) a school, school district, state athletic administrator association or state athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among one's job responsibilities
- All requirements and PDF credits earned since CAA designation, except for leadership training courses and submission of supporting documentation
- Completion of NIAAA Leadership Training Courses 501, 502, 503, 504, 506, 508 and 510. College and University course work will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course
- Completion of minimum of five (5) LTI electives (one course each from 600 and 700 categories and three courses from any level (500, 600, 700, 900).
- Completion of a graduate level written project or oral presentation
- Obtain the verifying signature of a principal, superintendent, state athletic administrators association staff
- Read and abide by the NIAAA Code of Ethical and Professional Standards
- Candidate must provide copy of course completion certificates with PDF or submit an NIAAA transcript available through the membership portal

NIAAA Website:

<https://members.niaaa.org/page/Certification>

VIAAA Website:

<https://viaaa.org/professional-dev-t/certification>

The VIAAA offers a wonderful workshop each summer for new athletic administrators or for anyone that would like some refresher information. During the professional development three-day seminar the LTI 501, 502 & 503 classes are offered to get you on your way to the RAA certification. For summer 2020 the VIAAA is offering the New AD's workshop, Summer Institute and CAA exam in the same week. This is a great opportunity for athletic administrators to take advantage of other LTI classes being offered (504, 508, 611, 618, 627, 710A, 723, 799).

These will all be held July 14th – 16th, please see the VIAAA website for registration.

The VIAAA is a great resource for athletic administrators to acquire classes and grow as a professional. Please feel free to contact PD Chair Kristy Hunter khunter@gc.k12.va.us – 724-255-0835 or Jeff Dietze at jeffdietze1@verizon.net – 703-915-8528