

2007-08 NCAA DIVISION II COACHES CERTIFICATION PROGRAM

Certification Procedures

1. Administration.

- a. The test shall be administered as a timed (80 minutes), open-book test. Test participants shall be permitted to use copies of the NCAA Division II Manual, the 2007 NCAA Convention Division II Official Notice, the 2007 Legislative Summary, the Division II Manual Index and LSDBi (bylaw section only). The use of any other resource 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 2006-07 test are certified through July 31, 2007. 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, 2007 must pass the new (2007-08) 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, 2008. (For example, an individual who takes the 2007-08 coaches certification test and receives a passing score May 20, 2007, is certified from May 20, 2007, through July 31, 2008.)
- 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. **Please note the 30-day waiting period may not be waived.**
- g. Division II 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 coaches certification 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 Division II independent institution also shall administer the coaches certification procedures for that institution.
 - j. Divisions I, II and III conference offices may administer the coaches certification procedures to Division II coaches.
 - k. Division II 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.
 - l. Coaches who have medically or professionally diagnosed learning 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 II certification procedures shall involve the administration of one test for all Division II coaches.
- b. The test will include legislation contained in NCAA Bylaws 10 through 17 that relate to recruitment of prospective student-athletes.

- 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 32 of 40 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 italicized font.

Please refer to the Questions and Answer Document if you have questions as most inquiries may be resolved through review of this document.