



**Canadian Interscholastic
Athletic Administrators Association**

CCAA

(Canadian Certified Athletic Administrator)

Application Form

Updated October 2022



Canadian Certified Athletic Administrator (CCAA)
Application Form

First Name _____

Last Name _____

Current Position _____

School _____

Business Address _____

Home Address _____

Phone _____

Email _____

Requirements

THERE ARE 100 CREDITS ATTAINABLE WITHIN THIS APPLICATION AND A MINIMUM OF 50 CREDITS ARE REQUIRED TO QUALIFY.

Athletic Administrators who satisfy the following requirements may apply:

1. Bachelors Degree, or higher, from an accredited institution.
2. Three of more years of experience as an interscholastic athletic administrator
3. Employed by (or retired from) a school, school district or provincial high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities.
4. Completion of CIAAA Leadership Training Program Courses 501C, 502C, 503C, 504C and 506C.
5. Read the CIAAA Code of Ethics and Professional Standards

Please provide proper documentation where required

I have satisfied all CCAA requirements

** Athletic Administrators, who due to some extenuating individual circumstances, do not satisfy all the prerequisites may request an exemption from the Certification Committee. Such an appeal in writing must accompany the application. Each appeal will be reviewed on its own merit.*

Section I - CIAAA Leadership Training & Education

A. Completion of Leadership Training Program required courses - Candidate must have completed all five (5) courses.

	Date	Location
LTP 501C	_____	_____
LTP 502C	_____	_____
LTP 503C	_____	_____
LTP 504C	_____	_____
LTP 506C	_____	_____

B. Completion of elective Leadership Training Program courses - Candidate may earn two (2 credits) per additional course.

	Date	Location
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____
LTP_____	_____	_____

Total (Maximum 10 Credits)_____

C. University Degrees - Please provide a copy of degree(s).

Degree	Institution	Date Conferred	Credits
Bachelors (BA, BS, etc.)			-
Masters (MA, MS, etc) OR Masters (focus in Athletic Administration, Athletic Leadership, or Coaching)			5
			10
Doctorate (Ph.D, Ed.D, etc).			5
Total (Maximum 10 Credits)			

D. Other Professional Development - Within the last five (5) years.

Please indicate attendance specifically related to Interscholastic Athletic Administration.

1. CIAAA National Athletic Directors Conference (3 credits for each conference)
2. NIAAA National Athletic Directors Conference (3 credits for each conference)
3. CIAAA Workshops or presentations at your local conventions, events, or district/school professional development days (1 credit for each presentation)

Activity	National, Provincial, Regional, Local	Date(s)	Credits
Total (Maximum 10 Credits)			

Section I - Summary of Credits

I - B _____

I - C _____

I - D _____

Total (Maximum 30 Credits) _____

Section II - Experience

A. Interscholastic Athletic Coaching (Grades 6 - 12) - Two (2) credits for each completed season as a head coach and one (1) credit for each completed season as an assistant coach.

Sport	# of Years as Head Coach	# of Years as Assistant Coach	Credits
Total (Maximum 10 Credits)			

B. Athletic Administration Experience - Job description includes some responsibility for the daily operation of Interscholastic Athletic Programs. Two (2) credits for each completed year of service in athletic administration.

Position	# of Years	Credits
Total (Maximum 20 Credits)		

C. Other School Administrative Experience - Principal, Assistant Principal, Department Head, Superintendent, Assistant Superintendent. One (1) credit for each completed year.

Position	# of Years	Credits
Total (Maximum 5 Credits)		

Section II - Summary of Credits

II - A _____

II - B _____

II - C _____

Total (Maximum 35 Credits) _____

Section III - Leadership

A. CIAAA or NIAAA Membership - One (1) credit per year)

Membership Years _____

Total (Maximum 5 Credits) _____

B. Interscholastic Athletics Leadership Position - Credits as indicated below are earned in the first year served, but can only be earned for every three (3) years served.

			Credits
• CIAAA Board of Directors	OR	Provincial School Athletic Association Executive	3
• Provincial LTP Coordinator	OR	Provincial Zone Coordinator or District Pres/Commissioner	2
• CIAAA Committee	OR	Provincial School Athletic Ass'n Advisory Groups/Committees	1

Position	Dates	Credits
Total (Maximum 5 Credits)		

C. CIAAA Presentations - Local, Provincial or National - LTP Course Instructor - Three (3) credits per course taught, Workshop Presenter - One (1) credit per workshop delivered.

Course/Workshop	Date	Location	Credits
Total (Maximum 10 Credits)			

D. Awards/Recognition in Athletic Administration - National or Provincial: Three (3) Credits and Local: One (1) credit.

Award	Organization	Date	N/P/L	Credits
Total (Maximum 5 Credits)				

E. Coordination of Provincial and Local Interscholastic Events - Provincial Championship: Five (5) credits and Zone/District Championship: Two (2) credits.

Sport	Event	Date	Credits
Total (Maximum 10 Credits)			

Section III - Summary of Credits

III - A _____

III - B _____

III - C _____

III - D _____

III - E _____

Total (Maximum 35 Credits) _____

SUMMARY OF REQUIREMENTS

Credits

Section I CIAAA Leadership Training & Education Maximum 30 credits _____

Section II Experience Maximum 35 credits _____

Section III Leadership Maximum 35 credits _____

Total Credits _____

Section III - CIAAA Code of Ethical and Professional Standards

The Interscholastic Athletic Administrator is committed to the student-athlete:

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect every member of the student body.

The Interscholastic Athletic Administrator is committed to education-based athletics:

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhance the learning process.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.
- Cooperates with the staff and school administration in establishing, implementing and supporting school practices.
- Acts impartially in the execution of basic policies and in the enforcement of the league, zone, and provincial high school athletic association rules and regulations.

The Interscholastic Athletic Administrator is committed to the profession:

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honour of the profession with students, colleagues, coaches, officials, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, provincial and national professional development programs including, but not limited to, the CIAAA Leadership Training Program and Certification Program.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

I have read the CIAAA Code of Ethical and Professional Standards and pledge that the information on this application is accurate.

Candidate Signature

Date

Enter the name and title of the sponsor and person verifying this form:

Name _____

Title _____

Verifying Signature

Phone

Date

Email the completed Form to info@ciaaa.ca.

Once your application is sent and approved, please complete payment as follows:

- Ensure your membership is activated or paid to access preferred rates
- Visit tinyurl.com/CIAAReg
 - Under CCAA Fees, click register
 - Complete the process as directed.

The CIAAA is pleased to highlight your dedication to your professional development shown through participation in our Certification Program. Please fill out the details below and we will send a congratulatory note to your administrative team.

Principal Name _____

Email _____

Superintendent Name _____

Email _____