

2008-09 NCAA DIVISIONS I AND II COACHES CERTIFICATION PROGRAM

Divisions I and II Certifying Administrator Form

This form should be signed and returned to the conference office following each test administration. It is suggested that institutional test administrators maintain a copy of this form for convenient reference.

Institution: _____

Part I: Test-Administrator Affirmation.

Please read the NCAA coaches certification procedures before you sign this form.

By signing this form, you affirm the following:

1. You administered the recruiting test(s) in accordance with the coaches certification test instructions and procedures;
 - Division II institutions only; you are employed outside the institution's athletics department.
2. You completed the listing of test participants and (if applicable) test scores on Part III of this form.
3. You (or someone else employed outside the institution's athletics department for Division II institutions) are responsible for scoring the test(s); and
4. You have entered hard-copy results into the online system.

Signature of Test Administrator

Title

Printed Name of Test Administrator

Date of Test Administration

