

STEPS TO GETTING CERTIFIED

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

NIAAA Certification

How do I get certified?

Step 1: Determine the right certification for you

The NIAAA offers six different certifications all created with unique intentions and for those at different stages in their career. The basic requirements for each certification can be found further down the page.

- Registered Athletic Administrator
- Registered International Athletic Administrator
- Registered Middle School Athletic Administrator
- Certified Athletic Administrator
- Certified International Athletic Administrator
- Certified Master Athletic Administrator

Step 2: Complete all required courses

Each certification has a different set of required courses that must be completed prior to attaining the certification. For the RAA, RIAA, CAA, and CIAA, all of the courses are available online in our Classroom. During the year, we offer seasonal webinar sessions with varying courses. Please check the website linked below for the current schedule.

[Take a Course](#)

Step 3: Purchase the application

Please select the certification for which you would like to apply. You will be directed to another page with the option to review the requirements again and purchase the certification application. *Please note all certification applications are non-refundable.*

[RAA](#) [RIAA](#) [RMSAA](#) [CAA](#) [CIAA](#) [CMAA](#)

Step 4: Download materials after payment is submitted

As soon as the payment is processed you will receive an email that includes an attachment containing all of the materials you need to move forward with the certification. The main item to focus on is the personal data form. This form is what our Certification Committee uses to determine if you are eligible to receive the certification or not. Please fill out the personal data form with typed responses, as handwritten forms will not be accepted.

Step 5: Submit all required documentation

The last page of the personal data form has specific instructions as to how to submit your documents. Each certification will require you to submit the completed personal data form, proof of your degree (photo of the degree or a scan of your university transcripts), and your NIAAA transcript. Other documents may be required based on the certification and will be noted accordingly. ****The CAA documentation must be submitted at least 10 business days prior to the date of the exam you wish to sit for.**

Step 6: Wait for next steps

As soon as the required documents are submitted, you will receive an email indicating that we have received them and they are in process. For the RAA, RIAA, RMSAA you will be notified once approved within ten business days of receiving your submission. For the CAA, CIAA, and CMAA your application will be sent to our committee for review. We will keep you informed each step of the way and will reach out if we need further information from you.

Step 7: Receive certificate in the mail

Upon approval of your application and completion of all required steps, you will receive the certificate for your designated certification in the mail. Please allow up to 10 business days after you receive approval to receive the certificate.

Requirements for Certification

The NIAAA offers a variety of certifications to meet your unique needs. Certification with the NIAAA helps to develop a sense of personal and professional satisfaction. It demonstrates a commitment of excellence in the profession and allows for growth of professional knowledge and expertise. Being certified also increases the potential for employment opportunities or incentives. Please view the requirements listed below to determine which certification you currently qualify for.

REGISTERED ATHLETIC ADMINISTRATOR	REGISTERED MIDDLE SCHOOL ATHLETIC ADMINISTRATOR	CERTIFIED ATHLETIC ADMINISTRATOR	CERTIFIED MASTER ATHLETIC ADMINISTRATOR
BASIC REQUIREMENTS Bachelor's Degree LTC 501, 502, 503	BASIC REQUIREMENTS Bachelor's Degree LTC 501, 502, 503	BASIC REQUIREMENTS Bachelor's Degree LTC 501, 502, 503	BASIC REQUIREMENTS Bachelor's Degree LTC 501, 502, 503, 504, 506
ADDITIONAL REQUIREMENTS none	ADDITIONAL REQUIREMENTS Employed as AD LTC 504, 700, 701	ADDITIONAL REQUIREMENTS Employed as AD 2+ years experience LTC 504, 506 Pass CAA Exam	ADDITIONAL REQUIREMENTS Employed as AD CAA LTC 508, 510 LTC 600 - Level (1) LTC 700 - Level (1) Elective Courses (3) Complete Project
Cost to Apply Member: \$75 Non-Member: \$160	Cost to Apply Member: \$100 Non- Member: \$185	Cost to Apply Member: \$150 Non- Member: \$235	Cost to Apply Member: \$175 Non- Member: \$260
Learn More	Learn More	Learn More	Learn More

Certification Requirements for each Level

Certification Requirements

CERTIFIED ATHLETIC ADMINISTRATOR

- 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 high school athletic/activities association in such capacity that the administration of interscholastic athletics is (was) among job responsibilities
- Completion of LTC 501, LTC 502, LTC 503, LTC 504 and LTC 506
- Successful completion of the CAA examination
- Read the [NIAAA Code of Ethics](#)

CERTIFIED MASTER ATHLETIC ADMINISTRATOR

- Attained CAA designation
- Approval of Personal Data Form (PDF) –Submission of supporting documentation
- Completion of LTC 501, LTC 502, LTC 503, LTC 504, LTC 506, LTC 508 and LTC 510
- Completion of minimum of five (5) LTC electives, one course must be from the management category (600 level), one course must be from the leadership category (700 level), and 3 additional courses from any category.
- Employed so that administration of interscholastic athletics is/was one's primary responsibility
- All requirements and points earned since CAA designation
- Complete a practical written exercise
- Optional program implementation
- Read the [NIAAA Code of Ethics](#)