|  |  |  |
| --- | --- | --- |
|  | ***Joe Thomson,***  ***Leadership Training Institute***  ***State Training & certification Coordinator***  **“GETTING YOUR CMAA”** |  |



1. **CMAA REQUIREMENTS**

[**https://members.niaaa.org/page/Certification\_CMAA**](https://members.niaaa.org/page/Certification_CMAA)

* Have attained CAA designation
* Approval of Personal Data Form (PDF)
* All requirements and PDF credits earned since CAA designation, except for leadership training courses
* Submission of supporting documentation
* Completion of NIAAA Leadership Training Courses 501, 502, 503, 504, 506, 508 and 510.
* 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
* Candidate must provide copy of course completion certificates with PDF or submit an NIAAA transcript available through the membership portal

|  |  |  |
| --- | --- | --- |
|  | 1. **CAA CLASSES - can be classes offered in DE or MD or NADC –  or - online - or – webinars (promo code DIAA2022)** | |
|  | **LTC 508** |  |
|  | **LTC 510** |  |
|  | 1. **5 ELECTIVES – can be classes offered in DE or MD or NADC –  or - online - or - webinars** | |
|  | 1. **Any 600 Course** |  |
|  | 1. **Any 700 Course** |  |
|  | 1. **Choice of 600 or 700** |  |
|  | 1. **Choice of 600 or 700** |  |
|  | 1. **Choice of 600 or 700** |  |
|  | 1. **COMPLETE APPLICATION** | |
|  | 1. **PROJECT–** we will guide you through this done | |

# ACKNOWLEDGEMENT LETTER AFTER SUBMISSION OF APPLICATION

## To: Certified Master Athletic Administrator (CMAA) Applicant

From: NIAAA Certification Committee

Subject: Acceptance of CMAA Application

We are pleased to inform you that your application to become a Certified Master Athletic Administrator has been accepted.

Enclosed you will find the Personal Data Form. Please return this form along with all the necessary supportive materials and a check for $175.00 (NIAAA member) or $240.00 (NIAAA non-member) to the address printed on the back of the PDF.

Your Personal Data Form and required documentation will then be reviewed by a certification committee member. You will be notified of your status by the NIAAA office once this review has been completed.

If you have any questions pertaining to the Personal Data form please call the committee member listed on the enclosed sheet for your section. If you can’t reach that committee member please call Scott Lindgren, the committee chairperson.

[](http://www.niaaa.org/)

**CMAA Project Format**

The purpose of this document is to provide guidance to athletic administrators seeking to complete the requirements for attaining the Certified Master Athletic Administrators (CMAA) distinction. This format will reinforce the guidelines for completing the Personal Data Form, writing the project, and ensuring that your application meets or exceeds application requirements.

**The following are the Keys to Successful Project Development**

By incorporating the above **Keys to Success**, your project should be designed to meet the specific needs of your school and/or community. It should be guided by the principles and knowledge you have gained through the Leadership Training Institute. You must include documentation of all material used to develop and implement your project.

The objective of the CMAA process is to implement the project you have developed. A copy of your project which follows the prescribed format identified in the “**Keys to Success**” must be **submitted** with this application**. *A good project is innovative, improves the system, arises from a genuine need, and provides involvement by the stakeholders***.

**Format: Your project should be divided into six tabs:**

**Section/tab 1 (Personal Data Form)**

This section/tab will include the completed Personal Data Form (PDF) that has the appropriate signatures designated on the PDF. Please review each section of the PDF and add up the points you have acquired.

**Section/tab 2 (Supporting Documents)**

In Section One part “A” and “B” you are to validate that you have completed the required number of Leadership Training Courses. Section Two part “D” asks you to identify any additional elective Leadership Training Courses. You must provide your LTI transcript for required and elective courses. In addition to your Leadership Training transcript, you should attach verification for: continuing education courses; diplomas for completed degrees since your CAA; copies of articles you have written; copy of schedules identifying speaking engagements; and copies of certifications validating athletic program instructor status.

**Section/tab 3 (Introduction)**

Section/tab 3 will include a description of the demographics for your school and community. Be certain to write a brief description of your project. (1-2 pages doubled spaced)

**Section/tab 4 (Text Script)**

Section/tab 4 will include the comprehensive description of your project which can vary in length depending on the size and scope of the project. Please keep in mind that your efforts on this project should reflect graduate-level quality work. Use the six guidelines that are identified in the **Keys to Successful** project development. (Who, what, when, where why and how). **Note:**  Other athletic administrators should be able to use this information as a resource. Your text script should reflect this objective.

**Section/tab 5 (Assessment & Evaluation)**

Section/tab 5 will include an assessment, analysis, and evaluation of the project. This could include timelines of activities involved in the development and implementation of the project, surveys, cost analysis, photos, other supporting information, and possible outcomes. (1-2 pages doubled spaced)

**Section/tab 6 (Conclusion)**

Section/tab 6 will include a summary of the project with your thoughts and observations resulting in a conclusion. You should identify all Leadership Training Courses or other resources that assisted in the development and implementation of the project. (1-2 pages doubled spaced)

**FINAL CHECK LIST**

**Before sending in your Personal Data Form please make sure you have included the following:**

*\_\_\_\_Copies of your Leadership Training Course completions*

*\_\_\_\_CMAA Project, Paper and Project Information Sheet*

*\_\_\_\_Your signature*

*\_\_\_\_A verifying signature and printed name, title of the*

*Person, and date verifying your information*

*\_\_\_\_Payment*

**Please note that all PDF and project information should be sent to:**

**NIAAA Certification Committee**

**Attn: Alex Ferguson**

**9100 Keystone Crossing Suite 650, Indianapolis, Indiana 46240**

**Telephone: 317-587-1450**