

THE PROFESSIONAL DEVELOPMENT ACADEMY

The **2016-17 Professional Development Academy Booklet** inclusive of the Leadership Training Institute, Certification Program, assessment and LTC course descriptions can be accessed through the NIAAA website at www.niaaa.org by clicking on Programs and Leadership Training Institute or through the below link:

http://www.niaaa.org/assets/16038_ProfDevelopAcad_Booklet_2016_FNL.pdf

ATHLETIC DIRECTOR CERTIFICATION REQUIREMENTS

REGISTERED ATHLETIC ADMINISTRATOR (RAA)

- Bachelor's Degree or higher from an accredited institution
- Approval of Personal Data Form (PDF)
- Completion of LTC 501 & LTC 502
- Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, state athletic/activities association staff)
- Read the NIAAA Code of Ethical and Professional Standards

REGISTERED MIDDLE SCHOOL ATHLETIC ADMINISTRATOR (RMSAA)

- Bachelor's Degree or higher from an accredited institution
- Approval of Personal Data Form (PDF)
- Completion of LTC 501, LTC 502, LTC 504, LTC 700 & LTC 701
- 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
- Obtain the verifying signature of a sponsor (athletic administrator, principal, superintendent, state athletic/activities association staff)
- Read the NIAAA Code of Ethical and Professional Standards

PROVISIONAL CERTIFIED ATHLETIC ADMINISTRATOR CERTIFICATE (PCAA)

- Bachelor's Degree, or higher, from an accredited institution
- Less than two (2) years of experience as an athletic administrator
- Must have completed LTC 501, LTC 502, LTC 504 and LTC 506
- Approval of a Provisional CAA Application
- Read the NIAAA Code of Ethical and Professional Standards

CERTIFIED ATHLETIC ADMINISTRATOR CERTIFICATION (CAA)

- Bachelor's Degree, or higher, from an accredited institution
- 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 504, and LTC 506
- Complete a program application found under the "Resources" home page tab of the NIAAA website (there is a **\$150** processing fee)
- Approval of Personal Data Form (PDF) including:
 - *Obtain a verifying signature of a principal, superintendent, or state athletic administrators association executive director*
 - *providing copies of course completion certificates*
- Successful completion of the CAA examination
- Read the NIAAA Code of Ethical and Professional Standards

CERTIFIED MASTERS ATHLETIC ADMINISTRATOR CERTIFICATION (CMAA)

- Attained CAA designation
- Approval of Personal Data Form (PDF) (there is a **\$175** processing fee)
- Submission of supporting documentation
- Completion of LTC 501, LTC 502, LTC 504, LTC 506 and LTC 508
- Completion of minimum of six (6) LTC electives, three (3) each from 600 level and 700 level Courses
- 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 Ethical and Professional Standards
- Submission of a project
 - Information is listed on the NIAAA website at www.niaaa.org under:
 - PROGRAMS
 - **NIAAA CERTIFICATION PROGRAM**
 - Certification Requirements for each Level
 - CMAA Project Information

LTC Course Information

- **LTC 502** will be offered **Monday – November 6, 2017** at the MIAA Office from **8:00 AM to 12:00 PM**. Each participant receives a manual. This class is **free for MSSADA members** and \$150 for non-members. Please refer to the MSSADA website
- **LTC 501** will be offered **Monday – January 8, 2018** at the MIAA Office from **8:00 AM to 12:00 PM**. Each participant receives a manual. This class is \$125 for MSSADA members and \$150 for non-members. Please refer to the MSSADA website

NIAAA Online Courses & Webinars

Information can be accessed through the following link:

<http://www.niaaa.org/niaaa-programs/leadership-training-institute/niaaa-online-courses-webinars/>

Webinar Classes

- In an effort to meet the needs of individual who desire to enhance their knowledge of interscholastic athletic administration and cannot attend the national conference or state conference, the NIAAA offers selected courses utilizing the internet through webinars. This offers the opportunity to take Leadership Training courses from the comforts of the office or home and receive the same quality instruction, ability to ask questions and interact with peers as is provided in the classroom setting.

On-Line Courses

- You can take courses on-line through the **University of Maine**. Courses offered are **LTC 501, LTC 502, LTC 504, LTC 506, and LTC 508**.

MSSADA MEMBERS BENEFITS

The **LTC 502 Course** – offered at the MIAA in November and at the MSSADA Conference is **free**. All other courses taken with MSSADA are \$125 instead of \$150

UPCOMING CAA EXAMS

<u>Monday</u>	<u>November 6, 2017</u>	<u>10:00 AM</u>	MIAA Office
<u>Friday,</u>	<u>March 30, 2018</u>	<u>10:00 AM</u>	MSSADA Conference – Hyannis, MA.
<u>TBA</u>	<u>June, 2018</u>		NIAAA Section 1 Summer Institute

Please feel free to contact Massachusetts LTC Coordinator Karrah Ellis anytime via e-mail at karrahbellis@gmail.com for information or questions

2018 NIAAA Section 1 Summer Institute

June 24-27, 2018

Ocean Edge Resort in **Brewster, MA.**

Information will be available during the 2017-18 school year