



PACK YOUR TOOLBOX

**NIAAA CERTIFICATION
MAXIMIZES YOUR
EFFECTIVENESS**



Where are you in your certification journey?

**Aspiring
AD?**

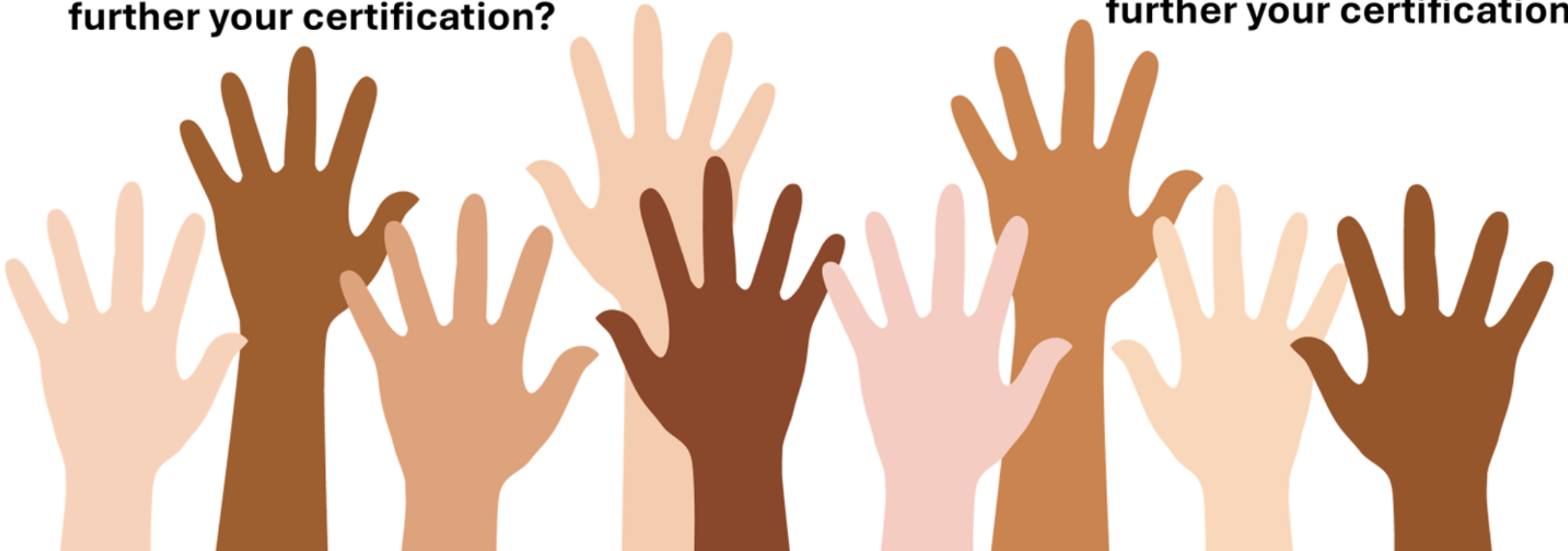
**Already have a
certification?**

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certification?**

**Middle School
Focused?**

**Local School AD – looking to
further your certification?**

**District AD – looking to
further your certification?**



30 FOR 30

What if I told you...

You could be a more confident, prepared, efficient, and connected leader?"

NIAAA Certification is the solution.



The Challenge

- **Common realities:**
tight budgets, evolving regulations, balancing priorities.
- “You need more than experience —
you need the tools to lead with confidence.”
- Lack of structured professional development can leave administrators reactive instead of proactive.



Enter the Toolbox

- NIAAA Certification is a professional development system offering up to six levels of certification designed for athletic administrators.
- Each level builds your capacity to serve, lead, and elevate your community.
- Knowledge = Confidence





What's in the Toolbox? (Why Get Certified)



- Knowledge & Best Practices



- Measuring Tape

Like best practices, it provides a standard to measure against — accuracy matters.

- How does NIAAA Certification help?

- NIAAA Leadership Training Courses (LTC) -
Formal coursework builds the foundation of best practices and legal/ethical standards.



What's in the Toolbox? (Why Get Certified)



- **Preparedness for Modern Challenges**



Multi-Tool (Swiss Army Knife)

Versatile and adaptable for unexpected challenges — the “go-to” tool when the job changes.

- **How does NIAAA Certification help?**

Certification Pathways

(RAA, RMSAA, CAA, CMAA, RIAA, CIAA) –

These demonstrate readiness to handle evolving issues in interscholastic athletics.



What's in the Toolbox? (Why Get Certified)



- Respect & Credibility in the Field



- Level

Ensures balance, fairness, and “being on the level” with others builds respect.

- How does NIAAA Certification help?

- Professional Certification & Designations

Having a nationally recognized credential establishes credibility among peers and leaders.



What's in the Toolbox? (Why Get Certified)



- Efficiency & Effectiveness in Daily Leadership



- Power Drill

Gets the job done faster and more effectively, making work efficient and impactful.

- How does NIAAA Certification help?

- NIAAA Toolbox / Resources

Templates, forms, and operational resources streamline day-to-day responsibilities.



What's in the Toolbox? (Why Get Certified)



- Improved Student-Athlete Experience



- Sandpaper

Smooths out rough edges — improving the finished product, just as leaders refine the athlete experience.

- How does NIAAA Certification help?

- Implementation of NFHS/NIAAA Programs -
Student leadership training, sportsmanship initiatives,
and safety programs directly impact athletes.



What's in the Toolbox? (Why Get Certified)



- Modeling Professional Growth for Your Team

- Tool Belt



Always visible and shows preparedness; modeling growth is about keeping your tools ready and showing others how to use them.

- How does NIAAA Certification help?

- Continuous PD

Conferences, Roundtables, Networking -
Engaging in ongoing professional learning sets the tone for staff to follow.

- Building a national network of support.



THE LEADERSHIP TRAINING INSTITUTE: Where it all begins

What is the Leadership Training Institute?

The NIAAA Leadership Training Institute (LTI) offers courses for interscholastic athletic administrators to attain additional knowledge and expertise in their role, enhance their athletic department, and be better prepared to handle today's biggest challenges in the profession.

Our leadership training curriculum provides professional development and best practices to support both new and experienced athletic administrators.





ACCREDITATION: Why it matters



- 1. Nationally Recognized Quality Standard**
- 2. Ensures Consistency and Credibility**
- 3. Supports Continuous Improvement**
- 4. Enhances professional Standing**
- 5. Aligns Athletic Administration with Broader Educational Leadership**

DISCOVER YOUR PATHWAY: A roadmap to certification

STEP 1: Begin taking LTI Courses for AD-specific professional development

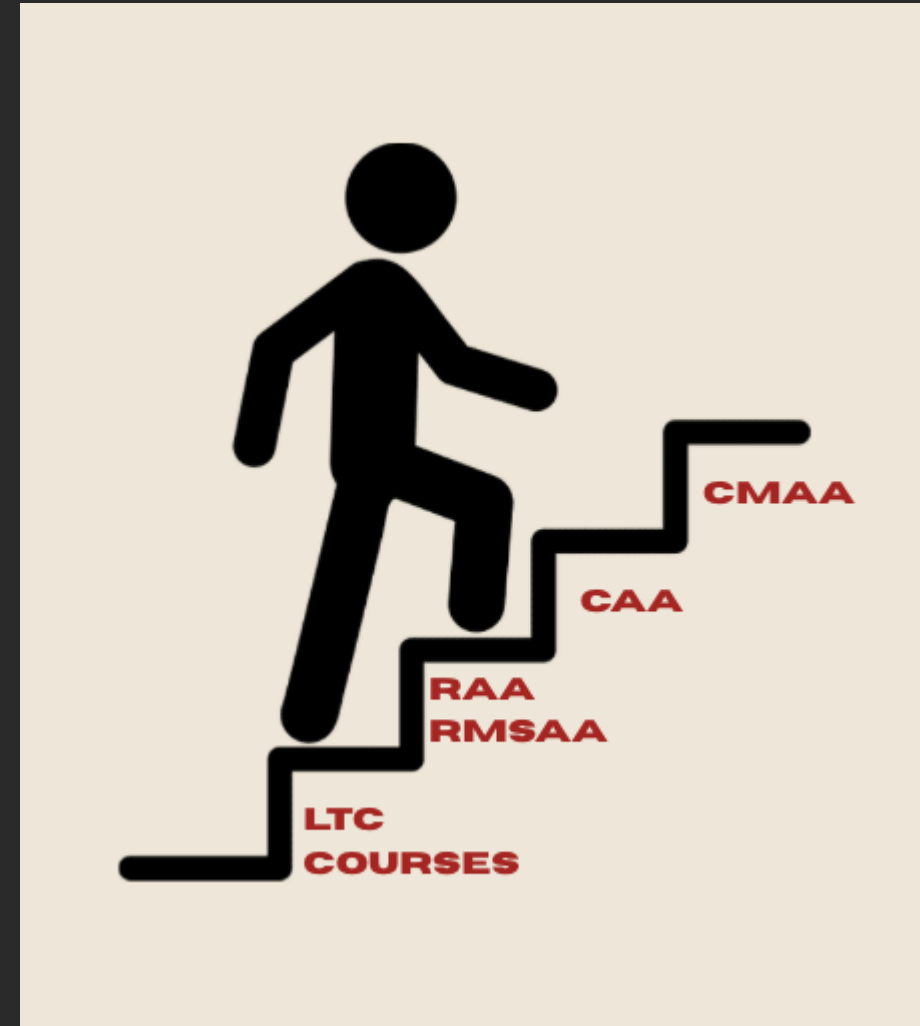
STEP 2: De-mystify acronyms

- **RAA**- Registered Athletic Administrator
- **RMSAA**- Registered Middle School AA
- **CAA**- Certified Athletic Administrator
- **CMAA**- Certified Master Ath. Admin.

INTERNATIONAL AD's

- **RIAA**- Registered International Ath. Admin.
- **CIAA**- Certified International Ath. Admin

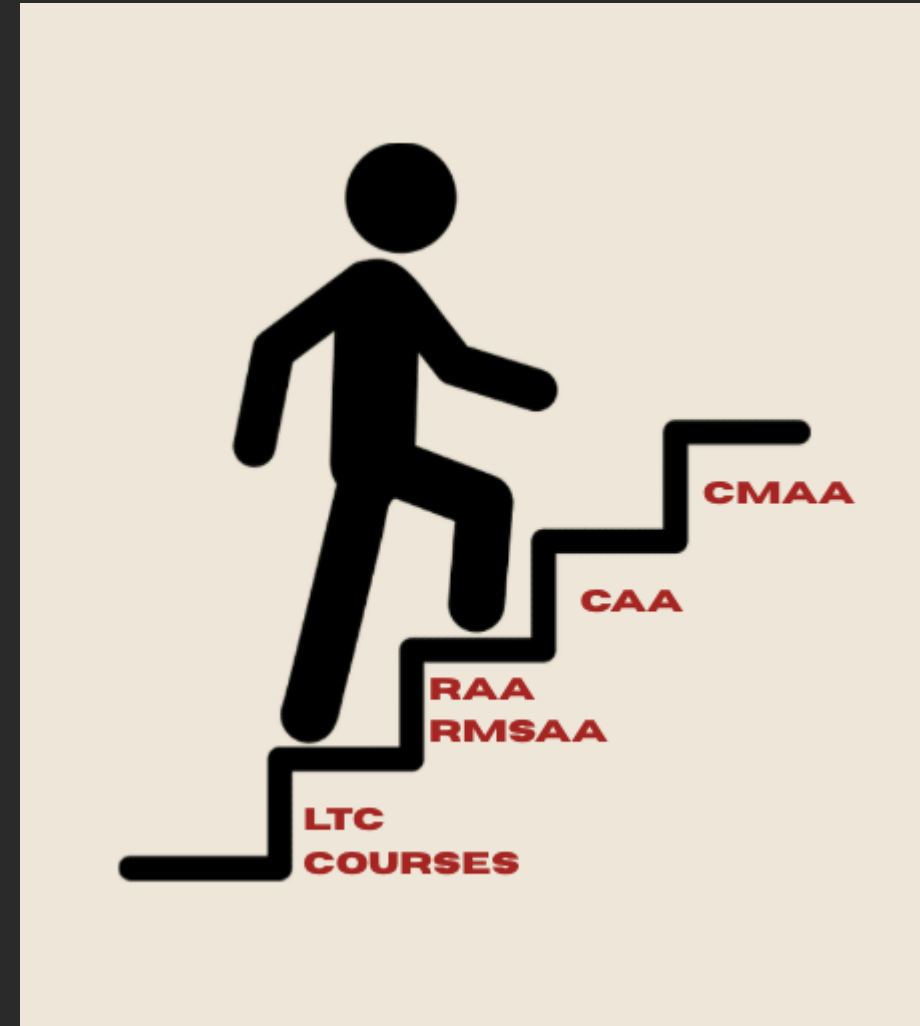
STEP 3: Set goals, go on a mission of consistent, tangible improvement culminating in certification



DISCOVER YOUR PATHWAY: A roadmap to certification

ALL CERTIFICATION LEVELS REQUIRE:

- Bachelor's degree or higher from an accredited institution
- Approval of Personal Data Form (PDF)
- College/university coursework will not be accepted unless the curriculum incorporates the entire content of the required Leadership Training Course
- Obtain the verifying signature of a sponsor
- Submit an **NIAAA transcript**
- Read and abide by the **NIAAA Code of Ethical and Professional Standards**



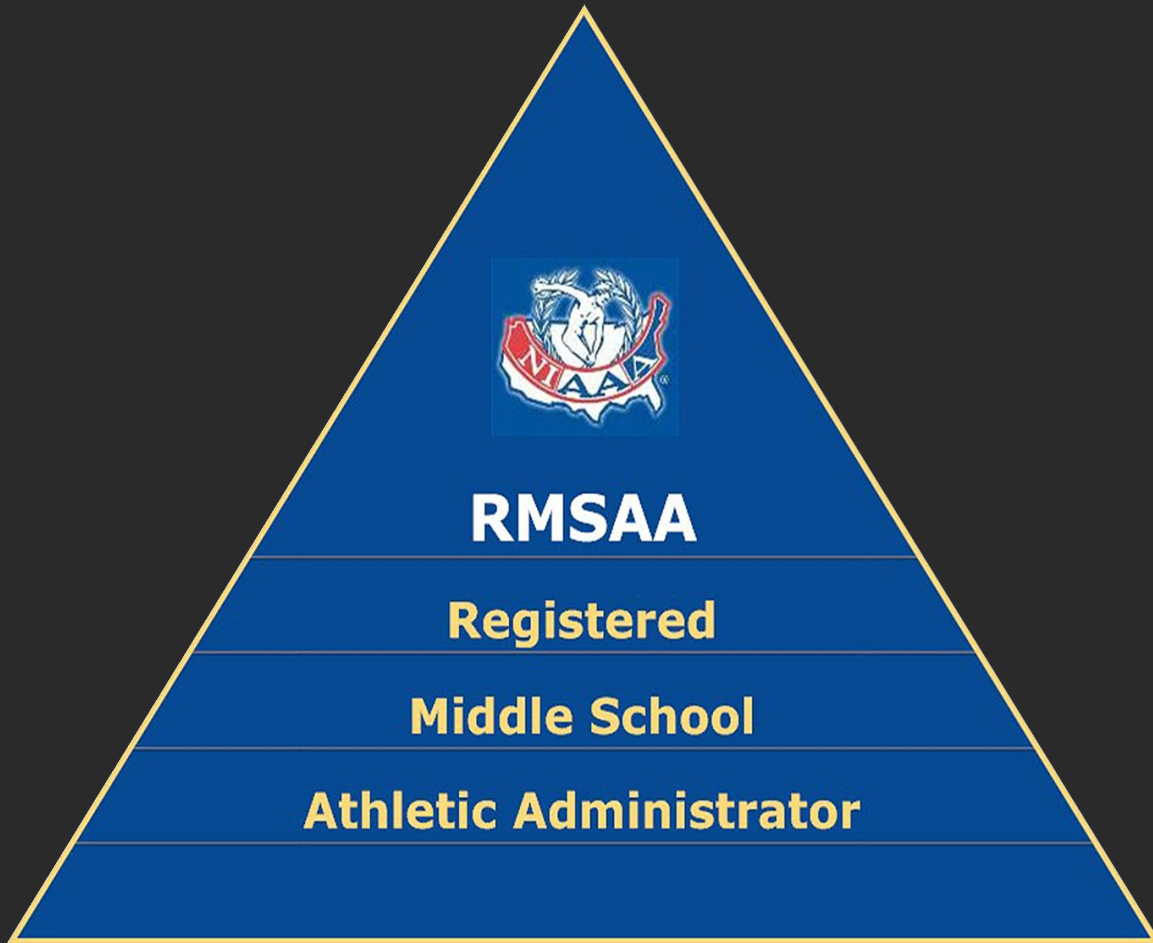
DISCOVER YOUR PATHWAY: A roadmap to certification



Registered Athletic Administrator:

- **CAREER STAGE**: Entry Level, Early Career, Aspiring AD
- **ROLE**: Recent college graduate; someone new to athletic administration; first-time AD in a small school; new to interscholastic sports operations
- **WHY**: Provides foundational training (LTC 501-503) + credential to strengthen resume. No prior experience required.

DISCOVER YOUR PATHWAY: A roadmap to certification



Registered Middle School Athletic Administrator:

- **CAREER STAGE:** Middle School- Focused AD / Early-Mid Career in MS
- **ROLE:** Athletic director for middle school; someone responsible for MS athletics; building experience in admin
- **WHY:** Builds on the RAA foundational courses and adds MS-specific leadership and operations (LTC 504, 700, 701) to address challenges unique to middle school athletics.

DISCOVER YOUR PATHWAY: A roadmap to certification

Certified Athletic Administrator:

- **CAREER STAGE**: Experienced AD (High School or School District)
- **ROLE**: High school AD, district-level AD, assistant AD with 2+ years experience
- **WHY**: Requires 2+ years of admin experience and passing a certification exam—demonstrates a higher degree of professional competence. Also covers more advanced LTC courses (like risk management and legal issues).



DISCOVER YOUR PATHWAY: A roadmap to certification

Certified Master Athletic Administrator:

- **CAREER STAGE**: Senior / Veteran AD / Leader in the Field
- **ROLE**: Long-tenured AD, AD supervising multiple schools, state association AD, someone working on high-level projects or “master” level leadership
- **WHY**: This is the top US certification: requires prior CAA, extensive coursework (core + electives), a capstone project, and significant experience. It signals mastery and leadership in athletic administration.



RAA Certification Requirements

\$75/\$160 – remember membership has its privileges

- 501 – Guiding Foundations
- 502 – Fundamentals of Education-Based Athletic Management
- 503 – Innovative Strategies in Education-Based Athletic Management

\$100/\$185 – remember membership has its privileges

- RAA +
- 504 – Legal Issues I
- 700 – Principles and Philosophies of a Developmentally Appropriate Middle School
- 701 – Leadership and Administration of Middle School Athletic Personnel

RMSAA Certification Requirements

CAA Certification Requirements

\$175/\$260 – remember membership has its privileges

- RAA +
- 504 – Legal Issues I
- 506 – Legal Issues II

Required Personal Data Form

2 or more years as Athletic Administrator

\$200/\$285 – remember
membership has its privileges

- CAA +
- 508 – Legal Issues III
- 510 – Legal Issues IV
- 5 Courses from 600 and 700 Levels
- Complete QPA or Graduate Level Project
- Completion of Personal Data Form

CMAA Certification Requirements

International Certifications

Similar to other certifications with additional courses to focus on International Schools

Courses:

- 901-Guiding Foundations and Philosophies for International School Athletic Programs
- 902-Strategies for Organizational Management in International School Athletic Programs
- 903-Enhancing Organizational Management in International School Athletic Programs
- 904-Child Protection Overview for the International School Athletic Administrator

Process is guaranteed Professional
Development

Other school administrators lack
this support

Each Course provides best
practices and a class environment
with like minded professionals

Growth and Professional Development

Rewards

Confidence

You have learned best practices

Connection

You learned side by side with others

Legacy

You continued to model lifetime learning

Leave Today with a Toolbox that Powers your Leadership for Years!

You are among friends and colleagues – this is not a solo journey

LET'S START BUILDING THE TOOL BOX!

SHARE YOUR TOOLS!

ASK US FOR HELP!

Visit NIAAA Website and explore CERTIFICATIONS