



2021-22 NCAA DIVISION II COACHES CERTIFICATION
QUESTIONS AND ANSWERS

Technical

Question No. 1: I have lost my NCAA Division II University ID and/or password. Where can I find it?

Answer: Please use the “forgot password” feature for Single Source Sign-On on the NCAA.org apps page.

Question No. 2: I keep getting an error message that indicates my User ID or password is incorrect. Why?

Answer: User IDs and passwords are case sensitive. Be sure you are entering the User ID and password exactly as they appear.

Question No. 3: How can single source sign-on administrators add users to Division II University?

Answer: Instructions on how to add a user via Single Source Sign-On (NCAA My Apps) can be found here: [Adding User to DII University Through SSSO](#).

Question No. 4: How can single source sign-on administrators assign the coaches certification required courses?

Answer: Instructions on how to assign the curriculum can be found here: [Assigning Courses DII Coaches Curriculum](#).

Question No. 5: How can single source sign-on administrators access the curricula activity report?

Answer: Instructions on how to access the curricula activity report can be found here: [Accessing DII Curricula Activity Reports](#).

Administration

Question No. 1: Who is required to complete educational modules on Division II University?

Answer: All paid and volunteer sport coaches, including consultants (e.g., pitching instructor) and student assistant coaches, who wish to recruit off campus or direct, supervise or observe countable athletically related activities.

Question No. 2: Who is permitted to complete educational modules on Division II University?

Answer: Any institutional or conference staff member may complete educational

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modules; however, the modules were specifically developed for coaches.

Question No. 3: Are educational modules administered by a proctor?

Answer: A proctor is not required to administer educational modules; however, an institution may require staff members to complete educational modules in a proctored setting.

Question No. 4: Are educational modules available in languages other than English?

Answer: No.

Question No. 5: Is a coach who has not completed the required educational modules allowed to make telephone calls or send electronic communications to prospective student-athletes?

Answer: Yes. Pursuant to NCAA recruiting rules, a noncertified coach who remains on campus may telephone or send an electronic communication to a prospective student-athlete at the prospective student-athlete's home or other off-campus site, provided NCAA Division II Bylaw 13.1.3 (telephone calls to prospective student-athlete) and Bylaw 13.4.4 (electronic transmissions) are met, as such activity is not considered off-campus recruitment.

Question No. 6: If a Division II coach is certified for the year and then accepts a position at another Division II institution, is recertification required?

Answer: No. Coaches access Division II University through a single-source sign-on application and the system tracks which educational modules have been completed by each coach. As a result, no recertification is necessary when a coach accepts a position at another Division II institution during the certification period.

Question No. 7: If a Division II coach is certified and then accepts a position at another institution in a different division, is recertification required?

Answer: Yes. Because NCAA recruiting rules differ for Divisions I and II, a coach must be certified under Division I rules to recruit off campus in a Division I sport.

Question No. 8: Is there a "grace period" for newly hired coaches at Division II institutions before certification is required?

Answer: Yes. There is a 14-day grace period for newly hired coaches who wish to direct, supervise or observe countable athletically related activities before

completing the required educational modules. Off-campus recruiting is impermissible during the 14-day grace period.

Question No. 9: If a coach is employed at a Division II institution that sponsors at least one Division I sport, is it permissible for a multisport coach who coaches a Division I and a Division II sport to take only the Division I or Division II certification test and be certified to recruit off campus in both sports?

Answer: No. The coach who is a multisport coach in different divisions must be certified for each division in the sports in which he or she is a coach.

Question No. 10: Is certification required for coaches of provisional members in Division II?

Answer: Yes. Coaches employed at provisional member institutions shall be certified via successful completion of the required modules in Division II University to recruit off campus or direct, supervise or observe countable athletically related activities.

Question No. 11: Which coaches' certification requirement must be met if an institution is reclassifying from one division to another?

Answer: A reclassifying institution shall comply with the certification requirements for the appropriate division during the year in which the institution is required to be in full compliance with the legislation of the division to which it is reclassifying.

Question No. 12: Is there a waiver procedure for the 24-hour waiting period if a coach fails to complete rather than fails an educational module?

Answer: No.

Educational Modules

Question No. 1: May coaches use the NCAA Manual while completing an educational module?

Answer: Yes. Coaches may use the hard-copy version of the Manual and the ePub versions of the Manual.

Question No. 2: May coaches use the Legislative Services Database for the Internet (LSDBi) while completing an educational module?

Answer: Yes.