



## **2019-20 NCAA DIVISION I CERTIFYING ADMINISTRATOR FORM**

This form should be signed and returned to the conference office following each test administration. It is suggested that institutional test administrators maintain a copy of this form for convenient reference.

Institution: \_\_\_\_\_

### **Part I: Test-Administrator Affirmation.**

Please read the NCAA coaches certification procedures before you sign this form.

By signing this form, you affirm the following:

1. You administered the recruiting test(s) in accordance with the coaches certification test instructions and procedures;
2. You completed the listing of test participants and (if applicable) test scores on Part III of this form.
3. You are responsible for scoring the test(s); and
4. You have entered hard-copy results into the online system.

\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Test Administrator

\_\_\_\_\_  
Date of Test Administration

**Part II: Test-Scorer Affirmation (if someone other than the test administrator).**

By signing this form, you affirm the following:

1. You scored the test(s); and
2. You completed Column No. 2 of Part III of this form.

Signature of Test Administrator

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Title

Printed Name of Test Administrator

Date of Test Administration

### Part III: List of Test Participants.

Name of Test Participant  
(Column 1)

Certified (Y or N)  
(Column 2)

[illegible]

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Certified (Y or N)  
(Column 2)

[illegible]