

DIII International Ice Hockey Pilot

Webinar Session 2
June 13, 2019

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Sarah Turner

Welcome from the EC!

The NCAA Eligibility Center (EC) is excited to continue working with you on the upcoming 2019 pilot. Thank you for joining us today.

Questions?

Please review our FAQs after the webinar. If you have additional questions, please email us at d3_hockey@ncaa.org

What's the Same

2019 Pilot Parameters

1. This pilot is for all Division III first-year international, men's and women's ice hockey student-athletes.
2. An international student is defined as any student who attended a secondary or post-secondary school outside the United States, participated in athletics outside the United States or whose permanent residence is outside the United States.
 - **Note:** a student-athlete who is on a US team that travels internationally (e.g., Canada) for a weekend amateur tournament is not considered an international student-athlete.
3. A first-year student is defined as a student-athlete's first year at a Division III institution; transfer students with no prior Division III enrollment are included in the pilot.



Reminder

Please focus on students who have been accepted academically to your institution and have paid their deposit

Major Differences

Year 1: 2018

1. Students register with the free Profile Page
2. Paid for by Div. III Governance
3. Institution submitted names and profile ID numbers via the Roster Form
4. Weekly update via email on certification status
5. No review of any official academic records
6. EC and Amateurism corresponded with students via email for sport participation information

Please review the complete list of major differences [here](#).

Year 2: 2019

1. Student must register with a DI/DII Certification Account and pay \$150 upfront
2. Partial reimbursement of \$75 by the institution through Div. III Governance
3. Institutions use the EC Membership Portal in their ncaa.org/myapps
4. Institutions activate registered students to their Institutional Request List (IRL)
5. Institutions have visibility at all times to the amateurism certification for their IRL students
6. Students will include their own sports participation history when creating account
7. Tasks may get assigned, visible to both the student and institution, if more information is required. This may include potential need for academic secondary school documents

Timeline

Immediate Action

- Student's can register now for a **Certification Account** by visiting our website:
www.eligibilitycenter.org
- After registering, students should request their final amateurism reviews
- When logged into the EC Membership Portal, DIII schools can activate **registered** students to the Institutional Request List (IRL)

August 1st

- The EC is going to begin processing amateurism reviews
- Students must have registered with the Certification Account and have requested their final amateurism reviews

EC Membership Portal

Getting Access

- Have your institution's single sign on (SSO) administrator for ncaa.org/myapps/grant permission to view our "EC" application
- Click [here](#) for additional information



EC

Your EC Portal



The screenshot shows the top portion of a web portal. At the top left is the NCAA logo. To its right is the text "Eligibility Center Member Institution Portal". On the far right of this header is a blue lightning bolt icon. Below the header is a dark blue navigation bar with white text for "Home", "IRL", "Reports", "Resources", "Contact Us", "NLI", and "Exit". The main content area is white and contains the text "Welcome to EC Member Institution Portal!" followed by "Please [Click here](#) to subscribe to the Eligibility Center Newsletter". Below this is a dark blue horizontal bar with the text "Eligibility Center" and a minus sign on the right. Underneath the bar, it says "There are no posted announcements in this subject area at this time."

 Eligibility Center Member Institution Portal

[Home](#) [IRL](#) [Reports](#) [Resources](#) [Contact Us](#) [NLI](#) [Exit](#)

- [IRL Activation](#)
- [IRL De-Activation](#)
- [Update Sports](#)

Welcome to the Eligibility Center Member Institution Portal!
Please Click Here to Update Your Profile
Please Click Here to Update Your Sports
Please Click Here to Subscribe to the Eligibility Center Newsletter

Eligibility Center

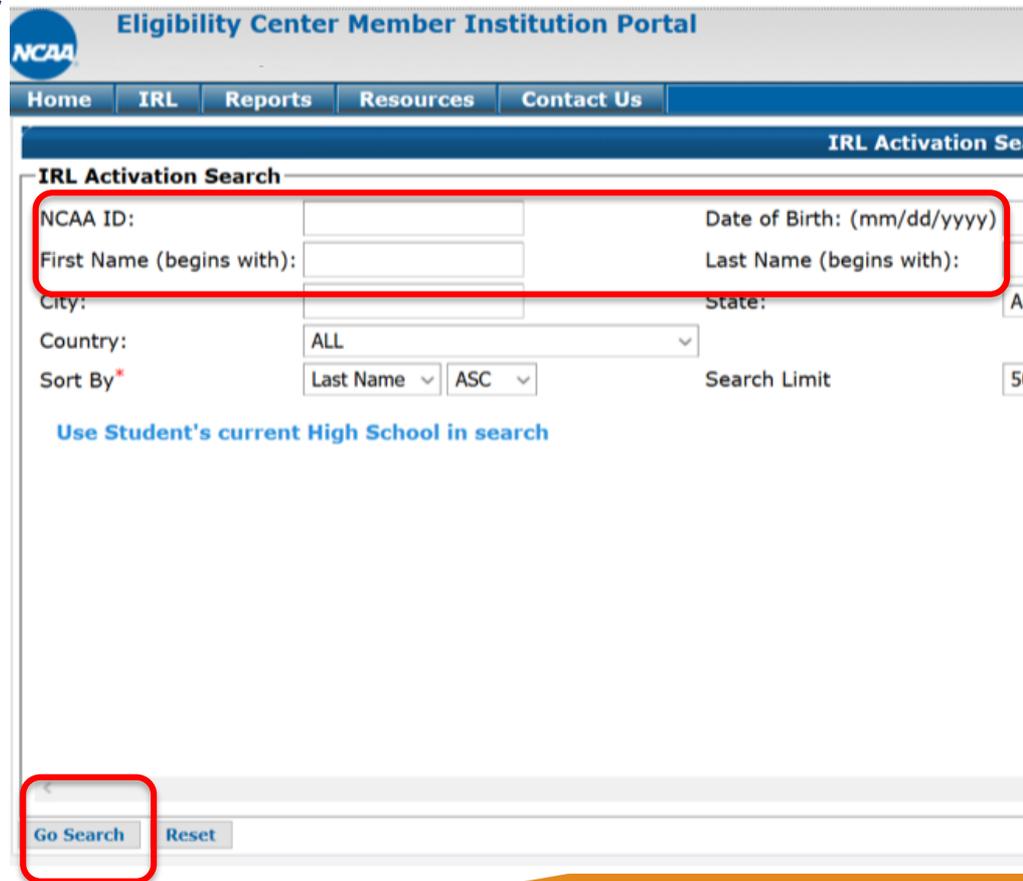
May 24, 2019 Eligibility Center closed Memorial Day, 5/27

The Eligibility Center will be closed for the Memorial Day holiday Monday, May 27. Normal customer service hours will resume Tuesday, May 28. Have a great holiday!

IRL Activation

How to activate students to your institution's IRL?

1. Once logged in, click the IRL tab
2. From the drop-down list, select "IRL Activation"
3. Then search for the registered student by name or NCAA ID#
4. Once you have located the correct student, click the box to the left for that student
 - Make sure the proper sport of Men's or Women's Ice Hockey is selected
 - Make sure the recruitment cycle is 1920
5. Click "Activate"



The screenshot displays the "Eligibility Center Member Institution Portal" with a navigation menu including Home, IRL, Reports, Resources, and Contact Us. The "IRL Activation Search" form is highlighted with a red border. The form includes the following fields and options:

- NCAA ID:** Text input field
- Date of Birth:** (mm/dd/yyyy) Text input field
- First Name (begins with):** Text input field
- Last Name (begins with):** Text input field
- City:** Text input field
- State:** Text input field
- Country:** Dropdown menu set to "ALL"
- Sort By:** Dropdown menu set to "Last Name" and "ASC"
- Search Limit:** Text input field set to "5"

Below the form, there is a link: [Use Student's current High School in search](#). At the bottom of the form, there are two buttons: "Go Search" and "Reset".



IRL Activation Search Result

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Select one or more sports *

- Baseball
- Men's Basketball
- Men's Cross Country
- Football
- Men's Golf
- Men's Ice Hockey
- Women's Ice Hockey

Recruitment Cycle * 1920 PSA's enrolling 19/20 Acad. Yr ▼

Select Student

Sel	NCAA ID	Transfer Student?	Last Name	First Name	Gender	City	State	Country
<input type="checkbox"/>	1901393783	No ▼	Newton	Andy	M	Pittsboro	IN	US

Student Details

 Eligibility Center Member Institution Portal

[Home](#) [IRL](#) [Reports](#) [Resources](#) [Contact Us](#) [NLI](#) [Exit](#)

[Search Student Details](#)

[Additional Reports](#)

Welcome to EC Me

Please [Click here](#) to subscribe to the Eligibility Center Newsletter

Eligibility Center

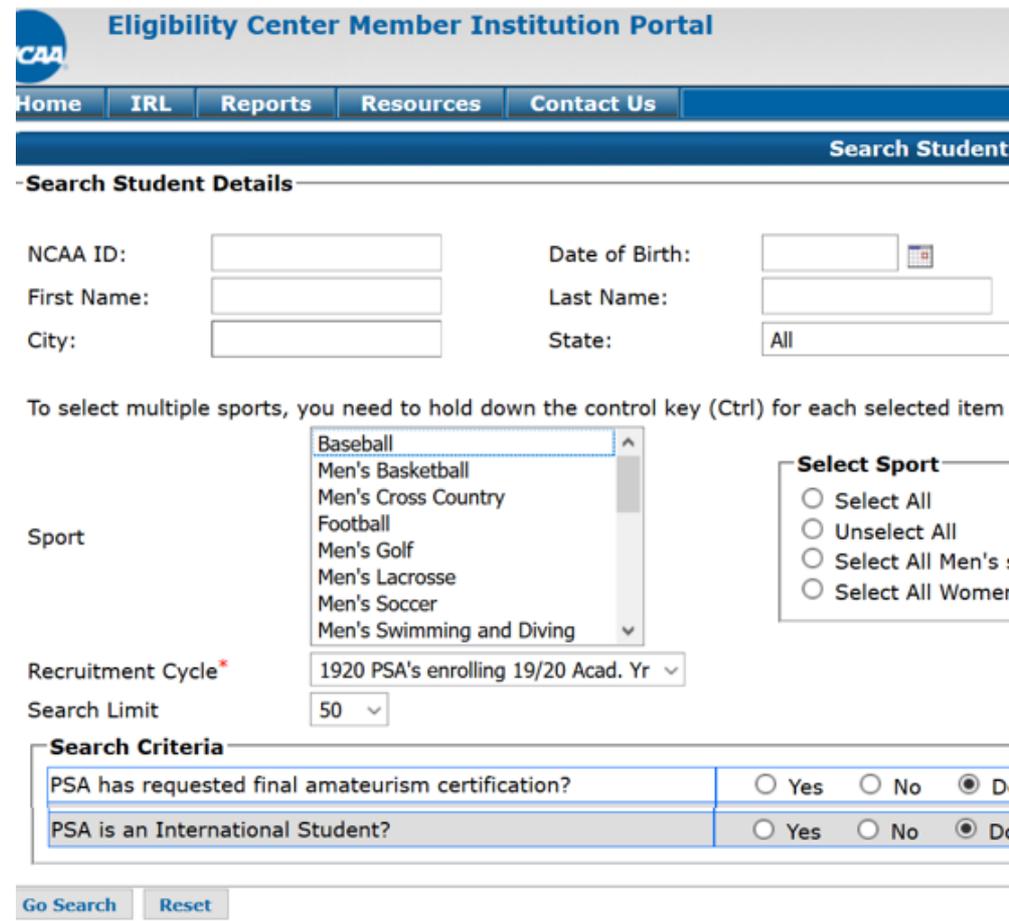
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Reports

You can monitor your students by running an IRL Report

1. Once logged in, click the Reports tab
2. From the drop-down list, select “Search Student Details”
3. Then highlight sport of Men’s or Women’s Ice Hockey
 - ❑ Tip: Selecting the sport will provide the complete list of students on that IRL
4. Once you select the sport, click “go search” at the bottom



The screenshot displays the 'Eligibility Center Member Institution Portal' with a navigation menu including Home, IRL, Reports, Resources, and Contact Us. The 'Search Student' section is active, showing a form for 'Search Student Details'. The form includes fields for NCAA ID, Date of Birth, First Name, Last Name, City, and State. A 'Sport' dropdown menu is open, listing various sports such as Baseball, Men's Basketball, Men's Cross Country, Football, Men's Golf, Men's Lacrosse, Men's Soccer, and Men's Swimming and Diving. To the right of the sport list is a 'Select Sport' section with radio buttons for 'Select All', 'Unselect All', 'Select All Men's', and 'Select All Women's'. Below the sport list are dropdown menus for 'Recruitment Cycle*' (set to '1920 PSA's enrolling 19/20 Acad. Yr') and 'Search Limit' (set to '50'). At the bottom, there is a 'Search Criteria' section with two rows of questions: 'PSA has requested final amateurism certification?' and 'PSA is an International Student?'. Each row has radio buttons for 'Yes', 'No', and 'Default' (indicated by a filled circle). At the very bottom, there are 'Go Search' and 'Reset' buttons.

Full Student Details Report

Eligibility Center Member Institution Portal

Home IRL Reports Resources Contact Us NLI Exit

Matching Records - 16 found

Student Details by Sport

Expand All Collapse All Select All UnSelect All Search Criteria Used Export as Excel Export as PDF

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Transfer Student	Acad RTP-F	Acad Cert Div I	Waiver Div I	Acad Cert Div II	Waiver Div II	Amat Cert Div I	Amat Cert Div II	Req. Final Amat Cert	Test Score Recd	All HS Trans Recd	Final Trans /POG Recd	ACT Sum	SAT comp	NLI Signed	GPA Div I	GPA Div II	Fee Issue
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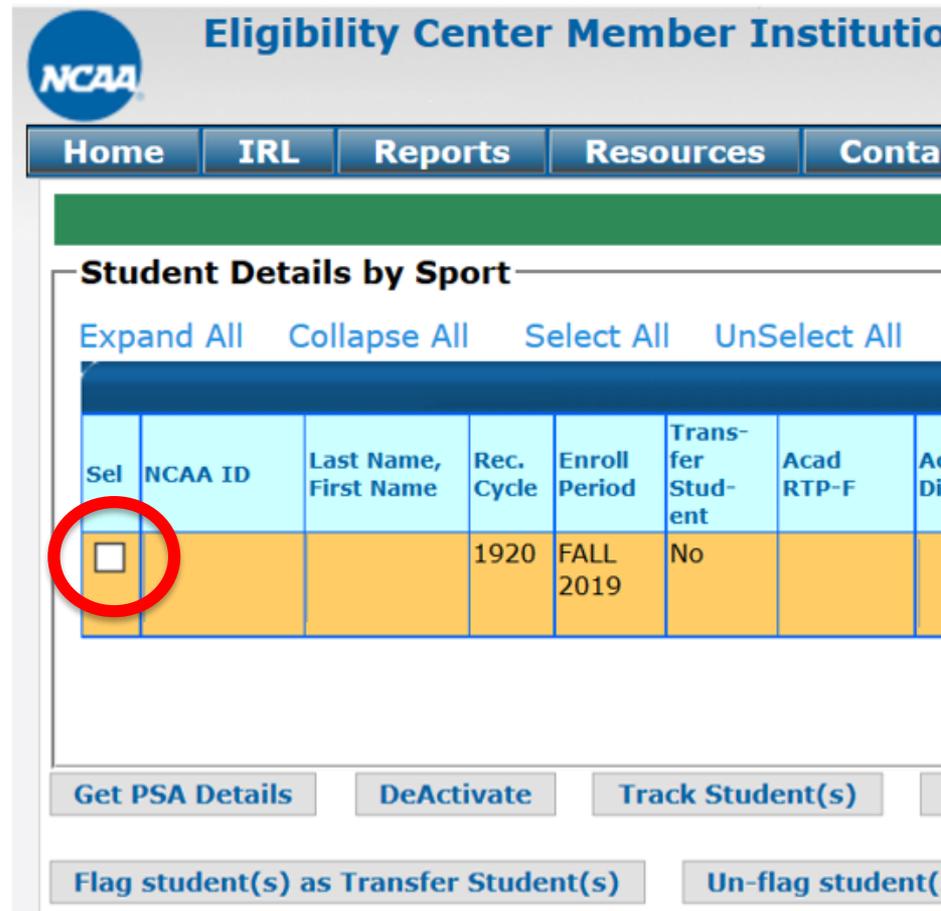
Relevant Columns

1. NCAA ID
2. Rec. Cycle – IRL Cycle of the Student
3. Enroll Period - Student's first enrollment at NCAA school
4. Req. Final Amat Cert – request made for final amateurism?
5. Fee Issue – Did the student select Fee Waiver?

Student Details Reports

Access to the Student Details Report will take you into the student's account

1. Click on the box next to the student's name and select "Get PSA details" at the bottom
2. Click on the name of the student to pull up the details
 - ❑ Tip: Click on "Registration Data" in the upper right-hand corner to see the student's self-reported demographic information, academic history, and sports participation
4. Scroll through the account to find the task list, system log, and documents



The screenshot shows the NCAA Eligibility Center Member Institution interface. At the top, there is a navigation bar with links for Home, IRL, Reports, Resources, and Contact. Below this is a section titled "Student Details by Sport" with options to Expand All, Collapse All, Select All, and UnSelect All. A table displays student information with columns for Sel, NCAA ID, Last Name, First Name, Rec. Cycle, Enroll Period, Transfer Student, Acad RTP-F, and Acad ID. The first row of data is highlighted in orange, and a red circle highlights the checkbox in the "Sel" column. Below the table are several action buttons: Get PSA Details, DeActivate, Track Student(s), Flag student(s) as Transfer Student(s), and Un-flag student(s).

Sel	NCAA ID	Last Name, First Name	Rec. Cycle	Enroll Period	Transfer Student	Acad RTP-F	Acad ID
<input type="checkbox"/>			1920	FALL 2019	No		

Why is this student details report important to me on campus?

- **Access** to student's self-reported sports participation history
- **Access** to account tasks that either still need to be completed or that have previously been completed
- **Access** to the system log to see updates in the account
- **Access** to academic documents
- **Access** to amateurism documents, including task responses, research, and the final review summary

PSA Detail Report

PSA Detail Report

Expand All Collapse All Select All UnSelect All

Men's Tennis

Student Last Name, First Name (Recruitment Cycle, Sport)

 [View Registration Data](#)

Demographic Information					
NCAA ID	Email	DOB	Registration Date	Self-Reported Graduation Date	Enrollment Period
			27-Aug-17	01-Jun-15	FALL 2019
Address		City	State	Country	Phone No.
				BY (Belarus)	

Academic Information						
Acad. Certification	10/7 Met?	Decision Date	Ready to Process	Core GPA	Test Score	I-E Waiver
Div I Cert. : No Decision	Div I:	Div I :		Div I GPA :	ACT Sum:	Div I :
Div II Cert.: No Decision		Div II:		Div II GPA:	SAT Comp:	Div II:

Division I Competition	
	Div I 10/7 (<7 E/M/S)
	Div I 10/7 (<10 Core)
	Div I English Less Than 4
	Core Div I Math Less Than 3

[Print Cert Status Report](#)

[Back to Search Results](#)

IRL Information			
Sports	Div	Received	Rec. Cycle
MIH - Men's Ice Hockey	3	12-Apr-19	1920

NLI Information				
Signing Date	NLI Status	Institution	Sport	Release Status
Student has not signed NLI				



Student Tasks				
Task Definition	Sport	Task Assigned Date	Task Complete Date	Message
Request Final Amateurism Certification		01-Apr-19		<p>In order for the NCAA Eligibility Center to certify your amateur status, you need to request final amateurism certification for each sport in which you want to compete. A version of this task will appear for every sport in your account registration. The NCAA Eligibility Center will not certify your amateur status until you request certification.</p> <p>In your NCAA Eligibility Center account, open your Dashboard and click on Request Final Amateurism. Make a separate request for each sport in which you want to compete.</p> <p>If the final amateurism link is not visible, you need to answer any incomplete questions in the My Sports section of your account.</p> <p>MORE INFORMATION</p> <ul style="list-style-type: none"> • Learn more about amateurism requirements • Search our FAQs

Student Activity Log



Log Date	Event Description	Message
06-Dec-18	Amateurism Certification: Division I	Amateurism Certification: Division I changed to : 'Final: Certified'
06-Dec-18	Amateurism Certification: Division II	Amateurism Certification: Division II changed to : 'Final: Certified'
05-Dec-18	Received POG changed	Received POG changed from BLANK to 12/05/2018
05-Dec-18	Received HS transcript changed	Received HS transcript changed from null to Y for HS : ARDTEISTMEIREACHT (590775)
27-Nov-18	SAT Score Load	SAT 0318 was received.
27-Nov-18	SAT Score Load	SAT 1017 was received.
27-Nov-18	SAT Score Load	SAT 0517 was received.
27-Nov-18	Received HS transcript changed	Received HS transcript changed from null to Y for HS : SCHOOL TRANSCRIPTS (590774)
27-Nov-18	Received HS transcript changed	Received HS transcript changed from null to Y for HS : UNIVERSAL SCHOOL (888888)
15-Nov-18	Request Final Amateurism Certification:	Request Final Amateurism Certification:
14-Nov-18	Amateurism Certification: Division I	Amateurism Certification: Division I changed to : 'Pending Review'
14-Nov-18	Amateurism Certification: Division II	Amateurism Certification: Division II changed to : 'Pending Review'
14-Nov-18	Registration Complete	Registration Complete
14-Nov-18	Payment Status Changed	Payment Status: Paid - Credit Card
14-Nov-18	Amateurism Certification: Division I	Amateurism Certification: Division I changed to : 'Pending Review'
14-Nov-18	Amateurism Certification: Division II	Amateurism Certification: Division II changed to : 'Pending Review'
17-Oct-18	Account Created	Account Created
17-Oct-18	Signed Registration Terms and Conditions	Signed Registration Terms and Conditions

Student Academic Documents



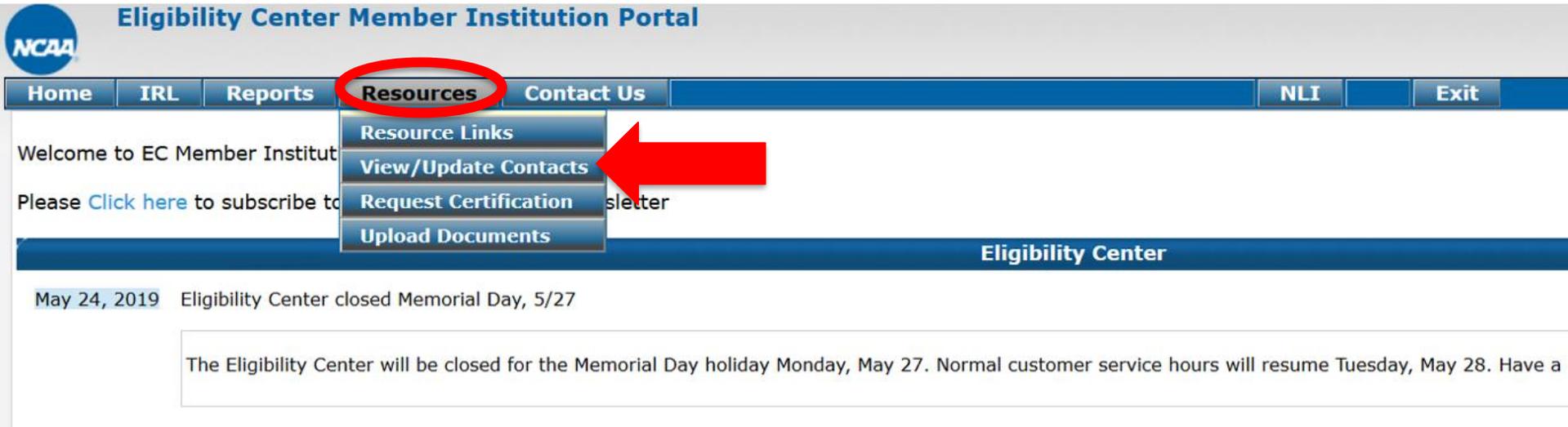
HS Name	Date Received	Document Type	Official/Unofficial	Document
590774 - School Transcripts	11/26/2018	Transcripts	Official	open Doc
888888 - Universal School	11/29/2018	Transcripts	Official	open Doc
590775 - Ardteistmeireacht	12/05/2018	Transcripts	Official	open Doc
888888 - Universal School	12/07/2018	International Work	Official	open Doc

Student Amateurism Documents



Activity Date	Activity Type	Document
11/16/2018	Sports Participation Responses	open Doc
11/16/2018	Research	open Doc
11/16/2018	Research	open Doc
11/16/2018	Research	open Doc
11/16/2018	Research	open Doc
11/16/2018	Research	open Doc
11/16/2018	Research	open Doc
11/16/2018	Outgoing Email	open Doc
12/03/2018	Incoming Email	open Doc

Creating an EC Contact List



The screenshot displays the 'Eligibility Center Member Institution Portal' with a navigation bar containing 'Home', 'IRL', 'Reports', 'Resources', 'Contact Us', 'NLI', and 'Exit'. The 'Resources' menu is open, showing options: 'Resource Links', 'View/Update Contacts', 'Request Certification', and 'Upload Documents'. A red arrow points to 'View/Update Contacts'. Below the navigation bar, a blue banner reads 'Eligibility Center'. A date notice for May 24, 2019, states: 'Eligibility Center closed Memorial Day, 5/27'. A white box contains the text: 'The Eligibility Center will be closed for the Memorial Day holiday Monday, May 27. Normal customer service hours will resume Tuesday, May 28. Have a'.

Updating your Contact List

 Eligibility Center Member Institution Portal

Home | IRL | Reports | Resources | Contact Us | NLI

Institution Contact List

Institution Contact List

PIN:	<input type="text"/>
Edit	
MI Contact# - 1	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Edit	
MI Contact# - 2	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Edit Delete	

Uploading Documents

 Eligibility Center Member Institution Portal

Home IRL Reports **Resources** Contact Us NLI Exit

Welcome to EC Member Institut

Please [Click here](#) to subscribe to

- Resource Links
- View/Update Contacts
- Request Certification Letter
- Upload Documents

Eligibility Center

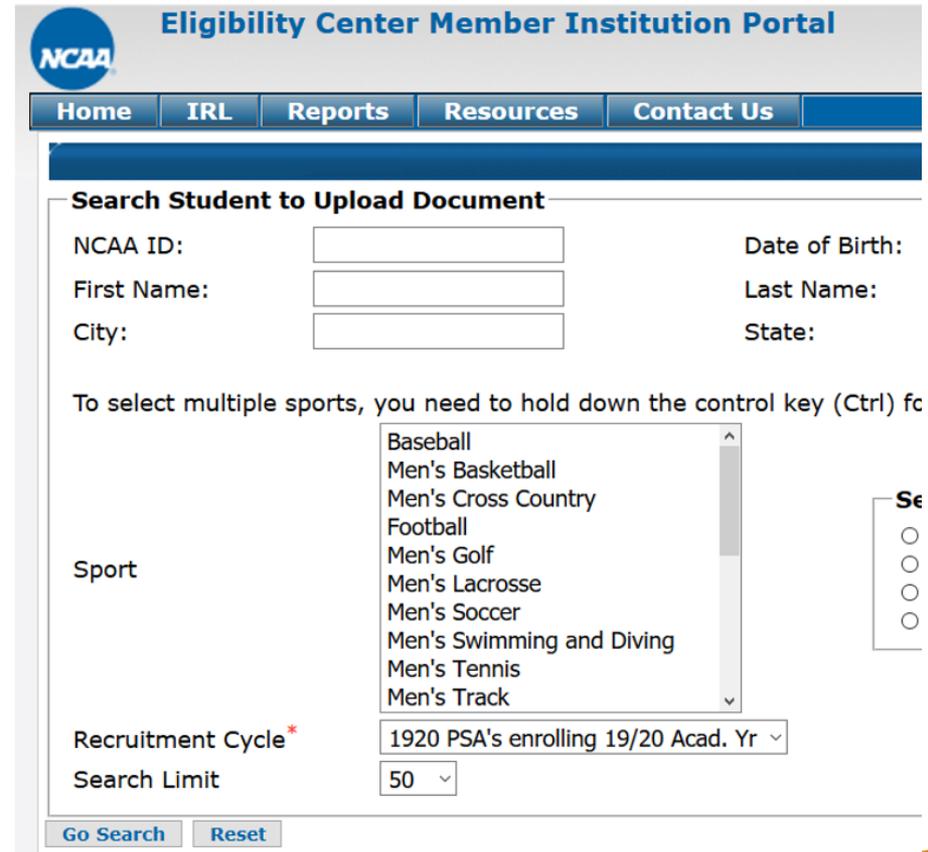
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How to Upload Documents

You can upload documents, like the matriculation letter, directly into your student's account

1. Once logged in, click the Resources tab
2. From the drop-down list, select "Upload Documents"
3. Search for the specific student by name or ID
 - Tip: You will have to upload documents separately for each student
4. Click "Go Search" to move forward



The screenshot shows the "Eligibility Center Member Institution Portal" interface. At the top, there is a navigation bar with tabs for "Home", "IRL", "Reports", "Resources", and "Contact Us". Below this is a search section titled "Search Student to Upload Document". It contains several input fields: "NCAA ID:", "Date of Birth:", "First Name:", "Last Name:", "City:", and "State:". Below these fields is a text instruction: "To select multiple sports, you need to hold down the control key (Ctrl) for". Underneath this instruction is a "Sport" dropdown menu with a list of sports: Baseball, Men's Basketball, Men's Cross Country, Football, Men's Golf, Men's Lacrosse, Men's Soccer, Men's Swimming and Diving, Men's Tennis, and Men's Track. To the right of the dropdown menu is a "Select" column with radio buttons. Below the sports list are two more dropdown menus: "Recruitment Cycle*" (set to "1920 PSA's enrolling 19/20 Acad. Yr") and "Search Limit" (set to "50"). At the bottom of the search section are two buttons: "Go Search" and "Reset".

Matriculation Letter – Enrollment Verification Task

An "Enrollment Verification Document Needed" task may be assigned if there is a delay between a student's high school graduation date and their enrollment period

This task is requesting a Matriculation Letter. This letter should be completed by your institution and uploaded via your EC Membership Portal.

- ❑ Tip #1: To find the Matriculation in the EC Portal, please go to your Resources Tab and click "Resource Links" from the drop-down. On the right hand column under "Eligibility Center Forms," you'll find the link for the Matriculation Letter in the middle of the box
- ❑ Tip #2: Must be signed by your Admissions or Registrar Administrator

Eligibility Center Member Institution Portal

 [Home](#) [IRL](#) [Reports](#) [Resources](#) [Contact Us](#)

Search Result

[Expand All](#) [Collapse All](#)

	NCAA ID	Last Name	First Name
<input type="radio"/>			

- Matriculation Letter
- Academic Inconsistency Form
- Academic Records
- Final Disclaimer
- Amateurism Grad Date Disclaimer
- Amateurism Decision Inquiry Form
- Amateurism Inconsistency Form

Document Type:

No file selected.

Only .pdf file types can be uploaded - other file types are not allowed at this time.

TIP: After clicking on the box to the left of the student's name, you'll select "Matriculation Letter" as the Document Type when uploading the matriculation letter directly into a student's account



Looking for your NCAA ID number? Log in to your account and locate your ID in the upper-right hand corner.

Heading to campus this fall? Its time to request your final amateurism. Log in and request to avoid certification delays. Be ready to play when you hit campus!

Student Email

Password

Login

Help

High School Administrators

Forgot your password?

WANT TO PLAY COLLEGE SPORTS?

Creating an account is the first step to becoming an NCAA student-athlete

eligibilitycenter.org

Looking for your NCAA ID number? Log in to your account and locate your ID in the upper-right hand corner.

Heading to campus this fall? Its time to request your final amateurism. Log in and request to avoid certification delays. Be ready to play when you hit campus!

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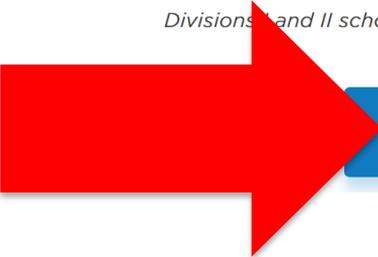
Learn more or search NCAA schools.

[Forgot your password?](#)

DIVISION I OR II

You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. Create a Certification Account and we'll guide you through the process.

You need to create a Certification Account to make official visits to Divisions I and II schools or to sign a National Letter of Intent.



Create an Account

DIVISION III OR UNDECIDED

Create a free Profile Page if you plan to compete at a Division III school or are not yet sure where you want to compete.

You'll get an NCAA ID, and we will send you important reminders as you complete high school.

Create a Profile Page

eligibilitycenter.org

Registration Tips for Students

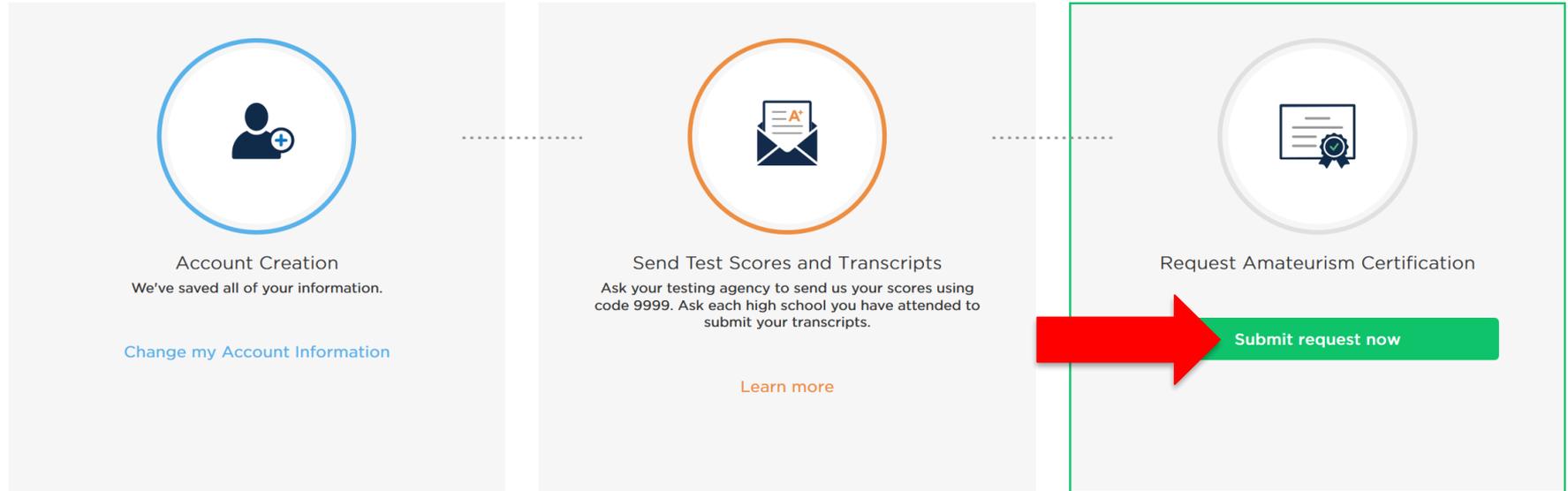
- Students should select “Create an Account” for the required Certification Account. The fee is \$150 for international students
 - If students create the free Profile Page, they can simply transition the account over to a Certification Account

- For the Enrollment Period question, students should enter their first planned and/or previous full-time enrollment date at ANY NCAA school.
 - The question asks about Division I/II – students should ignore that

- Students will be asked to complete the following:
 - Basic Student Information
 - Basic Education History
 - Sport Participation History
 - Payment Section
 - For additional registration tips, please click [here](#)



CERTIFICATION PROCESS



ELIGIBILITY STATUS

We will not begin your certification until it is requested by an NCAA school.

Women's Ice Hockey <input checked="" type="checkbox"/> Active	DIVISION I Academic Status Decision not yet available Amateur Status Pending Review	DIVISION II Academic Status Decision not yet available Amateur Status Pending Review
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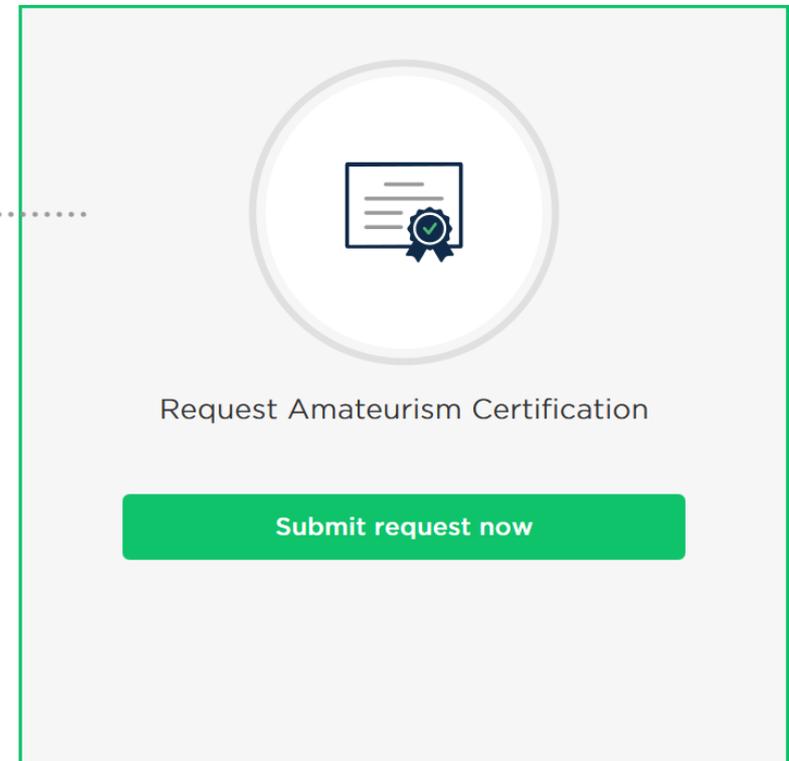
TASKLIST

STATUS	DESCRIPTION	DATE ASSIGNED
--------	-------------	---------------

<input type="radio"/>	Request Final Amateurism Certification	05/23/2019
-----------------------	--	------------

Requesting Final Amateurism

1. Ensure the correct Enrollment Period is selected for first full-time enrollment with any NCAA school.
 - ❑ **TIP:** If the student needs to update the enrollment period, it's located in the upper right-hand corner of the student's EC account next to Name and ID
2. Ensure all registration information, including school and sports participation history, are complete and accurate.



Student Tasks

Affects the Amateurism Review

System Assigned Tasks:

1. Request Final Amateurism Certification
2. Expected date of high school graduation required for amateurism certification
3. Academic Documents Needed for Purposes of Amateurism Review
4. Enrollment Verification Document Needed

Manually Assigned Tasks:

1. Delayed Enrollment – Contest Sports
2. Ice Hockey and Skiing Team Participation
3. MIH Participation – Third Party Request
4. Funding from Outside Sponsor
5. Agent/Advisor/Benefactor

No Effect on the Amateurism Review

System Assigned Tasks:

1. Need official SAT/ACT scores
2. Official transcript needed
3. International documents needed
4. Final Transcripts and Proof of Graduation Required
5. Official final transcript needed
6. Required information regarding initial eligibility, banned drugs and sports wagering
7. Required information regarding NCAA Data and Reports

Please note this list is not all inclusive

Amateurism Final Decisions

- Institutions will receive the Division III Summary Review after the amateurism team completes the review
 - We will automatically ping Contact #1 from the EC Contact List to notify your institution that a final decision is available
 - The Division III Summary Review will be found in the Amateurism Documents section of the Student Details Report
- Students will not receive notification from the EC that their Division III amateurism decision is final
 - Students may receive an automated email once their Division I and II decisions have been finalized. The email will notify students that a decision has been rendered and they should log into their account to see the decision. **No Division III decisions will be visible to students, so your students should follow up with your institution for updates**

Key Takeaways

- Establish Access to the EC Portal via your SSO Administrator
- Encourage International Hockey Students to register with an Eligibility Center Certification Account
- Activate students on your IRL after they have registered
- Remind students to request their final amateurism reviews
- Monitor your students' task lists and respond accordingly

Contact Us!

Some general questions are answered in our [FAQs](#). If you have additional questions, please email us at d3_hockey@ncaa.org.

Questions?

