DIII International Ice Hockey Pilot

Webinar Session 2
June 13, 2019

Courtney Albertson
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

## 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

Please review the complete list of major differences [here](#).
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](https://ncaa.org) for additional information
Welcome to EC Member Institution Portal!

Please Click here to subscribe to the Eligibility Center Newsletter

There are no posted announcements in this subject area at this time.
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 safe and happy 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”
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

<table>
<thead>
<tr>
<th>Sel</th>
<th>NCAA ID</th>
<th>Transfer Student?</th>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>City</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1901393783</td>
<td>No</td>
<td>Newton</td>
<td>Andy</td>
<td>M</td>
<td>Pittsbo</td>
<td>IN</td>
<td>US</td>
</tr>
</tbody>
</table>
Student Details

Eligibility Center Member Institution Portal

Welcome to EC Member Institution Portal.

Welcome to EC Member Institution Portal.

Search Student Details

Additional Reports

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
**Full Student Details Report**

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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
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**

### Men's Tennis

<table>
<thead>
<tr>
<th>Demographic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAA ID</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>DOB</td>
</tr>
<tr>
<td>Registration Date</td>
</tr>
<tr>
<td>Self-Reported Graduation Date</td>
</tr>
<tr>
<td>Enrollment Period</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Phone No.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Academic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad. Certification</td>
</tr>
<tr>
<td>10/7 Met?</td>
</tr>
<tr>
<td>Decision Date</td>
</tr>
<tr>
<td>Ready to Process</td>
</tr>
<tr>
<td>Core GPA</td>
</tr>
<tr>
<td>Test Score</td>
</tr>
<tr>
<td>I-E Waiver</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Division 1 Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div I 10/7 (&lt;7 E/M/S)</td>
</tr>
<tr>
<td>Div II 10/7 (&lt;10 Core)</td>
</tr>
<tr>
<td>Div I English Less Than 4</td>
</tr>
<tr>
<td>Core Div I Math Less Than 3</td>
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</table>

[View Registration Data]
### IRI Information

<table>
<thead>
<tr>
<th>Sports</th>
<th>Div</th>
<th>Received</th>
<th>Rec. Cycle</th>
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</thead>
<tbody>
<tr>
<td>MIH - Men's Ice Hockey</td>
<td>3</td>
<td>12-Apr-19</td>
<td>1920</td>
</tr>
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</table>

### NLI Information

<table>
<thead>
<tr>
<th>Signing Date</th>
<th>NLI Status</th>
<th>Institution</th>
<th>Sport</th>
<th>Release Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student has not signed NLI</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Tasks

- **Task Definition:** Request Final Amateurism Certification
- **Task Assigned Date:** 01-Apr-19
- **Message:**
  - 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.
  - 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.
  - If the final amateurism link is not visible, you need to answer any incomplete questions in the My Sports section of your account.

### MORE INFORMATION

- Learn more about amateurism requirements
- Search our FAQs
## Student Activity Log

<table>
<thead>
<tr>
<th>Log Date</th>
<th>Event Description</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-Dec-18</td>
<td>Amateurism Certification: Division I</td>
<td>Amateurism Certification: Division I changed to 'Final: Certified'</td>
</tr>
<tr>
<td>00-Dec-18</td>
<td>Amateurism Certification: Division II</td>
<td>Amateurism Certification: Division II changed to 'Final: Certified'</td>
</tr>
<tr>
<td>05-Dec-18</td>
<td>Received POG changed</td>
<td>Received POG changed from BLANK to 12/05/2018</td>
</tr>
<tr>
<td>05-Dec-18</td>
<td>Received HS transcript changed</td>
<td>Received HS transcript changed from null to Y for HS: ARDSTEIMBRECHT (900775)</td>
</tr>
<tr>
<td>27-Nov-18</td>
<td>SAT Score Load</td>
<td>SAT 0318 was received</td>
</tr>
<tr>
<td>27-Nov-18</td>
<td>SAT Score Load</td>
<td>SAT 1017 was received</td>
</tr>
<tr>
<td>27-Nov-18</td>
<td>SAT Score Load</td>
<td></td>
</tr>
<tr>
<td>15-Nov-18</td>
<td>Request Final Amateurism Certification: Division I</td>
<td>Request Final Amateurism Certification: Division I changed to 'Pending Review'</td>
</tr>
<tr>
<td>14-Nov-18</td>
<td>Amateurism Certification: Division II</td>
<td>Amateurism Certification: Division II changed to 'Pending Review'</td>
</tr>
<tr>
<td>14-Nov-18</td>
<td>Registration Complete</td>
<td>Registration Complete</td>
</tr>
<tr>
<td>14-Nov-18</td>
<td>Payment Status Changed</td>
<td>Payment Status: Paid - Credit Card</td>
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<tr>
<td>14-Nov-18</td>
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<td>Amateurism Certification: Division I changed to 'Pending Review'</td>
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<tr>
<td>14-Nov-18</td>
<td>Amateurism Certification: Division II</td>
<td>Amateurism Certification: Division II changed to 'Pending Review'</td>
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<tr>
<td>17-Oct-18</td>
<td>Account Created</td>
<td>Account Created</td>
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<tr>
<td>17-Oct-18</td>
<td>Signed Registration Terms and Conditions</td>
<td>Signed Registration Terms and Conditions</td>
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</table>

## Student Academic Documents

<table>
<thead>
<tr>
<th>HS Name</th>
<th>Date Received</th>
<th>Document Type</th>
<th>Official/Unofficial</th>
<th>Document</th>
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<tr>
<td>590774 - School Transcripts</td>
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<td>Transcripts</td>
<td>Official</td>
<td>open Doc</td>
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<tr>
<td>888888 - Universal School</td>
<td>11/29/2018</td>
<td>Transcripts</td>
<td>Official</td>
<td>open Doc</td>
</tr>
<tr>
<td>590775 - Ardestmeireacht</td>
<td>12/05/2018</td>
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<td>open Doc</td>
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<tr>
<td>888888 - Universal School</td>
<td>12/07/2018</td>
<td>International Work</td>
<td>Official</td>
<td>open Doc</td>
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</table>

## Student Amateurism Documents

<table>
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<tr>
<th>Activity Date</th>
<th>Activity Type</th>
<th>Document</th>
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<tbody>
<tr>
<td>11/16/2018</td>
<td>Sports Participation Responses</td>
<td>open Doc</td>
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<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
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<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
</tr>
<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
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<tr>
<td>11/16/2018</td>
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<td>open Doc</td>
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<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
</tr>
<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
</tr>
<tr>
<td>11/16/2018</td>
<td>Research</td>
<td>open Doc</td>
</tr>
<tr>
<td>11/16/2018</td>
<td>Outgoing Email</td>
<td>open Doc</td>
</tr>
<tr>
<td>12/02/2019</td>
<td>Incoming Email</td>
<td>open Doc</td>
</tr>
</tbody>
</table>
Creating an EC Contact List

Eligibility Center Member Institution Portal

- Home
- IRL
- Reports
- Resources
- Contact Us

Welcome to EC Member Institution Portal

Please Click here to subscribe to the EC Member Institution newsletter

Eligibility Center

May 24, 2019
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## Updating your Contact List

### Eligibility Center Member Institution Portal

### Institution Contact List

<table>
<thead>
<tr>
<th>MI Contact# - 1</th>
<th>MI Contact# - 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
</table>

**Edit**
Uploading Documents

Welcome to EC Member Institution Portal

Please Click here to subscribe to

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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
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.
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? It's time to request your final amateurism. Log in and request to avoid certification delays. Be ready to play when you hit campus!

WANT TO PLAY COLLEGE SPORTS?
Creating an account is the first step to becoming an NCAA student-athlete

eligibilitycenter.org
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 Division I and II schools or to sign a National Letter of Intent.

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

Account Creation
We’ve saved all of your information.
Change my Account Information

Send Test Scores and Transcripts
Ask your testing agency to send us your scores using code 9999. Ask each high school you have attended to submit your transcripts.
Learn more

Request Amateurism Certification
Submit request now

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

Women’s Ice Hockey
DIVISION I
Academic Status
Decision not yet available
Amateur Status
Pending Review

DIVISION II
Academic Status
Decision not yet available
Amateur Status
Pending Review

TASKLIST
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?