



**ARRINGTON SETTLEMENT: ONLINE CERTIFICATION PROCESS
MARCH 2020
FREQUENTLY ASKED QUESTIONS**

Q1. What should I do if the link to the certification website isn't working?

A1. If, for any reason, the provided link to the certification site is not functioning properly, the following website address can be copied and pasted into the internet browser:
<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9ebf653b-9440-4df1-8fba-2d92e8741530&env=na3-eu1&acct=2a16f6c8-ac24-49a2-b213-a24ce5b45499>

Q2. Who, at my institution, should sign the certification form?

A2. The Settlement Agreement does not specify which institutional personnel must sign the certification. While each school has the flexibility to decide who will sign on its behalf, the Settlement Agreement is a legal document, and schools should consult with institutional counsel and other risk managers to identify the individual who is in the most appropriate position to execute this type of document.

Q3. What if our school fails to meet the May 18 certification deadline? Can we apply for a waiver or an extension?

A3. The May 18 certification deadline is imposed by the terms of the Settlement Agreement which is a legal document. The Settlement Agreement does not provide for any opportunity for an extension of that deadline. Those institutions that fail to certify by 11:59 PM CDT (Chicago time) on May 18, 2020 should expect that they will not receive the benefit of the corresponding settlement release.

Q4. If our school completes the certification by May 18 but our Athletics Director doesn't receive email confirmation until after that date, will the certification still be considered compliant with the deadline?

A4. The School Representative should receive a confirmation email promptly after successful completion of the online certification process. As a supplemental step in the notification process, EPIQ will also send emails to other identified institutional staff members including the school Athletic Director. While these supplemental communications may take a few days to complete and may reach recipients after the May 18 deadline, if the School Representative successfully completes the online certification process on or before the deadline, the school will be considered to have complied with the deadline. Please note that, in an effort to avoid any last-minute submission questions or issues, we encourage all schools to complete the certification process well before the May 18 deadline.

Q5. If my school has successfully certified using the online certification process, do we also need to provide copies of the certification to the Special Master, Class Counsel, and the Notice Administrator as described in the Settlement Agreement?

A5. No. If your School Representative has received email confirmation that they have successfully certified using the online process, EPIQ will, automatically and as part of that online process, deliver copies of the certification to the required recipients identified in the Settlement Agreement.

Q6. If my school has successfully certified using the online certification process, do we need to separately upload a copy of our signed certification form to the settlement website as described in the Settlement Agreement?

A6. No. If your School Representative has received email confirmation that they have successfully certified using the online process, EPIQ will, automatically and as part of that online process, upload a copy of your executed certification form to the settlement website as required by the Settlement Agreement.

Q7. What if our school doesn't want to utilize the online certification process? Can we still submit a certification under the Settlement Agreement?

A7. The certification opportunity described in Section IX.B of the Settlement Agreement is specific to the member institutions and is separate and distinct from the NCAA obligations under the Agreement. While the NCAA has attempted to streamline and simplify the certification process on behalf of membership by engaging the assistance of EPIQ to establish and manage the online certification process, the Settlement Agreement does not require schools to utilize the online process in order to successfully comply with certification requirements. Certification requirements are outlined in detail in Section IX of the Settlement Agreement. In the event an institution would like to certify outside of the online process established by EPIQ, it will need to carefully review and ensure that it is, through an alternative mechanism, adequately satisfying each of the member certification requirements by May 18, 2020, that it has provided copies of the signed certification to the various recipients identified in the Settlement Agreement and that a copy of the executed certification form is properly uploaded to the settlement website.

Q8. What should the School Representative do if they don't receive an email confirming that the certification document has been completed?

A8. Answer: Contact EPIQ directly by email at: info@collegeathleteconcussionsettlement.com or via its customer service call center Monday through Friday between 9:00 AM to 6:00 PM Eastern Time at: (877) 209-9898.

Q9. What should I do if I have questions about the certification process?

A9. Members with technical questions about how to access the certification website, how to sign and submit the certification or whether a certification has been received, can contact EPIQ directly by email at: info@collegeathleteconcussionsettlement.com or via its customer service call center Monday through Friday between 9:00 AM to 6:00 PM Eastern Time at (877) 209-9898. Please note that EPIQ is unable to respond to inquiries beyond that scope and substantive questions about the settlement agreement or content of the certification form should be directed to your institutional counsel or, for non-legal questions, to the NCAA Sports Science Institute at: ssi@ncaa.org.