

How to Apply for an NCAA Participant Approval for Operators and Coaches

Go to [NCAA Participant Approval Process](https://enterprise.fadv.com/pub/l/prospects/NCAA/Events_and_Camps)

(https://enterprise.fadv.com/pub/l/prospects/NCAA/Events_and_Camps)

If you need to apply for the first time OR have an approval number that has now expired and need to re-apply, you will need to click the New or Previously Approved Applicants button. If you have an active approval number and need to re-access that number OR have applied recently and need to check the status of your application, click the Returning Applicant/Application in Progress button.

PLEASE NOTE CHANGE: In the past, background checks have been valid for a two-year period (i.e., the year that they were issued and the following year). Beginning in 2014, operators and coaches will need to complete a Participant Approval application with First Advantage **EVERY YEAR**. Therefore, if you intend to operate an event/league or coach in an NCAA-certified event and have not completed an application with First Advantage in the same calendar year, you will need to do so before participating.

Individuals that obtained a 2013 approval number will be able to use that approval in 2014 as was communicated at the time the application was completed. If you currently have an approval code from 2013 (approval code beginning with digits 2013) you are approved to participate for the 2014 calendar year and your re-application will not be required January 1, 2015. If you have questions regarding this policy change [Contact the Enforcement Certification and Approvals Group](#).

NCAA Welcomes you

How it works!

Welcome to the Participant Approval Program for Operators and Coaches.

Coaches
All individuals who engage in coaching activities at an NCAA-certified event must be approved through the NCAA Participant Approval Program administered by First Advantage prior to participation. Event operators are instructed to require coaches to show a State or US Government issued picture ID during their event check-in procedures to ensure that only approved coaches are granted the ability to participate.

Operators
All individuals involved in the operating or managing of an NCAA-certified event or league must be approved through the NCAA Participant Approval Program administered by First Advantage before the NCAA will process an application submitted by that individual.

To Apply:

1. Create a username, login, password, and select a secret question and answer.
2. Agree to the terms and conditions set by the NCAA.
3. Agree to the authorization and release of background check results.
4. Complete the application questionnaire.
5. Pass the NCAA Rules test with a score of at least 70%.
6. Pay the \$40.00 non-refundable fee (\$55.00 after the June 30 deadline) by credit card. International fees may vary.

As an applicant, you will need to return to the site to check the status of your application and/or obtain your Approval card. Approval will not be emailed to you. Upon successful completion of the application process, your name will be posted on the List of Approved Participants. You will not be allowed to participate in NCAA-certified activities until your name appears on this Web site. All denied applicants will be notified in writing from the NCAA at the address you provided.

An approved background check is required to participate in an NCAA event. Early application is strongly recommended to ensure the background check is completed before the event. Failure to apply for participation in a timely manner may prevent you from participating.

A VALID CREDIT CARD IS THE ONLY FORM OF PAYMENT ACCEPTED BY FIRST ADVANTAGE; MASTERCARD, VISA, OR AMERICAN EXPRESS. You will receive a receipt as a part of your application.

[New or Previously Approved Applicant](#)

[Returning Applicant / Application in Progress](#)

[**Note:** If you are submitting an application, you will always need to use the “New or Previously Approved Applicants” button. The “Returning Applicant/ Application in Progress button can only be utilized to check the status of a current application OR to obtain the approval number for an application that is not expired. All individuals submitting an application will use the “New or Previously Approved Applicants” button even if they have filed an application in the past.]

Once you have selected the New or Previously Approved Applicants button, complete the information requested on the page and hit the submit button.

You will be required to create a password that will be utilized when you return to the site. (Returning Applicants will be required to enter their Applicant ID # and the password they created when first applying to proceed.)

You will need to select what role you fulfill that requires you to complete this process.

Coach = Coach

League Operator = run activities with Division I student-athletes involved

Event Operator = run events for prospective student-athletes that NCAA Division I coaches attend

Both Operator and Coach = Both

The screenshot shows a web form for creating a new applicant. The fields and their values are as follows:

- Candidate Type ***: Coach (dropdown menu)
- First Name ***: John
- Last Name ***: Doe
- Email ***: coachjohn@ncaa.org
- Country Of Residence ***: UNITED STATES (dropdown menu)
- Create Password ***: [masked with dots]
- Re-enter Password ***: [masked with dots]
- Security Question ***: In what city were you born? (dropdown menu)
- Answer ***: Indianapolis
- Verification Characters**: 9nsf7 (image)
- Enter Verification Characters ***: 9nsf7

Additional information on the right side of the form:

- New password requirement**: Must contain at least 8 characters. Must contain at least 3 of the following 4 types of characters: Upper case letter A-Z, Lower case letter a-z, Digit 0-9, Symbol !@#\$%^&*()_+.
- Security Question**: Please choose a security question and provide an answer. If you forget your password, you will be prompted to answer this question to enable you to log in.
- Try a different image**: A circular arrow icon next to the text.

At the bottom of the form is a button labeled "Save And Continue".

Once you have started an application, you will be sent an e-mail with your Applicant Number. It will also appear in your receipt and in your approval e-mail. You need to retain those messages for your records and will need the Applicant ID to re-access the site.

Next you will see the Consent and Authorization page. Scroll and read the authorization, acknowledgment and release language and then accept the terms of the online application.

Authorization, Acknowledgment and Release

Please complete the information below. By agreeing to the release below, you authorize First Advantage to perform a background screening for the purpose of operating and coaching in NCAA Certified Events. If you choose to disagree, you will be unauthorized to proceed with the NCAA Participant Approval Program and unable to coach or operate an NCAA Certified Event.

Below you have the option to have a summary of your report sent to a valid address of residence. You will not have the opportunity to view your report online.

By submitting this application you:

Hereby authorize the National Collegiate Athletic Association (NCAA) and/or its agents or representatives to conduct a background check, including searches of criminal records and Department/Bureau of Motor Vehicle records for any and all jurisdictions for the purpose of the Operators and Coaches Approval Program.

Hereby direct any such contacted agency to release information upon request to the NCAA and/or its agent or representative.

Acknowledge that this release is executed with your full knowledge and understanding that the information is for the use by the NCAA.

Understand that if the background check identifies a pending adjudication or conviction for any proscribed offense(s), NCAA approval for participation in operating or coaching activities during an NCAA-certified event will be withheld or revoked.

Acknowledge that the NCAA will withhold, suspend, or revoke a credential for such participation in operating or coaching activities if you have ever, as an adult or a minor,

I have read and accept the terms of this Online Application. *

☒ Yes ☐ No

Complete the information requested on the consent form

If you would like to obtain a copy of your background check, click the box in the Consumer Report section and enter the address where you would like it to be sent. (This is only available to US residents.)

I have read and accept the terms of this Online Application. *

☒ Yes ☐ No

First Name * John

Last Name * Doe

First 5 letters or digits of SSN/GovtID * XXXXX ?

Today's Date January 15, 2014

Current Address

Country * UNITED STATES

Address 1 * 700 West Washington Street

Address 2

City * Indianapolis

State * Indiana

Zip * 46204 ?

☐ Check here to receive a copy of your Consumer Report. (For U.S. addresses only) ?

Use the mouse to place your signature in the box. (Flash Player must be installed in order for this feature to work.)

Electronic Signature *

Your Name Here

Hold down the left mouse button to draw your signature




Clear

Click the I Consent button to proceed.

I consent

You will be able to track your progress through the First Advantage process by using the navigation tabs at the top of the page. A green check will appear as you successfully complete each section. If you need to return to a section for any reason, just click on the tab. You can also click on the Review Profile tab to see all completed and pending sections of your application.

The screenshot displays the NCAA National Collegiate Athletic Association application interface. At the top, the NCAA logo and name are visible. Below this is a navigation bar with several tabs: 'Personal Information', 'Address History', 'Criminal Information', 'Rules Education', 'Acknowledge', and 'Review Profile'. The 'Review Profile' tab is highlighted with a red circle. Below the navigation bar, the 'Review Profile' section is shown, featuring a 'Section Summary' table. The table lists three sections: 'Personal Information' (OK - Complete), 'Address History' (OK - Complete), and 'Criminal Information' (Section contains errors. Click link to correct).

Section Summary		
	» Personal Information <ul style="list-style-type: none">Personal DetailsAliases	OK - Complete
	» Address History	OK - Complete
	» Criminal Information	Section contains errors. Click link to correct

Personal Information Tab:

You will be asked to identify all Alias' associated with your identity. You can click the Add Another link at the bottom to enter as many names as is necessary.

Aliases

Have you ever used another legal name? (a maiden name, alias, or AKA) *

☒ Yes ☐ No

Alias 1

First Name * Middle Name

Last Name * Generation


Is this a maiden name? * ☐ Yes ☐ No

[Remove](#) [Done](#)

[Add Another](#)

The Country will default to "United States" on this page and you will need to report whether or not you have a Social Security Number. If you enter **Yes**, you will be required to enter that number.

If you answer **No**, you will need to follow the instructions later in the document for Personal Information Tab: International Applicants.

 **Personal Information** [Save Now](#)

Page saved at 11:37:16 AM EST

Please complete the information below. Your birth date will only be used for the purpose of validating public records and identity.

An ALIAS is another name that you have used for legal purposes such as a maiden name, previous married name or if you legally changed your name. You may enter as many names as you have used in a legal setting. You SHOULD NOT enter nicknames.

Identification Numbers

Do you have a United States Social Security Number? *

☒ Yes ☐ No

Identification 1

Country

Document * [?](#)

Number *

Confirm Number *

[Done](#)

[Add Another](#)

NOTE: You can also enter multiple ID numbers from different countries. If you have Dual Citizenship, you should enter numbers for both countries.

Identification Numbers

Do you have a United States Social Security Number? *

☒ Yes ☐ No

Identification 1

CANADA

[Remove](#) [Edit](#)

Identification 2

Country

Document * [?](#)

Number *

Confirm Number *

[Done](#)

[Add Another](#)

Enter your personal information and hit the Save and Continue button at the bottom of the page. All fields with an asterisk are required.

Identification 1

Country	UNITED STATES	
Document *	Social Security Number ?	
Number *	555-55-XXXX	
Confirm Number *	555-55-XXXX	

Done

+ Add Another

If you do not enter all required information or enter information in a valid format, you will be prompted to correct the information before leaving the page.

You can edit previously entered information by deleting and retyping the text. Make sure to hit the Save Now button to save your changes.

Personal Details

Title	Mr. (Ex: Dr, Mr, Ms...)	
First Name *	John	Middle Name
Last Name *	Doe	
Generation	(Ex: Jr, II, III...)	
Date of Birth *	15 / JUL / XXXX (DD/MMM/YYYY- ex: 01/OCT/1981)	
Phone (USA) *	(317)917-6222	Phone 2 (USA)
Phone (International)	(Please include the Country Code)	
Email Address	coachjohn@ncaa.org	
Mother's Maiden Name	Smith	

Aliases

Have you ever used another legal name? (a maiden name, alias, or AKA) * ☐ Yes ☒ No

Client References

Client Reference ID Client Reference 2

When this page is complete and error free, hit the Save and Continue button to proceed to the next section.

Save And Continue

Save Now

Personal Information Tab: International Applicants

For International Applicants, this is also the screen where you identify the country where you are a resident. When entering your current address, be sure to select the country correctly because the country you choose will determine additional questions that need to be asked in the application process due to that country's specific requirements for the background check. [NOTE: Please be aware that international applications take longer to process and some countries take longer than others. Some countries can take up to 8 weeks to process; so please plan accordingly and apply way in advance of when you need to participate.

The screenshot displays the 'Personal Information' tab in the First Advantage application. The interface includes a navigation bar with 'Personal Information' and 'Address History' tabs. A list of countries is shown, with 'UNITED STATES' at the top. Below the list, there is a 'Save Now' button and a timestamp 'saved at 11:38:46 AM EST'. The 'Identification Numbers' section is also visible, with a question 'Do you have a United States S'. The 'Country' field is currently empty, and the 'Document' and 'Number' fields are marked with red asterisks.

EnforcementHome2010 BBCS S

ffing - Indiana... WCM b

UNITED STATES

AFGHANISTAN

ALBANIA

ALGERIA

ANDORRA

ANGOLA

ANGUILLA

ANTARCTICA

ANTIGUA AND BARBUDA

ARGENTINA

ARMENIA

ARUBA

AUSTRALIA

AUSTRIA

AZERBAIJAN

BAHAMAS

BAHRAIN

BANGLADESH

BARBADOS

BELARUS

BELGIUM

BELIZE

BENIN

BERMUDA

BHUTAN

BOLIVIA

BOSNIA AND HERZEGOVINA

BOTSWANA

Personal Information

Address History

Personal Information

Please complete the information identity.

An ALIAS is another name that you legally changed your name. enter nicknames.

Identification Numbers

Do you have a United States S

Save Now

saved at 11:38:46 AM EST

ing public records and

s married name or if

g. You SHOULD NOT

Yes No

Identification 1

Country

Document *

Number *

Address History Tab:

Enter your address history and hit the Save and Continue button at the bottom of the page. All fields with an asterisk are required.

If you do not enter all required information or enter information in a valid format, you will be prompted to correct the information before leaving the page.

You can edit previously entered information by deleting and retyping the text. Make sure to hit the Save Now button to save your changes.

You can click the Add Another link at the bottom to enter as many names as is necessary

When this page is complete and error free, hit the Save and Continue button to proceed to the next section.

The screenshot shows the 'Address History' form. At the top right is a 'Save Now' button. Below the title is a section for 'Address' with instructions: 'Please provide your address history below. You will need to provide your current address first. Previous address can be indicated by entering the dates you reside at that location in the To and From fields.' The form contains a 'Current Address' section with fields for Country (UNITED STATES), Address1 (700 West Washington Street), Address 2, City (Indianapolis), State/Province (Indiana), ZIP Code/Postal (46204), From (07/1996), and To (Current Through Today). A 'Done' button is at the bottom right of this section. Below the form is an 'Add Another' link. At the bottom of the page is a 'Save And Continue' button. Red arrows point from the text instructions to the 'Save Now' button, the 'Add Another' link, and the 'Save And Continue' button.

Address History Save Now

Address

Please provide your address history below. You will need to provide your current address first. Previous address can be indicated by entering the dates you reside at that location in the To and From fields.

Current Address

Country * UNITED STATES

Address1 * 700 West Washington Street

Address 2

City * Indianapolis

State/Province * Indiana

ZIP Code/Postal * 46204

From * 07/1996 (MM/YYYY)

To * Current Through Today

Done

[+ Add Another](#)

Save Now

Save And Continue

Criminal History Tab:

Read the instructions and important notices. Answer the yes/no question at the top of the page about whether you have ever been convicted of ANY crime (other than a minor traffic violation). This includes Federal offenses.

If the answer is **Yes**, additional fields will appear that you will be required to complete. All fields with an asterisk are required.

If you have been convicted of a felony or misdemeanor of any kind (regardless of how long ago it may have occurred), you will need to disclose that information at this time.

You can edit previously entered information by deleted and retyping the text. Make sure to hit the Save Now button to save your changes.

When this page is complete and error free, hit the Save and Continue button to proceed to the next section.

You can click the Add Another link at the bottom to enter as many names as is necessary

The screenshot shows the 'Criminal Information' form. At the top right is a 'Save Now' button. Below the title is a 'Criminal' section with instructions. A question asks if the user has ever been convicted of a crime (other than a minor traffic violation), with 'Yes' and 'No' radio buttons. Below this is a 'Conviction 1' section with fields for 'Conviction Country', 'Conviction State/Province', 'Conviction County', and 'Conviction City'. A 'Conviction Details' section follows with fields for 'Conviction Type', 'Conviction Date', and 'Conviction Detail'. At the bottom of the form are 'Remove' and 'Done' buttons, an 'Add Another' link, and a 'Save And Continue' button. Red arrows point from the text blocks to the 'Save Now' button, the 'Add Another' link, and the 'Save And Continue' button.

Criminal Information Save Now

Criminal

If you have been convicted of a felony or misdemeanor, then complete the following information. Any uncertainty in answering the questions below should be resolved in favor of disclosure. The nature and seriousness of the crime, the date of conviction, and the relation to the position sought will be considered. Boxes with an asterisk are required fields.

Have you ever been convicted of a crime (other than a minor traffic violation)?* ☒ Yes ☐ No

Conviction 1

Conviction Country*

Conviction State/Province*

Conviction County*

Conviction City*

Conviction Details

Conviction Type*

Conviction Date* (MM/DD/YYYY)

Conviction Detail*


Remove Done

[Add Another](#)

Save And Continue Save Now

Rules Education Tab: -

PLEASE NOTE CHANGE: You will no longer complete the test of 10 randomly selected questions. Instead, you will need to go to a completely separate website to complete the Educational requirement. While completing your background check, you will see the following acknowledgement:

 **Rules Education** Save Now

Acknowledgment

In order to complete the educational component required to finalize your Participant Approval application, you will need to do the following:

- Go to <http://www.nfhslearn.com/>.
- Hover over the word COURSES
- Select NCAA Eligibility Center Coaching Education.
- Complete the course.

The processing of your background checks will not be withheld until the education component is completed, but could be impacted as follows:

- Failure to complete the educational component prior to the applicable deadline will result in the WITHDRAWAL of the Participant Approval number; requiring the applicant re-apply (with additional fees) in order to be reinstated.
- Provision of false and/or misleading information on the acknowledgement page will result in the WITHDRAWAL of the Participant Approval number and render the individual unable to obtain a Participant Approval for a period of **FIVE YEARS**.

Read the following **VERY CAREFULLY**.

By entering my initials below I acknowledge that I either

- Have already completed the required educational course; or
- Will complete the required educational course within TEN (10) days from the date you complete this background check application.

I acknowledge that indicating that I have already completed the educational course when I have not, or failing to complete the educational course in the required 10 days WILL RESULT IN THE WITHDRAWAL of the NCAA Participant Approval number issued by First Advantage as well as other penalties.

Click to acknowledge requirement to complete required rules education within ten (10) days of submission

* ☐ Acknowledged

Initials *

Current Date * (MM/DD/YYYY)

Save Now

Read this page **VERY CAREFULLY** and follow the instructions on this page to complete the NFHS NCAA Eligibility Center Coaching Education Course. See the section at the end of this document titled **Completing the NFHS NCAA Eligibility Center Coaching Education Course** for additional instructions.

Click the box that you understand the requirement **AND THE HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE**, enter your initials and the current date and hit the Save Now button.

Acknowledgement Tab:

Next page is an additional acknowledgement page. Read this page **VERY CAREFULLY** and answer the questions at the bottom. All fields with an asterisk are required.



Acknowledgement

Save Now

Please read the following carefully and press "Acknowledge" to continue:

The information I am submitting is correct to my knowledge and I am not withholding information in order to obtain an Approval Number from the NCAA certification. If I have prevalent information regarding my criminal status, I will disclose the information to LexisNexis [may include charges, charge levels, and counties of the offense(s)].

Please call LexisNexis (800) 631-8777 opt. 4 to speak with a customer service representative for further detail.

Under NCAA guidelines, an affirmative answer to any question in this section of the application or the existence of a proscribed offense on a certified criminal record may result in a denial of approval for participation in coaching activities during an NCAA-certified event or the operation of an NCAA-certified event or league.

A prior criminal record, depending on the level of crime, may result in your disqualification for a credential. Failure to disclose your record on this application WILL disqualify you from receiving and/or maintaining a credential for a period of up to 5 years. The NCAA certification staff will conduct a criminal history check to verify the accuracy of the criminal history disclosure submitted with an application.

You will not receive approval until your application and criminal background check have been reviewed and approved by the NCAA Certification Staff.

Criteria for Review: A credential for coach in an NCAA-certified event or operate an NCAA-certified event or league may be withheld, suspended or revoked for any conviction, adjudication or term of probation or parole imposed if you have ever, as an adult or a juvenile, been convicted, adjudicated or placed on term of probation or parole for any felony-level crime or offense.

Offenses Committed Subsequent to Receipt of Credential : If a credential for coach in an NCAA-certified event or operate an NCAA-certified event or league was previously granted or is pending, and the applicant is subsequently indicted or charged for any crime not known at the time the previous application was submitted, the applicant must immediately notify NCAA Certification Staff. The prior approval or pending application will automatically be suspended, pending resolution of the indictment or charge. Provided that the applicant has notified the NCAA Certification Staff of the pending adjudication(s), a conviction, adjudication or term of probation imposed under any new indictment or charge, the amended application shall then be reviewed consistent with the criteria set forth in the Criteria for Review section above.

However, if the applicant knew or should have known about the existence of an indictment, charge, conviction, adjudication, term of probation or parole at the time any application for a credential was submitted to the NCAA, but failed to make a full disclosure of the required information, the approval for participation in coaching or operating activities during a men 's or women 's NCAA-certified event may be withheld, suspended, or revoked for a period of up to five years.

Notice of Banning Approvals for individuals who fail to cooperate OR participate in an NCAA violation

The NCAA has recently adopted a policy whereby individuals issued an NCAA participant approval number could be adversely affected if the individual fails to cooperate with the NCAA staff and Eligibility Center staff in an inquiry relating to possible NCAA rules violations beyond the basketball certification rules and policies. Additionally, individuals who violate NCAA legislation could also be affected.

As with the other approval guidelines, if an individual fails to cooperate with the NCAA staff in an inquiry or is an involved participant in a violation of NCAA legislation, his or her approval status could be revoked or denied for up to a five-year period, and there would be no appeal rights for such an action.

Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program? * ☐ Yes ☐ No

Are you an individual or employed by an agency involved in the marketing of any individual's athletics reputation or ability (including an employee of an agent or anyone associated with an agent in his or her capacity of marketing any individual's athletics reputation or ability)? * ☐ Yes ☐ No

All deadlines associated with NCAA certification and/or approval are **STRICTLY ENFORCED**. If you fail to complete the new Educational Component within the next 10 days, your NCAA Participant Approval number **WILL BE WITHDRAWN** and you will have to re-apply (with additional fees) in order to be reinstated.

Are you sure that you will be able to complete the required Educational Component in the next 10 days? * ☐ Yes ☐ No

Individuals who seek and obtain NCAA certification or approval are required to provide complete and accurate information to the Enforcement Certification and Approval Group (ECAG). The provision of false and misleading information in obtaining certification or approval may result in the inability to obtain a Participant Approval required to operate or coach in an NCAA-certified event for a period of **UP TO FIVE YEARS**. So, if you say that you have already completed the Educational Component when you have not, you will be rendered **ineligible to coach in or operate an NCAA-certified event for FIVE YEARS**.

Do you understand that if you say that you have already completed the Educational Component when you have not, the result is a FIVE-YEAR denial? * ☐ Yes ☐ No

I acknowledge the information I am submitting is correct to my knowledge * ☐ Yes ☐ No

Initials *

Current Date *

 (MM/DD/YYYY)

Save Now

Save And Continue

You are once again reminded of the requirement to take NFHS NCAA Eligibility Center Coaching Education Course to ensure that you are aware of the **HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE.**

Enter your initials and the current date and hit the Save Now button to stop here and come back later to complete your background check or hit Save and Continue to complete this section and proceed.

The screenshot shows a web form with the following elements:

- Text:** "Do you understand that if you say that you have already completed the Educational Component when you have not, the result is a FIVE-YEAR denial?"
- Text:** "I acknowledge the information I am submitting is correct to my knowledge"
- Text:** "Initials *"
- Text:** "Current Date *"
- Form Elements:**
 - Two radio buttons labeled "Yes" and "No" for the first question.
 - Two radio buttons labeled "Yes" and "No" for the second question.
 - A text input field for initials.
 - A date input field with a placeholder "(MM/DD/YYYY)".
- Buttons:** "Save Now" (blue) and "Save And Continue" (grey).
- Errors:** Four red error messages with exclamation icons:
 - "Response is required." (next to the first radio buttons)
 - "Radio Button to capture agreement. is *required." (next to the second radio buttons)
 - "Response is required." (next to the initials field)
 - "Date is required." (next to the date field)
- Footer:** "Page saved at 3:03:06 PM EST"

Two red arrows are overlaid on the form: one points from the text "hit the Save Now button" to the "Save Now" button, and the other points from the text "hit Save and Continue to complete this section and proceed." to the "Save And Continue" button.

Profile Review Tab:

After you have completed all of the steps above, you will see an application summary. If any of the sections are not marked OK, use the tabs at the top of the page to navigate back and complete that section. You may use the Preview Profile button at the bottom of the page if you would like to print a copy for your records.

Once you are comfortable that all of the information you submitted is accurate, hit the Submit Profile button at the bottom of the page.

The screenshot displays the 'Review Profile' interface. At the top, a navigation bar contains six tabs: 'Personal Information', 'Address History', 'Criminal Information', 'Rules Education', 'Acknowledge', and 'Review Profile'. The 'Review Profile' tab is highlighted in yellow. Below the tabs, the main content area is titled 'Review Profile' with a magnifying glass icon. Underneath, a 'Section Summary' header is followed by a list of five sections, each with an icon, a link to expand, and a status indicator. All sections are marked as 'OK - Complete'. At the bottom of the page, two buttons are visible: 'Submit Profile' and 'Preview Profile'. These buttons are circled in red.

Section	Status
Personal Information • Personal Details • Aliases	OK - Complete
Address History	OK - Complete
Criminal Information	OK - Complete
Rules Education	OK - Complete
Acknowledgement	OK - Complete

Submit Profile Preview Profile

Payment Screen:

Once you submit your profile, you will be directed to the Payment Screen. Payment is only accepted via credit card. Enter your information and hit the [Submit Payment and Application](#) button. The First Advantage website is a secure site.

Payment

Instructions
To complete this transaction, you need to be prepared to supply your credit card information. This site accepts American Express, MasterCard, and VISA. You will receive a receipt as a part of your application. The cost of the background screen will be US\$40.00. Please supply your CSC (Card Security Code).

Payment Type *

Account Number *

Card Security Code * ?

Expiration Date * / 2014

First Name *

Last Name *

Billing Country *

Billing Address 1 *

Billing Address 2

Billing City *

Billing State *

Billing Zip Code *

You will be e-mailed a receipt of payment and a receipt of your application. Your **Applicant ID** will appear on both. The number and the password you created will be needed in order to re-enter the First Advantage site to check the status of your application; obtain your criminal history information; OR for event operators, view the list of approved coaches than can be allowed to participate in your event.

You **WILL NOT receive an Approval email** from either First Advantage or the NCAA. It is your responsibility to log into the First Advantage website and check on the status of your application.

Questions or problems navigating the First Advantage website?

Contact the First Advantage NCAA Support team at **888/531-7546** or employment@fadv.com. The NCAA staff will be limited in their ability to help with the actual application process since the site is administered by First Advantage.

Completing the NFHS NCAA Eligibility Center Coaching Education Course

NEW: You will no longer complete the test of 10 randomly selected questions as part of the background check process. Instead, during the First Advantage background check application you will acknowledge that you either

1. Have already completed the new educational requirement; or
2. That you will do so in the next 10 days.

Note: There are **HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE**, if you indicate as part of your background check that you have already taken the exam, when in fact you have not; or fail to complete the course in the 10 days after the submission of your First Advantage Application.

To complete the Educational Course:

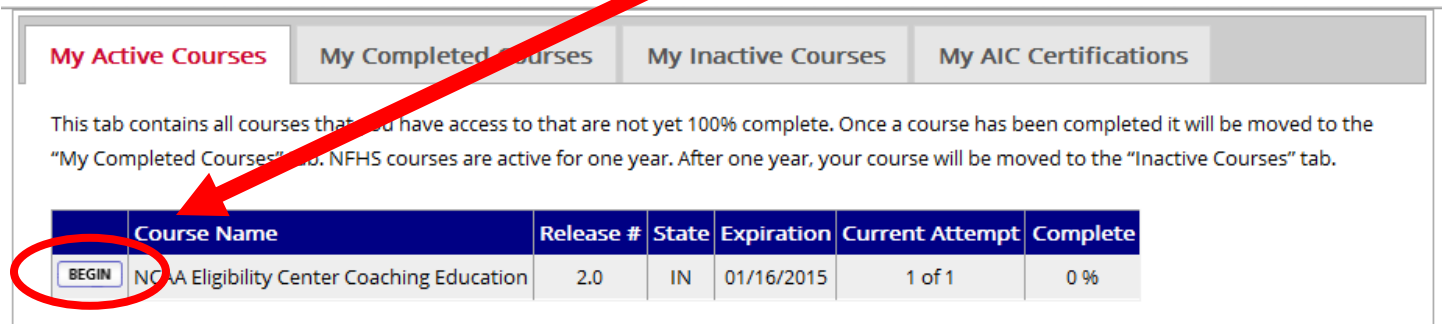
1. Go to <http://www.nfhslearn.com/>;
2. Hover over the work Courses;
3. Select NCAA Eligibility Center Coaching Education;
4. Complete the registration process; and
5. Complete the course.

This is a FREE Course!

The screenshot shows the NFHS Learning Center website. The top navigation bar includes links for Courses, Certification, Locker Room, College Credit / CEUs, State Requirements, Coach Search, and Help. The 'Courses' link is circled in yellow. Below the navigation bar, there is a table of courses organized into five columns: NFHS Core Courses, Sport Specific Courses, Elective Courses, FREE Courses, and State Components. A black arrow points from the 'Courses' link to the 'NCAA Eligibility Center Coaching Education' course, which is listed under the 'FREE Courses' column.

NFHS Core Courses	Sport Specific Courses	Elective Courses	FREE Courses	State Components
Fundamentals of Coaching	Baseball	Coaching Sports in Middle School	A Guide to Heat Acclimatization and Heat Illness Prevention	Alaska State Component
First Aid, Health and Safety for Coaches	Basketball	Strength And Conditioning	A Guide to Sports Nutrition	Arizona State Component
	Boys Lacrosse	Teaching and Modeling Behavior	Coaching Unified Sports®	District of Columbia Component
	Field Hockey	Teaching Sports Skills	Concussion in Sports - What You Need to Know	Illinois State Component
	Football		Creating A Safe And Respectful Environment	Nebraska State Component
	Girls Lacrosse		Engaging Effectively With Parents	Oregon State Component
	Golf		NCAA Eligibility Center Coaching Education	Virginia State Component
	Soccer			
	Softball			
	Spirit			
	Track and Field			
	Wrestling			
	Volleyball			

After completing the registration, complete the exam.



My Active Courses **My Completed Courses** **My Inactive Courses** **My AIC Certifications**

This tab contains all courses that you have access to that are not yet 100% complete. Once a course has been completed it will be moved to the "My Completed Courses" tab. NFHS courses are active for one year. After one year, your course will be moved to the "Inactive Courses" tab.

Course Name	Release #	State	Expiration	Current Attempt	Complete
BEGIN NCAA Eligibility Center Coaching Education	2.0	IN	01/16/2015	1 of 1	0 %

The processing of your background check **will not be withheld** until the education component is completed, but there are **HARSH PENALTIES THAT WILL OCCUR IF YOU FAIL TO COMPLETE THE COURSE**, if you indicate as part of your background check that you have already taken the exam, when in fact you have not; or fail to complete the course in the 10 days after the submission of your First Advantage Application.

Your Participant Approval could be impacted as follows:

- Failure to complete the educational component prior to the applicable deadline will result in the **WITHDRAWAL** of the Participant Approval number; requiring the applicant to re-apply (with additional fees) in order to be reinstated.
- Provision of false/or misleading information on the acknowledgement page will result in **WITHDRAWAL** of the Participant Approval number and render the individual unable to obtain a Participant Approval for a period of **FIVE YEARS**.