



ECP Best Practices

1. Divide and conquer with all who are involved with the certification process. Divide the information gathering part of the process and attack that individually. Then set up a meeting together so multiple parties can confirm information at once, which also helps to ensure accuracy.
2. When submitting a team's roster, clearly marking who is a transfer student will allow the FAR to set up meetings with those students in a timely matter to confirm that section of the student's profile.
3. If a coach is aware a student has competed in any outside competitive experience, the coach should communicate that with their FAR early, so the FAR can set up a meeting with the student to complete their certification before competition starts.
4. After completing the Transfer Eligibility Statement in the software, save and print the document for the student to sign. Once signed, keep the hard copy for reference. This isn't required, but is a great backup to keep on record and will provide confirmation the student confirmed the information.
5. Certify all athletes for every term, even if they are not competing in that term. This will allow for their records to be updated each term and will help with time management.
6. Add all students' data to the ECP software and certify, even if they are not eligible that term. This will help you keep track of the student's enrollment and eligibility information, and can be useful in helping track what the student needs to do to become eligible.
7. Begin and complete the package well in advance of the date of the first competition. That way, should any of the reviewers have any edits, there is time to make the changes prior to the first competition.
8. Request written confirmation when it comes to intercollegiate seasons charged by other institutions/associations.
9. Having efficient and effective communication with everyone involved will help the progress go smoother.
10. Create a folder within your email called ECP and then create sub folders titled by the sport's name. This will help you find old emails quicker.
11. Starting the certification process early will help with stress levels going into the first contest.

Tips & Tricks for ECP User

1. Limit who has permission into the ECP Software. The less people who can edit will help ensure all information entered stays the way it was originally entered.
2. Always check to make sure you are in the most current term when inputting information.

3. When adding new students to the software, don't wait until all information is in. Add in as much information as you can and then put the student's profile "On Hold" until you receive the missing information or documents.
4. Never delete a student's profile. This will include students who have either transferred out or have graduated.
5. Always compare your information with what the Eligibility Center determined. If different, double check your work and ask questions.
6. Double check the Certificate of Clearance with the team's official roster to make sure all students have signed it.
7. Take action as soon as you receive the initial submission email. Waiting may cause the package to expire.
8. Once you receive the submission email, always double check the information before accepting or denying.
9. If you deny a submission package, be as detailed in your reasoning as possible.
10. Be detailed in comments that are inputted on a student's profile.
11. Always ask questions for clarification.
12. Have the ECP manual near you at all times when working in the system.

