



Coaches Cheat Sheet for ECP

ECP, the online system used for eligibility certification, is new and improved! Not only can you enter your students' data online, but now you can now certify all your athletes and sign their certificates electronically in real time from your laptop, mobile or tablet device!

What is expected from a Head Coach before a certificate package is submitted:

- ▼ Ensure your correct contact information is listed in NAIAHelp. (If you do not have access to NAIAHelp, ask your AD to doublecheck your information.)
- ▼ Make sure all first-time NAIA student-athletes have received an Eligibility Center determination.
- ▼ Make sure incoming transfer students and/or those that have outside competitive experience are meeting with the FAR to complete their paperwork.
- ▼ Ensure all student-athletes have signed a hard copy of the Certificate of Clearance, which will be kept on file on campus (not submitted through ECP).
- ▼ Submit a final roster to your Faculty Athletics Representative, which can be uploaded into ECP.

What a Head Coach should expect to see:

- ▼ For all students, the ECP certificate package will always include the following forms:
 - ▶ Official Eligibility Certificate
 - ▶ (The Certificate of Clearance is still required, but is completed on campus and does not appear in ECP.)
- ▼ For students who are transfers and/or have a break in continuous enrollment, the packet may also include the following forms:
 - ▶ Transfer Player Eligibility Statement
 - ▶ Competitive Experience Form

What is expected from a Head Coach once a certificate package has been submitted:

- ▼ You will receive an email notification once an eligibility certification package has been created, and is ready for your review. Open the certification package. Review each form for accuracy.
- ▼ If all information in the eligibility package is correct, click the "Sign" button. This will generate an email notifying the other three required reviewers that you have accepted the certification package, and trigger them to review it as well.
- ▼ If you see any inaccuracies in the eligibility forms, choose the "Deny" button and explain in detail the inaccuracy. When a package is denied, an email will automatically notify all other reviewers.

- ▼ If denied, the package must be corrected and resubmitted, and the signing processes will start over. All four reviewers will need to review and accept/decline the new package.
- ▼ Once all required persons have accepted, an email will automatically be generated to let all four reviewers know the package has been submitted to the conference eligibility chair. It is not until you receive this email that your student-athletes can begin participating.

Checking the Status of a certificate package:

- ▼ In the initial email you receive notifying you that a certificate is available for your review, a link will direct you to a status page where you can see real-time the status of your team's eligibility certificate package.
- ▼ On the status page, you can always view the forms by clicking the link. You can also see who has accepted, denied, or is still reviewing the package.
- ▼ A package must be submitted to the eligibility chair prior to the first contest. If a certificate has not been submitted by 11:59pm on the date of the first contest (as listed on the certificate), the package will expire and must be resubmitted.

