



## **N4A Program Certification Frequently Asked Questions**

### **Why should we apply for certification?**

Obtaining certification is an opportunity to demonstrate your academic support program has the knowledge, practice and procedures in place to assist student-athletes toward the goal of graduation. The N4A Program Certification assists institutions by identifying the standards that are indicative of programs who maintain institutional control.

### **Who is eligible for certification?**

An academic support unit at a two-year or four-year school, that provides a set of services to student-athletes, as outlined in N4A guidelines, is eligible to submit a notification form. Two-year colleges that have programs that serve all students, to include student-athletes, may also submit a notification form. [Click here for N4A guidelines and proficiency requirements.](#)

### **Why was this certification program established?**

The N4A Certification Program was established to raise the professional standard among academic support programs and encourage a broader range of understanding of best practices and successful operations.

### **Are there different levels of certification?**

There is only one level of certification; however each academic support program will need to meet the specified requirements set by the N4A, for proficiency in the corresponding intercollegiate athletics setting. [Click here for N4A guidelines and proficiency requirements.](#)

### **How does the certification process work?**

After submitting a notification form, the candidate compiles information from the Pre-Certification Visit Information list. Afterwards a consultant is sent to complete an onsite review. The consultant will write a report on their findings and will make the appropriate recommendations either for certification, conditional certification or denial. The program certification remains effective for a ten year period and may be renewed thereafter.

[To access the notification form, click here.](#)

[To review the 'Pre-Certification Visit Information'](#)

### **Do we have to be members of N4A to apply for certification?**

N4A membership is encouraged but is not a requirement of program certification.



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### **When do I have to submit my notification form/application?**

Notification forms are accepted, year-round on a rolling basis.

[To access the notification form, click here.](#)

### **Who manages the program?**

The N4A Program Certification is managed by the National Association of Academic Advisors for Athletics. In the administration of the program, N4A is assisted by a number of experienced and trained consultants.

### **What does it cost?**

The fee for two-year colleges is \$1000, plus the costs of lodging, travel and meals for one site visitor. The fee for all other colleges and universities is \$2000, plus the costs of lodging, travel and meals for one site visitor.

### **How long does the entire process take?**

The process varies from school to school, but typically the certification process takes between 60 to 90 days once all necessary paperwork is in.

### **What is the Pre-Certification Visit Information list?**

This is a list of information that should be compiled and reviewed by candidates before the consultant's onsite visit is scheduled. [To review the 'Pre-Visit Certification Visit Information'](#)

### **Is there an appeal process?**

A request for appeal can be submitted to the Certification Appeal Committee. All relevant materials, including but not limited to: documents, materials, and reports, from the certification process, will be provided to the committee for review. A written request for appeal must be received by the N4A National Office within 15 days of the issuance of the consultant's report/recommendation.

### **What are the benefits of certification?**

Certification demonstrates that your program uses industry-respected standards and best practices. Certification can improve overall performance, remove uncertainty and widen market opportunities. Certification helps to demonstrate to stakeholders that your support program for student-athletes is run effectively. Promoting your certified program to students, faculty, prospective students and other stakeholders can also provide significant benefits to your college or university.



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### **What happens if my program doesn't pass?**

Conditional certification may be granted; contingent upon the implementation of specific program changes.

### **Can our program certification be lost or suspended?**

Yes, if it is shown that the academic support program significantly changes its mode of operation or is reported to be in violation of existing policies, procedures of its athletic association.