



REGIONAL RULES

Division III **2023**

Division III: First Certification Season Guidance



REGIONAL RULES

Division III **2023**

Division III: First Certification Season Guidance



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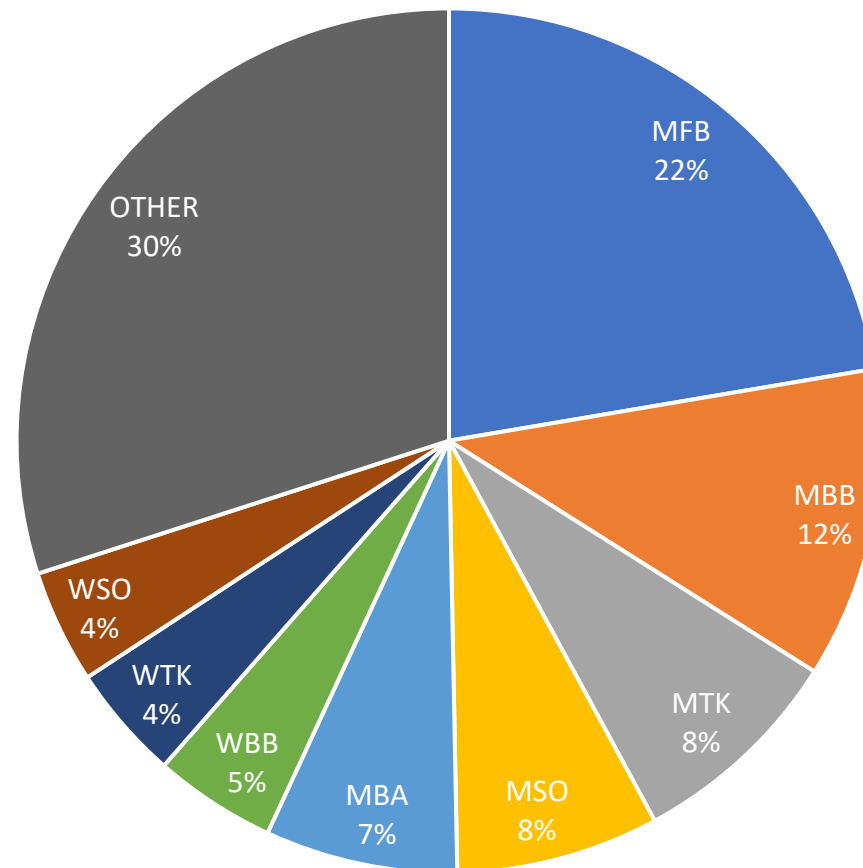
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Division III 2023

Agenda

- Division III Certification Process.
- Certification Decisions:
 - Final Not Certified.
 - Final Certified with Conditions.
- Amateurism Review Summary.
- Reconsideration Options.
- Resources.

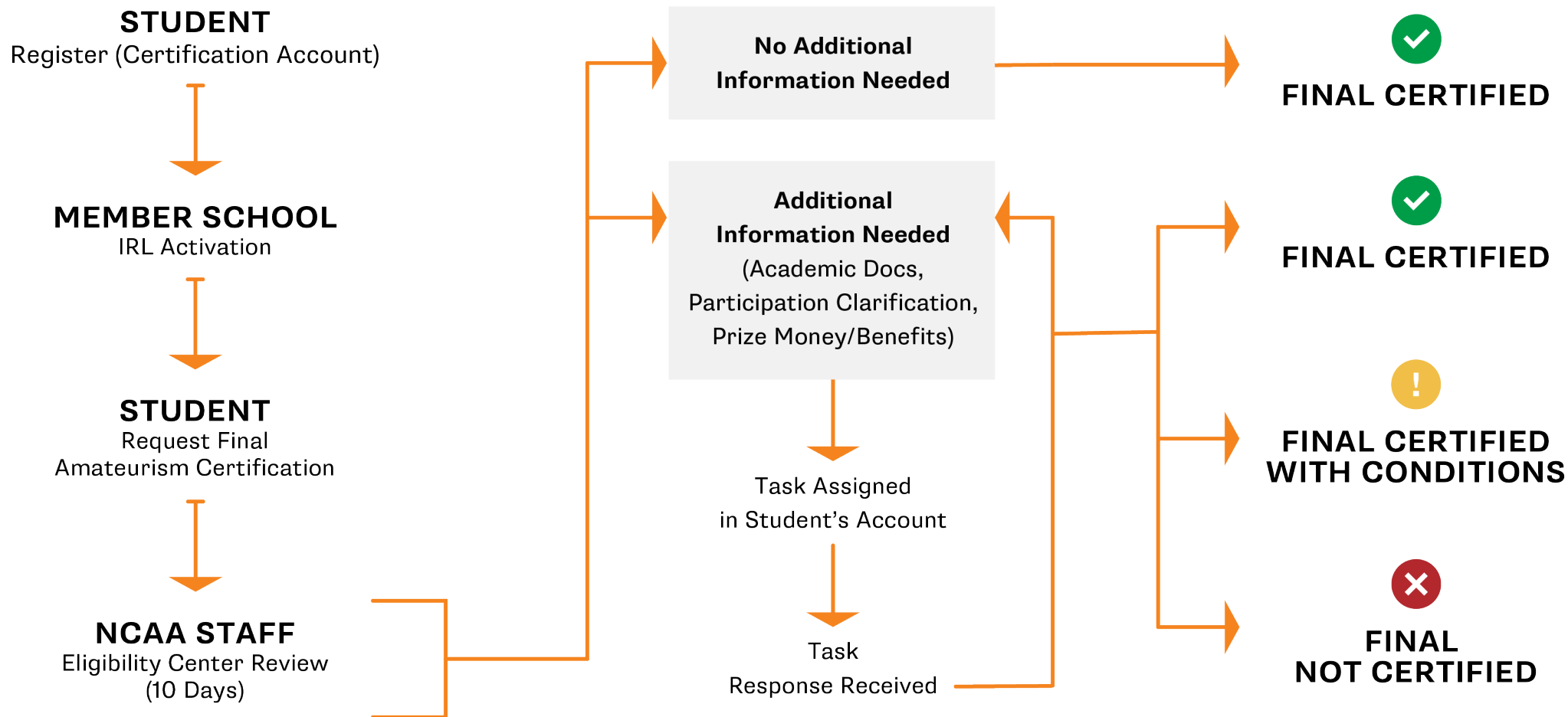
5,888 Total Amateurism-Only Accounts



**Data valid as of May 2023.*



Division III Certification Process



Division III Certification Process

STUDENT

Register (Certification Account)



MEMBER SCHOOL

IRL Activation



STUDENT

Request Final
Amateurism Certification



NCAA STAFF

Eligibility Center Review
(10 Days)

1

Ready to Process

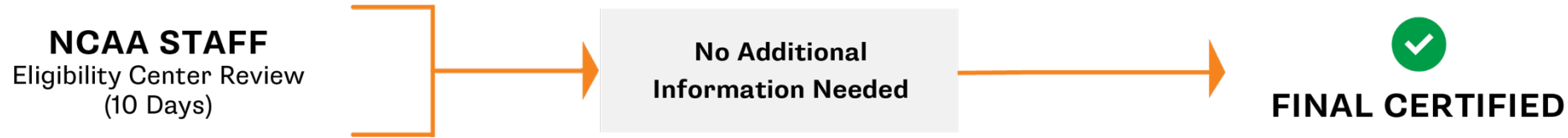
- Registration is complete.
- Fee is paid or fee waiver is complete.
- Active Division III IRL.
- PSA has requested final amateurism certification.
- May require submission of academic documents.
 - [Academic Records Submission Form.](#)
- [Urgent Request Program.](#)



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Division III 2023

Division III Certification Process



2 EC reviews registration information.

- If no issues identified: *Final Certified*.



Division III Certification Process

NCAA STAFF
Eligibility Center Review
(10 Days)



**Additional
Information Needed**
(Academic Docs,
Participation Clarification,
Prize Money/Benefits)

2 EC reviews registration information.

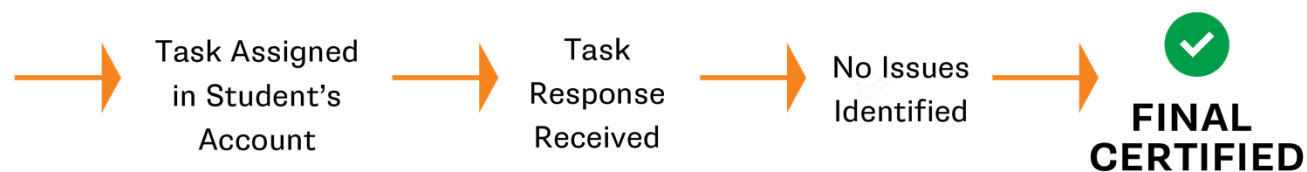
- If issues or gaps are identified in registration or research:
Fact gathering.
 - Assign task(s).
 - Visible to the PSA through the Eligibility Center account.
 - Visible to the member school through the EC Membership Portal.
 - PSA, member school or third party responds to the task(s).

Task Assigned
in Student's Account

Task
Response Received



Division III Certification Process

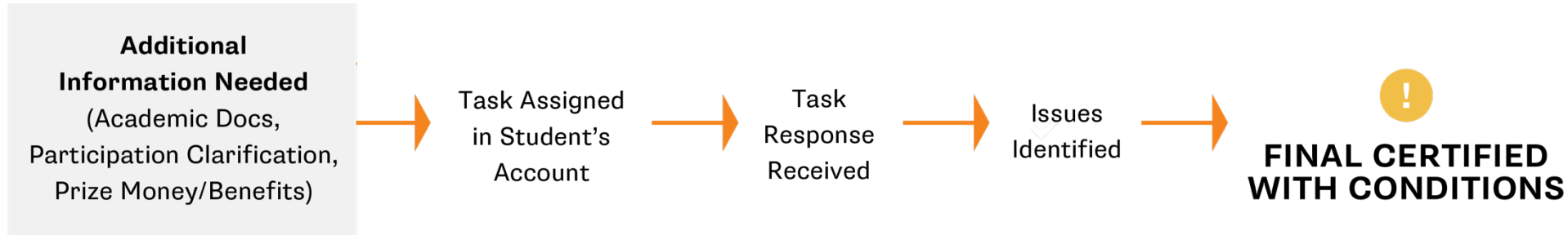


Additional Information Needed
(Academic Docs, Participation Clarification, Prize Money/Benefits)

3 EC receives complete submission.

- If no issues identified: *Final Certified*.

Division III Certification Process



3 EC receives complete submission.

- If issues confirmed: *Review Summary and final decision posted.*
 - Final Certified with Conditions.
 - Delayed enrollment conditions (Bylaw 14.2.4.4).

Final Certified with Conditions



FINAL CERTIFIED
WITH CONDITIONS

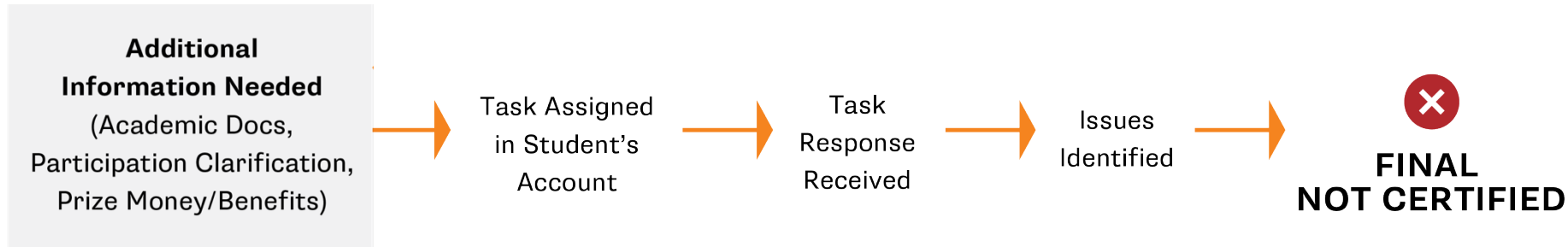
- Participation in organized competition after the end of their grace period and before full-time enrollment:
 - Competed or trained with a professional team.
 - Competed pursuant to a contract with a professional team.
 - Received prize money above expenses at an event.
 - Competed in any competition funded by an institution's booster that is not open to all participants.



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***Division III* 2023**

Division III Certification Process



3 EC receives complete submission.

- If issues confirmed: *Review Summary and final decision posted.*

Final Not Certified (FNC)



- A PSA may be FNC for any of the following reasons:
 - Agents.
 - Professional team participation after full-time enrollment.
 - Funding from an outside sponsor.
 - Training or educational expenses.
 - Sponsorship (pre-July 1, 2021).
 - Preferential treatment, benefits or services.
 - Prize money exceeding actual and necessary expenses.



Final Not Certified (FNC)



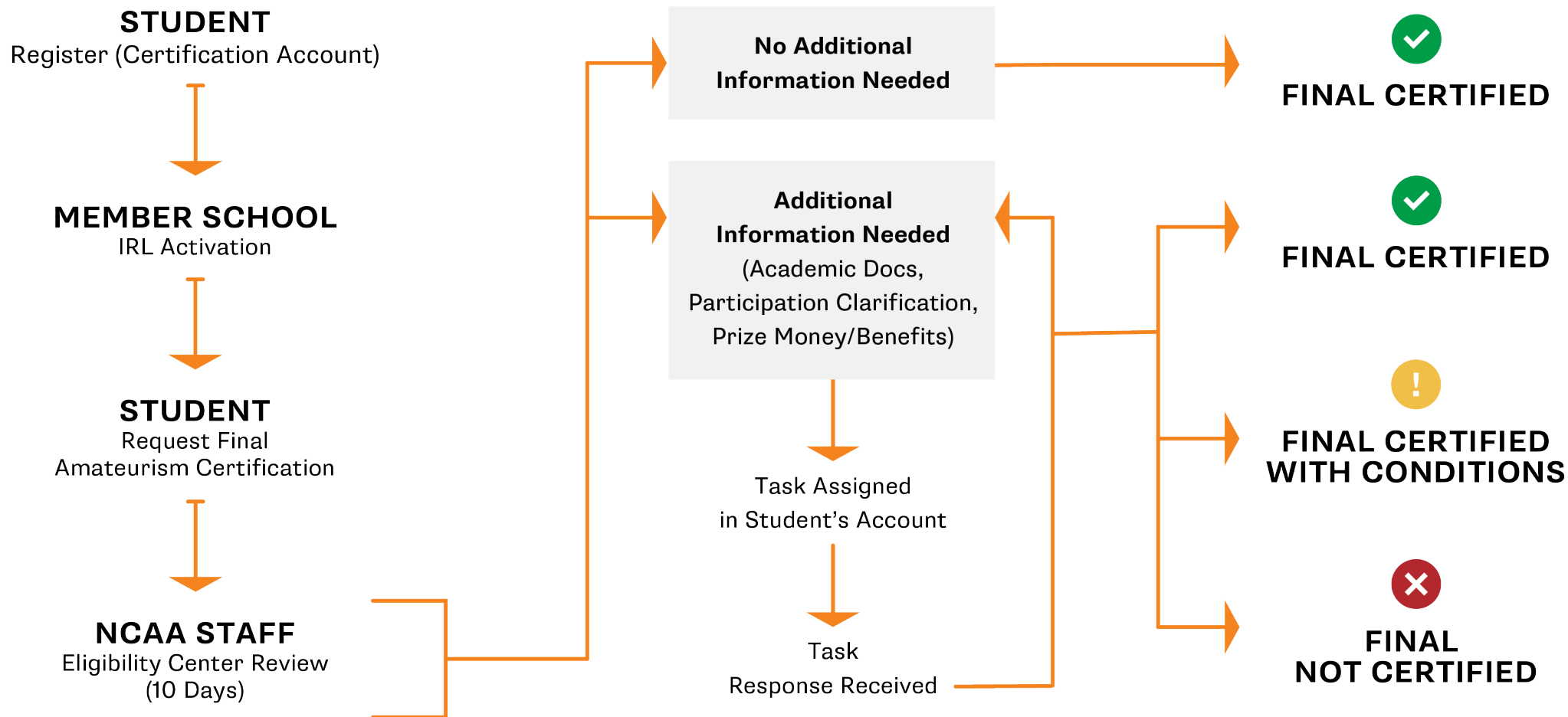
- Submit Student-Athlete Reinstatement request to Academic and Membership Affairs through RSR0.

The image shows a sample of an NCAA Eligibility Center Amateurism Certification Review Summary form. The form is titled 'AMATEURISM CERTIFICATION' with a subtitle 'Review Summary'. It contains the following information:

- NCAA ID:** 1234567890
- Sport:** Women's Soccer
- PSA Name:** Sample Student
- Division:** III
- Country:** Spain
- HS Grad Date:** June 2023
- Initial Collegiate Enrollment:** Fall 2023
- Issue(s):** The PSA entered into an agreement to be represented by an agent for the purpose of marketing their athletics ability or reputation. Additionally, the PSA accepted benefits from the agent.
- NCAA Bylaw(s):** NCAA Division III Bylaw(s) 12.3.1 (general rules) and 12.3.1.2 (benefits from prospective agents).
- Staff Determinations:**
 1. Sample Student ("PSA") is a women's soccer prospective student-athlete who will initially enroll full-time at a Division III institution in Fall 2023.
 2. Bob Smith is a registered intermediary for The Football Association.
 3. On August 18, 2022, the PSA entered into a written Representation Contract with Smith. The contract expires on August 18, 2024.



Division III Certification Process



Certification Process Resources

The screenshot displays the NCAA Eligibility Center Membership Portal. At the top left is the NCAA logo, and the title "Eligibility Center Membership Portal" is centered. A blue lightning bolt icon is in the top right corner. Below the title are two tabs: "Select School" and "Resources". The "Resources" tab is active, showing a list of "New Website Resources" with links to various guides, webinars, and FAQs. A central pop-up window titled "Division III" lists specific resources for Division III members, including FAQs, flyers, webinars, and a PDF for compliance administrators. On the right side of the portal, there are sections for "Contact Information", "Tools", and "Resources and Links", each with a list of relevant links.

Eligibility Center Membership Portal

Division III

- Division III Amateurism FAQ
- Division III Amateurism Flyer for PSAs
- Division III Webinar: Reviewing Recruit Information for Compliance Administrators
- Division III Webinar: Preparing for Requests for Final Amateurism Certification: What Division III Needs to Know
- Using the Membership Portal for Division III and New Compliance Administrators PDF
- Division III Newsletter recent edition
- Subscribe to Division III newsletter
- How to Request Final Amateurism (YouTube)

New Website Resources

- Understanding the Eligibility Center Certification Process for Division III Member Schools Webinar
- Using the Membership Portal for Division III and New Compliance Administrators Webinar
- Updates and Information Webinar
- COVID-19 Automatic Waiver - 2022 Enrollment FAQ
- COVID-19 Automatic Waiver - 2022 Enrollment Webinar PDF
- Division III Webinar: Reviewing Recruit Information for Compliance Administrators
- Division III Webinar: Preparing for Final Amateurism Certification: What Division III Needs to Know
- Division III Amateurism FAQ
- Division III Amateurism Flyer for PSAs

Contact Information

- Eligibility Center Contact Information
- How to Update MI Contacts
- Registration Inquiry Form

Tools

- Membership Portal Quick Start Guide
- How to Request Final Amateurism Certification
- How to Activate/Deactivate a Sport
- How to Track Student-Athletes

Resources and Links

- Academic Reform Is Measured
- Health and Safety Programs and Information
- Registration Information
- Resources for Prospective Student-Athletes
- 2021 Webinar
- Final Rules: Life Cycle of an Academic

Certification Process Resources

- Member school should review the PSA's account in the Membership Portal:



Click here to access student documents



Student Academic Documents				
HS Name	Date Received	Document Type	Official/Unofficial	Document
590256 - Certificado De Conclusão De Ensino Medio	11/09/2021	Transcripts	Official	open Doc
	10/04/2021	Matriculation Letter	Official	open Doc
Student Amateurism Documents				
Activity Date	Date Received	Activity Type	Document	
11/19/2021	11/19/2021	Sports Participation Responses	open Doc	
11/19/2021	11/19/2021	Research	open Doc	



Amateurism Review Summary

- Demographic information.
 - NCAA ID and sport.
 - Graduation date.
 - Initial full-time enrollment.
 - Initial NCAA enrollment, if different.
- Issues.
- Bylaws.



NCAA ELIGIBILITY CENTER

AMATEURISM CERTIFICATION
Sample Review Summary

NCAA ID: 1234567890 Sport: Women's Tennis

PSA Name: Sample Student Division: III

Country: Germany

HS Grad Date: June 2020

Initial Full-time Collegiate Enrollment: Fall 2022

Initial NCAA Enrollment (if different from initial collegiate enrollment): Fall 2023

Issue(s)

The prospective student-athlete delayed initial full-time collegiate enrollment and participated in organized competition during one 12-month period(s) following the legislated grace period and prior to initial full-time enrollment.

NCAA Bylaw(s)

NCAA Division III Bylaw(s) 14.2.4.4 (participation in organized competition before initial collegiate enrollment).



Amateurism Review Summary

- Staff Determinations.
 - Summary of the facts.

Staff Determinations

1. During the first 12-month period following the legislated grace period and prior to initial full-time collegiate enrollment, PSA received payment based on performance that exceeded their actual and necessary expenses in the following specific competitions:
 - a. **Example:** June 1, 2022 – W15 Monastir, Tunisia.
 - (1) Payment received: €500 EUR.
 - (2) Actual and necessary expenses: €300 EUR.
 - b. **Example:** July 31, 2022 – W60 Cordenons, Italy.
 - (1) Payment received: €750 EUR.
 - (2) Actual and necessary expenses: €525 EUR.
2. The competition described in item no(s). one above meets the legislated definition of organized competition.



Amateurism Review Summary

- Certification Conditions.
 - Final Not Certified.
 - Final Certified with Conditions.
- Other Relevant Information.
 - Relevant documents used in certification.
 - Currency conversion rates.

Certification Conditions

Prospective student-athlete has used one season(s) of competition in women's tennis and must serve an academic year of residence at the certifying NCAA Division III institution upon enrollment before being eligible to represent the institution in intercollegiate competition. [References: NCAA Division III Bylaws 14.2.4.4 (participation in organized competition before initial collegiate enrollment); 14.2.4.4.1 (Academic Year of Residence) and 14.2.4.4.2 (activities constituting use of season).]

Other Relevant Information

- » Please review the following items within the amateurism documents of the Membership Portal's Student Details section for additional review of the information summarized above in the Staff Determinations:
 - Incoming Email – April 25, 2023.
 - Research – April 23, 2023.



Amateurism Review Summary

- Next Steps.
 - Interpretation.
 - Reconsideration options.
 - LRW and/or SAR.
- Review Summary:
 - Available on Membership Portal.

Next Steps

If the institution does not accept these facts and/or the legislative application, below are available options:

- » **Interpretation:** The institution may submit an “Interpretation Request” (via Requests/Self-Reports Online) to Academic and Membership Affairs regarding the legislative application.
- » **Reconsideration:** The institution may request reconsideration of a final amateurism certification decision (via the [Decision Inquiry Process](#)) based on new relevant information (supported by contemporaneous documentation) that was not reasonably available to any involved individual at the time of the previous decision. Contact customer service to request a Decision Inquiry Form.
- » **Fact-Finding:** The institution may request a factual determination by the applicable fact-finding committee for the division. The fact-finding request must be submitted within 30 calendar days after a final certification decision or written review summary (whichever occurs later) has been posted to the student-athlete’s account. Contact the [amateurism review team](#) regarding the fact-finding process, which provides an avenue to resolve factual disagreements.
- » **Legislative Relief Waiver:** The institution may submit a Legislative Relief Waiver (via RSRO) to Academic and Membership Affairs seeking relief of a season(s) of competition condition.



Best Practices

- Review the account for registration responses, research, incoming email(s) and the Review Summary.
- Submit an “Interpretation Request” via RSRO regarding legislative application.
- Submit via RSRO:
 - Student-Athlete Reinstatement Request.
 - > For Bylaw 12 violations.
 - Legislative Relief Waiver.
 - > For delayed enrollment conditions.



Division III Certification Process

4 • Reconsideration Options.

- Decision Inquiry Process:
 - A member school may request reconsideration of a *final* amateurism certification where it is *seeking a more favorable outcome*.
 - Only used to resolve factual discrepancies.
 - Form must be requested from Customer Service Center staff and uploaded via the Membership Portal.
 - Submission must include supporting contemporaneous documentation.



Division III Certification Process

4 Reconsideration Options.

- Amateurism Inconsistency Form:
 - Generally, form is used to report information that could *negatively* impact a certification.
 - Member school may submit at any time after the final certification decision.
 - Form is not visible to IRL schools.
 - Form can be found on and uploaded through the Membership Portal.
 - Member schools are required to share and report discrepancies – Bylaw 12.1.1.3.2.



The Eligibility Center Experience

Bethany Marren

Rochester Institute of Technology

- Use the EC's expertise and Customer Service Center!
- Get started early.
- Reserve urgent requests for urgent deadlines.
- Look for relief where available (LRW/SAR).



REGIONAL RULES

Division III 2023

Resources

- [Division III Amateurism Certification FAQ](#).
- [Amateurism Certification Review Summary](#).
- [Membership Portal Quick Start Guide](#).

MEMBERSHIP PORTAL QUICK START GUIDE

Once logged in to MyApps, click the **Eligibility Center** tile to navigate to the Membership Portal. The Membership Portal homepage is where important announcements and updates are posted. The exact number of tabs at the top of the page will depend on the access granted by your school, but typically your screen will include tabs for the topics shown below.

THE IRL TAB IS WHERE YOU CAN:

- Activate a student or deactivate a student.
- Update sponsored sport list.

THE REPORTS TAB IS WHERE YOU CAN:

- Search and track student transcripts, task assignments, receipt of documents and status.
- Run additional reports.

THE RESOURCES TAB IS WHERE YOU WILL FIND:

- How-to videos.
- Update contacts.
- Request academic certification.

IRL

TO ACTIVATE / DEACTIVATE A STUDENT

Click the appropriate option under the IRL tab.

Fill in your search criteria and click **Go Search**.

On the next screen, click **Sport** (you will see a dropdown menu). Check the NCAA ID. Click to activate or deactivate.

TO ACTIVATE/DEACTIVATE SPORTS YOUR SCHOOL OFFERS

Click **Update Sports** and follow these instructions.

Your school's current sports are on the left. Sports that can be added are on the right.

NCAA ELIGIBILITY CENTER

AMATEURISM CERTIFICATION FAQ RESOURCE

In January 2022, the NCAA Division III membership adopted Proposal No. 2022-2, which requires international student-athletes who initially enroll at a Division III member school on or after August 1, 2023, to have their amateurism status certified by the NCAA Eligibility Center.

The questions and answers below have been developed to assist Division III members in working with the Eligibility Center to implement this new requirement. This resource is based on available information and may be updated moving forward.

International Student Definition

Legislation

- How does Division III legislation define an international student?

Division III Bylaw 12.1.1.1 defines an international student as any student who attended a secondary or post-secondary school outside the United States, participated in athletics outside the U.S., or whose permanent residence is outside the U.S.

Note: All U.S. references also include U.S. territories (e.g., Puerto Rico).

Exceptions

- Are there any exceptions to this definition?

Yes. Participation in athletics outside the U.S. does not meet this definition if it (a) occurred before age 13, (b) occurred as a member of a team based in the U.S., or (c) involved individual competition by a person based in the U.S.

Also, individuals who attend secondary or post-secondary school in the U.S. and study abroad participate in athletics while studying abroad.

Sample Review Summary

NCAA ID: 1234567890 Sport: Women's Tennis

PSA Name: Sample Student Division: III

Country: Germany

HS Grad Date: June 2020

Initial Full-time Collegiate Enrollment: Fall 2022

Initial NCAA Enrollment (if different from initial collegiate enrollment): Fall 2023

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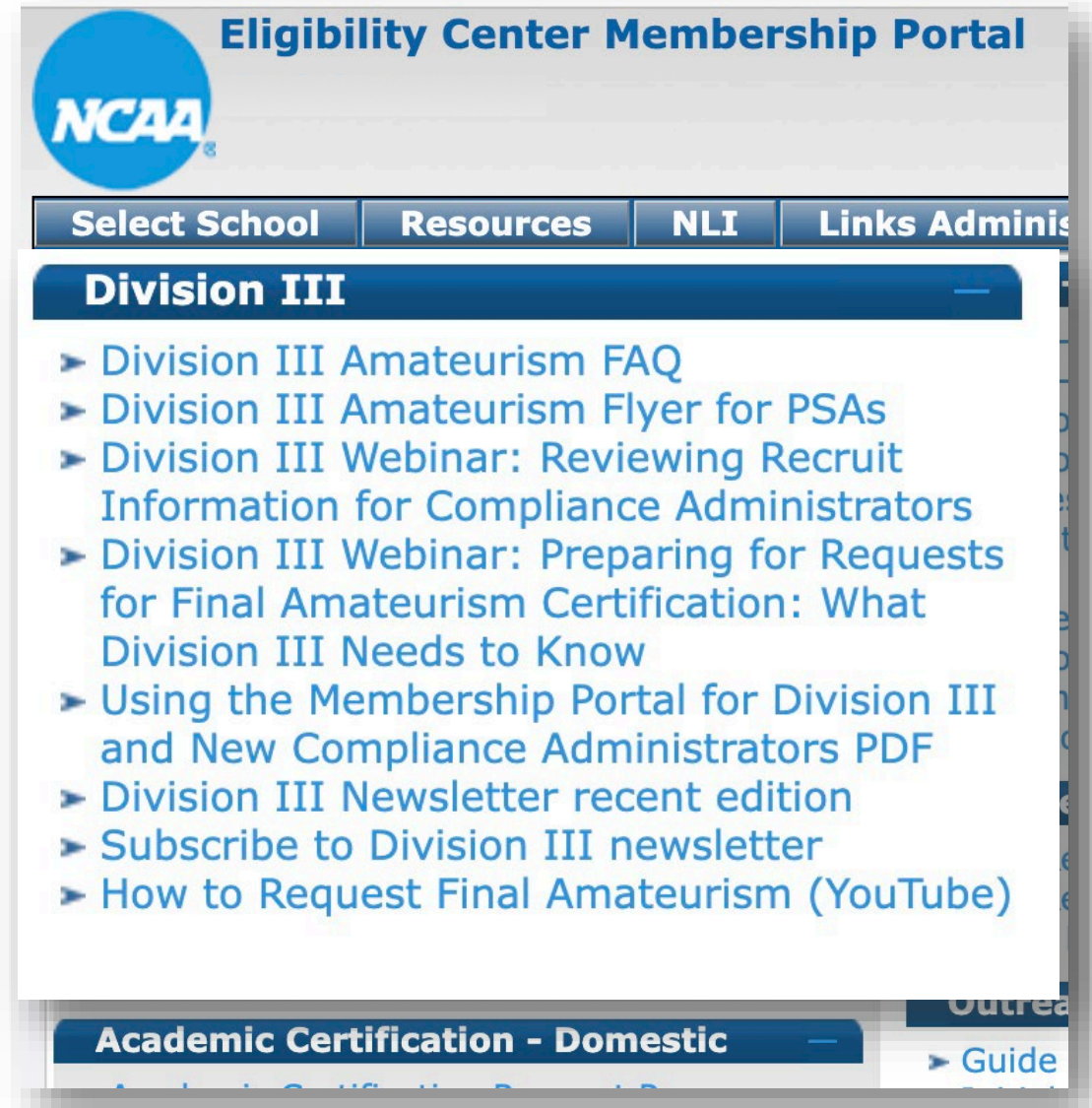
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Resources

- Past webinars and newsletters.
 - Currently listed in the “New Website Resources” section.
 - > Webinar recordings.
 - > FAQ and student PDF.
 - **NEW:** Division III section Membership Portal.
 - > Recordings to all Division III webinars.
 - > Division III-specific documents.
 - > Most recent DIII newsletter.
 - > Link to subscribe to DIII newsletter.
 - > EC’s first YouTube video on RFA.



Resources

- Next educational opportunities:
Watch the newsletter!
 - Sign up for Eligibility Center's Division III newsletters for updates and upcoming education and support opportunities.
- What would you want to see included in upcoming Eligibility Center educational opportunities?
 - Email ecupdate@ncaa.org.
- Contact Customer Service:
 - 877-544-2950 Monday-Friday, 8:30 a.m. - 5 p.m. Eastern time.



**Sign Up for the EC's
Division III Newsletter**



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Division III 2023

Questions?

- Recommended Next Steps:
 - Ensure incoming international student-athletes register for the right Eligibility Center [Certification account](#).
 - Activate incoming international student-athletes on your school's IRL.
 - Recommend fall 2023 enrollees [request final amateurism certification](#) as soon as possible.
 - Monitor students via the [Track PSA feature](#) on the Membership Portal.



We Want Your Feedback

Your input is important.

Rate this session using the survey
on the Regional Rules Seminar app.

Thank you for joining us today!



Download the Event App



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@NCAAEC



REGIONAL RULES

Division III **2023**

Thank You For Joining

- Membership support line.
 - 877-544-2950.
 - Monday-Friday.
 - 8:30 a.m. to 5 p.m. Eastern time.
 - ecinfo@ncaa.org.





REGIONAL RULES

Division III **2023**