



Collegiate Strength & Conditioning Coaches assoc.

≡ **MAXIMIZING ATHLETIC PERFORMANCE** ≡

2017-18 | SCCC Certification Handbook



Collegiate Strength and Conditioning Coaches Association

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Introduction

CSCCa offers two levels of certification: Strength and Conditioning Coach Certified (SCCC) and Master Strength & Conditioning Coach (MSCC). This handbook is a guide to earning SCCC certification. For more information about the MSCC certification program, please contact us or visit www.csc.ca.org/certification.

SCCC Certification

The most comprehensive certification of its kind, individuals with the SCCC Certification possess the knowledge, skills, techniques, and expertise necessary to be an effective strength and conditioning coach on the collegiate or professional level.

Mission Statement

As an organization of distinction, consisting of the world's leading strength & conditioning professionals, we promote education, unity, and respect for all strength and conditioning coaches of collegiate and professional athletic programs by establishing standards of excellence for coaches that teach athletes how to maximize athletic performance through safe and effective exercise prescription and by certifying coaches that meet those standards.

Collegiate Strength & Conditioning Coaches association (CSCCa)

The CSCCa is a professional organization dedicated to meeting the unique needs and challenges of the collegiate and professional-level strength and conditioning coach.

CSCCa goals include:

- Regaining our identity as professionals as collegiate and professional-level strength & conditioning coaches and having a full-time strength & conditioning coach at every university/college and eventually at every high school with a competitive athletic program.
- Complete unification of all collegiate and professional-level strength & conditioning coaches.
- Encouraging loyalty to the association and to fellow strength & conditioning coaches/members of the association.
- Improving the respect, salaries, and status of the collegiate strength and conditioning coach through making athletic administrators aware of the value of the strength and conditioning coach, as well as the level of education, experience, and expertise necessary to become a full-time strength and conditioning coach.
- Providing opportunities for professional development for all collegiate and professional-level strength & conditioning coaches in educational settings, as

well as through the sharing of experience and expertise among the strength & conditioning coaches themselves.

- Bridging the gap between exercise science/research and its practical application in the field of strength & conditioning by providing opportunities for students to complete practicums/internships under a head or Master Strength & Conditioning Coach with the SCCC certification.
- Promoting/opposing legislation and policies within the NCAA to serve the best interest of the student athlete and the collegiate strength & conditioning coach.
- Providing effective communication, as well as promoting positive relationships with the media, the public, as well as other professional organizations.

To learn more about the CSCCa and CSCCa membership, please visit www.csc.ca.org.

CSCCa Certification Commission

The CSCCa Certification Commission was established by the CSCCa Board of Directors to oversee the SCCC and MSCC certification programs. The Certification Commission develops and administers the exams and other certification requirements that assess the professionalism, knowledge, experience, and expertise of collegiate and professional-level strength and conditioning coaches.

The Certification Commission is solely responsible for establishing the policies and procedures for the certification programs including: eligibility requirements, recertification requirements, development and administration of the written and practical exams, and mentoring and internship requirements. There are seven voting members of the Certification Council: three SCCC certified coaches, three MSCC certified coaches, and one public member. Members of the Certification Commission also serve as the Chairs for the Written Examination Committee and Practical Examination Committee. The Certification Commission is charged with oversight for the certification programs and exam committees and operates separately from the membership and educational functions of CSCCa. The Certification Commission has no involvement in developing training or education for coaches.

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SECTION 1: How to Apply for Certification

Eligibility

To be eligible for SCCC certification, an individual must be a currently practicing, full-time strength and conditioning coach on the collegiate or professional level, or a student/intern preparing to become a full-time strength and conditioning coach on this level. Even though this policy may seem unfair and exclusionary to some, it serves a valuable purpose. Our goal as an association is to identify, educate, serve, and prepare those individuals who want to be solely full-time strength and conditioning coaches of collegiate and professional athletic programs. We believe that a full-time strength and conditioning coach position is extremely important and should be provided at every institution with an athletic program. The various positions of strength and conditioning coach, sport coach, athletic trainer, physical therapist, teacher/researcher, personal trainer, etc., are each so broad and vast in scope that it is impossible to be effective and competent in more than one of these professions simultaneously. Each of these professions has its own organization and certification, designed specifically to meet its unique needs.

To earn the SCCC certification, applicants must meet all of the following eligibility requirements:



1. Coaching:

Candidates must be either a currently practicing, full-time strength and conditioning coach on the collegiate or professional level, **or** a student/intern preparing to become a full-time strength and conditioning coach on this level.

2. Education:

A minimum of a Bachelor's degree from an accredited institution: A sealed, official transcript **verifying attainment of a Bachelor's Degree** is required. Transcripts issued to students or copies will not be accepted. Transcripts must be sent from the University's Records Department **directly** to the CSCCa National Office either electronically to info@csc.ca.org or mailed in an official, sealed envelope.

Effective August 1, 2019 applicants must hold a degree in exercise science or a related field. The qualifying degree may be at the Bachelor's or Master's level.

3. CPR, First Aid, and AED Certification:

Current CPR, First Aid, and AED certification: A copy of the front and back of a CPR, First Aid, and AED card obtained through the American Red Cross, the American Heart Association, or the National Safety Council, which must be **current on the final day of the testing window**, must be faxed, mailed, or emailed to the CSCCa National Office. Because these certifications involve hands-on skills, courses approved and accepted by the CSCCa for fulfilling this requirement must include an in-person skills assessment. While it is acceptable to have a portion of these courses offered online, there must also be an in-class portion conducted by an instructor to ensure the demonstration and mastery of life-saving skills and techniques. CPR, First Aid, or AED certifications obtained through solely online courses will not be accepted.

4. Written Exam:

A passing score on the written exam must be obtained.

5. Practical Exam:

A passing score on the practical exam must be obtained.

To successfully complete the practical exam requirement, candidates for certification must achieve a passing score on both stations of the practical exam. This includes explaining and providing reasonable rationale for an off-season training program designed by the individual for a specified sport. The exam is administered by a panel of Master Strength and Conditioning Coaches at each station.

6. Experience:

All candidates must meet **one** of the following options:

- **Option 1:** Successful completion of a 640 hour CSCCa-approved practicum/internship with Internship Completion Verification Form from the mentor. Candidates applying through Option 1 must take the CSCCa written and practical exams within 3 years of completing the practicum/internship requirement.
- **Option 2:** Completion of 3 years of full-time strength and conditioning coaching experience on the collegiate or professional level **and** review of the mentoring packet with a CSCCa-approved mentor to confirm that the applicant's work experience meets with CSCCa criteria. The mentor must provide the Internship Completion Verification Form documenting completion of the review.
- **Option 3:** Completion of 12 years or more of full-time strength and conditioning coaching experience on the collegiate or professional level.

7. Payment:

Certification fee payment: The current certification fee must be paid by the [published deadline](#) for that year.

8. Membership (Optional):

While CSCCa membership is not required for obtaining or maintaining SCCC certification, CSCCa members do receive discounted pricing for SCCC certification and other CSCCa sponsored events and activities.

Practicum/Internship Requirements

To meet the practicum/internship requirement, applicants must complete a CSCCa - approved practicum/internship. All practicum/internships must be completed within 3 years of the candidate's initial exam date. In other words, the internship completion date cannot be more than 3 years prior to the first time the candidate sits for the exam. Graduate and undergraduate assistantships that fulfill practicum requirements will be acceptable and may be completed while fulfilling class requirements. A suggested timeline for completing the 640 hour practicum/internship would be 20 hours per week, 80 hours per month, over an 8-9 month period.

A completed [Practicum Waiver & Information Form](#) and payment of the current practicum/internship fee (required to cover CSCCa administrative costs of the program) must be submitted to CSCCa at the beginning of the internship/practicum or by the [published deadline](#)..

Practicum/Internship Eligibility

If an undergraduate, candidate must at least be a Senior (with a minimum of 90 semester hours or 135 quarter hours—proof of this must be submitted in the form of an official transcript, a letter from the individual's department chairman or dean, or a verification of senior status from the institution's records office). If an undergraduate, we recommend fulfilling the practicum/internship requirement upon completion of course work.

Choosing a Practicum/Internship

- Visit the "[Careers](#)" Section of the CSCCa website to browse available CSCCa-approved internships and follow instructions for submitting an application or resume, if interested. Be aware, however, that non-approved practicum/internships are also posted. **It is the responsibility of the candidate to confirm with the CSCCa National Office that the individual supervising the practicum/internship is currently a CSCCa-approved mentor.**
- If there are no internship postings in which the candidate is interested in pursuing, or if the candidate is unsuccessful in obtaining a position in this manner, he/she may browse the [CSCCa-Approved Mentor Directory](#), which is provided on the CSCCa website under "Certification" and "Mentor Directory," and contact a CSCCa- approved mentor at an institution at which he/she would be interested in completing a practicum/internship to apply there.
- If no positions are available at this location, continue contacting other CSCCa - approved mentors on the list until a position is secured.

- Once a practicum/internship position has been secured with a CSCCa-approved mentor, the candidate should submit the [Practicum Waiver & Information Form](#) to apply for the practicum/internship. This form should be submitted to the CSCCa National Office at the beginning of the practicum/internship by email, fax, or mail. This form can be found on the CSCCa website under “Certification” and [“Practicum/Internship.”](#)
- Payment of the practicum/internship fee must be submitted to the CSCCa National Office. The fee can be paid by credit card online or over the phone, or by check mailed to the CSCCa National Office.
- The candidate’s CSCCa-approved mentor will have access to a CSCCa Practicum/Internship Mentoring Packet to be used throughout the practicum experience.
- Complete the required 640 hours of the practicum/internship.

The primary goal of the practicum/internship experience is to prepare the candidate to enter the strength and conditioning coaching profession prepared and well-equipped to effectively meet the demands of being a strength & conditioning coach on the collegiate or professional level. To accomplish this goal, the practicum experience includes the following five learning objectives: (1) Facilities, (2) Program, (3) Supervision, (4) Organization and Administration, and (5) Health & Safety of the Athlete.

Mentors ensure that each intern completes 640 hours. To document completion of the requirement, mentors will fax or email the Internship Completion Verification Form to the CSCCa National Office at 801-375-9401 or info@csc.ca.org by the [published deadline](#) on the CSCCa website.

Deadline for Completing all Eligibility Requirements

Candidates for certification must complete all eligibility requirements no later than 12 months after successfully passing the written and practical exams. Candidates that fail to document completion of all eligibility requirements by the 12 month deadline must re-apply for certification.

Candidates must take the written and practical exams within 3 years of completing the internship/ practicum.

All applicants applying on August 1, 2019 or after and/or taking the exam in May 2020 or after must have an exercise science, or related, degree.

Nondiscrimination

CSCCa and the Certification Commission do not discriminate against candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military status, sexual orientation, marital status, or family status.

Certification Test Fee

In order to sit for the SCCC certification examination, all candidates must complete an [application](#) on the CSCCa website and submit the certification fee. After completing the online application, candidates will receive a checklist from CSCCa with instructions for submitting documentation of all eligibility requirements. The Certification fee must be paid by the [published deadline](#) on the CSCCa website.

Eligibility Appeals

Applicants denied registration or application by CSCCa because they do not meet the minimum eligibility requirements may appeal eligibility within 30 days of receiving notification of ineligibility. Eligibility appeals will be reviewed by the Certification Commission and responded to in written form within 60 business days of the postmarked appeal request letter. The decision of the Certification Commission is final. Eligibility appeals must include a clear description of why one feels he/she is eligible and must be sent in writing to the CSCCa headquarters office to be forwarded to the Certification Commission either via USPS mail or email.

SECTION 2: Preparing for the Examinations

Test Content Outline

Both the written and practical components of the certification exam are developed based on the following test content outline that was developed by conducting a job task analysis, a scientific inquiry into the scope of practice to be assessed by the exams. All of the exam content corresponds to a specific task statement associated with one of the five content domains listed below. See Section 4 for a detailed Test Content Outline with a list of all task and competency statements.

Written Exam

The SCCC written exam consists of a total of 160 multiple choice questions. Of the 160 exam items, 150 of them are scored items that are used to determine candidates' scores. The remaining 10 questions are experimental items administered in order to collect information about the performance of those items before use as a scored item, and they DO NOT contribute to candidates' scores. Candidates are not informed which items are either scored or experimental.

Starting in Spring of 2018, the SCCC written exam will consist of a total of 150 multiple choice questions. Of the 150 exam items, 125 of them are scored items that are used to determine candidates' scores. The remaining 25 questions are experimental items administered in order to collect information about the performance of those items before use as a scored item, and they DO NOT contribute to candidates' scores. Candidates are not informed which items are either scored or experimental.

The SCCC written exam is scheduled for three hours and includes questions of both a scientific and applied nature from the following content domains in the listed proportions:

#	Domain	Proportion of Items on the Written Exam
1	Assessment of Performance Needs	20%
2	Program Design and Development	23%
3	Athlete Education and Training	20%
4	Athlete Testing and Evaluation	20%
5	Organizational and Administrative Responsibilities	17%

To become SCCC certified, all candidates must pass the written portion of the examination with a score of 70% or higher. A set of sample questions for the written exam are available on the CSCCa website at <http://cscca.org/certification/sccc/resources>.

Practical Exam

The practical portion of the examination is a hands-on demonstration of a variety of strength and conditioning skills and techniques, as well as an oral examination, including questions relevant to the strength and conditioning field, before a panel of Master Strength and Conditioning Coaches.

Each candidate will be required to create and provide reasonable rationale for the strength and conditioning program he/she has designed.

The practical exam consists of two stations in which candidates are required to answer questions that include physical demonstrations of exercise technique as well as brief explanations of exercise technique and rationale used to develop exercise programs. The two stations align with the content from the following content domains:

Station	Associated Content Domains
Program Design	1. Assessment of Performance Needs 2. Program Design and Development
Coaching of Movements	3. Athlete Education and Training 4. Athlete Testing and Evaluation

The candidate must receive a passing score at both stations in order to pass this portion of the certification examination.

NOTE: Master Strength and Conditioning Coaches who are eligible to be on the panel for the practical examination will be restricted from evaluating one of their own interns or practicum students.

How the Exams Were Developed

CSCCa uses a rigorous process to develop the written and practical exams. The content of the examinations is based on the Job Task Analysis (JTA). The most recent JTA was conducted in 2012. JTA updates are conducted on a five year cycle to ensure the examinations remain current and accurately reflect the knowledge and skills required for collegiate and professional-level coaches. A panel of strength and conditioning coaches identified for their subject matter expertise and their representation of a wide variety of job characteristics worked with examination development experts to develop a scope of practice that is reflective of the roles and responsibilities required of collegiate coaches. The results of the scope of practice survey developed by the subject matter experts were used to develop and validate the content of the written and practical examinations.

Following the development of the examination content outline, or examination blueprint, the examination committees wrote and reviewed examination questions. Each examination question, or “item,” is reviewed for quality multiple times before

being placed on the exam. This process included the development of the rating forms used by the practical exam evaluators.

The exam is developed by the Examination Development Committee, made up of the written exam committee and the practical exam committee. The individuals appointed to the written exam committee are nationally recognized as leaders in their respective fields, and the practical exam committee is made up of a group of Master Strength and Conditioning Coaches with a minimum of 12 years of experience in the field. The exam committees participate in a continual process of question writing, review and evaluation to ensure that exam content remains up-to-date, accurate, and consistent with the content outline.

Reference List

All exam content has been verified by the following list of approved references. The following books and articles can be used as resources for preparing for the SCCC examination.

Books

- American College of Sports Medicine. 2012. *ACSM's Health/Fitness Facilities Standards and Guidelines*, 4th ed. Tharrett, S.J.; McInnis, K.J.; Peterson, J.A. (eds.). Champaign, IL: Human Kinetics Publishers.
- Bates, Mike. 2008. *Health Fitness Management*, 2nd ed. Champaign, IL: Human Kinetics.
- Clark, Nancy. 2014. *Sports Nutrition Guidebook*, 5th ed. Champaign, IL: Human Kinetics.
- Fleck, S. J., and Kraemer, W. J. 2014. *Designing Resistance Training Programs*, 4th ed. Champaign, IL: Human Kinetics.
- National Strength & Conditioning Association. 2016. *Essentials of Strength Training and Conditioning*, 4th ed., Haff, G. Gregory, and Triplett, N. Travis (eds.). Champaign, IL: Human Kinetics.
- Powers, S.K.; Howley, E.T. 2014. *Exercise Physiology: Theory and Application to Fitness and Performance*, 9th ed. New York, NY: McGraw-Hill Companies, Inc.
- Stone, M.; Stone, M.H.; Sands, W.A. 2007. *Principles and Practice of Resistance Training*. Champaign, IL: Human Kinetics.
- Wilmore, J. H.; Costill, D.L.; Kenney, W.L. 2015. *Physiology of Sport and Exercise*, 6th ed. Champaign, IL: Human Kinetics.

Manuals

- [16-17 NCAA Division I Manual](#)
- [16-17 NCAA Division II Manual](#)
- [16-17 NCAA Division III Manual](#)

Articles

- NCAA Fact Sheet for Coaches on Sickle Cell Trait:
<file:///C:/Users/cscca/Downloads/ncaasicklecell.pdf>
- National Athletic Trainers' Association Position Statement: Preventing Sudden Death in Sports:
<file:///C:/Users/cscca/Downloads/NATAPreventingSuddenDeath.pdf>
- The Inter-Association Task Force for Preventing Sudden Death in Collegiate Conditioning Sessions: Best Practices Recommendations:
<file:///C:/Users/cscca/Downloads/natabestpractices.pdf>

Specified Resources

A newer content domain evaluated on the exam is "The Organizational and Administrative Responsibilities of the Strength and Conditioning Coach." Below are the two best resources currently for preparing for this section of the written exam:

- National Strength & Conditioning Association. 2016. *Essentials of Strength Training and Conditioning*, 4th ed., Haff, G. Gregory, and Triplett, N. Travis (eds.). Champaign, IL: Human Kinetics. (Section 5: Organization and Administration-- Chapters 23-24)
- Bates, Mike. 2008. *Health Fitness Management*, 2nd ed. Champaign, IL: Human Kinetics. (Part III: Operations and Facility Management--Chapters 12-17)

SECTION 3: Taking the Exams

Written Exam

The written portion of the SCCC Certification Exam is offered through computer based testing. Registered candidates will select a testing site from a list provided by PSI, the company administering this portion of the exam. The written exam is offered during a specified window of availability prior to the date of the practical exam.

The CSCCa will provide PSI with a list of approved candidates who have completed all certification requirements. PSI will then send an email to the candidate with a candidate ID and a link that allows the scheduling of the written exam. When following the provided link, the candidate will be requested to create an account in the PSI system using the given candidate ID. An account confirmation email will then be sent to the candidate requesting confirmation of the correct email address. After the email address has been confirmed, the candidate will be able to schedule the written exam on the PSI website.

After the written exam has been scheduled, the candidate will receive a confirmation email that includes the date, time, and testing center of the individual exam. It also provides important information and instructions regarding required test arrival time, test cancellation requirements, required identification, prohibited items, etc. It is important to follow these instructions to ensure ability to sit for the exam and to avoid additional fees should re-scheduling or cancellation be necessary.

Please note that all candidates will be required to provide one piece of current, government issued photo identification, such as a driver's license or passport, at the testing site in order to sit for the exam.

Practical Exam

The practical exam is offered once each year on the first scheduled day of the CSCCa Annual National Conference. Dates and locations for the national conference are posted at <http://cscce.org/nationalconference/futureconferences>.

Strength & Conditioning Program Requirement

Prior to practical exam session, all SCCC candidates will be required to design and submit a training program for three weeks of training for a specified sport during a specified season of training. Candidates will be required to include all aspects of the training as if they were in control of the program. The program should be written on the template provided as if the candidate were handing it to his/her athletes. It should be written in the sequence that the candidate would want the training performed. (Information and instructions regarding this requirement will be sent out to all SCCC candidates approximately two weeks after the [certification application/payment deadline](#), allowing approximately four weeks to complete and submit the program design.) Candidate must follow all instructions **exactly** as outlined.

What to Expect on Exam Day

Written Exam

During the computer-based written exam, candidates will have the opportunity to make comments regarding any items they feel may be unfair or unclear. Feedback received from candidates will be reviewed by the Written Exam Committee as part of the overall examination review and quality assurance process. Candidates will not receive direct feedback regarding specific item decisions.

Practical Exam

Practical exam candidates should provide feedback directly to any of the exam proctors, including MSCCs or CSCCa staff. Feedback received from candidates will be reviewed by the Practical Exam Committee as part of the overall examination review and quality assurance process. Candidates will not receive direct feedback regarding specific item decisions.

Candidates will rotate through two stations with a fifteen minute time limit for each station. Candidates will be evaluated by a panel of examiners at each station.

The following rules will be enforced on exam day:

- To prevent displays of school/team affiliation, candidates in the practical exam area are not permitted to wear any clothing or items that identify their school/team.
- Food, drinks, and tobacco are not permitted in the testing room.
- Electronic devices (including, but not limited to phones, pagers, cameras, smart watches) are not permitted in the testing area.
- Caps with bills may not be worn during the testing session.
- There are no scheduled breaks during the testing session.
- No testing materials may be taken from the room.
- Candidates may not speak to each other during the exam session.

Please plan to arrive prior to the scheduled testing time. Late arrivals will not be admitted.

Ensuring Exam Integrity

Candidates of both portions of the exam are prohibited from giving or receiving unauthorized information or aid to or from other persons, or attempting to remove test materials or notes from the testing room. Recording, copying, reproducing, disclosing, sharing, publishing, or transmitting examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose is strictly prohibited. These, or other incidents of cheating or security violations, may be sufficient cause to terminate candidate participation in the examination administration or to

invalidate scores. Irregularities may also be evidenced by subsequent statistical analysis of testing materials. Cases of suspected cheating or examination security violations will be investigated under the Disciplinary Policy.

Written Exam

Candidates must provide one (1) valid, unexpired Government-issued photo ID that contains a signature. Acceptable forms of identification are: state issued driver's license, state issued identification card, US Government issued passport, US Government issued Military Identification Card, and US Government issued Alien Registration Card.

The following items are **NOT** permitted in the examination room:

- All personal electronic devices, except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, unauthorized reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets, or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

Special Accommodations

CSCCa complies with the guidelines set by the Americans with Disabilities Act (ADA) by providing candidates with a qualified disability the opportunity to participate in CSCCa certification activities by providing reasonable accommodations that do not negatively impact examination validity.

To request special accommodations, please submit a letter, signed by a qualified health care provider, describing your qualified disability and specific accommodation needs. The request must be submitted at least 60 days prior to the requested certification exam.

For special accommodations other than disabilities, the CSCCa will make every effort to accommodate special needs in respect to certification activities. Any special needs information and requests must be submitted at least 60 days prior to the requested certification exam/evaluation commencement date.

SECTION 4: Test Content Outline

The Written and Practical portions of the SCCC Certification Exam are comprised of exam questions that reflect the tasks performed in the professional role of a strength and conditioning coach as well as the knowledge, skills, and abilities required to perform those tasks safely and effectively. Below are the five content domains of the content outline used to develop the Written and Practical portions of the SCCC Certification Exam. Each content domain is defined and accompanied by a list of associated tasks performed and competencies required.

1. Assessment of Performance Needs (20%) — Working with athletes, coaches, and support staff to determine the specific exercise and nutrition needs of individual athletes, teams, sports, playing positions, and events

Task Statements

1. Identify movement patterns performed and muscles used during sport or event
2. Identify energy systems used in sport or event
3. Assess athletes' risk of injury using movement screening processes
4. Communicate and collaborate with sport coach to identify sport coach's expectations for team and individual performance and to set goals
5. Communicate and collaborate with individual athletes to identify athletes' expectations for individual performance and to set goals
6. Identify nutrition, supplementation, and hydration needs for team and individual performance and to set goals (communicating and collaborating with nutritionist if available)
7. Communicate and collaborate with sports medicine staff to assess the medical and injury history of athletes and to determine the needs of injured athletes
8. Determine appropriate body composition and weight ranges for athletes (communicating and collaborating with nutritionist if available)
9. Assess individual athletes' physical characteristics and initial strength, power, speed, flexibility, agility, aerobic capacity, and anaerobic capacity
10. Assess individual athletes' learning style, training age, and motivations

Competency Statements

1. Knowledge of muscle physiology
2. Knowledge of neuromuscular concepts
3. Knowledge of bio-mechanics
4. Knowledge of bio-energetics and metabolism
5. Knowledge of the structure and function of the cardio-respiratory system
6. Knowledge of responses and adaptations to training
7. Knowledge of sports nutrition, supplementation, and hydration
8. Knowledge of warm-up, flexibility, stability, and mobility
9. Knowledge of core stability
10. Knowledge of body composition, weight management, and associated health risks

11. Knowledge of appropriate assessment protocols and procedures
12. Knowledge of learning styles and motivational techniques
13. Knowledge of sport, event, and position
14. Ability to use assessment instruments
15. Ability to read and interpret data from assessment instruments
16. Ability to document data and keep records
17. Ability to recognize and identify health risks
18. Ability to supervise athletes

2. Program Design and Development (23%) — Researching, designing, and developing the exercise and nutrition plans and schedules for individual athletes and teams based on results of needs assessment

Task Statements

1. Develop program according to schedule, time constraints, training environment, equipment, facilities, and staffing
2. Apply periodization principles to develop programs that incorporate appropriate recovery time and variations in training volume and intensity
3. Design and develop a nutrition, supplementation, and hydration plan for athletes (communicating and collaborating with nutritionist if available)
4. Develop a goal-setting, motivation, and recognition plan for athletes
5. Review, gather, and share scientific literature and information with colleagues on training techniques and methodology
6. Prescribe exercises to develop and train appropriate energy systems
7. Prescribe exercises based on athletes' individual and team capability
8. Prescribe exercises based on specificity of sport, event, and position
9. Incorporate appropriate warm-up exercises, regenerative movements, and recovery modalities
10. Develop a plan, procedure, and schedule for pre-test and post-test evaluation
11. Develop a program to incorporate safe and effective modifications to training based on individual weaknesses (e.g. muscle imbalance), injuries, and health risks (e.g. sickle cell trait, asthma, cardiac illness, heat illness)
12. Document program design

Competency Statements

1. Knowledge of muscle physiology
2. Knowledge of neuromuscular concepts
3. Knowledge of bio-mechanics
4. Knowledge of bio-energetics and metabolism
5. Knowledge of the structure and function of the cardio-respiratory system
6. Knowledge of responses and adaptations to training
7. Knowledge of sports nutrition, supplementation, and hydration
8. Knowledge of plyometrics and speed development

9. Knowledge of warm-up, flexibility, stability, and mobility
10. Knowledge of agility development
11. Knowledge of core stability
12. Knowledge of strength and power development
13. Knowledge of body composition, weight management, and associated health risks
14. Knowledge of sport, event, and position
15. Knowledge of periodization principles
16. Knowledge of various strength and conditioning training exercises
17. Knowledge of recovery protocols and procedures
18. Knowledge of training techniques and philosophies
19. Knowledge of modifications to training based on weaknesses, injuries, and health risks
20. Time management skills
21. Organizational skills
22. Written communication skills
23. Ability to write training programs
24. Ability to prescribe aerobic (endurance) and anaerobic (sprint and interval) training
25. Ability to document data and keep records
26. Ability to recognize and identify health risks
27. Ability to supervise athletes

3. Athlete Education and Training (20%) — Educating athletes on proper, safe, and effective exercise techniques, nutrition, and use of facilities and equipment to ensure the safety, health, and well-being of the athletes

Task Statements

1. Educate athletes on safe and effective exercise techniques, lifting techniques, and spotting techniques
2. Educate athletes on emergency action plans as well as protocols and procedures for the appropriate use of equipment and facilities
3. Educate athletes on safe and effective sport-specific movements
4. Educate athletes on safe and effective warm-up exercises, regenerative movements, and recovery modalities
5. Educate athletes on safe and effective nutrition, supplementation, and hydration
6. Educate athletes on injury prevention
7. Educate athletes on training appropriate energy systems based on sport, event, and position
8. Educate individual athletes on safe and effective modifications to training based on individual weaknesses (e.g. muscle imbalance), injuries, and health risks (e.g. sickle cell trait, asthma, cardiac illness, heat illness)
9. Reinforce education provided by support staff such as sports psychologist, nutritionist, athletic trainers, equipment managers, and academic advisors
10. Educate athlete on central-nervous-system fatigue, performance decline, and over-training

11. Develop athletes' leadership skills
12. Facilitate team-building activities with athletes

Competency Statements

1. Knowledge of muscle physiology
2. Knowledge of neuromuscular concepts
3. Knowledge of bio-mechanics
4. Knowledge of bio-energetics and metabolism
5. Knowledge of the structure and function of the cardio-respiratory system
6. Knowledge of responses and adaptations to training
7. Knowledge of sports nutrition, supplementation, and hydration
8. Knowledge of plyometrics and speed development
9. Knowledge of warm-up, flexibility, stability, and mobility
10. Knowledge of agility development
11. Knowledge of core stability
12. Knowledge of strength and power development
13. Knowledge of body composition, weight management, and associated health risks
14. Knowledge of appropriate assessment protocols and procedures
15. Knowledge of learning styles and motivational techniques
16. Knowledge of sport, event, and position
17. Knowledge of periodization principles
18. Knowledge of various strength and conditioning training exercises
19. Knowledge of recovery protocols and procedures
20. Knowledge of lifting techniques using free-weights
21. Knowledge of lifting techniques using machines
22. Knowledge of lifting techniques using training modalities other than machines and free-weights
23. Knowledge of training techniques and philosophies
24. Knowledge of team-building activities and principles
25. Knowledge of emergency action plan
26. Knowledge of modifications to training based on weaknesses, injuries, and health risks
27. Time management skills
28. Organizational skills
29. Leadership skills
30. Conflict resolution skills
31. Written communication skills
32. Verbal communication and presentation skills
33. Mentoring skills
34. Ability to administer CPR, First Aid, and AED
35. Ability to demonstrate training techniques
36. Ability to teach training techniques
37. Ability to lead and present information to large groups
38. Ability to recognize and identify health risks

39. Ability to supervise athletes

4. Athlete Testing and Evaluation (20%) – Monitoring, measuring, and analyzing athlete performance data and making interpretations and adjustments to training based on results of evaluation and performance data

Task Statements

1. Monitor and analyze strength, power, speed, flexibility, agility, aerobic capacity, and anaerobic capacity using tools, instruments, and visual inspection
2. Monitor and analyze body composition using tools, instruments, and visual inspection
3. Monitor and analyze safe and effective sport-specific movements, exercise techniques, lifting techniques, and spotting techniques
4. Monitor adherence to nutrition, supplementation, and hydration plan and guidelines
5. Monitor and analyze athlete for central-nervous-system fatigue, performance decline, and over-training
6. Make appropriate adjustments to training based on results of evaluation and athletic performance
7. Compare results of evaluation and athletic performance to goals set, making adjustments if needed, and setting new goals
8. Monitor athlete motivation, attitude, and adherence to training program plan and schedule
9. Document athlete evaluation data (e.g. performance data, goals set and achieved, injury reports)

Competency Statements

1. Knowledge of muscle physiology
2. Knowledge of neuromuscular concepts
3. Knowledge of bio-mechanics
4. Knowledge of bio-energetics and metabolism
5. Knowledge of the structure and function of the cardio-respiratory system
6. Knowledge of responses and adaptations to training
7. Knowledge of plyometrics and speed development
8. Knowledge of warm-up, flexibility, stability, and mobility
9. Knowledge of agility development
10. Knowledge of core stability
11. Knowledge of strength and power development
12. Knowledge of body composition, weight management, and associated health risks
13. Knowledge of appropriate assessment protocols and procedures
14. Knowledge of sport, event, and position
15. Knowledge of recovery protocols and procedures
16. Knowledge of lifting techniques using free-weights
17. Knowledge of lifting techniques using machines

18. Knowledge of lifting techniques using training modalities other than machines and free-weights
19. Knowledge of emergency action plan
20. Knowledge of modifications to training based on weaknesses, injuries, and health risks
21. Time management skills
22. Organizational skills
23. Leadership skills
24. Conflict resolution skills
25. Written communication skills
26. Verbal communication and presentation skills
27. Ability to use assessment instruments
28. Ability to read and interpret data from assessment instruments
29. Ability to administer CPR, First Aid, and AED
30. Ability to document data and keep records
31. Ability to demonstrate training techniques
32. Ability to recognize and identify health risks
33. Ability to supervise athletes

5. Organizational and Administrative Responsibilities (17%) – Maintaining the safety and effectiveness of the exercise programs, equipment, and facilities as well as maintaining communication with administrators, coaching staff, support staff, athletes, and external parties

Task Statements

1. Ensure that training of athletes is adequately supervised by qualified staff
2. Ensure cleanliness and sanitization of exercise equipment and facility
3. Set up and organize equipment and facility
4. Ensure the safe and proper functioning of exercise equipment and facility
5. Research and procure equipment, products, and travel for department
6. Determine and prioritize budgetary needs of department
7. Coordinate and schedule training sessions and facility and equipment usage
8. Ensure athlete adherence to academic, athletic, and social responsibilities
9. Engage in networking and recruiting of qualified staff
10. Engage in on-campus recruiting of prospective athletes
11. Educate staff on NCAA and university policies and procedures
12. Train staff on technical skills, leadership skills, and professionalism
13. Mentor and counsel staff
14. Supervise and maintain qualified staff
15. Collaborate with compliance staff regarding athlete compliance with NCAA and university policies and procedures
16. Develop department policies and operating procedures
17. Engage in continuing education and maintaining professional (e.g. SCCC) and health-and-safety certifications (e.g. CPR, First Aid, AED)
18. Maintain confidentiality of athlete and staff information

19. Mentor and counsel athletes
20. Maintain communication and working relationships with support staff
21. Maintain communication and working relationships with administrators
22. Maintain communication and working relationships with sport coaches
23. Resolve conflicts among sport coaches, staff, and athletes in a professional manner

Competency Statements

1. Knowledge of team-building activities and principles
2. Knowledge of emergency action plan
3. Knowledge of the proper functioning, maintenance, and sanitization of equipment
4. Knowledge of facility operations
5. Knowledge of budgetary requirements
6. Knowledge of NCAA and university rules and regulations
7. Time management skills
8. Organizational skills
9. Leadership skills
10. Conflict resolution skills
11. Written communication skills
12. Verbal communication and presentation skills
13. Mentoring skills
14. Ability to administer CPR, First Aid, and AED
15. Ability to document data and keep records
16. Ability to lead and present information to large groups
17. Ability to recognize and identify health risks
18. Ability to supervise athletes
19. Ability to supervise and maintain staff

SECTION 5: After the Exams

Exam Results

Candidates will receive their results by email within 6-8 weeks. Exam results will be released only to the candidate. Candidates who do not pass the exam will receive exam results reports that include feedback on performance in each of the five domains on the written exam. Candidates who do not pass the practical portion of the exam will be informed regarding which station(s) they did not pass. To protect the security and integrity of the exams, information regarding specific test questions is never disclosed. SCCC Certificates will be mailed after test results are released.

Exam results are retained permanently. Answer sheets and examiner grading sheets will be retained for 5 years.

Understanding Your Scores

A criterion-referenced standard setting process is used to establish the passing point for each exam. This means that each candidate's performance on the exam is measured against a predetermined standard. Candidates are **not** graded on a curve and do not compete against each other or against a quota.

The passing points for the exams are established using a panel of subject matter experts who carefully review each exam item to determine the basic level of knowledge or skill that is expected. The passing point for each exam is established to identify individuals with an acceptable level of knowledge and skill. Receiving a higher than passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge and skill.

Re-Testing

If a SCCC candidate fails both the written and practical portions of the certification exam, he/she must retake both portions. If a candidate passes one section (written or practical) and fails the other section, he/she must retake only the failed section, but must pass both portions of the exam (written and practical) within 3 years. In addition, in order to pass the practical portion of the exam, candidates must pass both stations during the same testing day. If you fail either station of the practical exam, you must retake the entire practical exam.

There is no limit to the number of times an individual can retake the exams, other than the number of times the exam is offered, but both sections must be passed within the 3 year period. After 3 years, the candidate must re-take both portions of the exam.

Candidates who apply for certification under Option 1 or Option 2 of the experience requirement and that do not pass both the written and practical exams within 5 years of completing their internship must re-apply and must:

- (1) Complete a new 640 hour internship/practicum, and
- (2) Meet all eligibility requirements in effect at the time of re-application.

Re-test candidates should contact the CSCCa National Office to register and pay for the SCCC Certification Retake Exam by the [published deadline](#). There is a retake fee for each section of the exam. The retake fee can be paid by credit card online or over the phone, or by mailing a check to the CSCCa National Office. Candidates must also fulfill all SCCC certification [retake requirements](#) as outlined on the CSCCa website by their published deadlines.

Exam Appeals

Candidates who fail the exam and who experience incidents and or behaviors in direct violation of certification procedures as provided in the Certification Handbook and/or inappropriate behaviors on behalf of an exam administrator, proctor, evaluator or other candidates may file an appeal.

Any such behavior or incident having a negative impact on candidate performance must be brought to the attention of the CSCCa as soon as possible. For the written exam, such behavior or incident must be brought to the exam proctor's attention at the time of the exam. For the practical exam, such behavior or incident must be brought to the attention of the test administrator. Additionally, the candidate must send written notification of the behavior or incident to the CSCCa National Office to be forwarded to the Certification Commission within 10 business days of receipt of written exam or practical exam results. The written notification must state the specifics of how the incident negatively impacted his/her performance. Appeal requests will be reviewed by the Certification Commission and responded to in written form within 60 business days of the receipt of the appeal request. The decision of the Certification Commission is final. Exam appeals must be sent in writing to the CSCCa National Office to be forwarded to the Certification Commission via USPS mail or email.

Appeals are reviewed by the Certification Commission and the Commission's decision is final.



SECTION 6: Complaints & Disciplinary Action

In order to maintain and enhance the credibility of the SCCC certification program, the Certification Commission has adopted the following procedures to allow individuals to bring complaints concerning the conduct of individuals who are SCCC applicants or certificants to the Certification Commission.

In the event an individual applicant or certificant violates the certification rules or certification program policies, the Certification Commission may reprimand the individual, suspend the individual, or revoke certification.

The grounds for sanctions may include, but are not necessarily limited to:

1. Violation of the examination rules and procedures.
2. Violation of established certification program policies, rules and requirements.
3. Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, coaching.
4. Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved SCCC certification.
5. Fraud or misrepresentation in an initial application or renewal application for SCCC certification.

A full copy of the disciplinary policy is available upon request.

Complaints

Complaints may be submitted by any individual or entity. Complaints should be sent to the CSCCa National Office in writing to be forwarded to the Certification Commission and should include: the name of the person submitting the complaint; the name of the person the complaint is regarding, along with other relevant identifying information; a detailed description of factual allegations supporting the charges; and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Certification Commission's confidentiality policy. Inquiries or submissions other than complaints may be reviewed and handled by the CSCCa certification program at its discretion.

Disciplinary Investigations

Complaints deemed by the Certification Commission to be valid and actionable will be investigated according to the Certification Commission's disciplinary policy. A full copy of the disciplinary policy is available upon request. When an applicant or certificant is determined to have violated the policies and rules of the certification program, the Certification Commission may issue a written reprimand, suspend certification for a designated period of time, or terminate the individual's certification. When sanctions include suspension or termination of certification, this information will be published and made publicly available.

Appeals

Within thirty (30) days from receipt of notice of an adverse determination by the Certification Commission that an individual violated the certification program policies and/or rules, the affected individual may submit a request for an appeal. Appeal requests must be submitted in writing to the Certification Commission. A full copy of the disciplinary and appeals policy is available upon request.

SECTION 7: Maintaining Your Certification

In order to ensure the validity and credibility of the SCCC Certification, it is necessary that individuals holding this prestigious certification continue to be updated and informed about recent developments and advances made in the field of strength and conditioning. To facilitate this, the CSCCa Certification Commission has implemented a Continuing Education Units (CEU) program. This program ensures not only that SCCC certified coaches stay current on the latest exercise science/research and its practical application in the field, but also that they are familiar with all NCAA rules and regulations affecting the design and implementation of strength and conditioning programs. The primary concern of the CSCCa and its member coaches continues to be the protection of the health and safety of the student athlete and to provide appropriate and effective exercise prescription that will maximize athletic performance safely and effectively while decreasing the risk of injury.

The following table outlines the CEU reporting information for the CSCCa. Certified and compliant members must attain 45 CEUs over each 3-year reporting period. A 3-year reporting period was selected to ensure that continuing education activities are taking place regularly and to verify that CPR, First Aid, and AED certifications are being maintained by SCCC certified individuals.

Recertification Requirements

1. Complete 45 CEUs during each 3-year reporting period. All CEUs must be directly related to the field of strength and conditioning and/or coaching strength and conditioning activities.
2. SCCC certificants are strongly encouraged but not required to attend at least one CSCCa National Conference during each 3-year reporting period. The CSCCa and its National Conference is designed specifically for the collegiate and professional-level strength and conditioning coach and no other group. All information provided at the conference has direct relevance to the strength and conditioning coaching profession. There is no other professional organization that is designed exclusively for collegiate and professional-level strength and conditioning coaches. Attendance at the annual CSCCa National conference is the easiest and most effective and efficient way to obtain CEUs. Attendance at this event will ensure that the individual is provided the latest information in the field and that he/she has the opportunity to stay current on relevant issues through conference presentations and activities. This opportunity is further enhanced through the sharing of ideas and philosophies with fellow collegiate and professional-level strength and conditioning coaches. In addition, CEUs are automatically recorded on the individual's account. **Please be aware that attendance at the National Conference at which a candidate becomes SCCC certified cannot be counted as CEUs, as the individual is not SCCC certified at that time.** It is important to note that SCCC Certificants are not responsible for CEUs for the CEU year in which they become certified. In other words, the CEU requirement is pro-rated.
3. Proof of CPR, First Aid, and AED Certification current on the final day of the 3-year reporting period must be submitted prior to the reporting period deadline. Certification must be completed through the American Red Cross, the American Heart Association, or the National Safety Council. No online certifications will be accepted.

Because these certifications involve hands-on skills, courses approved and accepted by the CSCCa for fulfilling this requirement must include an in-person skills assessment. While it is acceptable to have a portion of these courses offered online, there must also be an in-class portion conducted by an instructor to ensure the demonstration and mastery of life-saving skills and techniques. CPR, First Aid, or AED certifications obtained through solely online courses will not be accepted.

4. CSCCa membership is optional. However, CSCCa members receive discounted pricing for CEU-related fees (more information provided on **page 29**), as well as for CSCCa National Conference registration.
5. Report all CEUs that were not automatically recorded to CSCCa and supply any required documentation.
6. Pay the annual reporting fee. CEU reporting fees are \$30 per year or \$90 per 3-year reporting period. CSCCa members receive a discounted price of \$20 per year or \$60 per 3-year reporting period. The yearly CEU reporting fee is waived for individuals who attend the corresponding CSCCa Annual National Conference. The annual CEU reporting fee does not cover additional fees that are incurred as part of any other CEU component: for example, access to articles and videos.

CEU CATEGORY	# CEU'S	DATES	REPORTING OF ACTIVITY
A CSCCa National Conference	15 per conference (Max 45 CEU's per 3-year reporting period)	May 10-12, 2017 May 9-11, 2018 May 8-10, 2019	Attendance at the CSCCa National Conference each year is strongly recommended. No reporting is needed as the CSCCa National Office awards CEUs automatically.
B CSCCa Approved Events	Max 10 CEU's for any single event (Max 20 CEU's per 3-year reporting period), receiving 0.5 or 0.75 (for partnered events) CEU's per hour of presentation	Various	Conferences and Clinics related to the field of Strength and Conditioning. Documentation required will include an official itinerary showing all speakers, topics, and times, as well as verification of attendance.
C CSCCa-Sponsored Meetings & Committees	1 CEU will be provided for each 4-6 contact hours (hours of participation) and will be calculated and added to the individual's account by a CSCCa staff member	Various	Participation in CSCCa-sponsored meetings and committees, including SCCC Practical Examination Administration, Committee Meetings, etc. No reporting is necessary as the CSCCa National Office awards CEUs automatically.
D CSCCa CEU Video Courses	1 CEU per presentation (Max 20 CEU's per 3-year reporting period)	Courses updated after the CSCCa Annual National Conference	CSCCa Article Courses: will be available online, followed by questions which must be completed by the individual. A fee of \$12.00 will be assessed for each article course (\$12.00 per 1 CEU). No reporting is necessary as the CSCCa National Office awards CEUs automatically. CSCCa Partnered CEU Article Courses: Third party providers may or may not assess a fee for each article. Documentation required for CSCCa Partnered CEU Article Courses will include a certificate of completion issued by the third party.

E	CSCCa Article Courses & CSCCa Partnered CEU Article Courses	1 CEU per article (Max 20 CEU's per 3-year reporting period)	Various	A link will be provided to available Articles on the CSCCa Website. The third party may or may not assess a fee for each article. Documentation required will include a certificate of completion issued by the third party.
F	Other Approved CEU Courses	0.5 CEU's per contact hour (Max 20 CEU's per 3-year reporting period)	Various	Must be approved through the CSCCa Education Board. A detailed course itinerary including times, subjects etc. must be submitted to the National Office with a course completion certificate. 0.5 CEUs per contact hour will be awarded pending CSCCa Education Board Approval.
G	Podcasts/Webinars	0.5 CEU's per contact hour (Max 20 CEU's per 3-year reporting period)	Various	Podcasts/Webinars must be followed by completion of a quiz for which a passing score must be obtained. Certificate of completion for the presentation must be submitted to the CSCCa National Office for reporting, as well as a link to the podcast/webinar.
H	Teaching a University Undergraduate Course	Max 7 CEU's per class (2 CEU's per credit hour) (Max 20 CEU's per 3-year reporting period) A class can only be counted once in a 3-year reporting period	Various	Course syllabus must be submitted to the CSCCa National Office for approval for CEU credit. See note following chart for criteria.
I	Teaching a University Graduate Course	Max 10 CEU's per class (3 CEU's per credit hour) (Max 20 CEU's per 3-year reporting period) A class can only be counted once in a 3-year reporting period	Various	Course syllabus must be submitted to the CSCCa National Office for approval for CEU credit. See note following chart for criteria.
J	University Undergraduate Course taken for a letter grade	Max 7 CEU's per class (2 CEU's per credit hour) (Max 20 CEU's per 3-year reporting period)	Various	Course syllabus must be submitted to the CSCCa National Office for approval and verification of credit/letter grade received must be submitted. See note following chart for criteria.
K	University Graduate Course taken for a letter grade	Max 10 CEU's per class (3 CEU's per credit hour) (Max 20 CEU's per 3-year reporting period)	Various	Course syllabus must be submitted to the CSCCa National Office for approval and verification of credit/ letter grade received must be submitted. See note following chart for criteria.
L	Published Articles	1.5 CEU's per peer-reviewed publication appearing in a citation journal; 1.0 CEU per written article published in a lay or non-reviewed journal; 0.25 CEU per blog article on website with a max of 3 CEU's per year (Max 20 CEU's per 3-year reporting period)	Various	A copy of the article/blog and journal reference citation, if applicable, must be submitted to the CSCCa National Office.
M	Published Books &	Books and videos/dvds must	Various	A link to the website where the

	Videos/DVDs & Inventions	be published through a nationally recognized publisher and deal with appropriate and relevant material to the field of strength and conditioning, CEU's determined on a case by case basis (Max 20 CEU's per 3-year reporting period)		item can be purchased and previewed must be submitted to the CSCCa National Office.
N	Presentations	1.5 CEU's per peer-reviewed/invited presentation at a national level conference; 1.0 CEU per invited presentation on the local or regional level; 0.5 CEU for sports camp presentations (Max 20 CEU's per 3-year reporting period)	Various	An official copy of the conference itinerary listing the speaker and presentation must be submitted to the CSCCa National Office.
O	Proof of Current CPR/First Aid/AED Certification	N/A	Various	Proof of CPR/First Aid/AED Certification current on the final day of the current 3-year reporting period (July 31, 2019) must be submitted prior to the reporting period deadline.

Fees

CEU reporting fees are \$30 per year or \$90 per 3-year reporting period. CSCCa members receive a discounted price of \$20 per year or \$60 per 3-year reporting period. The yearly CEU fee is waived for attendance at the corresponding CSCCa Annual National Conference. These fees do not cover additional fees that are incurred as part of any other CEU component: for example, access to articles and videos.

There will be a \$12.00 fee for each video/audio lecture of the CSCCa National Conference and for each online article (\$12.00 per 1 CEU). These videos and articles will be followed by an online quiz that will be graded automatically. 100% accuracy on the quiz must be achieved before credit will be given. This credit will be automatically applied to the individual's online CEU tracking record.

Credit Hours

SCCC certificants will receive 0.5 CEUs for each hour of attendance at approved non-CSCCa conferences or meetings for a max of 10 CEUs for any single event.

SCCC certificants will receive .75 CEUs for each hour of attendance at CSCCa partnered clinics, conferences, and meetings for a max of 10 CEUs for any single event. These will be identified and advertised on the CSCCa website.

A tiered system is in place for CEU credit for these events. One CEU credit per hour is awarded for CSCCa sponsored events because these events are specifically designed for collegiate and professional-level strength and conditioning coaches and no other group. Each event features presentations with relevant and timely topics to the profession. The conference includes sessions which provide attendees with the latest research and its application in the field. Because these events are exclusively designed for collegiate and

professional-level strength and conditioning coaches, participants receive the additional benefits derived through the sharing of ideas and philosophies with fellow collegiate and professional-level strength and conditioning coaches.

SCCC Certified individuals receive 0.75 CEU's for CSCCa-partnered events because the CSCCa has worked directly with the sponsors of these events to make sure that they include qualified speakers on relevant topics with direct application to collegiate and professional-level strength and conditioning coaches. SCCC Certified individuals receive 0.5 CEU's for other events that are determined to have some relevance to the field of strength and conditioning coaching from a review of the event itinerary. These events are often designed for a more broad audience, and do not have the level of specificity and direct application to the profession that CSCCa-sponsored and CSCCa-partnered events provide.

Verification

Documentation will be required for all CEU reporting. It is the member's responsibility to provide appropriate documentation, including itineraries and attendance verification for other approved meetings and events, other than those sponsored by the CSCCa. Exceptions will be attendance at the CSCCa National Conference and CSCCa-sponsored meetings and committees for which reporting will be done automatically.

Criteria for Course approval for CEUs

- Certificants taking a graduate or undergraduate level course for CEU credit MUST take the course for a letter grade, i.e. an audit grade is not acceptable.
- Courses must be in a clearly aligned area of sport science, i.e. strength and conditioning, exercise physiology, exercise prescription, biomechanics & kinesiology, etc. Courses that would **not** meet these criteria include basic health and wellness, sport sociology, teaching methods courses, research methods courses, or foundations in PE courses.
- Courses must be university-approved and meet the minimum contact hours of 35 hours per 3 credit hour class taken. Courses meeting for longer are not eligible for additional CEUs.
- Taking and/or teaching approved undergraduate-level courses will earn 2 CEUs per credit hour up to 7 CEUs per class, with a max of 20 CEUs per 3-year reporting period.
- Taking and/or teaching approved graduate-level courses will earn 3 CEUs per credit hour up to 10 CEUs per class, with a max of 20 CEUs per 3-year reporting period.
- Courses that are identified as being eligible for both undergraduate & graduate level credit will be recognized as undergraduate courses by the CSCCa. To be recognized for graduate level credit, the registrar's office at the institution must label a course as eligible for graduate credit.
- Courses must have a detailed syllabus including course objectives, course readings, assessment methods, and detailed contact hour information. The

- number of contact hours must be clearly stated. This information must be submitted to the CSCCa, along with CEU requests. Inadequate detail will result in non-approval.
- The instructor applying for CEU credit MUST teach at least 75% of the course content.
 - Certificants may ONLY receive CEUs once per course during a reporting period, i.e. teaching the same course each year cannot be counted more than once within a 3-year reporting period.
 - A maximum of 20 CEUs may be generated through teaching courses per reporting period (i.e. 3 undergraduate or 2 graduate courses).

Recertification Appeals

Applicants who are denied recertification because they do not meet the minimum requirements may appeal within 30 days of receiving notification from CSCCa. Recertification appeals will be reviewed by the Certification Commission and responded to in written form within 60 business days of the postmarked appeal request letter. The decision of the Certification Commission is final. Appeals must include a clear description of why the applicant feels he/she does meet the minimum requirements and must be sent in writing to the CSCCa headquarters office to be forwarded to the Certification Commission either via USPS mail or email.

Incomplete appeals may be returned to the applicant for additional information before being reviewed.

Failure to Recertify

Failure to fulfill all recertification requirements and specified requirements for maintaining CEUs for each 3-year reporting period will result in the loss of the SCCC Certification. A retake of the written portion of the SCCC Certification Examination with passing score will be necessary in order to reinstate the SCCC certification. There is a recertification fee that must be paid in order to sit for the exam. Please contact the CSCCa National Office for additional information.

SECTION 8: CSCCa Certification Commission Policies

Confidentiality

All information regarding a candidate/certificant's exam scores and all other personal information submitted by candidates/certificants to CSCCa will be kept confidential and will not be released to any third party without the expressed written consent of the candidate/certificant unless required by law.

A candidate may give written consent to the CSCCa naming a third party to whom exam results may be mailed.

Certified individuals may elect to have their names withheld from publication in the online directory of certificants. Regardless of this election, CSCCa will verify the certification status of any individual upon request. This verification will include whether the individual is currently certified or not. Application status, or whether or not an individual has taken the exam(s), will not be released.

Use of the Credential

After receiving notification of SCCC designation, the SCCC credential may be used only as long as certification remains valid and in good standing. Individuals may not use the SCCC credential until they have received specific written notification that they have successfully completed all requirements, including passing the exam(s). Certificants must comply with all recertification requirements to maintain use of the credential.

Guidelines for Use:

- Always use capital letters
- List the SCCC credential after any academic degrees (MA, Ph.D., etc.)

Examples of Correct Use:

Jane Smith, SCCC

Matt Smith, Ph.D., SCCC

Examples of Incorrect Use:

Jane Smith, CSCCa

Matt Smith, S.C.C.C.

Online Directory

CSCCa publishes a list of all individuals who are SCCC certified, MSCC certified, and/or members of the CSCCa at www.csc.ca.org/members/directory. Published information includes name, institution, and SCCC and MSCC certification status. CSCCa will verify the certification status of any individual upon request. Individuals may opt-out of the online directory listing.