



## Freshman Voucher Process

For Fall 2019 eligibility, students who meet ALL of the following criteria can be vouched for, at the discretion of their certifying institution, and compete prior to receiving an Eligibility Center determination:

1. Complete high school graduation requirements in Spring 2019 (graduate from a U.S. high school, OR be a Spring 2019 GED recipient, OR be a Spring 2019 home school graduate who meets the elevated test score minimum\*);
2. Meet entering freshman eligibility requirements (per official records on file with NAIA institution);
3. Have an ECID from the Eligibility Center; AND
4. Enrolled at the NAIA institution vouching for their eligibility

*\*Home-schooled students must meet the elevated test score required per Bylaws V, Section C, Item 2, Note 2 to qualify for a voucher. Home-schooled students who do not meet the elevated test scores cannot be vouched for, as they must receive an approved home school waiver from the Home School Committee and a final determination through the Eligibility Center.*

The voucher temporarily allows domestic no-break freshmen students – in other words, those students who graduated this past spring and are coming directly to your NAIA institution this fall – to be certified and compete prior to receiving an Eligibility Center decision of “eligible.” However, the student is *not exempt* from the requirement of receiving an eligible determination from the Eligibility Center. **All students who have been vouched for by their NAIA institution must receive an eligible determination from the Eligibility Center by the end of the Fall 2019 term.** This means that students are obligated to complete the Eligibility Center process, including complete registration and payment, provide any required documents or test scores, and respond to any inquiries from Eligibility Center staff in a timely manner in order to ensure the center can provide the student with a determination prior to the end of the fall term. Failure to do so will be considered failing to comply with the terms of the voucher, resulting in the student being considered ineligible and the student and institution will bear the corresponding consequences as a result.

**By approving this certificate, I attest** that the student meets the conditions established for voucher submission, and that our institution has on file official documentation reflecting that the student has satisfied all requirements for initial eligibility under NAIA, institutional and conference regulations. **By approving this certificate, I agree**, as a representative of my NAIA institution, that when information, documentation or payment is requested by the NAIA Eligibility Center related to this student’s eligibility, the institution and/or the student will provide the information requested within 10 calendar days or withhold the student from further competition until the student receives an eligible determination from the NAIA Eligibility Center. **By approving this certificate, I further agree** that submission of a voucher for a student determined ineligible will result in serious consequences for the student, institution and potentially for me personally. I accept these risks on behalf of the student and my institution. **By approving this certificate, I confirm** that the risks have been explained to any and all students my institution is vouching for outside of the standard eligibility process.



## Freshman Voucher Process ECP Instructions

An institution that chooses to vouch for a freshman student's eligibility will do so within the Electronic Certification Process (ECP), utilizing a similar method to what institutions currently use for certifying all student-athletes.

### Generating a Voucher

- Create a student record.
- On the student record, instead of selecting the "Eligibility Center Determination" checkbox, select the "Freshman Voucher" checkbox. This will override the standard component of ECP communicating with PlayNAIA and looking for a student's EC decision.
  - *You can select the Help icon (?) to view the student criteria for utilizing the Freshman Voucher.*
- When you select the "Freshman Voucher" checkbox, you will be prompted to enter the student's academic marks that satisfy initial eligibility requirements (high school GPA, class rank, ACT/SAT test score, GED award date).
  - *You must rely on and obtain official records (e.g. transcripts and test scores) to certify the student. ECP will not communicate with PlayNAIA to match and validate these records, so it's extremely important that you ensure the marks entered are official and accurate.*
- Save the student record.

### What it Looks Like

- An alert will appear on the certificate status page noting a voucher has been used.
- A cover page will accompany the certificate package, detailing all of the criteria, expectations, and assumption of risk of utilizing the voucher.
- On the Official Eligibility Certificate itself, a "V" indicator will appear next to the student's name in the left margin noting the student has been vouched for. The student's academic marks will appear below the student's name.
  - *All signers should review and verify that the student meets the requirements for a voucher.*

### Submitting a Voucher

- The normal process for certification will ensue:
  - The student will be placed on an Official Eligibility Certificate.
  - When the certificate is ready for review, all signers (AD, FAR, registrar, coach) will be notified via email.
  - Signers will review the certificate package and approve or decline the package.
  - Once all signers have approved and certificate package is submitted, the student is free to compete.

[Click here to view the how-to video!](#)