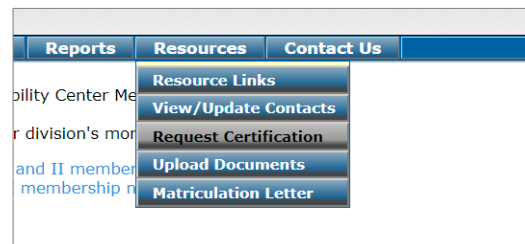


## Membership

# Amateurism Certification Urgent Request Program

To avoid last-minute emergencies, prospective student-athletes are encouraged to complete all necessary tasks in a timely manner to gain Ready to Process status and receive a final certification. While the Eligibility Center encourages member schools to allow the certification process to work within the initial review standard of 10 business days or less, we recognize the need for an urgent request process when appropriate. The urgent upload for amateurism certification is done electronically when logged in to the Eligibility Center's [Membership Portal](#).



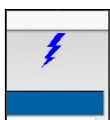
To begin your request, select Request Certification from the Resources tab on the Eligibility Center Membership Portal menu bar, as shown in the image at right.

## IRL ACTIVATION

The process of placing a PSA on an [institutional request list](#) informs the NCAA Eligibility Center of your request for amateurism certification for any account listed with a Pending Review status. Additionally, any multisport PSA will need an active IRL for each sport listed in the account (e.g., men's track in addition to men's cross country if the PSA is to compete in both). Please make sure your IRL is activated to the year for which the student is being recruited. If the amateurism certification is still incomplete by May 1 of that academic year, you will need to activate the account for the following academic year to ensure seamless processing by Eligibility Center staff. For example, if a PSA is seeking certification for the 2025-26 academic year but initially enrolled at your NCAA school for the 2024-25 academic year, you will need to activate the account for the 25-26 cycle.

## READY TO PROCESS STATUS

Before an urgent request can be uploaded, the account will need a Ready to Process status, which would be indicated by a [green font color](#) within your [Membership Portal](#) view. This status requires all amateurism-related tasks to be marked complete (including sport-specific IRL activation and the PSA requesting their final amateurism).



To help determine whether an expedited review is necessary, visibility to the current Eligibility Center processing date for amateurism certification is available by clicking on the lightning bolt icon in the upper-right corner of the Membership Portal.

## Are academic documents needed for amateurism certification?

If you see an assigned task titled "Expected Date of High School Graduation Needed," please encourage your recruit to submit all official year nine and up high school transcripts. [For applicable international students, both native language and English translations (if English is not the native language) are required. [Click here](#) for more information.] The account will not be marked Ready to Process for amateurism until the Eligibility Center can officially certify high-school timeline/graduation using official documentation. Your student's account may also be assigned the "Additional Academic Records Needed for Amateurism Certification" task, which may require additional academic record submissions or the submission of the [Graduation Timeline Confirmation Form](#).

## ACCOUNT DETAILS TO CONFIRM PRIOR TO UPLOADING URGENT REQUEST

When uploading your request, you will be asked to confirm the following three questions:

1. Is previous full-time collegiate enrollment (if any) is accurately listed by the PSA within their registered account?

To view the PSA's response, run a PSA Details report search and click on View Registration data; scroll to the page showing Education Information and then view the List of all Schools section. This information is needed when the student is a transfer from a non-NCAA Division I, II or III school, so please have the PSA add this information to their certification account if not listed prior to uploading your request.

2. Enrollment period (i.e., defined as initial **full-time enrollment** at an NCAA Division I, II or III member school) is correct?

To view the PSA's selection, run a PSA Details report and view the identified enrollment period, shown in the upper-right corner in the PSA's Demographic section. Note: If a PSA updates this enrollment period at any time, they will need to re-request final amateurism before an urgent certification request can be uploaded. "in the event staff determines that the enrollment period could be incorrect, a "Confirm/Update Enrollment Period" task may be assigned that the student should review, complete, and close the task within their account.

3. PSA has provided complete and accurate responses on the sports participation questionnaire in the account?

Unless the PSA has never participated in their selected sport, the sports participation questionnaire must not be blank. To review the sports participation information provided by the student, click "View Registration Data" in the top-right corner of the PSA Detail Report and scroll down to the Sports Participation Responses section.

## DECISION AND/OR REVIEW TIMELINE AMATEURISM CERTIFICATION

If possible, a final decision will be released and posted to the Membership Portal within **two business days** of the request. Please allow up to 48 hours from the submission time. During the initial review, if it is determined that additional amateurism-related information, documentation or clarification is required, new amateurism-related tasks will be populated in the PSA's account. Should unique sports participation circumstances require additional Eligibility Center assessment, the case will remain under review.

### Q1: Do I need to upload a second request if new tasks have been assigned since my first upload?

A1: No. Once an urgent tag has been placed on an account, it will retain that priority throughout the completion of the case.

## WHEN TO UPLOAD A REQUEST

The account must have the required Ready to Process status (**outlined above**) for a successful urgent request upload. Typical reasons to submit an urgent request include (but are not limited to) the list below. However, any improper/excessive use of this amateurism certification urgent request function may result in educational outreach to your athletics director.

- » Competition/travel.
- » Foreign tour.
- » Midyear enrollee/summer school.
- » Imminent deadline (e.g., registration, financial aid; roster completion, out of practice days).

## IMPORTANT REMINDERS

1. The case must be **ready to process**, including all necessary amateurism tasks marked complete with an active IRL placed on the account.
2. To learn how you can track any account changes through the Membership Portal, **this resource** provides a step-by-step guide to the process.
  - a. Each staff member may track their own list of PSAs and can set notifications to receive an email with status updates.
  - b. Email notifications will be sent a day after changes occur to a Student Activity Log and may contain status updates for more than one student-athlete.



3. Should a need for additional information be identified after initial review, an amateurism certification decision may not be reached within this time frame. However, once an urgent request is uploaded, the account will retain that priority throughout the completion of the case.
4. This urgent upload should not be used to dispute or request clarification of a final or preliminary amateurism decision. **Please contact customer service** with student account/registration questions. To download amateurism documents from the Membership Portal, access the PSA Details report, then scroll to the bottom of the displayed screen. Select “Click here to access student documents,” located beneath the Student Activity Log.
5. The amateurism certification urgent request program is not intended to eliminate interaction between member schools and the NCAA Customer Service Center staff. By telephone, the NCAA Customer Service Center can be reached Monday through Friday from 8:30 a.m. to 5:30 p.m. Eastern time at 877-544-2950, or by email at [ecinfo@ncaa.org](mailto:ecinfo@ncaa.org). Telephone inquiries regarding international and split-file cases may be made by selecting the international option within the customer service phone menu. Email can be directed to [ec-international@ncaa.org](mailto:ec-international@ncaa.org).

