CSCCa

Collegiate Strength & Conditioning Coaches assoc.

≡ MAXIMIZING ATHLETIC PERFORMANCE ≡

2025-26 | 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 the SCCC certification. For more information about the MSCC certification program, please visit **http://www.cscca.org/certification/mscc**.

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:*
>
> *To support the strength and conditioning coach by maximizing their abilities, skills, and knowledge through education, certification, and development.*

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:

→ Complete unification of all collegiate and professional-level strength & conditioning coaches.

→ 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 approved SCCC certified mentors.

→ Promoting/opposing legislation and policies within the NCAA to serve the best interest of the student athlete and the collegiate strength & conditioning coach.

→ Encouraging loyalty to the association and to fellow strength & conditioning coaches/members of the association.

→ Being relentless in our efforts to educate athletic administrators and hiring managers 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 holding the SCCC.

→ Being an advocate for strength & conditioning coaches of collegiate and professional athletic teams championing the cause to having a full-time strength & conditioning coach at every university/college athletic program.

→ 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.cscca.org**.

CSCCa Certification Commission

The CSCCa Certification Commission was established by the CSCCa Board of Directors to oversee the SCCC certification program. The Board of Directors oversees the MSCC certification program. 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 program 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 Commission. The Commission includes SCCC and MSCC certified coaches and a 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 program 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.

Table of Contents

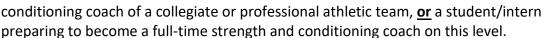## SECTION 1: How to Apply for Certification

Eligibility

To be eligible for SCCC certification, an individual must be a currently practicing, full-time strength and conditioning coach of a collegiate or professional athletic team, 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 of a collegiate or professional athletic team, **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 electronically to **cert@cscca.org**.

    All first time SCCC Candidates are required to have completed a bachelor's or master's degree from an accredited institution and have received academic credit on their official transcripts for the following courses (5 TOTAL):

    - **Anatomy & Physiology (2 classes)****
    - **Exercise Physiology (1 class)**

- **Biomechanics or Kinesiology (1 class)**
- **Nutrition (Sports Nutrition Preferred) (1 class)**

Alternatively, candidates that have a bachelor's degree in Exercise Science or Kinesiology from a CAAHEP or CASCE accredited institution meet the education eligibility requirement.

Note: Classes titled as "Introductory" will not be accepted unless they are worth 3+ credit hours; standalone labs do not count as one of the required classes.

** Example: Anatomy and Physiology I and II (Both Classes), or Human Anatomy (One Class) and Human Physiology (Another Class)

3. **CPR, AED, and First Aid Certification:**

Current CPR, AED, and First Aid certification: A copy of the front and back of a CPR, AED, and First Aid card preferably obtained through the American Red Cross, the American Heart Association (AHA), or the National Safety Council, which must be **current on or after the final day of the testing window**, and should be emailed to the CSCCa National Office. While First Aid courses may be completed entirely online, **we cannot accept any CPR and AED certification obtained solely online**. We recommend that the First Aid portion include an in-person skills assessment but is not required. While it is acceptable to have a portion of CPR/AED 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. Additionally, CPR/AED/First Aid Courses must meet AHA requirements.

4. **Written Exam:**

A passing score on the written exam must be obtained.

The written portion of the exam is offered through Computer-Based Testing at PSI testing locations. The test is to be scheduled and completed within the 1-month window before the practical exam. If there are any issues with scheduling, please contact cert@cscca.org and PSI.

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 the practical exam which includes two stations. This includes explaining and providing reasonable rationale for an off-season training program designed by the individual for a specified sport and time period. It also includes the demonstration and teaching of proper exercise technique for selected strength and conditioning exercises. 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 submitted by the approved mentor to CSCCa. It is the candidate's responsibility to make sure the mentor is CSCCa approved. Candidates applying through Option 1 must sit for the CSCCa written and practical exams within 3 years of completing the practicum/internship requirement. The 3-year time period begins with the first available testing opportunity.

→ Option 2: Completion of 3 years of full-time strength and conditioning coaching experience of a collegiate or professional athletic team **and** review of the mentoring packet with a CSCCa-approved mentor to confirm that the applicant's work experience meets CSCCa criteria. The mentor must provide the Internship Completion Verification Form documenting completion of the review. Candidates applying through Option 2 must sit for the CSCCa written and practical exams within 3 years of completing the practicum/internship requirement. The 3-year time period begins with the first available testing opportunity.

→ Option 3: Completion of 6 years or more of full-time strength and conditioning coaching experience of a collegiate or professional athletic team. Candidates with 6 or more years of full-time experience must take both portions of the SCCC exam but are not required to complete the 640-hour practicum. Practicing this option will require the candidate to send employment verifications from institutions to **cert@cscca.org** .

7. **Payment:**

Certification fee payment: The certification fee must be paid by the published deadline for that year. Please review the website for accurate pricing before making payment.

8. **Code of Conduct:**

SCCC certified individuals and applicants are required to adhere to the CSCCa's Code of Conduct. You must sign and submit the CSCCa's Code of Conduct by the published deadline.

9. **Membership (Optional):**

While CSCCa membership is not required for obtaining or maintaining SCCC certification, CSCCa members receive discounted pricing for SCCC certification, CSCCa sponsored events and activities, receive free online training journals, and have opportunities to be involved in the organization and profession.

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. The 3-year time period begins with the first available testing opportunity. 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 accepted 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

Candidates in undergraduate studies must be a senior, or later, with a minimum of 90 semester hours or 135 quarter hours. Proof of credit hours must be submitted in the form of an official transcript, letter from the individual's department chairman or dean, or a verification of senior status from the institution's records office. The Certification Commission recommends fulfilling the practicum/internship requirements upon completion of coursework.

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 register for the practicum/internship. This form should be submitted to the CSCCa National Office at the beginning of the practicum/internship by email. 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) Programming, (3) Supervision, (4) Organization and Administration, and (5) Athlete Health and Safety.

Mentors ensure that each intern completes 640 hours. To document completion of the requirement, mentors will email the Internship Completion Verification Form to the CSCCa National Office at **cert@cscca.org** by the published deadline on the CSCCa website. **This form is found in the Mentoring Booklet which the mentor should already have. If not, the mentor must contact the CSCCa National Office and request one.**

Deadline for Completing all Eligibility Requirements

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

Additionally, candidates must take the written and practical exams within 3 years of completing the internship/practicum. The 3-year time period begins with the first available testing opportunity.

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 pay the certification fee. After completing the online application, candidates will receive a checklist from the CSCCa with instructions for submitting documentation of all eligibility requirements. The Certification fee must be paid by the published deadline on the CSCCa website for the candidate to be eligible to sit for the exam.

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 or by the posted exam registration deadline, whichever comes first. Eligibility

appeals will be reviewed by the Certification Commission and responded to in written form within 60 business days of the date of the appeal request letter. The decision of the Certification Commission is final. Eligibility appeals must be dated, include a clear description of why the applicant feels he/she is eligible. For education eligibility appeals, along with the formal appeal letter, the candidate must include any supporting documents such as course syllabi of completed courses that met specific learning objectives. Eligibility appeal letters must be sent in writing to the CSCCa National office to be forwarded to the Certification Commission via email to cert@cscca.org

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 four content domains listed below. See Section 4 for a detailed Test Content Outline.

Written Exam

The SCCC written exam consists 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 to collect information about the performance of those items before they are used 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 offered through Computer Based Testing at PSI locations and is scheduled for three hours and includes questions of both a scientific and applied nature from the following content domains in the listed quantities:

#	Domain	Number of Items on the Written Exam
1	Exercise Science	25
2	Assessing Athletic Performance	25
3	Program Design	32
4	Exercise Instruction and Training	25
5	Professional Responsibilities	18

The candidate must receive a passing score of 93 out of 125 in order to pass this portion of the certification examination.

To become SCCC certified, all candidates must pass the written portion of the examination. A set of sample questions for the written exam is 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.

The practical exam consists of two stations. Candidates will be required to answer questions that include physical demonstrations and proper technique. Each candidate will also be required to create and provide reasonable rationale for a strength and conditioning program they have designed and submitted to the CSCCa National Office prior to the exam.

The two stations align with the content from the following content domains and sub-domains:

Station/Domain	Associated Sub-Domains
Program Design	1. Exercise Selection 2. Variables of Training 3. Energy System Development
Exercise Instruction and Training	1. Exercise Technique 2. Exercise Modifications

The candidate must receive a passing score of 21 out of 25 in order to pass this portion of the certification examination.

NOTE: Master Strength and Conditioning Coaches who are eligible to sit 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 2022. JTA updates are conducted on a 5-year cycle to ensure the examinations remain current and accurately reflect the knowledge and skills required for strength and conditioning coaches of collegiate and professional athletic teams. 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 coaches of collegiate and professional athletic teams. 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 committee 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 form 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

→ Nesser, T.W. (Ed.). (2019). *The Professional's Guide to Strength and Conditioning: Safe and Effective Principles for Maximizing Athletic Performance*. Provo, UT: BYU Academic Publishing.

→ 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. 2021. *Exercise Physiology: Theory and Application to Fitness and Performance*, 11th ed. New York, NY: McGraw-Hill Companies, Inc.

Manuals

→ 2022-23 NCAA Division I Manual
→ 2022-23 NCAA Division II Manual
→ 2022-23 NCAA Division III Manual

Articles

→ CSCCa and NSCA Joint Consensus Guidelines for Transition Periods
→ NCAA Fact Sheet for Coaches on Sickle Cell Trait
→ Collegiate Strength and Conditioning Coaches Association (cscca.org)
→ The Inter-Association Task Force for Preventing Sudden Death in Collegiate Conditioning Sessions: Best Practices Recommendations
→ 2023 Secondary recommendations INTERASSOCIATION RECOMMENDATIONS PREVENTING CATASTROPHIC INJURY AND DEATH IN COLLEGIATE ATHLETES.

Videos

→ Rhabdomyolysis: Overview and Prevention Strategies (Ron Courson, 2017)
→ Proper Exercise Technique Videos (cscca.org)

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 prompted 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 rescheduling or cancellation be necessary.

Please note that all candidates will be required to provide a 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://cscca.org/nationalconference/futureconferences.

There will be a virtual practical exam option available in the Fall of 2025 for retake candidates. In the Fall of 2026, the virtual practical exam option will be available to retake candidates and first time exam candidates that meet all the eligibility requirements.

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 will be written on a template provided by the CSCCa 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 or their program design will not be accepted and will be sent back to the candidate for correction.

Scheduled testing times for candidates for the practical portion of the certification exam are determined by completion of ALL certification exam requirements. The earlier all requirements are fulfilled, the earlier the candidate's scheduled testing time for the practical exam.

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

The following policies and procedures for the practical exam apply to both the in-person and virtual exam delivery options unless noted otherwise. Practical exam candidates may 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 15-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 or team affiliation, candidates in the practical exam area are not permitted to wear any clothing or items that identify their school or team.
  o Candidates will be provided with a t-shirt to wear during the test at the in-person practical exam site at check-in.
→ Food, drinks, and tobacco are not permitted in the testing site.
→ Electronic devices (including, but not limited to phones, cameras, smart watches) are not permitted in the testing site.
→ Personal items, including all cell phones and all other electronic devices, must be stored in a designated area of the testing site as directed by the proctor.
→ 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 in any form (i.e., physically, electronically, and/or verbally).

→ Candidates may not speak to each other during the exam session.

→ Candidates must immediately leave the testing vicinity to avoid interaction with those who have not yet taken the exam.

→ Candidates who opt to take the virtual practical exam will be required to have:
   o Their Approved Mentor present to verify the security of the exam room prior to the exam beginning. The Approved Mentor will leave the room before the exam begins.
   o A hand mirror available to show their screen to verify that no other windows or browsers are open on their computer as part of the secure exam room verification procedures.
   o A barbell with bumper plates or a 6-foot long wood dowel or PVC pipe available to be used in performing the exercise demonstrations.

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

Ensuring Exam Integrity

All candidates are required to electronically sign the confidentiality agreement as part of the exam registration application. 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.

If a virtual exam Proctor suspects cheating or misconduct by the candidate, the proctor will stop the exam and document the incident. Once there is reason to believe misconduct is taking place, the Proctor will stop the exam and ask the Candidate to explain their behavior and document the Candidate's explanation. If the Candidate's response and/or behavior is suspicious of misconduct the Proctor will terminate the exam. If there is no evidence of misconduct in the Candidate's response and/or behavior, the Candidate will be allowed to resume their exam. Documentation of the incident will be submitted by the Proctor to the CSCCa Certification Commission after the exam is completed or terminated.

The following behaviors constitute as Candidate misconduct: the Candidate goes out of the view of the camera and the Proctor cannot see them. Candidates must give oral responses to each question on the practical exam, therefore if the Candidate is touching their keyboard and/or mouse during the exam that would constitute misconduct. If the Candidate's eyes are repetitively scanning from side to side like they are reading from their computer screen that would constitute as misconduct.

Written & Practical 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, cellphones, recording devices, cameras, smart watches, purses, notebooks, laptops, unauthorized reference or reading material, iPods, radios, electronic games, calculators, or briefcases.
→ Calculators are not permitted to be brought into the examination room, and an on-screen calculator will be provided at the testing center for the written exam. No calculator will be provided for the practical exam.
→ Personal items including watches, smartwatches, 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.
→ No clothing, footwear, etc. with school logos may be worn.

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 testing area during the examination.
→ No cell phone use is permitted in the testing site by test administrators.
→ For the virtual practical exam, candidates will be required to verify the security of their exam room by doing a 360-degree scan of the room, including all walls, ceilings, floors, and under the table/desk. If there are any windows in the room, they will be concealed. Candidates will be required to show their screen with a hand mirror to verify that no other windows or brewers are open on their computer.
→ For the virtual practical exam, the following items are not allowed in the room: any logos or branding that show employer/institution affiliation, study materials,

distractions or clutter. If prohibited items cannot be removed from the room, the exam will not be administered, and the candidate will need to reschedule their exam.

→ Test administrators are not permitted to talk to test candidates except for reading the assigned test questions.

→ During the practical exam, CSCCa Certification Commission members will monitor the testing floor and surrounding hallways and restrooms to ensure a positive testing environment and compliance with CSCCa policies.

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 for the written and/or practical portion, 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 each portion of the exam, written and practical. Some accommodation requests (e.g., request for a separate room) may require additional information to ensure our testing company, PSI, has all the information needed to provide approved accommodations. In these cases, candidates with approved accommodation requests may be contacted by PSI for additional information.

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.

Please submit all documentation to cert@cscca.org. For more information or questions pertaining to this matter, please call 1-801-375-9400 x 204.

SECTION 4: Test Content Outline

The SCCC Written and Practical Certification Exams are comprised of exam items that reflect knowledge, skills, and abilities required to perform the tasks and responsibilities of a strength and conditioning coach safely and effectively.

Below is the content outline used to develop the Written and Practical exams. The written exam covers all four content domains and the number of items allocated to each content area are delineated as follows. The practical exam covers only domains three and four and each station covers content from either content domain.

1	Exercise Science	25
A	Bio-energetics	
1	Metabolic Function	
2	Energy Systems	
3	Nutrition	
4	Adaptions to Training	
B	Anatomy and Physiology	
1	Musculoskeletal System	
2	Cardiorespiratory System	
3	Nervous System	
4	Endocrine System	
5	Mental Health	
C	Bio-mechanics	
1	Levers and Mechanical Advantages	
2	Movement Analysis	
3	Coordinated Movement	
2	Assessing Athletic Performance	25
A	Assessment	
1	Performance Indicators	
2	Assessment Methods	
3	Physical Screening and Health History	
B	Evaluation	
1	Interpretation of Assessment Results	
2	Individual Modifications	
3	Program Modifications	
4	Reliability and Validity	
C	Management	
1	Record Keeping	
2	Confidentiality (FERPA & HIPPA)	
3	Program Design	32
A	Exercise Selection	
1	Movement Preparation	
2	Exercise Modality	
3	Exercise Order	
4	Progression and Regression	

5	Recovery	
B	Variables of Training	
1	Intensity	
2	Volume	
3	Load	
4	Frequency	
5	Work-to-Rest Ratio	
6	Periodization, Phases, and Cycles	
C	Athletic Development	
1	Speed	
2	Strength	
3	Power	
4	Work Capacity	
5	Agility	
6	Athletic Development	
4	**Exercise Instruction and Training**	**25**
A	Exercise Technique	
1	Movement Pattern	
2	Breathing	
3	Spotting	
4	Alternative Exercises and Modifications	
5	Demonstration, Instruction, and Feedback	
B	Logistics	
1	Training Environment	
2	Equipment	
3	Schedules	
4	Emergency Interventions	
5	**Professional Responsibilities**	**18**
A	Planning	
1	Operations (Staff, Facility)	
2	General Finances	
B	Leading	
1	Communication (Internal; External)	
2	Problem Solving	
C	Controlling	
1	Regulations (NCAA, Conference, Local & State)	
2	Emergency Action Plans	

SECTION 5: After the Exams

Exam Results

Candidates who do not pass the exam will receive exam results reports that include feedback on performance in each of the four domains on the written exam. Candidates who do not pass the practical portion of the exam will be informed regarding their performance at each station. 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 electronically.

Candidates who pass the exam but have not met the education and/or practicum eligibility requirement(s) will not be awarded the SCCC certification. They will receive their exam results notifying them of their exam scores and outlining their missing eligibility requirement(s) with the reminder of the deadline of 12-months from passing the exam to submit documentation of the outstanding eligibility requirement(s). Candidates that fail to document completion of the education and practicum eligibility requirements by the 12-month deadline must re-apply for certification and forfeit all paid fees. All other eligibility requirements other than the education and practicum requirements must be met by the posted deadline to be eligible to sit for the exam.

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. On the practical exam, examiners rate the task as a "0" if the candidate does not perform the task correctly and a "1" if the task is performed correctly. Candidates receive credit if 2 out of 3 examiners rate them a '1' for a rubric item.

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, they must retake both portions. If a candidate passes one section (written or practical) and fails the other section, they must retake only the failed section but must pass both portions of the exam (written and practical) within 3 years.

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 do not pass both the written and practical exams within 5 years of completing their internship must re-apply and must:

(1) Fulfill the internship/practicum requirement
(2) Meet all eligibility requirements in effect at the time of re-application.

Re-test candidates should register and pay for the SCCC Certification Retake Exam by the published deadline on cscca.org. Due to the variety of situations, re-test candidates are not automatically registered for the exam. 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. 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 at the time of the exam. 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 or CSCCa staff. 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, revoke certification, or prohibit an applicant from taking the exam.

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. Violation of the CSCCa Code of Conduct.

4. 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.

5. Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved SCCC certification.

6. 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 CSCCa National Office to be forwarded 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, AED, and First Aid 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. See CEU chart for details on CSCCa.org.

2. Complete the Health & Safety quiz offered by the CSCCa that covers the following topics: heat-related illness, cardiac illness, respiratory illness, rhabdomyolysis, sickle cell trait, concussions, and emergency action plans (EAP). The quiz can be found on CSCCa.org.

3. 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 a one-of-a-kind, industry specific conference, exclusively designed for the collegiate and professional-level strength and conditioning coach. 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 with the latest information in the field and 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 awarded once the individual submits the completion certificate. **Please be aware that attendance at the National Conference at which a candidate becomes SCCC certified cannot be counted toward the required number of CEUs for maintaining SCCC certification, 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.

4. Proof of CPR, AED, and First Aid certification current on or after the final day of the 3-year reporting period must be submitted by the reporting period deadline. Certification must be completed through American Red Cross, American Heart Association, National Safety Council or similar organizations. Basic Life Support certifications do not include first aid. No online only certifications will be accepted for CPR/AED. These certifications must involve hands-on skills assessment with an in-class portion conducted by an instructor to ensure the demonstration and mastery of life-saving skills and techniques. **CPR or AED certifications that do not meet these criteria will not be accepted. Hands-on courses are ideal and strongly recommended for First Aid courses but are not required.**

5. CSCCa membership is optional. However, CSCCa members receive discounted pricing for CEU-related fees, National Conference registration and provide opportunities to get involved with the organization.

6. Pay the annual reporting fee. CEU reporting fees are $40 per year or $120 per 3-year reporting period. CSCCa members receive a discounted price of $25 per year or $75 per 3-year reporting period. The yearly CEU reporting fee is waived for individuals who attend the 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.

Recertification Fees

Pricing for CEU reporting fees:
→ Member - $25.00 per year, $75 per 3-year reporting period
→ Non-Member - $40.00 per year, $120 per 3-year reporting period.

*The yearly fee is waived for each year of attendance to the CSCCa Annual National Conference.

The CEU fee is an administrative fee and does 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 $15.00 fee for members, $25.00 for non-members for each video lecture/article of the CSCCa National Conference. The videos and courses will be followed by an online quiz that will be graded automatically. 100% accuracy must be achieved before credit will be given. This credit will be automatically applied to the individual's CEU tracking record.

Credit Hours

→ All materials submitted for CEU's are subject to approval by the Education Board.
→ SCCC certificants will receive 0.5 CEU's for each hour of attendance at approved non-CSCCa events or courses for a max of 8 CEU's for any single event.
→ Appropriate documentation will be required for all CEU reporting, please see CEU Reporting Chart for reference. It is the member's responsibility to provide appropriate documentation verifying attendance at other approved events and or courses.
→ If event or course does not display CSCCa CEU Approved logo, that event and or course information must be submitted prior to registering to ensure CEUs will be awarded.
→ CEUs are not guaranteed if event and or course does not have prior approval.

→ 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.

Verification

Documentation will be required for all CEU reporting (i.e. a completion certification with the attendee's name and date on it). It is the certificants' responsibility to provide appropriate documentation, including itineraries and attendance verification for approved courses and events. Exceptions will be CSCCa-sponsored meetings and committees for which reporting will be done automatically.

Criteria for University Course approval for CEUs

CSCCa provides criteria for the approval of CEUs to support the quality of the activity selected by the certified individual.

→ SCCC certified coaches 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 (e.g. strength and conditioning, exercise physiology, exercise prescription, kinesiology, biomechanics, sports nutrition, sport psychology, athletic training, data science, research methods, coaching pedagogy, etc.) Courses that typically would not meet these criteria, but could be approved by appeal include basic health and wellness, health promotion, sport sociology, sport administration, teaching methods, foundations in PE courses, etc.

→ 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 approved undergraduate-level courses will earn 2 CEUs per credit hour up to 8 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 12 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, dates of course, assessment methods, and detailed credit hour information. The number of credit hours must be clearly stated. The course syllabus must be submitted to the CSCCa CEU Coordinator, at ceu@cscca.org prior to the beginning of the course. Inadequate details or non-submittal of syllabus will result in non-approval.

→ If the same class is taught multiple times in the CEU period, the SCCC certified instructor will receive full CEUs for the initial class taught, then half the CEU's are awarded for subsequent classes taught thereafter in a quarter/semester in the CEU period.

→ A maximum of 20 CEUs may be generated through **teaching** courses per 3-year reporting period.

→ A maximum of 20 CEUs may be generated through **taking** university courses per 3-year reporting period.

→ SCCC Certified co-instructors must submit course syllabus to the CSCCa CEU Coordinator, at ceu@cscca.org prior to teaching the course for approval for CEU credit. CSCCa CEU Coordinator will provide the co-instructor with a Live Teaching Instruction Verification form to be completed by the department head of the respective institution and returned to the CSCCa CEU Coordinator, at ceu@cscca.org by the co-instructor upon completion of course.

→ Courses submitted for CEUs after the course has occurred, are not guaranteed CEUs. Please submit course syllabus PRIOR to the course beginning. This applies to both instructors and students.

→ For non-university courses, all course materials must be submitted to the CSCCa office prior to taking the course for approval and to determine the number of contact hours. Course content must be within the scope of practice for strength and conditioning coaches to be approved. There is a maximum of 10 CEUs for a single course. Submit course materials to ceu@cscca.org for approval prior to taking the course.

→ For non-university courses, there must be a knowledge assessment at the completion of course along with a completion certificate with the student's name and date of completion.

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 via email to ceu@cscca.org.

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. Individuals have the option of completing missing requirements during the following 3-year CEU Cycle in order to have their SCCC certification reinstated. A reinstatement fee is assessed. Once that second lapsed CEU Cycle has passed, 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.cscca.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.

United States Registry of Exercise Professionals (USREPS)

To assist CSCCa member coaches in meeting NCAA legislation requiring all collegiate strength and conditioning coaches to hold an accredited certification, the CSCCa became a member of the Coalition for the Registration of Exercise Professionals (CREP)—a third-party, non-profit corporation composed of organizations that offer NCCA-accredited exercise certifications. CREP maintains the United States Registry of Exercise Professionals (USREPS), an internationally recognized registry of exercise professionals in the United States holding NCCA-accredited exercise certification. This Registry provides a quick, easy, and reliable method of verifying the SCCC certification of individuals.

Accessing this registry of certified individuals involves the following steps:

1. Visit: www.usreps.org
2. Click on "Registry"
3. Enter individual's first and last name
4. For credential select "CSCCA-SCCC"
5. Click "Find"