ATHLETIC DIRECTOR
ELIGIBILITY CLINIC
2016-17
INTRODUCTION

This clinic will guide WIAA member schools’ athletic administrators through the basic standards for participation and common issues that occur with these standards. Please utilize your WIAA Handbook as a guide for both the instructional and quiz components of the Clinic.
All member school districts of the Association must comply with the rules as stipulated in the Association’s Constitution and Rules and Regulations for interscholastic programs.

Failure to adhere to the Rules and Regulations of the Association are grounds for imposing the penalties outlined in article 28.8.0 regarding rule violations and penalties of the Association Handbook.

Each member school has a responsibility to educate its student-athletes, coaches, and other appropriate persons on State Association rules, regulations, and policies that could affect them. Further, each member school should monitor its compliance with such State Association information.
Unethical conduct by a prospective or enrolled student-athlete or a current or former staff member, which includes any individual who performs work for the athletics department, even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

A. Refusal to furnish information relevant to an investigation of a possible violation of a WIAA regulation when requested to do so by the WIAA or the individual's school;

B. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
C. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

D. Knowingly furnishing or knowingly influencing others to furnish the WIAA or the individual's school false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of a WIAA regulation;

E. Receipt of benefits by a school staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
F. Failure to provide complete and accurate information to the WIAA, the WIAA Eligibility Committee or a school’s admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);

G. Fraudulence or misconduct in connection with placement examinations;

H. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

I. Failure to provide complete and accurate information to the WIAA, the WIAA Eligibility Committee or the school's athletics department regarding an individual's amateur status.
WHAT IS ELIGIBILITY?

- Meeting the stipulated requirements to participate and compete for WIAA member schools.
- Rules that all WIAA member schools have had input on and agreed to abide by.
- The eligibility standards of the WIAA that have been adopted by member schools and were accepted by your school when it became a WIAA member.
WHO DECIDES ELIGIBILITY?

Athletic Administrator or School Designee

Expectations:

- These professionals are the front line for knowing and applying eligibility rules and regulations.
- They are expected to guide student-athletes and coaches with eligibility judgments.
- They work with WIAA staff to review and determine athletic eligibility.
- They are given the authority, not just the responsibility, to make eligibility determinations.
WHO DECIDES ELIGIBILITY?

The athletic administrator is an educational leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics are an extension of a dynamic educational program.

- The Interscholastic Athletic Administrator is committed to student-athlete development with respect to dignity, self-worth, health, and safety.

- He/she ensures the principles of due process, human rights, and respect of all people.

- The athletic administrator promotes high standards of ethics, sportsmanship, and citizenship, and acts impartially in the execution of basic policies and in the enforcement of the local, district, and state rules and regulations.

- He/she fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
TO DO LIST

2016-17 Athletic Director Eligibility Clinic
Communicate to your student-athletes and families your school’s athletic registration process and WIAA eligibility guidelines.

Make registration materials available to athletes at team meetings, mailings, website, etc.

Include the eligibility checklist within the school’s eligibility registration paperwork required for all student-athletes.

Include information regarding the falsification of documents and disciplinary action.

Make sure that athletic registration paperwork is only turned in to the athletic office.

Place cleared athletes on the certified eligibility list and official roster.

Educate your counselors, registrar, and coaches on the process of eligibility and how this team can help student-athletes with these specific rules.
Your school may also have local school requirements that you must comply with in order to be eligible.

Registration forms on the WIAA website should be used to cover all school, WIAA, and legal aspects of eligibility clearance, including the following:

- WIAA Checklist
- Student-Athlete Contracts
- Physical Examinations
- Emergency Medical Forms
- Proof of Insurance

Do not put you, your school, or your coaching staff in a potential liability conflict by letting an athlete practice or compete without proper clearance.
REMINDERS FOR YOUR COACHES

- Coaches are responsible for knowing the WIAA rules and assisting the AD with all eligibility issues.
- NEVER compromise yourself, your team, or your school.
- No individual is bigger than the TEAM.
- Parents and students will lie to gain athletic eligibility.
- There are NO shortcuts to athletic eligibility.
- If you feel there is a potential eligibility violation, contact the WIAA office immediately.
- Coaches should not interpret eligibility rules to parents or athletes.
- When in doubt ask the Athletic Administrator.
COUNSELORS AND REGISTRAR

- Build a relationship between the Counselor’s Office and the AD’s Office.

- Teach them to:
  - Inform you anytime you have a new student.
  - Practice a common method in which they check for residence of a new student.
  - Ask what school they previously attended and when they were in school last.
  - Consult you when a student involved with activities/athletics is changing their schedule.
  - Provide you with a list for that includes all students in Running Start.
ELIGIBILITY FORMS AVAILABLE ON THE WIAA WEBSITE

- Eligibility Certification
- Educational/Cultural Exchange Contract
- Eligibility Checklist
- Student Residency Contract
- Registered Home School Student
- Running Start Student
- Alternative School Student
BASIC ELIGIBILITY CRITERIA

2016-17 Athletic Director Eligibility Clinic
The following list of standards are taken from the WIAA *School Eligibility Checklist* found in the Forms section under Publications.

These are basic questions that should be received and reviewed for each student-athlete, and the corresponding section in the WIAA Handbook.

- Physical Examination - 17.11.0
- Age Limits - 18.4.0
- Student Member of a School - 18.5.0
- Scholarship - 18.7.0
- Seniors - 18.7.1
- Previous Semester - 18.8.0
- Regular Attendance - 18.9.0
- Residence - 18.10.0
- Transferring Students - 18.11.0
- Season Limitations - 18.14.0
- Concurrent Sports Limitation - 18.21.0
- Sports Participation - 18.25.3A
• Passed and filed physical exam, which is good for 24 months, and/or had the initial exam renewed.

• Physical must be performed by one of the following: MD, DO, ARNP, PA or Naturopathic Physician.
<table>
<thead>
<tr>
<th>Age Group</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>High School Under 20</td>
<td>September 1</td>
<td>December 1</td>
<td>March 1</td>
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<tr>
<td>Junior High Under 16</td>
<td>June 1</td>
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<tr>
<td>Middle School Under 15</td>
<td>June 1</td>
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STUDENT MEMBER OF A SCHOOL 18.5.0

- Student must be enrolled half-time or more at the school district he/she represents.

- Student must have at least 50% enrollment, or at least 50% of blended schedule places eligibility at that school.

- Private school student enrolled in Running Start at his/her public school of residence must remain enrolled at the private school at least 50% to be eligible at the private school.
Maintain Passing Grades in a Minimum of:

- 3 classes in a 4 period class schedule or the equivalent credits
- 4 classes in a 5 period class schedule or the equivalent credits
- 5 classes in a 6 period class schedule or the equivalent credits
- 6 classes in a 7 period class schedule or the equivalent credits
- 7 classes in an 8 period class schedule or the equivalent credits

The number of periods in the school schedule is determined by the school and will be the same for all students at the school. Students taking only five classes in a six period school day must pass all five.
Running Start Courses Equivalent

- One 5-credit quarter course = 1 high school credit
- One 3-credit semester course = 1 high school credit
- Please contact the WIAA office with questions regarding Running Start Eligibility

SENIOR 18.7.1

- Seniors on track to graduate may enroll in one less class than the minimum number of classes required for other students.
- They must maintain passing grades and cannot drop or withdraw from a class to remain eligible.
The student shall have been in regular attendance as a full time student (18.7.0 and 18.7.3) during the semester/trimester immediately preceding the semester/trimester in which the contest is held.

An enrolled student who receives semester/trimester grades will be considered to have been in attendance for that semester/trimester unless he/she is withdrawn from school.

If students do not meet the previous semester rule, they must successfully complete a full semester before their eligibility can be restored.

The “5 week” suspension does not apply to these students (18.7.6).
Student shall be enrolled and in regular attendance within the first 15 days of current semester or ten school days in a trimester at the start of the current semester/trimester in order to participate in interscholastic contests during the current semester/trimester.
RESIDENCE 18.10.0

RESIDENCE
The place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.

- Please use the Student Residence Eligibility Expectations form found at:

WIAA.COM < Publications < Forms < Eligibility
Students must meet all transfer rules required by their school and the WIAA in order to be eligible for varsity competition.

Student left previous school as an eligible athlete in good standing. This provision applies to all new students to the school – including new residence students (refer to WIAA Article 18.11.1).

After registering with, attending, or participating with a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students.
A transfer student that does not meet the WIAA transfer student requirements will have JV eligibility for one (1) year in specific sports in which they have participated the year before.

**EXCEPTION**

- Rule 18.25.3.A A transferring student has not participated at the school level or club/community equivalent in that sport for one year prior to his /her transfer.

- Rule 18.11.3 A student attending a member school for one (1) calendar year or more is eligible in the same school/school district during subsequent attendance, so long as the enrollment/attendance is continuous.

Please use the Previous School Statement Form 5 found at:

WIAA.COM < Publications < Forms < Eligibility
SEASON LIMITATIONS 18.14.0

- No more than four (4) consecutive years have lapsed since student entered or was eligible to enter the ninth grade.
- Six (6) years once the student enters or becomes eligible to enter the seventh grade.
- Academic exceptions for seventh or eighth graders.
- Replacement year granted by Eligibility Committee when a hardship exists.
- No sixth year granted.
- See Handbook if the 7th or 8th grade is repeated.
A middle level or a high school level student may be listed on only one (1) interscholastic sport roster per season.

Except in 1B or 2B high schools or an alternative season sport.
SPORTS PARTICIPATION 18.25.3.A

- Student has not participated in a sport/sports at the school, club or community level in the previous year.

- This provision applies to transfer students only and must be verified by the previous school and student on Form 5 in the WIAA Eligibility Packet.

- A transferring student has not participated at the school level, club or community equivalent in that sport for one (1) year prior to his/her transfer.

- Participation is defined as: participation in ten (10) or more coach organized (or led) practices or one (1) contest at the school, club or community level in that sport.
All students are limited at the new school to sub-varsity participation for twelve (12) months in any sport in which they participated in the twelve (12) months before this transfer at any level at any school.

Twelve (12) MONTHS BACK, twelve (12) MONTHS FORWARD – date of transfer.
CURRENT ISSUES

2016-17 Athletic Director Eligibility Clinic
The WIAA office works directly with each member school’s Athletic Administrator with eligibility issues. We have recorded many of the common and emerging issues that schools have encountered over the last school year. The following areas will be covered in the next section:

- Cultural/Educational Exchange
- Home-Based Education/Alternative Education
- Running Start
- Transferring Students
- Private School
- Family Unit
- Gender Identity
- Amateur Status/Non-School Participation
- Commercial Endorsement
- Ejections
Only players who are currently eligible to participate in a contest may appear in the team uniform on the team bench, sideline, court, field, or deck during the contest.

A student must be currently eligible to participate in a contest in order to participate in the pre-event warm-up.

A student must be a member of a WIAA member school squad and have been included on a school's eligibility roster for at least 50% of the regular season for that sport in order for a student to participate in postseason and state tournament playoffs. This date is listed for each season on the WIAA calendar webpage and the sport specific rules page of the WIAA Handbook.
- Home-based students must register with a public school district with the intent to home school. The students eligibility is with that public school.

- Home-based instruction students are categorized as regular members of a school. Therefore, to be eligible to participate in interscholastic contests/competitions, the students must meet all criteria required of other student-athletes.

- Home-based instruction students can transfer to another public school but would need to be released from the public school of residence, and the transfer would be subject to all transfer guidelines.

- Home-based instruction students cannot participate and compete for a private school unless they are students of that private school for 50% of the required class schedule.

- Please use the Home-Based Education Form found at:

  WIAA.COM < Publications < Forms < Eligibility
Alternative education programs are academic learning opportunities that fall outside of the traditional school format. These programs include, but are not limited to, Alternative Schools, Certified Educational Clinics, Home Link, Virtual Academics, Online Schools, Contract Based Education, Parent/School District Co-Op.

A full-time high school student in a public alternative school without athletics may participate at the resident public school that the student would normally attend or the student’s public school of record.

Please use the Alternative Education School Contract form found at:

WIAA.COM < Publications < Forms < Eligibility
PRIVATE SCHOOL 18.5.3

- A student who is a regular member in a private school may participate on the interscholastic teams of his/her resident public school if the student resides within the service area of that public school and if the interscholastic activity is unavailable to the student in the private school.

- This rule may not be appealed.

- Students in a private school must meet the same team responsibilities as public school team members and are obligated by the same standards of behavior and performance as other members of the team.
Running Start students’ eligibility is through the public school of residence/record, where the students accesses the Running Start program.

- Regular Attendance - The Running Start student must comply with the WIAA minimum eligibility standards of attendance and comply with local school attendance eligibility policies required of all other students.

- The credits in the Running Start Winter term can be used either for the first semester, the second semester, or split between the two semesters.
GUIDELINES TO ESTABLISHING RUNNING START ELIGIBILITY:

1. Determine the number of credits required for athletic eligibility at the student’s high school.

   **EXAMPLE:** 5 classes required in a 6 period school day is equal to 2.5 semester credits needed for eligibility.

2. Establish the student’s academic schedule for the year, either entirely as a Running Start student or a student with a blended schedule of classes from both Running Start and the high school.

3. Determine the number of credits to be earned in each of the courses.

4. The credits in the Running Start second term can be used either for the first semester, the second semester, or split between the two semesters.

5. It is possible that a Running Start student would not attend any classes during one of the three Running Start terms and still be eligible, provided he/she took enough credits during the other two terms to meet or exceed the number of credits per semester for athletic eligibility at the high school.
Running Start is a public school mainstream educational program. Eligibility is at the public school of record where the student accesses the Running Start program. A student could still compete athletically for the private school if he/she maintains enrollment at the private school for at least 50% of the school day at the private school. Please call the WIAA office for questions regarding Running Start eligibility. Please use the Running Start Contract form found at:

WIAA.COM < Publications < Forms < Eligibility
The adult(s) who has/have resided with, had legal custody, legal guardianship, or has/have acted in a parental capacity of the student and any siblings high school age or younger with whom the student resides for a period of at least one (1) year.

Please use the Previous School Statement Form 5 and the Student Residence Eligibility form found at:

WIAA.COM < Publications < Forms < Eligibility
This rule applies to a student whose transfer is the result of participation in a one-year cultural or educational exchange experience with another country.

Appendix 6 of the WIAA eligibility packet must be submitted to the WIAA District Eligibility Chairperson prior to the start of the season.
A student coming to this country for a one-year cultural/educational experience is eligible at the varsity level for one (1) year only in the school in which he/she has been placed, provided all other rules of eligibility have been met and the student has not graduated from the high school equivalent in his/her home country.

F-1 Visa students remaining for more than one (1) year will be considered transfer students. Graduated students cannot compete interscholastically at any level (i.e., varsity or sub-varsity).

If the student has already graduated or played in the United States the previous year the student cannot compete.

This rule may not be appealed.

Please use the International Exchange Student Contract for students entering or leaving the United States for one school year found at:

WIAA.COM < Publications < Forms < Eligibility
All students should have the opportunity to participate in WIAA activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student’s records.

Should any questions arise whether a student’s request to participate in a sex-segregated activity consistent with his or her gender identity is bona fide, a student may seek review of his or her eligibility for participation by working through the procedure set forth below: Once the student has been granted eligibility to participate in the sport consistent with his/her gender identity, the eligibility is granted for the duration of the student’s participation and does not need to be renewed every sports season or school year.

All discussion and documentation will be kept confidential, and the proceedings will be sealed unless the student and family make a specific request.
Students may participate on a non-school team or teams or in a non-school instruction program while also participating on a school team.

Schools may not give students special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals, or early dismissals.

Students shall not compete in the uniform of the school at non-school events.

Participation on a non-school team or program cannot be a requirement or condition of participation on a school team.
In order to maintain amateur standing in activities under WIAA jurisdiction, the student-athlete may not:

- Accept merchandise or in-kind gifts of more than $500 in fair market value per sport during any one calendar year August 1 through July 31.
- Reduced membership fees or reduced user fees from an athletic club, recreation center, golf courses, etc., do not count toward this $500 limit.
A student-athlete who is not representing a WIAA member school, can participate as an unattached individual against professional and college scoring athletes in the following sports: bowling, cross country, golf, gymnastics, swim/dive, tennis, track and field, and wrestling.

Students may participate on a non-school team or teams or in a non-school instruction program while also participating on a school team.

Students may try out and/or participate in a practice setting with a college team.

Students may not compete on professional teams in that sport and may not represent a college team in that sport.
A WIAA member school may not permit or authorize the use of an individual student's name and/or picture, a school or school team name and/or picture(s) to directly advertise, recommend, or promote a commercial product or service.
EJECTION FROM CONTEST 18.26.0

Conduct resulting in ejection or disqualification from an interscholastic contest administered by game officials, coaches, or school administrators shall result in the following:

- When a student is ejected, the coach continues to be responsible for the student. The student shall remain with the team.

- When a coach or other adult school representative is ejected, the coach or other adult school representative must vacate the playing area (gymnasium, field, and stadium).

- If a head coach is ejected, an assistant coach or any school district personnel authorized to supervise students may assume the head coaching responsibilities for the remainder of the contest. If no other school district personnel are on site, the contest will be terminated and a forfeiture declared. The first ejection of the season shall result, at a minimum, in the ejected person (student, coach, other school representative) being ineligible until after the next school contest in that sport at the same level of competition from which the person was ejected.
The school principal/designee is required to submit an ejection report online to the WIAA office within 24 hours following the completion of the contest in which the ejection occurred.

The school report is a requirement for all ejections. When submitted, it is automatically sent to the WIAA office and to your District Director.

Please do not wait for the WOA report to arrive at your school. Send your report as soon as possible.
BOYS SOCCER

An ejection in boys soccer due to violent conduct or abusive language shall result in a suspension of three (3) matches.

- Violent conduct is defined as the commission of a violent act against an opponent, official, spectator, teammate, or other individual(s) when the ball is in or out of play.

- Abusive language is defined as harsh or insulting language or profanity directed towards another individual.
HARDSHIP & APPEAL PROCESS

2016-17 Athletic Director Eligibility Clinic
A hardship exists only when some unique circumstances concerning the student’s physical or emotional status exist, and only when such circumstances are not the result of acts or actions by the student or family unit.

Usual maturation problems or family situations that do not cause severe and abnormal emotional problems, and academic or athletic deficiencies in a school’s curriculum or extracurricular activities do not constitute a hardship.

Any waiver of student eligibility regulations shall be based upon extenuating circumstances beyond the student’s, or where applicable, the parents’ or legal guardians’ control, that are deemed to have significantly influenced or contributed to the cause of the student's noncompliance to the eligibility regulation(s) involved.
HARDSHIP 18.25.0

- Circumstances must be totally different from those that exist for the majority or even a small minority of students.

- There must be no reason to believe that the decision and/or the execution of the decision concerning the student's academic status was for athletic purposes.

- There shall be a direct, causal relationship between the alleged hardship and the student's inability to meet the specific eligibility rule(s).

- The burden of providing evidence that a hardship exists shall be borne by the student.
APPEAL PROCESS 19.0.0

- It is the responsibility of the Athletic Administrator to inform the student and parent/guardian if the eligibility criteria has not been met.

- The school-appointed AD of the WIAA member school determines athletic eligibility of students in their school. The ineligible athlete will be given Form 1 of the Eligibility Packet as a method of documenting the interaction and providing guidance for possible appeal. The AD will put a copy of Form 1 in the student’s file for future reference.

- Students have the right to appeal this decision and request the appeal documentation from the school's AD. The family has three (3) business/school days to request a hearing for an appeal after being informed of their eligibility status. It is the responsibility of the AD to guide the student and parent/guardian through the appeal paperwork.

- The appeal paperwork must be signed by both the AD and the family. It is critical that all paperwork turned into the District Eligibility Chairperson is completed and accurate. It is the responsibility of the AD to direct this procedure.

- Appeals for eligibility can only be heard prior to the season in which the student-athlete is requesting the waiver.
All the paperwork is found on the WIAA website here:

**WIAA.COM < Publications < Forms < Eligibility**

This information is updated frequently. Print out this information as needed.

- Guide to Student Athletic Eligibility (information pamphlet)
- Student Eligibility Packet (District Appeal)
- Appeal Forms and Procedure (Appeal of the District Eligibility Committee Decision)
APPEAL TO DISTRICT ELIGIBILITY COMMITTEE

- It is not the responsibility of the District Eligibility Committee to track down information, contact someone else to get the whole story, search out more information, etc.
- The AD is responsible for turning in a complete packet.
- Appeals are processed in the order they are submitted.
- It is the applicant’s responsibility to present the information in detail.
An application is not considered completed until it has been received, is correct, and complete and is ready for review.

- Hardship Determinations
- Signed Statements
- Documentation
- More is Better
- Circumstances Solely and Directly Leading to the Hardship
The committee has five (5) business/school days to make its decision.

The committee chairperson will contact the AD with the decision.

Next, an official notice will be sent to the student.

Once the decision is shared with the AD, the AD is required to contact the student and parents/guardians and advise them of their eligibility status and possible next steps.
Students can appeal the decision of the WIAA District Eligibility Committee.

The student will receive appeal procedure information with the WIAA District Eligibility Committee decision.

Any appeal to the WIAA Executive Director shall be based on alleged errors from the WIAA District-level hearing or additional relevant evidence that was not presented at the WIAA District Eligibility hearing.

An appeal of the District decision requires the student and parents/guardians to fill out the appeal form and send it to the WIAA office within ten (10) business/school days of being notified of the District decision.
The appeal for a State-level hearing must be based on new information that was not provided at the District-level hearing or an error in the proceedings. The District decision will not be overturned unless the student is able to supply new information or submit documentation substantiating their claim of a hardship.

The WIAA office must be notified seven days prior to the hearing if an attorney will be present.

The following written information must accompany a NOTICE OF APPEAL:

- A copy of the written decision of the District Eligibility Committee.
- A written explanation of the specific error(s) and/or additional information claimed by the petitioner/appellant that form the basis of the subject appeal.
- A current school transcript.
- A fifth year student must provide a written graduation plan (Appendix 1) signed by the school principal/counselor.
PARENTS AND THE PROCESS

DO NOT TELL PARENTS:

- To call the WIAA during this process.
- That this is a WIAA rule and you don’t know....ask the WIAA.
- That their son/daughter will be eligible for the game today because you are walking the application into the office this afternoon.
- That you think it is a hardship and it will likely get approved.
- That you have no idea why it is taking so long and who knows what those people in the WIAA office are doing.
- That anything left blank on the application is okay, not important.
- That these aren’t our rules, they’re the WIAA’s. Remember these are the Association’s rules and your school is part of the Association.
▪ For interpretations of Eligibility Rules please contact: John Miller or Brian Smith at the WIAA office.

▪ Questions on the appeal process should be directed to your District Eligibility Chairperson.

▪ The use of a participant who is ineligible by WIAA or local school district rules shall require the Athletic Administrator to report the violation to their League and District.

▪ Schools and leagues are encouraged to contact Brian Smith to present the violations and get guidance from the Penalty Review Council.

▪ Should a violation be discovered within ten (10) days of the start of postseason competition, the appeal goes directly to the WIAA Executive Board.
• Forms such as Alternative Education, Running Start, and Home School Contracts should be used by you and your school counselors.

• It is in your school’s best interest to review with your registrar and counselors some the basic eligibility issues.

WIAA.COM < Publications < Forms < Eligibility
THANK YOU

THANK YOU FOR COMPLETING THE RULES CLINIC.

YOU WILL BE PROMPTED TO TAKE THE FINAL EXAM AFTER VIEWING THIS SLIDE. IN ORDER TO RECEIVE YOUR CERTIFICATE FOR THIS CLINIC, YOU MUST PASS THE FINAL EXAM WITH 100% ACCURACY.

IF THE FINAL EXAM DOES NOT APPEAR AFTER THIS SLIDE PLEASE USE THE COURSE MAP IN THE LEFT HAND MENU TO DETERMINE WHICH SLIDES ARE NOT COMPLETED.

ALL TOPIC SLIDES, IN ALL SECTIONS, MUST BE VIEWED BEFORE THE FINAL EXAM WILL APPEAR.