



Pre-Cert process

As we are underway for the 2023-24 academic year, we will continue to use Front Rush for the pre-cert process.

**There are only two types of Pre-Cert Forms:**

Freshmen Pre-cert (which goes to Ryan Templeton)

Transfer Pre-cert (which goes to Evan Tubbs)

**Please be mindful of the new transfer PSA process, Compliance should review transcript(s) initially for all potential transfer PSAs.**

The pre-cert process steps are still the same. The attached documents provide detailed directions on how to generate a pre-cert for the prospect in Front Rush. The pre-cert forms are located in the prospect’s profile. **Please make sure you include all required attachments before signing the form as it will automatically be forwarded to the compliance staff for review!**

**Please keep in mind, that test scores are REQUIRED for GT admissions. Pre-certs will be processed without a Test Score; however, PSA must have an official test score for admission and enrollment to GT.**

Below are the upcoming Test dates

Please see the table below for the 2023-2024 ACT and SAT testing dates:

Date	Test	Registration Deadline	Late Registration
Saturday, October 28, 2023	ACT	September 22, 2023	October 6, 2023
Saturday, December 9, 2023	ACT	November 3, 2023	November 17, 2023
Saturday, February 10, 2024	ACT	January 5, 2024	January 19, 2024
Saturday, April 13, 2024	ACT	March 8, 2024	March 22, 2024
Saturday, June 8, 2024	ACT	May 3, 2024	May 17, 2024
Saturday, July 13, 2024	ACT	June 7, 2024	June 21, 2024
Date	Test	Registration Deadline	Late Registration
Saturday, October 7, 2023	SAT	September 7, 2023	Sep 26, 2023
Saturday, November 4, 2023	SAT	October 5, 2023	Oct 24, 2023
Saturday, December 2, 2023	SAT	November 2, 2023	Nov 21, 2023
Saturday, March 9, 2024	SAT	February 23, 2024	February 27, 2024
Saturday, May 4, 2024	SAT	April 19, 2024	April 23, 2024
Saturday, June 1, 2024	SAT	May 16, 2024	May 21, 2024

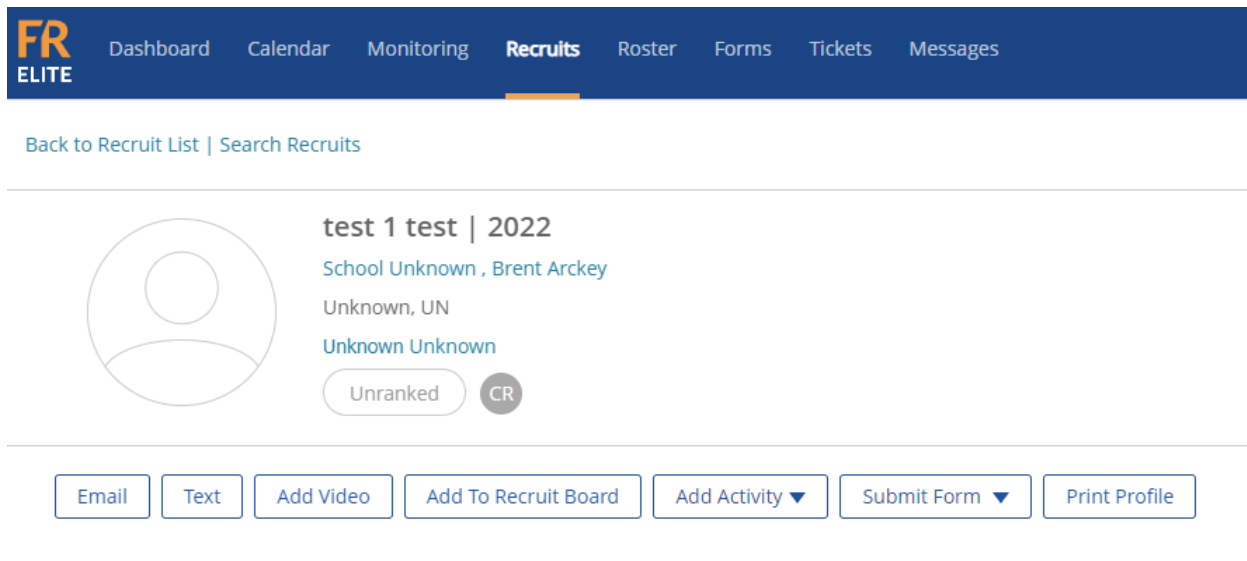


## **Pre-cert Steps**

1. Coach/Designee will complete the Front Rush pre-cert form as soon as possible and attach all necessary documents (i.e. all HS attended/college transcripts, FULL senior schedule, and all SAT/ACT scores with prospect name if available) to complete the package. **(Please provide legible transcripts and avoid cutup screenshots of documents)**
2. Compliance will perform an initial eligibility analysis and identify any NCAA Eligibility Center issues/concerns.
3. Academics will perform a preliminary analysis for GT admissibility and identify any guidelines not met to sign (i.e. admission core GPA; RHSC deficient; minimum English test score; minimum Math test score; and English Proficiency).
4. Admissions will review GT admissibility analysis and approve or deny the prospect to sign a NLI/GIA with our institution. **(Remember, APPROVAL does not guarantee automatic admission as PSA will need to satisfy ALL required ADMISSION steps.)**
5. Everyone who signed the pre-cert form will receive an email notification once it is completed by Admissions. If you would like to view your completed pre-certs later, I've attached the directions on how to do so.

## Front Rush Directions for Coaches

- Log in to Front Rush <https://frlogin.frontrush.com>
- To create a new pre-cert, search the prospects name and click on their name to enter their Front Rush Profile.



The screenshot shows the Front Rush Elite dashboard with a navigation bar containing links for Dashboard, Calendar, Monitoring, Recruits (highlighted), Roster, Forms, Tickets, and Messages. Below the navigation bar, there are links for 'Back to Recruit List' and 'Search Recruits'. The main content area displays a profile for 'test 1 test | 2022' with a placeholder profile picture, school information 'School Unknown, Brent Arckey', location 'Unknown, UN', and contact information 'Unknown Unknown'. The profile is marked as 'Unranked' and has a 'CR' status. At the bottom of the profile, there is a row of action buttons: 'Email', 'Text', 'Add Video', 'Add To Recruit Board', 'Add Activity' (with a dropdown arrow), 'Submit Form' (with a dropdown arrow), and 'Print Profile'.

- Then proceed by hitting the submit form button dropdown. Please make sure to select the correct Pre-cert for your sports. There are two types Freshmen Pre-cert (which goes to Ryan Templeton) or Transfer Pre-cert (which goes to Evan Tubbs).
- On the form make sure to fill out all the yellow fields under the completed by Coach/Designee section. Also make sure to attach transcripts from each high school attended by prospect, senior schedule for the entire academic year and a copy of SAT/ACT scores or a registered upcoming Test date for the prospect. (Attachments are made by clicking the paperclip icon on the right hand side of the page). If the prospect is a domestic citizen, enter N/A for Visa Home Country.
- Make sure to check the signature box and hit 'Sign Form'. You may type any comments you would like the next person in the workflow to receive about the prospect in the pop box upon signing the form.
- Upon completion, the form will automatically be forwarded to the compliance staff for review. The compliance staff will then complete an initial eligibility evaluation. The form will be automatically forwarded to academic staff for GT admissibility evaluation. Once the Senior Associate AD of Student Services completes their review, it will be forward to the admissions staff for review. You will receive an email notification once the precert is officially complete.

**If you have any questions, please contact Ryan Templeton for Assistance.**

## Front Rush to View the Form at Any Later Time

- Log in to Front Rush <https://frlogin.frontrush.com>
- To view the form, go to the 'Forms' tab.

The screenshot shows the 'Forms' tab in the Front Rush system. The navigation bar includes 'FR ELITE' and various menu items: Dashboard, Calendar, Recruits, Roster, Schools, Contacts, Recruit Board, Eval Pipeline, Forms (highlighted), and Messages. Below the navigation bar, there are tabs for 'Submit Form', 'My Forms', 'All Forms', and 'Documents'. The 'All Forms' tab is selected. Below the tabs, there are two dropdown menus: 'All Sports' and 'All Forms'. To the right, there is a 'Created By' search box and a 'Last' button. Below these are three columns: 'Form Name', 'Detail', and 'Created By'. At the bottom, there is a pagination control showing 'Page 0 of 0' and '25 items per page'.

- Then Select 'All Forms' and you can filter out by precert form name and /or prospect's last name by typing it into the detail box.

The screenshot shows the 'Forms' tab in the Front Rush system with various filters applied. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are tabs for 'Submit Form', 'My Forms', 'All Forms', and 'Documents'. The 'All Forms' tab is selected. Below the tabs, there are several filter boxes: '2022-2023', 'All Sports', 'All Folders', 'All Forms', and 'All Statuses'. Below these are three more filter boxes: 'All Types', 'All Due Date Statuses', and 'Created By'. To the right, there are two more filter boxes: 'Last Submitted By' and 'Search Detail'. At the bottom, there are two buttons: 'Change Form Status' and 'Run Report'.

- You can then narrow your search to whatever forms you are searching for. Select 'Search'. Any forms that match the search criteria will be shown below. You will just click the hyperlink to the left of the form title and it will take you to the form.