



**NFL PLAYERS**  
ASSOCIATION

**LEGAL DEPARTMENT**

**MEMORANDUM**

TO: NFLPA Certified Contract Advisors  
FROM: NFLPA Legal Department  
DATE: January 29, 2018  
RE: CARD Recommends Implementation of Continuing Education and Bi-Annual Exam for Existing Contract Advisors

The player leaders who comprise the Committee on Agent Regulation and Discipline (CARD) have recommended that the NFLPA staff develop and implement a continuing education requirement for certified Contract Advisors. Implementation of this program aligns the requirements for NFLPA certified Contract Advisors with other professions (i.e., lawyers, doctors, accountants, real estate professionals, engineers) that require similar on-going continuing education and testing for maintenance of professional certification.

As a result, a new program will be implemented in 2018 that includes an on-line multiple choice test for currently certified Contract Advisors to ensure that you remain sufficiently educated on subjects relating to the CBA and other governing documents. The test will be administered to certified Contract Advisors every two years. At this point in the development of the program, the following parameters have been established in conjunction with the expert testing company that has been retained by the NFLPA to develop, analyze, and implement the test:

- Test will be administered via a secure, timed internet connection (not an in-person, “paper & pencil” test);
- Test takers will have access with the core materials (CBA, various policies, etc.) prior to and during the test;
- Test takers will be given a time-sensitive passcode;
- Number of questions will likely be between 20-40;
- Test company will provide analytics for determining the required passing score;
- Test date planned for the first week in June 2018.

The goal/impetus behind the continuing education/testing program is to require certified Contract Advisors to review, engage with, and apply the core governing documents (CBA, League policies and related materials) to fact patterns reflected in





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multiple choice questions that will present concepts about which you must remain well-educated in order to effectively represent our players.

If a certified Contract Advisor does not achieve the minimum passing score on the continuing education test, the immediate result will *not* be “disciplinary” (no reprimand letter, fine or suspension); rather, he/she will have to take (and pass) the initial certification exam that is administered annually to new agent applicants in late July. Thus, an agent who fails to pass the exam in June this year will have to attend the new agent seminar in July 2018, and take and pass that test to remain certified.

**We know that you will have many questions about this new program; we will continue to provide details to you as the program is finalized. In the meantime, there is no need to call the Salary Cap and Agent Administration Department or the Legal Department for further details about this program because we will transmit those particulars to you as soon as they are finalized.**

The members of CARD and NFLPA staff believe that this program is an important way to ensure that our men are represented by qualified and committed professionals.