

AEMA's Classification System

	<i>Classification</i>	<i>Number of Questions</i>
Domain I: Management, Administration, and Professional Development	010000	21
Task 1: Adhere to established human resources and departmental policies and procedures through knowledge of the organization's guidelines in order to properly hire, evaluate, discipline, reward, and educate all relevant personnel of human resource and departmental policy.	010100	2
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010101	
b. Technology	010102	
c. Accepted or best practices	010103	
Skill in:		
d. Comprehensive reading	010104	
e. Communication	010105	
f. Organization	010106	
g. Critical thinking/problem solving	010107	
h. Leadership	010108	
Task 2: Establish and implement a system to maintain accurate documentation in accordance with established organizational policies and procedures.	010200	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010201	
b. Accepted or best practices	010202	
c. Documentation system	010203	
Skill in:		
d. Comprehensive reading	010204	
e. Communication	010205	
f. Organization	010206	
g. Critical thinking/problem solving	010207	
h. Leadership	010208	
Task 3: Maintain the responsibility to continually educate one's self as well as other members of the athletic community.	010300	2
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010301	
b. Products and equipment	010302	
c. Technology	010303	
d. Terminology	010304	
e. Accepted or best practices	010305	
Skill in:		
f. Communication	010306	
g. Critical thinking/problem solving	010307	
h. Leadership	010308	
i. Initiative	010309	

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Task 4: Uphold the ethical standards of AEMA and other relevant organizations by complying with appropriate practices and procedures in order to ensure professional standards.	010400	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010401	
b. Accepted or best practices	010402	
Skill in:		
c. Comprehensive reading	010403	
d. Critical thinking/problem solving	010404	
Task 5: Manage the embellishment (lettering, logos, graphics, etc.) process of products to be in compliance with established guidelines.	010500	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010501	
b. Products and equipment	010502	
c. Technology	010503	
d. Accepted or best practices	010504	
Skill in:		
e. Communication	010505	
f. Organization	010506	
g. Critical thinking/problem solving	010507	
Task 6: Coordinate services with teams' schedules to provide support to teams, coaches, and staff.	010600	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010601	
b. Schedules	010602	
c. Technology	010603	
d. Sports	010604	
Skill in:		
e. Communication	010605	
f. Time management	010606	
g. Organization	010607	
h. Critical thinking/problem solving	010608	
i. Leadership	010609	
Task 7: Educate, train, and supervise equipment staff to ensure adherence to standards and practices.	010700	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	010701	
b. Technology	010702	
c. Sports	010703	
d. Terminology	010704	
e. Accepted best practices	010705	
Skill in:		

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f.	Communication	010706	
g.	Organization	010707	
h.	Critical thinking/problem solving	010708	
i.	Leadership	010709	
Task 8: Ensure institutional compliance to equipment and apparel contracts.		010800	2
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	010801	
b.	Documentation	010802	
c.	Products and equipment	010803	
d.	Terminology	010804	
e.	Accepted best practices	010805	
Skill in:			
f.	Basic math	010806	
g.	Comprehensive reading	010807	
h.	Communication	010808	
i.	Critical thinking/problem solving	010809	
Domain II: Procurement		020000	17
Task 1: Authorize payment by complying with appropriate organizational policies in order to complete the purchasing process.		020100	5
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	020101	
b.	Purchasing documentation	020102	
c.	Technology	020103	
Skill in:			
d.	Basic math	020104	
e.	Comprehensive reading	020105	
Task 2: Create and/or administer budgetary guidelines to effectively use available resources and to make sound purchasing decisions or recommendations.		020200	3
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	020201	
b.	Procurement documentation	020202	
c.	Products and equipment	020203	
d.	Technology	020204	
e.	Sports	020205	
f.	Terminology	020206	
g.	Accepted or best practices	020207	
h.	Procurement systems	020208	
Skill in:			
i.	Basic math	020209	
j.	Comprehensive reading	020210	
k.	Communication	020211	
l.	Organization	020212	

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m.	Critical thinking/problem solving	020213	
Task 3: Make purchasing decisions and/or recommendations based on budget, product knowledge, and other pertinent information in order to purchase identified equipment/apparel.		020300	4
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	020301	
b.	Procurement documentation	020302	
c.	Sizing documentation	020303	
d.	Products and equipment	020304	
e.	Technology	020305	
f.	Sports	020306	
g.	Terminology	020307	
h.	Accepted best practices	020308	
Skill in:			
i.	Basic math	020309	
j.	Communication	020310	
k.	Organization	020311	
l.	Critical thinking/problem solving	020312	
Task 4: Verify contents of received products in order to ensure the order, the packing slip, and the products are in agreement.		020400	5
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	020401	
b.	Procurement documentation	020402	
c.	Technology	020403	
Skill in:			
d.	Basic math	020404	
e.	Organization	020405	
f.	Physical activity	020406	
Domain III: Accountability		030000	23
Task 1: Determine projected needs based upon current inventory and the requirements of the sport, function, or activity in order to maintain a sufficient inventory.		030100	4
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	030101	
b.	Inventory documentation	030102	
c.	Products and equipment	030103	
d.	Technology	030104	
e.	Sports	030105	
f.	Terminology	030106	
g.	Accepted or best practices	030107	
Skill in:			
h.	Basic math	030108	

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i. Organization	030109	
j. Critical thinking/problem solving	030110	
Task 2: Establish a system of distribution and retrieval based on the characteristics and needs of the organization in order to ensure that the equipment/apparel is used by the appropriate end-user.	030200	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	030201	
b. Products and equipment	030202	
c. Technology	030203	
d. Sports	030204	
e. Terminology	030205	
f. Accepted or best practices	030206	
g. Distributional/retrieval systems	030207	
Skill in:		
h. Organization	030208	
i. Critical thinking/problem solving	030209	
Task 3: Establish a system of storage and transportation based on the characteristics and needs of the organization in order to ensure that stored pieces of equipment/apparel are properly secured, maintained, and available.	030300	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	030301	
b. Products and equipment	030302	
c. Technology	030303	
d. Sports	030304	
e. Terminology	030305	
f. Accepted or best practices	030306	
g. Storage/transportation systems	030307	
Skill in:		
h. Organization	030308	
i. Critical thinking/problem solving	030309	
Task 4: Inventory all items in order to determine available equipment/apparel.	030400	3
Knowledge of:		
a. Guidelines, protocols, and organizational policies	030401	
b. Inventory documentation	030402	
c. Products and equipment	030403	
d. Technology	030404	
e. Sports	030405	
f. Terminology	030406	
g. Accepted or best practices	030407	
Skill in:		
h. Basic math	030408	
i. Organization	030409	

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Task 5: Implement systems of distribution and retrieval based on the characteristics and needs of the organization in order to ensure that all equipment/apparel is accounted for at all times.	030500	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	030501	
b. Distributional/retrieval documentation	030502	
c. Products and equipment	030503	
d. Technology	030504	
e. Sports	030505	
f. Terminology	030506	
g. Accepted or best practices	030507	
h. Distributional/retrieval systems	030508	
Skill in:		
i. Communication	030509	
j. Organization	030510	
Task 6: Implement systems of storage and transportation based on the characteristics and needs of the organization in order to ensure that all equipment/apparel is accounted for at all times.	030600	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	030601	
b. Storage/transportation documentation	030602	
c. Products and equipment	030603	
d. Technology	030604	
e. Sports	030605	
f. Terminology	030606	
g. Accepted or best practices	030607	
h. Storage/transportation systems	030608	
Skill in:		
i. Communication	030609	
j. Organization	030610	
k. Physical acuity	030611	
Domain IV: Maintenance	040000	20
Task 1: Inspect equipment/apparel in order to identify needed repairs.	040100	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	040101	
b. Products and equipment	040102	
c. Sports	040103	
Skill in:		
d. Evaluating equipment	040104	
e. Critical thinking/problem solving	040105	

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Task 2: Launder equipment/apparel using accepted methods in order to ensure proper cleaning and sanitizing of equipment/apparel.	040200	6
Knowledge of:		
a. Guidelines, protocols, and organizational policies	040201	
b. Products and equipment	040202	
c. Technology	040203	
d. Terminology	040204	
e. Accepted or best practices	040205	
f. Laundry process systems	040206	
Skill in:		
g. Communication	040207	
h. Time management	040208	
i. Organization	040209	
j. Critical thinking/problem solving	040210	
Task 3: Adhere to manufacturers' guidelines/recommendations to prolong usability and preserve product safety.	040300	5
Knowledge of:		
a. Guidelines, protocols, and organizational policies	040301	
b. Products and equipment	040302	
c. Technology	040303	
d. Sports	040304	
e. Terminology	040305	
f. Accepted or best practices	040306	
Skill in:		
g. Basic math	040307	
h. Comprehensive reading	040308	
i. Organization	040309	
j. Basic repair/maintenance	040310	
Task 4: Repair equipment/apparel to maintain functionality and safety standards.	040400	5
Knowledge of:		
a. Guidelines, protocols, and organizational policies	040401	
b. Maintenance documentation	040402	
c. Products and equipment	040403	
d. Technology	040404	
e. Sports	040405	
f. Terminology	040406	
g. Accepted or best practices	040407	
Skill in:		
h. Organization	040408	
i. Basic repair/maintenance	040409	
j. Critical thinking/problem solving	040410	

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<i>Domain V: Fitting and Safety</i>	<i>050000</i>	<i>19</i>
Task 1: Educate the athlete through communication concerning the inherent risks involved with the misuse of the equipment/apparel in order to reduce the risk of injury.	050100	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	050101	
b. Risk management documentation	050102	
c. Products and equipment	050103	
d. Technology	050104	
e. Sports	050105	
f. Terminology	050106	
g. Accepted or best practices	050107	
Skill in:		
h. Communication	050108	
Task 2: Fit the selected equipment/apparel by following manufacturers' guidelines in order to ensure optimal fit.	050200	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	050201	
b. Products and equipment	050202	
c. Technology	050203	
d. Sports	050204	
e. Terminology	050205	
f. Accepted or best practices	050206	
g. Basic anatomy	050207	
Skill in:		
h. Communication	050208	
i. Measurement and fitting	050209	
j. Organization	050210	
k. Critical thinking/problem solving	050211	
Task 3: Obtain pertinent information about the athlete through communication, measurement, and documentation in order to ensure the proper selection and fit of all equipment/apparel.	050300	4
Knowledge of:		
a. Guidelines, protocols, and organizational policies	050301	
b. Sizing documentation	050302	
c. Products and equipment	050303	
d. Technology	050304	
e. Sports	050305	
f. Terminology	050306	
g. Accepted or best practices	050307	
h. Data collection systems	050308	
Skill in:		

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i.	Basic math	050309	
j.	Communication	050310	
k.	Measurement and fitting	050311	
l.	Organization	050312	
m.	Critical thinking/problem solving	050313	
Task 4: Perform evaluations of equipment/apparel through routine checks in order to maintain proper fit.		050400	4
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	050401	
b.	Products and equipment	050402	
c.	Terminology	050403	
d.	Accepted or best practices	050404	
Skill in:			
e.	Communication	050405	
f.	Measurement and fitting	050406	
g.	Basic repair/maintenance	050407	
h.	Critical thinking/problem solving	050408	
Task 5: Select the appropriate equipment/apparel based on the determined needs of the athlete in order to initiate the fitting process.		050500	3
Knowledge of:			
a.	Guidelines, protocols, and organizational policies	050501	
b.	Sizing documentation	050502	
c.	Products and equipment	050503	
d.	Technology	050504	
e.	Sports	050505	
f.	Terminology	050506	
g.	Accepted or best practices	050507	
Skill in:			
h.	Communication	050508	
i.	Organization	050509	
j.	Critical thinking/problem solving	050510	