STEP 1: An **OCE Approval Form** must be completed for any prospect interested in participating in an OCE with an SJSU basketball team prior to the prospect engaging in any practice-related activities.

STEP 2: The **Prospect Information** section of the **OCE Approval Form** must be completed by the prospect, and provided to the coach in charge of the OCE.

STEP 3: The prospect must then go to sjuspartans.com/Inside Athletics/Compliance/Forms & Policies/Bylaw 13/OCE Approval, print and complete the OCE Medical Packet (includes a Preparticipation Physical Evaluation (PPE), Waiver of Liability, Proof of Sickle Cell Testing and Insurance Information Form), which the prospect must bring to a member of the Athletic Training Staff after they’ve received a physical from their personal physician.

STEP 4: The **Coach Request & Approval** section of the OCE Approval Form must be completed by a coaching staff member and submitted to the Compliance Office by a coach, NOT the prospect!

STEP 5: Upon approval, the **Compliance Office Approval** section of the OCE Approval Form will be completed by the Compliance Office and provided to Athletic Training for medical approval.

STEP 6: The **Medical Approval** section of the OCE Approval Form must be signed by an Athletic Trainer, and returned to the Compliance Office. Athletic Training will not medically clear a prospect for an OCE without the OCE Approval Form signed by the Compliance Office and the appropriate PPE, Waiver of Liability, Proof of Sickle Cell Testing and Insurance Information Form mentioned in Step 3 above.

STEP 7: Final OCE Approval will be provided by the Compliance Office via e-mail to the coaching staff and appropriate administrative staff once all steps have been completed! **Prospects may NOT participate in an OCE until this final e-mail approval is received.**

- **An OCE may not last longer than 2 hours in 1 day!** A prospect may participate in an OCE only if he/she has completed the basketball season AND exhausted eligibility at their high/prep school or two-year college. Four-year college prospects must have completed the basketball season at their current institution AND have permission to contact. An OCE may not occur during July (since unofficial visits in basketball are not permitted during July) or after the beginning of SJSU’s Fall Semester.