



# BOC CERTIFICATION EXAM CANDIDATE HANDBOOK

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# TABLE OF CONTENTS

3	GLOSSARY			25	Rescheduling to a Different Exam Window Before Scheduling an Exam
5	INTRODUCTION			25	Rescheduling to a Different Exam Window After Scheduling an Exam
6	6 Students/Graduates of a CAATE			26	Rescheduling Due to Extenuating Circumstances
		Accredited Program		26	Failure to Schedule Exam
	6	ARTI Certified		26	Submitting a Rescheduling Fee
	7	Discrimination Statement		26	Rescheduling Locations
	7	Determining Eligibility			Treesing Legations
	7	Application Process	<b>27</b>		ICELLATION, NO SHOW AND
	11	Registration Process		EXA	AM FEE FORFEITURE
	11	Accommodation Requests		<b>27</b>	Cancellation
	14	Scheduling the Exam		28	Failure to Appear
15	PRE	EPARING FOR THE EXAM		28	Appeal of Exam Fee Forfeiture
	15	Exam Format	29	RET	AKING THE EXAM
	16	Practice Analysis, 7th Edition		29	Retake Requirements
	16	Study Aids	00	601	ADI ETING EU E EOD GEDTIEIGATION
		,	30		MPLETING FILE FOR CERTIFICATION
<b>17</b>	EXA	AM DAY		30	Submission of Required Information
	17	Candidate Check-In for Exam		30	Records
	20	Exam Administration		31	Documentation Required to Complete File
	21	Inclement Weather Policy for Exam			for Certification
	21	Appeal of Exam Administration	33		C CERTIFICATION ONGOING SPONSIBILITIES
22	<b>EXAM SECURITY AND CONFIDENTIALITY</b>			33	Newly Certified Information
	22	Ethical Behavior		34	State Regulation
	22	Security Violations		34	Certification Verification
	000			35	Certification Maintenance Requirements
23	SCORING AND RESULTS			36	Personal Profile
	23	The Scoring Process		30	Personal Profile
	23	Notification of Results	<b>37</b>	APF	PENDIX A
	24	Appeal of Exam Results	38	APF	PENDIX B
25		RESCHEDULING AN EXAM			
25	RES	SCHEDULING AN EXAM	40	APF	PENDIX C
25	RES	SCHEDULING AN EXAM  Rescheduling Within the Same	40 42		PENDIX C PENDIX D

**43 APPENDIX E** 45 APPENDIX F



# **GLOSSARY**

ADA - Americans with Disabilities Act

ARTI - Athletic Rehabilitation Therapy Ireland

**BOC** - Board of Certification, Inc.

#### Breakdown on Two Business Days for Rescheduling/Cancelling

The BOC must receive the written request from the candidate no later than 5 p.m. CT, offset UTC-6 hours on the following:

Testing Day	Written Request Due	
Saturday or Sunday	the previous Thursday	
Friday	the previous Wednesday	
Thursday	the previous Tuesday	
Wednesday	the previous Monday	
Tuesday	the previous Friday	
Monday	the previous Thursday	

Business Days - Monday-Friday, excluding holidays

**CAATE** - Commission on Accreditation of Athletic Training Education

#### **ECC** - Emergency Cardiac Care

#### **Exam Application Process**

Step 1: Complete "AT101-Exam Application" Step 2: Complete "AT102-Exam Application"

#### **Exam Registration**

Step 3: Submit and pay "AT103-Exam Registration"

Exam Scheduling - Log into Scantron website to schedule exam site/date/time

Exam Window - Specific dates when a candidate may sit for the exam

#### Government-Issued Photo ID

This is a requirement for admittance into the BOC exam. Must meet all of the following requirements:

- Be an original document; photocopied documents and electronic images are not acceptable
- Be valid; expired documents (bearing expiration dates that have passed) are not acceptable
- Include a recent, recognizable photograph
- Include your signature (the name and signature on the ID document must match)
- School ID will NOT be accepted

#### Holiday Closures

Martin Luther King Day: January 20	Labor Day: September 7
Good Friday: April 10	Thanksgiving: November 26-27
Memorial Day: May 25	Winter Holidays: December 24-31
Independence Day: July 3	New Year's Day: January 1

#### Legal Name

The first and last name (including any suffix such as Jr, Sr, I, II, III, etc.) as it appears on a valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID). Candidates with more than one last name listed on their government-issued photo ID must have the same last name reflected on the exam admission ticket.

NATA - National Athletic Trainers' Association

PD - Program director

Scantron - BOC's professional testing vendor

UCJC - University Camilo José Cela



# INTRODUCTION

#### **Board of Certification**

The Board of Certification, Inc. (BOC) was incorporated in 1989 as a not-for-profit credentialing agency to provide a certification program for the entry-level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified Athletic Trainers (ATs). The BOC also works with state regulatory agencies to provide credential information, professional conduct guidelines and regulatory standards on certification issues. The BOC has the only accredited certification program for ATs in the United States and has a mutual recognition agreement with Ireland (ARTI).



#### **BOC Vision**

The BOC exists so that health care professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

#### **BOC Mission**

To provide exceptional credentialing programs for health care professionals to assure protection of the public.

#### **BOC Values**

Integrity, Professionalism, Fairness, Transparency, Service

#### **BOC Certification**

In order to attain BOC certification, an individual must graduate from an athletic training program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) with a bachelor's or master's degree or meet the eligibility requirements for ARTI certified individuals and pass the BOC exam. If the program is in the accreditation process, candidates must be enrolled in the program during the semester of the CAATE site visit. A current list of CAATE Accredited Programs are available on the CAATE website at CAATE.net. Application and completion of the BOC certification program is voluntary.

This handbook has been developed for individuals who are candidates for certification or reinstatement as Athletic Trainers (ATs). As such, it contains information on eligibility requirements, the application process, BOC certification, ongoing responsibilities to maintain certification and a variety of other important topics. Candidates are responsible for becoming familiar with its contents and using it in completing the certification process.

#### **Contact the BOC**

Board of Certification Attn: Credentialing Services 1415 Harney St, Ste 200 Omaha, NE 68102 Email: Exam@bocatc.org Website: BOCATC.org Office: (402) 559-0091 Toll Free: (877) 262-3926

Attn: Credentialing Service

Fax: (402) 561-0598

Hours: Monday-Friday 8:30 a.m.-5 p.m. CT Friday hours: Memorial Day-Labor Day

8:30 a.m.-3 p.m. CT



# **CERTIFICATION EXAM ELIGIBILITY**

Students/Graduates of a CAATE Accredited Program

Candidates who are enrolled and/or registered in their final semester/quarter prior to graduation are eligible to sit for the BOC exam. Qualified candidates for the BOC exam must have received confirmation on their exam application by the program director recognized by the CAATE that they have earned or will earn their bachelor's or master's degree. Candidates who graduated with a bachelor's or master's degree from a CAATE (previously JRC-AT) accredited program in 2003 or later meet the education requirements for the BOC exam.

**ARTI Certified** 

In 2014, ARTI joined the BOC in a Mutual Recognition Arrangement. The arrangement allows BOC Certified ATs and ARTI Certified Athletic Rehabilitation Therapists the opportunity to write/take each other's certification exams, thereby removing barriers for certified professionals to possibly obtain employment in another jurisdiction.

In order to qualify as a candidate for the BOC certification exam, an individual certified by ARTI must hold a minimum of a bachelor's degree. An official from the ARTI office must confirm the individual's ARTI certification on the BOC exam application. For instructions on how to complete the BOC exam application as an ARTI Certified Athletic Rehabilitation Therapist, see Apply for Exam and the BOC website.

NOTE: Earning BOC certification does not guarantee the ability to obtain a license to practice athletic training in the United States. Visit the state regulatory page to view laws and contact information for each state or contact the BOC for assistance.

# III

### **Discrimination Statement**

The BOC will not tolerate any form of discrimination based on race, gender, color, age, disability, religion, sex (including sexual harassment), national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity, genetic information, creed, or any other basis protected by applicable federal, state or local law, ordinance or regulation.





# **Determining Eligibility**

Applications are reviewed by BOC staff to determine candidate eligibility. Candidates must use their legal first, last name and suffix when completing the application. All candidates are required to have an email address. Candidates have one year to complete the application process once started. Failure to successfully complete the application process within this time frame will require submission of a new application meeting all current fee and eligibility requirements.



# **Application Process**

#### A. Creating a Personal Profile in BOC Central™

#### 1. Enter Name Correctly

When creating a personal profile in BOC Central, it is critical that candidates enter their legal first, last name and suffix exactly as it appears on their valid government-issued photo ID (acceptable IDs include driver's licenses, passports and state-issued IDs). The candidate's exam admission ticket will use the name provided by the candidate in the "Personal Information" section in BOC Central.

On exam day, candidates will be asked to produce their valid, government-issued photo ID. The legal first, last name and suffix on the photo ID must match exactly the first name, last name and suffix on the roster. If the name on the photo ID does not match the name on the roster, the candidate will not be permitted to take the exam and will be considered a "no show." School IDs will not be accepted.

#### 2. Name Change Requests

Candidates who have a change of name (e.g.; marriage, divorce, second last name, suffix) are required to notify the BOC by logging into BOC Central and completing "AT401 - Name Change Request" form. Candidates will need to provide documentation that supports this name change. Information of correct documentation is outlined on the "AT401 - Name Change Request" request form.

#### B. Completing Exam Application

- 1. Complete "AT101 Exam Application Step 1"
  - Candidate completes and submits form
  - Program director or ARTI confirms eligibility
  - Candidate is notified of form status via email
- 2. Complete "AT102 Exam Application Step 2"
  - Candidate answers affidavit questions
  - Documentation will be required if candidate has a legal or academic discipline case
  - Candidate pays non-refundable application fee



Meeting exam deadlines is the candidate's responsibility. If it is getting close to the exam application deadline date and the candidate has not yet received an email from the BOC indicating Step 1 of the application has been approved, the candidate should contact the appropriate person (i.e. program director or ARTI) and remind them of the upcoming application deadline.

Applications received by 5 p.m. CT on the application deadline date are processed within two business days for the current exam window.

If the exam application was submitted after 5 p.m. CT on the exam application deadline date, the candidate will not be eligible to sit for the current exam window. The BOC will process the candidate's application after the registration window for the current exam window closes.

If the program director of a CAATE accredited athletic training program refuses to confirm Step 1 of the exam application to allow a candidate to sit for the BOC exam, the candidate may submit an official transcript with degree, date of degree and a written request for the BOC to confirm Step 1 of the application. The BOC will review the official transcript to confirm graduation from a CAATE accredited program and approve Step 1 of the exam application without the program director verifying that the candidate was/is in the program. For more details on submitting an official transcript, see page 31 - Documentation Required to Complete File for Certification.

If the candidate's CAATE accredited athletic training program is closed, the candidate must provide the BOC an official transcript with degree and date of degree posted. After reviewing the official transcript, the BOC will process Step 1 of the candidate's exam application.

#### C. Approved Application

Once a candidate's eligibility is approved, the candidate will be notified via email and will be able to register and pay for the exam when the exam registration window opens. Candidates with an approved exam application are expected to comply with the "BOC Standards of Professional Practice" at all times. Registration dates can be found on the BOC website.

Candidates have one year from their application approval date to register and pay for the BOC exam. If a candidate has registered for the final exam window prior to their expiration date, the candidate must sit during that exam window; rescheduling is not an option. Failure to register, pay and sit for the exam within this time frame will require submission of a new application and retaking the exam. When submitting a new application, candidates must satisfy the current eligibility and fee requirements.

#### D. Incomplete or Denied Application

If an application does not meet eligibility requirements, the candidate will be notified via email. The notification will provide specific information regarding deficiencies with the application. Candidates who have a completed application to the BOC by 5 p.m. CT, offset UTC-6 hours on the application deadline will be given the opportunity to resolve their deficiencies prior to the exam registration deadline date.

#### E. Appeal of a Denied Application

- 1. If the BOC does not approve an application, the candidate can initiate an appeal via email, fax or mail. Appeals must be made in writing to Credentialing Services. The candidate is responsible for providing documentation to demonstrate the appeal should be granted.
- Appeals must be received in writing via email, fax or mail by the exam registration deadline date for the exam window the candidate is requesting. Credentialing Services will review the appeal. The candidate will be notified in writing of the subsequent decision.

Exam@bocatc.org Fax: (402) 561-0598 Board of Certification
Attn: Credentialing Services
1415 Harney St Ste 200
Omaha NE 68102-2250

#### F. Candidates with a Legal or Academic Discipline Case

The affidavit portion of the exam application requires candidates to report any felony or misdemeanor convictions or pending charges. During the application process, candidates must submit a written explanation, in their own words, of the events that led to the conviction(s), copy of court documents(s), including, but not limited to, an arrest report, sentence recommendation, compliance of all court requirements and proof of payment of all related fines.

If the case(s) were alcohol or drug related, the candidate may also need to provide a current professional alcohol/substance abuse evaluation that is no older than three months. If an alcohol/substance abuse evaluation was not required by the court, the candidate must obtain an evaluation performed by a state licensed mental health professional who is capable of providing

substance abuse treatment. An online evaluation is not acceptable. Contact information for the BOC is listed on the previous page. Allow at least five to seven business days for documentation to be reviewed. Candidates that have been suspended or expelled from an academic institution or program will need to provide a written explanation as to the events that led to suspension/expulsion or proof of reinstatement to the academic institution or program.

Candidates may request a predetermination of eligibility at any time by submitting their documentation to the BOC via email, fax or mail prior to submitting their application.

The Professional Practice and Discipline Committee reviews all convictions.

Candidates are notified in writing of the committee's decision. Review the "Professional Practice and Disciplinary Guidelines and Procedures" for details.

Candidates who are granted eligibility to sit for the BOC exam should review their state's practice act prior to sitting for the BOC exam. Their conviction(s) could affect their ability to obtain licensure in that state.







# Registration Process (after application is approved)

Eligible candidates are permitted to register for the next available exam window only. The registration steps are as follows:

#### Step 1: Register

- Log into BOC Central

#### Step 2: Pay

- Pay for exam
- V Look for an email immediately from the BOC stating registration and payment were received



# **Accommodation Requests**

In adherence with the Americans with Disabilities Act (ADA, 1990, updated 2010), reasonable and appropriate accommodations are provided for qualified individuals with a disability who supply appropriate documentation. The BOC follows the guidelines set forth in the Council on Licensure, Enforcement and Regulation (CLEAR) and Institute for Credentialing Excellence (ICE) Principles of Fairness. The BOC does not discriminate against any individual on the basis of religion, gender, ethnic background or physical disability.

#### A. Reasonable Accommodations

Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the exam. Reasonable accommodations are decided on the basis of the individual's specific request, disability, documentation submitted and the appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam. The most frequent requests involve providing the candidate with extended time, a reader, a writer and/or a separate room.



## B. Qualified Individual with a Disability

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program or activity of which the individual is being measured and, with or without accommodations, can perform the essential functions of the service, program or activity.

An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

#### C. Proper Documentation

Candidates requesting a change in exam procedures or processes due to disability, handicap or other reason must complete the "Request for Special Exam Accommodations" form. The candidate is responsible for demonstrating that the request should be granted. The BOC will accept either of the following types of documentation:

#### 1. Medical Documentation

Documentation must be from an appropriate licensed professional or certified specialist who diagnosed the disability and include recommendations for reasonable accommodations. Recommendations should be based on testing that is not older than four years prior to the application. Documentation must be on the professional's letterhead. Documentation must provide a diagnosis of the disability and the exam used to determine the disability.

#### 2. Proof of Receiving Accommodations at College/University Level

Documentation must be provided on the college/university's letterhead and may include an individualized education plan (IEP).

The confidentiality of all documentation submitted by the candidate is protected. The BOC will review the request and notify the candidate via email of its determination within two to three business days of receipt.

#### D. Requests for Reasonable Accommodations

- In order to be given consideration, appropriate documentation (including the "Request for Special Exam Accommodations" form) must be received by the BOC no later than 5 p.m. CT, offset UTC-6 hours on the exam registration deadline date of the requested exam window.
- Candidates approved for reasonable accommodations are notified via email of the
  accommodation(s) granted to them. Candidates not approved for reasonable accommodations
  are notified via email of the denial of their request.
- 3. If a candidate's request for accommodations is not approved, the candidate may initiate an appeal. Appeals must be made in writing to Credentialing Services. The candidate is responsible for demonstrating that the appeal should be granted. Appeals must be received no later than 5 p.m. CT on the exam registration deadline date for the exam window the candidate is requesting. Failure to appeal within the allotted time will render the original decision final.
- 4. The BOC will not pay any costs that a candidate may incur in obtaining the required diagnosis and recommendation. However, the BOC will pay for any reasonable exam-related accommodations that are provided to the candidate.

#### E. Exam Accommodations

Accommodations may include, but are not limited to, the following:

BOC Exam	# of Items	Total Exam Time Including Breaks
No Accommodations	175	4 hours
Time and a Half	175	6 hours
Time and a half with frequent breaks*	175	6.5 hours
Double Time	175	8 hours
Double Time with frequent breaks*	175	8.5 hours
Private Room	175	4 hours
Reader	175	4 hours

<sup>\*</sup>Candidates may break during the exam to go to the restroom or get some water; however, the timer will continue to run. Inform the proctor, and click the "Take a Break" button. Candidates may not leave the supervised exam area or access personal belongings during a break. Upon return, click "Resume" to continue.



# **Scheduling the Exam**

#### A. Exam Scheduling

ARTI Certified Athletic Rehabilitation Therapists may schedule an exam in Ireland, Canada and United States. University Camilo José Cela (UCJC) candidates may only schedule an exam in Spain, Canada or United States. Graduates of a CAATE accredited athletic training program may only schedule an exam in Canada or the United States. Any request to change an exam site may result in additional fees.



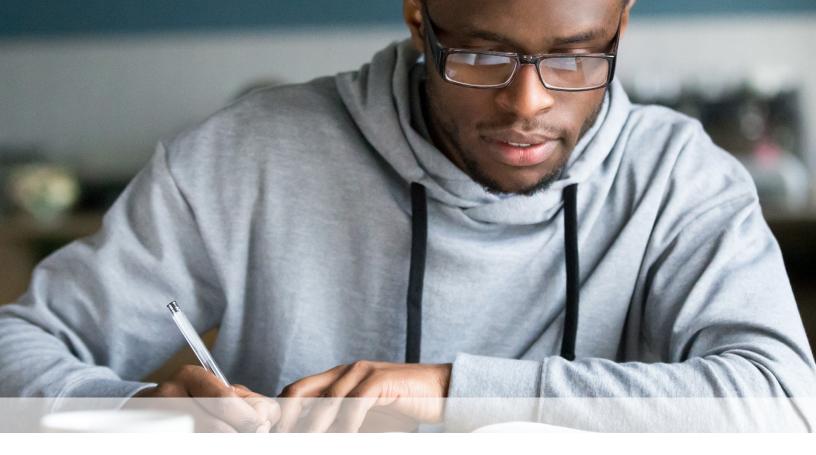
On the first date of the scheduling window (see exam deadlines), the candidate will receive a notice to schedule their exam from Scantron. Candidates may need to add Exam@bocatc.org and candidatesupport@scantron.com to their list of approved senders so important messages do not get sent to their spam folder. The email will be sent to the email address on file in BOC Central. The email will include a link and unique username and password. The candidate will use this information to log into the Scantron website to schedule their exam site, date and time. Candidates will schedule a four-hour block for the exam. In addition, candidates should arrive at the testing center at least 15 minutes before the testing appointment.

## B. Scheduling Confirmation Notice

After scheduling the exam, the candidate will receive a Scheduling Confirmation Notice (admission ticket) via email from Scantron including information about the following:

- Candidate name The legal first, last name and suffix as listed on a valid, government-issued photo ID (If name does not match exactly, candidate will not be admitted into the exam)
- Exam name
- Exam date
- Reporting time
- Name of the Scantron exam site
- Address of the Scantron exam site (reporting location)
- Email link for a map to the Scantron exam site
- Password
- General instructions
- Prohibited items

Candidates should retain their confirmation email and bring it on exam day. Candidates will also be required to present their valid, government-issued photo ID. The legal name on the ID and confirmation email must be an exact match, and school IDs will not be accepted.



# PREPARING FOR THE EXAM



### **Exam Format**

The exam is only delivered in English and contains a combination of 175 scored and unscored (experimental) questions, and candidates will not know which questions are experimental. Candidates have a total of four hours to complete the exam and the ability to move forward or back throughout the entire exam.

The BOC exam consists of the following item types:

#### A. Stand Alone Items

1. Multiple choice, multi select, drag and drop and hot spot

#### B. Focused Testlet

- A focused testlet consists of a scenario followed by a maximum of five key/critical questions related to that scenario
- 2. The questions can include any of the previously described item types



# **Practice Analysis, 7th Edition**

The "Practice Analysis, 7th Edition" (PA7) defines the current entry-level knowledge, skills and abilities required for practice in the profession of athletic training. The PA7 serves as the blueprint for determining the content of the exam. For specific information on the development of the exam and the exam scoring process, please refer to the BOC website for exam development and scoring information.

Domains for Exam Questions	Percent of Questions on Exam
Injury and Illness Prevention and Wellness Promotion	19.8 percent
Examination, Assessment and Diagnosis	24.3 percent
Immediate and Emergency Care	15.5 percent
Therapeutic Intervention	27.4 percent
Health Care Administration and Professional Responsibility	13.0 percent



# **Study Aids**

The BOC does not endorse or uphold any claims made by vendors of any study materials or workshops. The BOC does not guarantee enhanced performance on the BOC exam for those using any study materials.

The BOC does not guarantee enhanced performance on the BOC exam for those using the BOC Self-Assessment Exams. However, because content experts (supervised by BOC) developed the questions to the same psychometric standards, it is most similar to the actual BOC exam.

The BOC Self-Assessment Exams and exam items are copyrighted property of the BOC and may not be copied, reproduced, discussed or distributed in any manner. Unauthorized copying or distribution of any portion of these exams may be subject to civil liability for copyright infringement and disciplinary action pursuant to Code 3.9 of the "BOC Standards of Professional Practice."



# **EXAM DAY**

I

## **Candidate Check-In for Exam**

#### A. What to Bring to the Exam

- Confirmation email from Scantron.
- A valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID). The legal first, last name and suffix on the valid, government-issued photo ID must appear EXACTLY the same as the name on the exam admission ticket. School IDs will not be accepted.

#### B. Admission

- Only the individual named on the roster will be permitted to take the exam. No substitutions are allowed.
- Candidates must present a valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID) at check-in. School ID will not be accepted.

#### C. Candidate Attestation Statement

The content, including each question, of this exam is the property of the BOC. The exam content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing or receiving any exam content, including even partial questions, by written, electronic, oral or other forms of communication. This includes, but is not limited to, emailing, copying or printing of electronic files, reconstructing content through memorization and/or dictation, before, during or after the exam. Doing so may result in disciplinary action, assessment of monetary damages and legal liability. Exam violations put the integrity of the credential that candidates and peers are working hard to achieve, the profession that it is designed to protect, and your own ability to proceed with this credential at risk. By proceeding further with the exam process, candidates are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

#### CANDIDATE ATTESTATION

On my honor, I attest:

- I will not give any unauthorized assistance on this exam.
- I will not receive any unauthorized assistance on this exam.
- I will not remove any items from the testing center.
- I do not possess or have within any accessible area of the testing center any of the following prohibited items or I have turned these items over to the proctor:
  - cell phones
  - ALL electronic devices, including cameras, phones, optical readers or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials notes, books, dictionaries or language dictionaries or other devices that include the ability to transmit and receive data or messages or the ability to photograph (except as expressly permitted by the test sponsor per your confirmation notice)
  - book bags, purses, handbags or luggage
  - ipods, mp3 players, headphones or pagers
  - calculators, computers, PDAs or other electronic devices with one or more memories
  - weapons
  - personal writing tools (e.g., pencils, pens and highlighters)
  - watches, smart devices and other jewelry except wedding or engagement rings
  - food, beverage and medicine, including cough drops (except as expressly permitted in advance)
  - coats and jackets (sweaters and sweatshirts without pockets or hoods are permitted to be worn)
  - hats, hoods or other headgear are not permitted in the exam room unless required for religious purposes
  - all items are subject to inspection by the proctor if suspicious behavior is detected
- I will alert the proctor immediately if I have any concerns about the exam administration. including if the testing environment becomes unacceptable to me, or if I have any concerns about the testing computer.
- I understand that if I am found with any prohibited item noted above, including cell phones, notes and other prohibited items, I may be dismissed and my exam may be invalidated. In addition, I could become disqualified from retaking the exam in the future depending upon the test program's policies.

#### D. Breaks

Candidates may break during the exam to go to the restroom or get water; however, the timer will continue to run. Inform the proctor, and click the "Take a Break" button. Candidates may not leave the supervised exam area or access personal belongings during a break. Upon return, click "Resume" to continue.



#### E. Thirty Minute Guideline

Occasionally, candidates may experience a delay or technical issue with an internet based exam. If the delay exceeds 30 minutes, the candidate may request to reschedule to another exam window if they are unable to wait any longer.

#### F. Late Arrival to the Exam

Candidates who arrive late to the exam may not be permitted to take the exam on that day if the center is no longer able to accommodate the full exam time. Candidates who are not permitted to take the exam on that day will be considered a failure to appear or no show.

#### F. Failure to Appear for the Exam

If a candidate fails to appear for an exam, the following policies will be enacted:

- A refund is not issued. If a candidate attempts the exam at a later date, the candidate will be required to register and pay the exam fee.
- The BOC reserves the right to request additional evidence to support a candidate's reason for failure to appear.
- Retake candidates have one year from the date their results are posted on BOC Central to
  register and pay for the exam. If a candidate has registered for the final exam window prior to
  their expiration date, the candidate must sit during that exam window; rescheduling is not
  an option.
- Failure to register, pay and sit for the exam within this time frame will require submission of a new application and retaking the exam.
- When submitting a new application, candidates must satisfy the current eligibility and fee requirements.

#### **Exam Administration**

#### A. Policies During Exam Administration

- 1. No visitors are permitted in exam areas.
- Candidates may not bring electronic devices, coats, book bags, luggage or any personal items
  to their exam desks or any accessible area of the testing center. Any such items brought into
  the testing center must be turned in to the proctor before the exam.
- If a candidate has begun taking the exam and wishes to discontinue taking the exam, the candidate must inform a Scantron testing center proctor they do not wish to continue taking

the exam. The candidate may NOT take the exam at a later date during the same exam window.

- Disruptive behavior is cause for dismissal from the exam site. No refunds will be given to candidates expelled for disruptive behavior.
- 5. Before, during and after the exam, candidates are expected to conduct themselves in an ethical manner and to avoid hampering the ability of fellow candidates to perform independently on the exam. Incidents of alleged violations of exam policies and/or of the terms of the candidate's attestation will be investigated by the BOC. If necessary, the BOC may advise the proctor to suspend the exam. If a candidate is found to have violated BOC policy, they may be barred from taking any BOC exam for a period of time. The BOC Professional Practice and Discipline Committee will determine the length of time. The BOC may also request restitution if exam items have been compromised.





# **Inclement Weather Policy for Exam**

In the event of potentially inclement weather, the closing of a Scantron testing center will be up to the discretion of the Scantron testing center proctor in conjunction with radio reports and local media. If a Scantron testing center is closed by a Scantron testing center proctor, every attempt will be made to contact the candidate by telephone to let them know the Scantron testing center is closed. The candidate will be notified to contact Scantron to reschedule their exam at no cost to the candidate. In addition, candidates can view all testing center closures using the inclement weather link included in the scheduling confirmation notice email.





## **Appeal of Exam Administration**

The appeal must be submitted in writing to the BOC and should specifically indicate the reason(s) for the appeal as well as why the appeal should be granted. The appeal should also include the date and location of the exam as well as the name(s) of proctor(s) or any other parties involved. Appeals must be submitted in writing via fax to (402) 561-0598 or via email to Exam@bocatc.org no later than one business day after the exam was taken. The BOC will investigate the administrative complaint or exam administration challenge and respond in writing to the candidate within five business days. Exam results are held until the appeal has been fully investigated and resolved. As a result, exam results posted to BOC Central may be delayed for the candidate.

If it is determined that the appeal is valid and the exam result is failing, the following will occur:

- The candidate's exam attempt will be considered invalid.
- The candidate's exam result will be vacated.
- A free retake will be issued to the candidate.

Exam administration appeals received beyond one business day after the exam was taken will not be accepted.

# EXAM SECURITY AND CONFIDENTIALITY



## **Ethical Behavior**

Soliciting questions from candidates who have previously taken the exam is unethical for several reasons:

- Candidates are expected to pass the exam based on their own merit without assistance. The members of the public who entrust the ATC® credential with their health and well-being expect that the credential holder is a trustworthy and competent individual.
- The purpose of the BOC exam is to protect the public by ensuring that candidates for certification have achieved entry-level competence. By asking previous exam questions, a candidate undermines the very purpose of the exam.
- By soliciting questions from previous exam candidates who have accepted the security agreements, an individual is encouraging candidates to commit illegal acts.



# **Security Violations**

In some instances, fellow candidates may be a good resource for learning about questions on previous exams. This is not the case when preparing for the BOC exam. It is illegal and unethical to recall (memorize) and share questions that are on the BOC exam. During exam day registration, candidates are required to attest online to their intent to keep the contents of the exam confidential. As such, candidates may not solicit questions or discuss items that were on previous exams with other BOC candidates or individuals who hold the ATC credential. Recalling questions from the exam and sharing them with anyone else violates the confidentiality agreement and federal copyright laws.

The BOC will prosecute violations of this agreement. Violation of the confidentiality agreement is also a violation of the "BOC Standards of Professional Practice," which can result in suspension of certification from those who have earned it or suspension or denial of eligibility for future exams for candidates found to have violated their confidentiality agreement.





# **SCORING AND RESULTS**

**The Scoring Process** 

Exams are scored by Scantron, a professional testing service that specializes in certification and licensure exams.

Each form of the exam includes unscored (experimental) items. Candidates are scored only on those items that have been validated and aligned to the exam specifications of the current "Practice Analysis, 7th Edition" (PA7). The exact point value for each question is determined as a function of the weight assigned to its content category as well as the number of questions in that content category. Results are calculated on a scale from 200 to 800 with the passing point at 500.

Notification of Results

Exam results are posted on candidate profiles in BOC Central within two to four weeks from the last day of the exam window. Once exam results have been posted, candidates can expect to receive an email with instructions for accessing their online exam results.



## **Appeal of Exam Results**

#### A. Exam Result Appeal Process

- 1. A candidate may appeal their exam results. If a candidate experienced exam administration issues, they should refer to section IV. Appeal of Exam Administration. An appeal of exam results must be submitted in writing to the BOC and must specifically state the reason(s) for the appeal and why the appeal should be granted. Failing the exam alone is not sufficient grounds for an appeal.
- 2. Appeal letters should be sent by traceable mail with signature of receipt required to:

Board of Certification Attn: Credentialing Services 1415 Harney St Ste 200 Omaha NE 68102-2250

- 3. The appeal letter must be received by the BOC within 14 days of receipt of the online exam results. Correspondence received after this date will not be accepted.
- 4. Within 30 days of receipt of the appeal letter, the BOC will provide a written response to the candidate regarding the outcome of the appeal.
- Exams will not be re-scored. However, if a candidate appeals their exam result, Scantron will
  conduct a comparative review to confirm that the score is correct and that all of the
  candidate's answers were received.
  - A comparative review verifies the candidate's answers were scored against the correct exam answer key in order to confirm that the candidate's exam result was scored properly and correctly, and that the proper final exam score was reported. Note that the internet-based testing scoring process is very accurate and that Scantron's scoring process already includes several quality assurance steps, including a review of all exam results following exam administration. Results of a comparative review will be emailed to the candidate within ten business days.
- 6. Complaints, challenges or appeals not submitted in accordance with these policies will not be acknowledged.

# **RESCHEDULING AN EXAM**

I

# Rescheduling Within the Same Exam Window

Candidates may reschedule within the same exam window up to two business days prior to their exam appointment for a \$45 fee. Paying the \$45 reschedule fee only allows candidates to reschedule their exam appointment within the same window. Candidates who want to reschedule to a different exam window or cancel should refer to the appropriate information below.



Holidays noted in the glossary are not considered business days. In order to reschedule the exam, the candidate must go to the Scantron website and enter the username and password used to schedule the initial appointment. Candidates will pay the \$45 fee with a credit card on the Scantron website.



# Rescheduling to a Different Exam Window Before Scheduling an Exam

Candidates who have not scheduled an exam appointment may reschedule to a different exam window for a \$50 rescheduling fee. In order to reschedule to a different exam window, candidates must contact the BOC office in writing via email, fax or mail. Use the contact information on page 26. The BOC will cancel the current exam registration. The candidate will re-register and pay the \$50 fee once the desired exam registration window opens. The candidate will receive an email from Scantron (candidatesupport@scantron.com) on the first date of the scheduling window to schedule their exam site, date and time.



# Rescheduling to a Different Exam Window After Scheduling an Exam

Candidates who have a scheduled exam appointment may reschedule to a different exam window up to two business days prior to their scheduled appointment for a \$100 rescheduling fee. Review the breakdown on two business days for rescheduling/cancelling in the glossary.

Holidays noted in the glossary are not considered business days. In order to reschedule to a different exam window, candidates must contact the BOC office in writing via email, fax or mail. Use the contact information on page 26. The BOC will cancel the current exam registration. The candidate will re-register and pay the \$100 fee once the desired exam registration window opens. The candidate will receive an email from Scantron (candidatesupport@scantron.com) on the first date of the scheduling window to schedule their exam site, date and time.



# **Rescheduling Due to Extenuating Circumstances**

Candidates needing to reschedule their exam due to an extenuating circumstance must send the BOC a written request via email, fax or mail as soon as possible. The written notification must explain the extenuating circumstance and include supporting documentation. The BOC may recognize the following as acceptable extenuating circumstances:

- · Serious illness meaning either you or an immediate family member
- Death in the immediate family including spouse, parent, child, sibling, grandparent, uncle or aunt, mother- or father-in-law or stepchild (other relations will be reviewed on a case-by-case basis)
- Disabling accident
- Court appearance
- Jury duty
- Unexpected military call up

If the request is granted, the candidate's exam fee will be transferred to a future exam window.

Exam@bocatc.org Fax: (402) 561-0598 Board of Certification

Attn: Credentialing Services 1415 Harney St Ste 200

Omaha NE 68102-2250

V

## **Failure to Schedule Exam**

The BOC charges a \$50 rescheduling fee to candidates who have registered and paid for the exam but do not schedule their exam within the specified exam scheduling dates for the current exam window.



# **Submitting a Rescheduling Fee**

Candidates will pay the \$50 or \$100 rescheduling fee online when they re-register for the desired exam window. The BOC accepts personal checks, money orders or credit cards (Visa, MasterCard, American Express or Discover).



## **Rescheduling Locations**

ARTI Certified Athletic Rehabilitation Therapists may schedule an exam in Ireland, Canada and United States. UCJC candidates may only schedule an exam in Spain, Canada or United States. Graduates of a CAATE accredited athletic training program may only schedule an exam in Canada or the United States.



# CANCELLATION, NO SHOW AND EXAM FEE FORFEITURE

I

## **Cancellation**

If a candidate would like to cancel an exam, a written request must be submitted to the BOC. Use the contact information on the right.

Exam@bocatc.org Fax: (402) 561-0598 Board of Certification Attn: Credentialing Services 1415 Harney St Ste 200 Omaha NE 68102-2250

#### A. Cancellation Prior to Scheduling an Exam Site/Date/Time

A 50 percent refund of the exam fee will be issued if the candidate has not yet scheduled an exam site, date and time. The cancellation request must be RECEIVED in writing by the BOC via email, fax or mail prior to the expiration of the candidate's eligibility.

#### B. Cancellation After Scheduling an Exam Site/Date/Time

A 25 percent refund of the exam fee will be issued if the candidate has scheduled an exam site, date and time. The cancellation request must be RECEIVED in writing by the BOC via email, fax or mail no later than two business days prior to the candidate's scheduled exam appointment. The exam fee will not be refunded if the cancellation notice is received in writing AFTER two business days prior to the scheduled exam appointment. Review the breakdown on two business days for rescheduling/cancelling in the glossary. Holidays noted in the glossary are not considered business days.



## Failure to Appear (No Show)

If a candidate fails to appear for an exam, the following policies will be enacted:

- A refund is not issued. If a candidate attempts the exam at a later date, the candidate will be required to repay the exam fee.
- Retake candidates have one year from the date their exam results are posted on BOC Central to
  register and pay for the exam. If a candidate has registered for the final exam window prior to their
  expiration date, the candidate must sit during that exam window; rescheduling is not an option. Failure
  to register, pay and sit for the exam within this time frame will require submission of a new application
  and retaking the exam. When submitting a new application, candidates must satisfy the current
  eligibility and fee requirements.



# **Appeal of Exam Fee Forfeiture**

An appeal of exam fee forfeiture will be considered in the case of emergencies and/or extenuating circumstances. The BOC may recognize the following as acceptable reasons for failing to appear without prior cancellation:

- Serious illness either you or an immediate family member
- Death in the immediate family including spouse, parent, child, sibling, grandparent, uncle or aunt, mother- or father-in-law or stepchild (other relations will be reviewed on a case-by-case basis)
- Disabling accident
- Court appearance
- Jury duty
- Unexpected military call up

An appeal must be made in writing to the BOC. The appeal must be supported by appropriate documentation and must be received by the BOC within 10 business days following the scheduled exam. The appeal will be reviewed on an individual basis. The BOC reserves the right to request additional evidence to support a candidate's reason for failure to appear. If a candidate would like to appeal their exam fee forfeiture, a written request must be submitted to the BOC. Use the following contact information:

Exam@bocatc.org Fax: (402) 561-0598 Board of Certification Attn: Credentialing Services 1415 Harney St Ste 200 Omaha NE 68102-2250

If the appeal is granted, the candidate's exam fee will be transferred to a future exam window.



# RETAKING THE EXAM



# **Retake Requirements**

## A. Process/Time Frame

- 1. Retake candidates have one year from the date their exam results are posted on BOC Central to register and pay for the exam. If a candidate has registered for the final exam window prior to their expiration date, the candidate must sit during that exam window; rescheduling is not an option. Failure to register, pay and sit for the exam within this time frame will require submission of a new application and retaking the exam. When submitting a new application, candidates must satisfy the current eligibility and fee requirements.
- 2. Candidates who fail the exam and wish to retake the exam must register and pay for a retake online via BOC Central.
- 3. Retake candidates may register for the next available exam window only (i.e., if registration for a future exam window is not yet open, a candidate cannot register for that exam window until the designated date). Refer to the exam deadlines for details.
- 4. The BOC recommends candidates who fail the exam review their results with their program director to determine appropriate remedial studies and/or athletic training experiences.



# COMPLETING FILE FOR CERTIFICATION

I

## **Submission of Required Information**

Candidates who have successfully passed the certification exam have one year from the date their exam results are posted on BOC Central to complete their file with required documentation. Candidates will be notified via email of what is needed in order to complete their file for certification. Candidates who do not complete their file within this time frame will have their exam results voided and will be required to submit a new application and repeat the certification exam. It is the candidate's responsibility to submit the required documentation.

II

### **Records**

Candidates may request verification of their exam eligibility or previous certification history. Contact the BOC via email or phone for additional information.

The BOC maintains the records of candidates who successfully pass the exam and complete their application file. It is the BOC's policy not to reveal information about specific ATs, except in the performance of bona fide organizational due diligence or where the information meets the criteria outlined in the BOC Privacy Policy.



# **Documentation Required to Complete File** for Certification

Candidates must submit the following documentation to complete their file for certification. The BOC recommends submitting the following documentation prior to exam results being posted to speed up the certification process.

#### A. Emergency Cardiac Care (ECC) Card/Certificate

Email, mail or fax a front and back signed copy of your current ECC card/certificate (signed by the participant if no QR code is present). Name on the card/certificate must match legal name listed in BOC Central to be accepted.

NOTE: ECC cards/certificates are processed within two to three days of receipt. Candidates are sent an email notification after ECC card/certificate has been processed.

#### **ECC** Requirements

Examples of courses that provide the ECC requirements include but are not limited to:

Provider Name	Course Title
American Heart Association	ACLS, Basic Life Support (BLS) Healthcare
	Provider, Basic Life Support (BLS) Provider,
	Basic Life Support (BLS) - RQI
American Red Cross	CPR/AED for the Professional Rescuer,
	Basic Life Support (BLS) for Healthcare
	Providers
American Safety and Health Institute	CPR for Professionals Basic Life Support (BLS)
Emergency Care and Safety Institute	Health Care Provider CPR
National Safety Council	Basic Life Support for Health Care and
	Professional Rescuers
Canadian Red Cross	First Responder CPR/AED HCP Level
Pre-Hospital Emergency Care Council	Cardiac First Responder - Community Level
(PHECC)	Cardiac First Responder - Advanced Level

ECC certification must include all of the following:

- Adult and pediatric CPR
- Airway obstruction
- 2nd rescuer CPR
- AED
- Barrier devices (e.g., pocket mask, bag valve mask)
- Demonstrated skills (online ECC courses are acceptable if skills are demonstrated and tested by a certified ECC instructor or a voice-assisted manikin (VAM))

The BOC reserves the right to request ECC documentation at anytime; this includes but is not limited to the BOC audit. The only acceptable documents are original certification cards, original certificates of completion or photocopies (front and back) of certification cards or certificates of completion. The instructor and card holder must sign cards or certifications of completion if a QR code is not provided. Letters provided by instructors are not acceptable.

The BOC accepts the American Heart Association BLS Healthcare Provider Instructor or American Heart Association BLS Instructor card. All other instructor cards are unacceptable unless the provider can confirm, in writing, that their instructors are required to maintain and successfully demonstrate provider skills to renew their instructor status.

Online ECC courses are acceptable if skills are demonstrated and tested by a certified ECC instructor, a voice assisted manikin (VAM) or a visual assisted manikin. The in-person exam can include video technology. Visit the ECC tab on the BOC website for more information on online ECC courses.

#### B. Official Transcript

Official transcripts MUST include ALL of the following and may be mailed or sent electronically:

- Candidate's full name (Name on the official transcript must match legal name listed on BOC Central to be accepted.)
- Candidate's social security number or date of birth
- Name of the institution awarding the athletic training degree
- Listing of all courses completed and required for the CAATE-accredited degree
- Title of the entry-level degree awarded in athletic training
- The date on which the degree was awarded/conferred (The degree must have been awarded and transcripts with a graduation date that is after the transcript issue date will not be processed until the conferred date)
- The registrar's official seal, stamp or signature

Reinstatement by exam candidates do not need to provide an official transcript; however, current ECC documentation is a requirement.



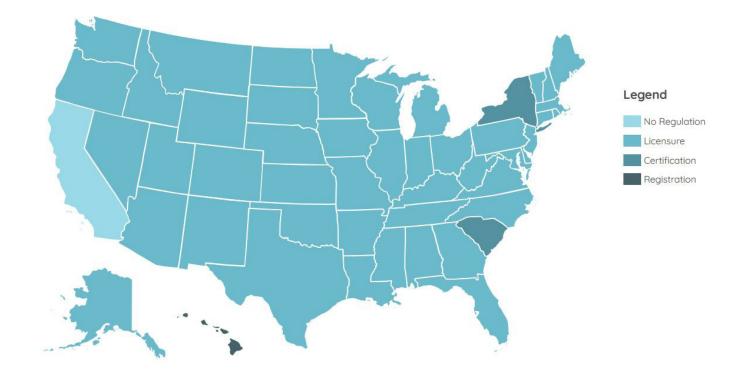
# BOC CERTIFICATION ONGOING RESPONSIBILITIES



# **Newly Certified Information**

Once certified, each new Athletic Trainer will receive an email with their certification number and date, instructions on how to access their electronic certificate and certification card, and information about the ATC credential. A series of informational emails will follow. The series will include links on how to:

- Request official verification of certification for state regulation and/or employment.
- Order a professional plaque or certificate to proudly display status as an AT.
- Market the athletic training profession.
- Maintain certification by completing certification maintenance requirements.
- Register for a National Provider Identifier (NPI) number.



# II

# **State Regulation**

Currently, 49 states and the District of Columbia regulate the practice of athletic training. Individuals must be legally recognized by the appropriate state regulatory agency prior to practicing athletic training. The BOC exam is recognized by all AT state regulatory agencies to meet their exam requirement. Compliance with state regulatory requirements is mandatory and the only avenue to legal athletic training practice.

State law indicates the scope of practice and requirements for the practice of athletic training. Scope of practice can vary from state to state. State regulation always takes precedence over certification standards. Most states accept BOC certification as the standard for regulation.

Once an individual is awarded certification by the BOC, they must contact the state regulatory agency in the state in which their practice will occur. Failure to receive authorization from a state to practice as a regulated health care professional is a violation of the "BOC Standards of Professional Practice." Violation of BOC standards may result in disciplinary action taken on the individual's BOC certification.



## **Certification Verification**

In applying to a state for the right to practice as an AT, certification verification may be required. Requests for certification verification should be made on the AT's personal profile in BOC Central. Official verification is sent electronically directly to the state, employer or other regulatory agency requested, and there is a \$25 fee for this service.



## **Certification Maintenance Requirements**

ATs must demonstrate continuing competence. The BOC requires that each AT re-qualify for certification. At the conclusion of a defined reporting period, ATs must meet certification maintenance requirements.

#### A. Adherence to the "BOC Standards of Professional Practice"

ATC credential holders (ATs) are expected to comply at all times to the "BOC Standards of Professional Practice."

#### B. Payment of the BOC Annual Certification Maintenance Fee

Every AT is required to pay an annual certification maintenance fee to the BOC. This is an administrative fee that supports the activities required of the BOC. Fee payments are collected by one of the following methods:

- Newly certified ATs will have the certification maintenance fee waived in the year they are initially certified (i.e., if an AT are certified in 2020, they will not owe the 2020 certification maintenance fee).
- NATA members: check the "BOC Recertification Fee" box when renewing NATA
  membership to pay the discounted BOC certification maintenance fee. The NATA will collect the
  AT's payment and forward it to the BOC.
- Non-members of the NATA: complete the year-specific form AT204 Certification Maintenance Fee in BOC Central.

## C. Continuous Certification in Emergency Cardiac Care (ECC)

ATs must be able to demonstrate ongoing certification in the competencies outlined in the BOC ECC guidelines throughout the reporting period. CEUs are not awarded for maintaining ECC.

ECC certification must be current each year.

Depending on the ECC provider, ECC recertification may not be required each year.

Acceptable ECC providers are those adhering to the most current International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care. See page 31 for more information on ECC requirements.



#### D. Completion and Reporting of Continuing Education Units (CEUs)

ATs must complete a predetermined number of CEUs within a given time period. Continuing education (CE) requirements are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice.

CE activities must focus on increasing knowledge, skills and abilities related to the practice of athletic training. ATs certified in 2020 must report 25 CEUs by December 31, 2021. ATs may begin accumulating CEUs once they are certified.



#### **Personal Profile**

#### A. Personal Profile

ATs are required to maintain a current address with the BOC. Failure to keep profile information up to date can result in certification status being changed from "Certified" to "Expired."

Change of address can be completed in one of the following ways:

- Online through BOC Central
- By mail to the BOC office

#### B. Email Address

ATs must keep their contact information on BOC Central current. The BOC uses email to communicate important information and reminders so it is vital that a current email address be on file.

#### C. Name Change

ATs who have a change of name (e.g., due to marriage) may notify the BOC by logging into BOC Central and completing the "AT401 - Name Change Request Form." In addition, the original or notarized copy of the legal document indicating change of legal name must be mailed to the BOC. The original document must contain the official raised seal of the department issuing the document or a stamp that clearly is an original and not a photocopy (e.g., Department of Vital Statistics). The signature and title of the department representative must be present. Mail the documentation to the BOC office.



# APPENDIX A

# **BOC CONTACT INFORMATION**

Board of Certification Attn: Credentialing Services 1415 Harney St Ste 200 Omaha NE 68102-2250

Office: (402) 559-0091 Fax: (402) 561-0598

Email: Exam@bocatc.org or Staff@bocatc.org

Website: BOCATC.org

Hours: Monday-Friday 8:30 a.m.-5 p.m. CT

Friday hours: Memorial Day-Labor Day 8:30 a.m.-3 p.m. CT

# APPENDIX B

# **BOC PRIVACY POLICY**

### Information We Collect at the BOC

The information we accumulate and retain regarding ATs includes: name, address, telephone and/or email contact, date of birth, route to eligibility, social security number, degree and universities attended, other credentials or licensure, BOC Certification Exam scores, information related to completion of continuing education units (CEUs), information regarding disciplinary or legal action relevant to the BOC certification requirements, decisions of the BOC Professional Practice and Discipline Committee and correspondence and materials related to the above.

We ensure that private information is as accurate and complete as possible. Let us know immediately if you believe our records are inaccurate or if anything changes, such as name, address and email.

#### **How We Use This Information**

We collect, retain and use this information about you only to assist us in:

- Determining eligibility for certification and certification status
- Determining completion of continuing education
- Administering disciplinary proceedings
- Interacting with state licensing or regulatory agencies, educational institutions, AT employers and CE providers
- Helping us to design, or improve, our certification process so we can provide you with quality programs and services
- Assisting us in the research and development of programs and standards of practice to assist you and to help the BOC protect the public and the ATC credential

## **Limitations on Access**

Employee access to personally identifiable information is limited to those with a reason to know such information for BOC administrative purposes or to assist you in some way, such as with renewals or answering your questions. Employees are educated on the importance of maintaining confidentiality. The BOC creates a mailing list of BOC Certified Athletic Trainers available to providers of continuing education, the NATA and others. You may request that your name be excluded from this list at any time.

## **Protection of Information**

The BOC is committed to the security of your information. All of our operational and data processing systems are in a secure environment that protects your information from being accessed by any unauthorized person. We safeguard information according to established security standards and procedures.

## Restrictions on the Disclosure of Information

It is our policy not to reveal information about specific ATs, except in the performance of bona fide organizational due diligence or where the information meets the following criteria:

- Information is provided to verify an individual's certification status to a member of the public or an employer
- Pass-fail record of each exam attempt for a candidate is provided to the Commission on Accreditation of Athletic Training Education (CAATE) and the candidate's athletic training program director to assist the CAATE in monitoring an accredited program's compliance with appropriate accreditation standards
- Information is provided to educate or locate credential holders regarding state regulatory matters information shared is limited to name, contact information and certification status
- Information is provided to mitigate a threat to public health or safety
- Disclosure is required by law (e.g., subpoena, request by regulator, etc.)
- Written request is submitted for the information to be disclosed
- Name, location, certification status, certification number and expiration date will be available online through the BOC certification verification system to potential employers, state licensing officials and others

# APPENDIX C

# **EXAM PREPARATION GUIDE**

# Review the "BOC Certification Exam Candidate Handbook"

The handbook contains a variety of information concerning the exam. Candidates are required to be familiar with the contents.

# **Submit the Exam Application for Eligibility**

Candidates must submit their application for eligibility through BOC Central.

#### **Check Your ID**

Make sure that the first and last name\* on the exam application matches the legal first, last name and suffix on the valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID) that will be used on exam day. School ID will not be accepted. A candidate will not be permitted into the exam if their valid, government-issued photo ID does not match EXACTLY with the legal first, last name and suffix as it appears on the exam roster.

\*Candidates with more than one last name listed on their government-issued photo ID must have the same last names reflected on the exam admission ticket. This includes any suffix such as Jr, Sr, I, II, etc.

# **Plan Before You Register**

In selecting a date to take the exam, candidates are encouraged to make certain that other activities (e.g., graduations, weddings, anniversaries, vacations, pregnancies) will not interfere with the BOC exam. Once registration is confirmed, candidates are assessed fees for making changes in the date or site of their exam.

#### **Do Not Wait**

Candidates who must retake the exam are reminded to review the policy regarding the eligibility period for retaking the exam (see "Retake Requirements"). Situations can occur which necessitate a need to reschedule an exam. By taking the exam at the end of the eligibility period, a candidate limits their options. If an exam can not be rescheduled within the eligibility period, the candidate will have to reapply and/or forfeit fees.

# **Verify Directions**

Candidates are encouraged to verify the directions to the exam site.

# **Check Your ID Again**

Remember, the legal first, last name and suffix on the valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID) used on exam day must match EXACTLY with the first and last name on the admission roster and the admission ticket. School ID will not be accepted. The first and last name on the roster is identical to the one submitted on the candidate application.

# **Email Confirmation for Exam**

Candidates were sent a confirmation email from Scantron with the following information:

- Candidate name The legal first, last name and suffix as listed on a valid, government-issued photo ID (If name does not match exactly, candidate will not be admitted into the exam)
- Exam name
- Exam date
- Reporting time
- Name of the Scantron exam site
- Address on the Scantron exam site (reporting location)
- Email link for a map to the Scantron exam site
- Password
- General instructions
- Prohibited items

Each candidate was sent a confirmation email with details of their testing appointment as well as important information regarding the testing location. Candidates should print all pages of the confirmation email and bring the pages with them to the testing appointment.

# **Additional Questions**

Direct questions to the BOC via email at Exam@bocatc.org or by phone at (877) 262-3926 or (402) 559-0091.



# APPENDIX D

# **FEE STRUCTURE**

# **Application Fee**

NATA members	\$35
Non-NATA members	\$60
Reinstatement by exam	\$60

## **Exam Fees**

First time and retake\* candidates sitting in the \$330

United States or Canada

ARTI/UCJC first time and retake\* candidates \$440 (\$330 exam fee + \$110 international surcharge)

in Ireland and Spain

NOTE: Since 2002, the BOC exam is recognized by the Department of Veteran Affairs. As a result, veterans may be eligible for exam fee reimbursement. For more information please visit the GI Bill website, http://www.benefits.va.gov/gibill/licensing\_certification.asp.

# **Additional Fees**

Rescheduling fee \$50 or \$100

BOC Self-Assessment Exams \$30
Exam eligibility verification \$25
Certification verification \$25

<sup>\*</sup> Candidates retaking the exam are not required to pay an application fee if the exam is taken during the candidate's one-year eligibility period.

# APPENDIX E

# CONTENT OUTLINE BOC ENTRY-LEVEL EXAM

# PRACTICE ANALYSIS, 7TH EDITION

# I. Injury and Illness Prevention and Wellness Promotion

- A. Identify risk factors by administering assessment, pre-participation examination and other screening instruments, and reviewing individual and group history and injury surveillance data.
- B. Implement plans to aid in risk reduction using currently accepted and applicable guidelines.
- C. Educate individuals and stakeholders about the appropriate use of personal equipment.
- D. Minimize the risk of injury and illness by monitoring and implementing plans to comply with regulatory requirements and standard operating procedures for physical environments and equipment.
- E. Facilitate individual and group safety by monitoring and responding to environmental conditions (e.g., weather, surfaces and client work setting).
- F. Optimize wellness (e.g., social, emotional, spiritual, environmental, occupational, intellectual, physical) for individuals and groups.

# II. Examination, Assessment and Diagnosis

- A. Obtain an individual's history through observation, interview and review of relevant records to assess injuries and illnesses and to identify comorbidities.
- B. Perform a physical examination that includes diagnostic testing to formulate differential diagnoses.
- C. Formulate a clinical diagnosis by interpreting history and the physical examination to determine the appropriate course of action.
- D. Interpret signs and symptoms of injuries, illnesses or other conditions that require referral, utilizing medical history and physical examination to ensure appropriate care.
- E. Educate patients and appropriate stakeholders about clinical findings, prognosis and plan of care to optimize outcomes and encourage compliance.

# III. Immediate and Emergency Care

- A. Establish EAPs to guide appropriate and unified response to events and optimize outcomes.
- B. Triage to determine if conditions, injuries or illnesses are life-threatening.
- C. Implement appropriate emergency and immediate care procedures to reduce the risk of morbidity and mortality.
- D. Implement referral strategies to facilitate the timely transfer of care.

# IV. Therapeutic Intervention

- A. Optimize patient outcomes by developing, evaluating and updating the plan of care.
- B. Educate patients and appropriate stakeholders using pertinent information to optimize treatment and rehabilitation outcomes.
- C. Administer therapeutic exercises to patients using appropriate techniques and procedures to aid recovery to optimal function.
- D. Administer therapeutic devices to patients using appropriate techniques and procedures to aid recovery to optimal function.
- E. Administer manual techniques to patients using appropriate methods and procedures to aid recovery to optimal function.
- F. Administer therapeutic interventions for general medical conditions to aid recovery to optimal function.
- G. Determine patients' functional status using appropriate techniques and standards to return to optimal activity level.

# V. Health Care Administration and Professional Responsibility

- A. Evaluate organizational, personal and stakeholder outcomes.
- B. Develop policies, procedures and strategies to address risks and organizational needs.
- C. Practice within local, state and national regulations, guidelines, recommendations and professional standards.
- D. Use established documentation procedures to ensure best practice.

# APPENDIX F

# BOC STANDARDS OF PROFESSIONAL PRACTICE

Athletic Trainers and applicants are expected to comply with the "BOC Standards of Professional Practice" at all times. Below is a copy of the "BOC Standards of Professional Practice."

# I. Practice Standards

#### **Preamble**

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

#### Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

#### **Standard 2: Prevention**

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

#### Standard 3: Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

#### **Standard 4: Examination, Assessment and Diagnosis**

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

#### **Standard 5: Therapeutic Intervention**

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

#### **Standard 6: Program Discontinuation**

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

#### **Standard 7: Organization and Administration**

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

#### **Code of Professional Responsibility** II.

#### **Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website.

#### **Code 1: Patient Care Responsibilities**

The Athletic Trainer or applicant:

- Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law
- 1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from health care providers or athletic training students who are, impaired or engaged in illegal or unethical practice
- 1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines and the thoughtful and safe application of resources, treatments and therapies
- 1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law
  - 1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values
- 1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain
- 1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient
- 1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan
  - 1.7.1 Does not make unsupported claims about the safety or efficacy of treatment

#### **Code 2: Competency**

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence
- 2.2 Complies with the most current BOC recertification policies and requirements

#### **Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

- Practices in accordance with the most current BOC Practice Standards 3.1
- 3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/ or laws related to the practice of athletic training

- 3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties
- 3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services
- 3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services or the skills, training, credentials, identity or services of athletic training
  - 3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.6 Does not guarantee the results of any athletic training service
- 3.7 Complies with all BOC exam eligibility requirements
- 3.8 Ensures that any information provided to the BOC in connection with exam eligibility, certification recertification or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms, is accurate and truthful
- 3.9 Does not possess, use, copy, access, distribute or discuss certification exams, self-assessment and practice exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.10 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event
- 3.11 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training
- 3.12 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training
- 3.13 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest and timely responses to requests for information
- 3.14 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.15 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization
- 3.16 Complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements contained in decision letters and consent agreements entered into pursuant to Section 4 of the "BOC Professional Practice and Discipline Guidelines and Procedures."
- 3.17 Fulfills financial obligations for all BOC billable goods and services provided.

#### Code 4: Research

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the human rights and well-being of research participants
- 4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes and/or public policy relative to the organization and administration of health systems and/or health care delivery

### Code 5: Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large
- 5.2 Advocates for appropriate health care to address societal health needs and goals

#### **Code 6: Business Practices**

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices
- 6.2 Seeks remuneration only for those services rendered or supervised by an AT; does not charge for services not rendered
  - 6.2.1 Provides documentation to support recorded charges
  - 6.2.2 Ensures all fees are commensurate with services rendered
- 6.3 Maintains adequate and customary professional liability insurance
- 6.4 Acknowledges and mitigates conflicts of interest

# **BOARD OF CERTIFICATION**

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