



**BOARD OF CERTIFICATION**

*Be Certain.™*

*for the Athletic Trainer*



# 2013

## Recertification Requirements for BOC Certified Athletic Trainers (ATs)

BOC recertification requires compliance with the following by 12/31/2013:



Adherence to  
*BOC Standards  
of Professional  
Practice (SOP)*



Continuous  
certification in  
emergency cardiac  
care (ECC)



Completion of  
continuing  
education (CE)



Payment of  
recertification fees

## Adherence to BOC Standards of Professional Practice

ATs are expected to comply with the *BOC Standards of Professional Practice* at all times. A copy of the document is available on the BOC website at [www.bocatc.org](http://www.bocatc.org).

## Continuous Certification in ECC

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

*NOTE: ECC certification must be current each year. Depending on the ECC provider, ECC recertification may not be required each year.*

### ECC must include all of the following:

- Adult CPR
- Pediatric CPR
- 2<sup>nd</sup> rescuer CPR
- AED
- Airway obstruction
- Barrier devices (e.g., pocket mask, bag valve mask)

Acceptable ECC providers are those adhering to the most current *International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care*.

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

- CPR/AED for the Professional Rescuer through the American Red Cross
- BLS Healthcare Provider through the American Heart Association

*NOTE: Online ECC courses are only acceptable IF skills are demonstrated and tested in person by a qualified instructor.*

*NOTE: Instructor cards are NOT acceptable.*

The BOC reserves the right to request ECC documentation at any time; this includes, but is not limited to, the BOC audit. The only acceptable documentation is the original certification card(s), original certificate(s) of completion or a photocopy (front and back) of the certification card(s) or certificate(s) of completion obtained upon successful completion of the ECC course. The card(s) or certificate(s) of completion must be signed by the instructor and the card holder. Letters provided by instructors and instructor cards are not acceptable.

## Payment of Recertification Fees

The recertification fee supports the administrative, disciplinary and professional development activities required of the BOC to retain NCCA accreditation and assure protection of the public. Maintaining accreditation is necessary for continued recognition of ATs by employers and regulators that identify the BOC exam and continuing education requirements in their state statutes, rules and regulations. Every AT is required to pay the BOC recertification fee, which has been assessed since 1992.

NATA Membership Status	Fee	When to Pay the Fee		How to Pay the Fee
<b>Member</b>	\$34	2012	During NATA Billing: 10/2011 - 4/30/2012	Check the "BOC Recertification Fee" box when renewing your NATA membership for 2012 and 2013
	\$34	2013	During NATA Billing: 10/2012 - 4/30/2013	
<b>Non-member</b>  (or member who does not check the "BOC Recertification Fee" box)	\$50	2012	Through BOC Central™: 5/2012 - 12/31/2013	Complete form "AT204 - Recertification Fee 2012" in BOC Central™
	\$50	2013	Through BOC Central™: 5/2013 - 12/31/2013	Complete form "AT204 - Recertification Fee 2013" in BOC Central™

## Completion of CE

ATs must complete a predetermined number of continuing education units (CEUs) within a given time period. 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.

As information continually changes, it is important for professionals to learn the latest about athletic training. CE requirements are meant to ensure that ATs continue to:

- Stay on the cutting edge in the field of athletic training
- Obtain current professional development information
- Explore new knowledge in specific content areas
- Master new athletic training-related skills and techniques
- Expand approaches to effective athletic training
- Further develop professional judgment
- Conduct professional practice in an ethical and appropriate manner

CEUs must be earned during the reporting period in which you are becoming recertified. Therefore, CEUs earned in addition to the required number for the current reporting period cannot be applied toward the next reporting period.

**Role Delineation Study/Practice Analysis** – The rapid advancements in athletic training-related knowledge make maintaining a minimal level of competence a continuous and ongoing responsibility of every practitioner regardless of employment location. Continued learning and maintaining competence as a healthcare provider are important aspects of professionalism, which have not gone unnoticed by society; in fact, society demands that all professionals are qualified and competent within their respective fields. In the US healthcare arena, the half-life of medical knowledge has been measured to be 5 years with the amount of information doubling every 18 months. Therefore, the BOC performs a role delineation study or practice analysis approximately every 5 years and requires that ATs report CE activities every 3 years to encourage and assure an AT's ongoing competence in the ever-changing landscape of healthcare knowledge and skill.

The BOC Role Delineation/Practice Analysis (RD/PA) defines the current entry-level knowledge, skills and abilities required for practice in the profession of athletic training. It contains the entry-level standards of practice, the domains of athletic training, an entry-level job analysis and a review of literature containing over 450 publications. In addition to serving as the blueprint for the BOC exam, it serves as a guide in determining relevant content areas for CE activities. Copies of the current RD/PA may be ordered online at [www.bocatc.org](http://www.bocatc.org).

**CEU Calculation** – CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. 1 CEU is equivalent to 1 contact hour. CEUs will be awarded only for activities that are completed within your reporting period. CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification.

**Documentation** – Original documentation confirming participation in an activity and ECC cards or certificates of completion must be kept for 2 years after the reporting period has ended (see category description for documentation specifics).

**Audit** – A percentage of recertifying individuals will be selected for audit. Audited individuals will be required to submit their original documentation to the BOC for review. Detailed instructions pertaining to the auditing process will be provided to audited individuals. A response to the audit notification is due within 45 days from the date of the notification letter. The BOC reserves the right to audit any individual at any time.

**Contact Information** – Changes in contact information must be provided to the BOC. Failure to keep contact information current may result in suspension of certification. Log in to your personal profile in BOC Central™ to verify and/or update your contact information.

**CE Reporting** – It is the responsibility of each AT to document CE activities. Newly certified ATs may begin earning CEUs after their certification date. All ATs are responsible for claiming only those hours of actual education experience.

**There are two methods to report CE:**

- Submit CE on the BOC website at [www.bocatc.org](http://www.bocatc.org). There is no cost to use the BOC’s online reporting system.
- Report CE via mail. The CE Reporting Sheet can be used to record and submit documentation of activities. However, there is a \$25 processing charge for all paper submissions. The reporting sheet can be found at [www.bocatc.org](http://www.bocatc.org).

**CE Categories** – Maximums are based on 75 or 50 CEUs due. If you received a sanction notice, please refer to your letter to see if additional CEUs are required and to check the adjusted maximums for Categories B and D.

Category A – BOC Approved Provider Programs (no CEU maximum)		
<ul style="list-style-type: none"> <li>• Activities in this category are available through BOC Approved Providers.</li> <li>• The BOC determines the number of CEUs awarded for home study programs. Please visit the BOC website at <a href="http://www.bocatc.org">www.bocatc.org</a> to verify the number of CEUs being offered for each home study course.</li> <li>• Each individual BOC Approved Provider determines the number of CEUs awarded for non-home study activities in this category.</li> <li>• A list of current BOC Approved Providers is available on the BOC website at <a href="http://www.bocatc.org">www.bocatc.org</a>.</li> </ul>		

Possible Activities	Number of CEUs	Required Documentation
Workshops, seminars, conferences, webinars	as awarded by provider	Certificate of attendance
Home study courses	as assigned by the BOC	Documentation of completion

Category B – Professional Development (50 CEU maximum if 75 CEUs due; 34 CEU maximum if 50 CEUs due)		
<ul style="list-style-type: none"> <li>• Activities in this category have been defined by the BOC.</li> <li>• The number of CEUs awarded for an activity is determined by the BOC.</li> <li>• Speaking engagements can be counted only once per topic.</li> <li>• If an abstract is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., an abstract and presentation on the same topic – only one will be awarded CE credit).</li> <li>• If a poster is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., a poster and presentation on the same topic – only one will be awarded CE credit).</li> <li>• The initial training for EMT (Basic) certification can be used for CE credit. Refresher courses will not receive CE credit in Category B.</li> <li>• Articles, textbooks, abstracts, home study courses and multimedia must be published during reporting period to receive CE credit.</li> </ul>		

Possible Activities	Number of CEUs	Required Documentation
EMT (initial training only)	40 CEUs	Certificate and card for “Basic Course”

Possible Activities	Number of CEUs	Required Documentation
Speaker at a conference <sup>1</sup>	10 CEUs per topic	Letter of acknowledgement from the conference coordinator (date of presentation must be included in the letter)
Panelist at a conference <sup>1</sup>	5 CEUs per topic	Letter of acknowledgement from the conference coordinator (date of presentation must be included in the letter)
Primary author of an article in a non-refereed journal <sup>2</sup>	5 CEUs per article	Copy of article
Author of an article in a refereed journal <sup>2</sup>	primary=15 CEUs per article secondary=10 CEUs per article	Guidelines for authors and copy of article
Author of an abstract in a refereed journal <sup>2</sup>	primary=10 CEUs per abstract secondary=5 CEUs per abstract	Guidelines for authors and copy of abstract
Author of a published textbook <sup>2</sup>	primary=40 CEUs per book secondary=20 CEUs per book	Copy of title page, including the publication date
Contributing author of a published textbook <sup>2</sup>	10 CEUs per book	Copy of title page, including the publication date and table of contents or list of contributors
Author of a poster presentation – peer reviewed or refereed <sup>2</sup>	primary=10 CEUs per presentation secondary=5 CEUs per presentation	Letter of acknowledgement
Primary author of published multimedia material (CD-ROM, audio or video) <sup>2</sup>	15 CEUs per publication	Copy of publication
Primary author of a home study course <sup>2</sup>	as determined by reviewer	Letter of approval
Home study reviewer <sup>3</sup>	5 CEUs per review (limit 10 CEUs per year)	Disposition letter
Exam item writer <sup>4</sup>	5 CEUs per year of active item writing	Letter of acknowledgment from exam company

<sup>1</sup> The conference/seminar must be intended for an audience of healthcare professionals (i.e., ATs, PTs, RNs, PAs, PTAs, MDs). The actual content presented by a speaker or panelist must pertain to the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.

<sup>2</sup> The following explanations apply to publication activities:

- *Published: prepared for commercial distribution*
- *Journal: a periodical containing scholarly articles and/or current information on research and development in a particular field*
- *Refereed: the manuscript/document has been reviewed by an editor and one or more specialists prior to publication*

<sup>3</sup> Includes BOC home study reviewers and reviewers of refereed publications

<sup>4</sup> Includes BOC exam item writers and exam item writers for other healthcare professional exams

**Category C – Post-Certification College/University Coursework  
(no CEU maximum)**

- CEUs are awarded for successful completion of college/university courses if the content of the course falls within the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.
- The college/university attended must be accredited by an agency recognized by the **US Department of Education**.
- In order to be eligible, a course must be assigned credit hours and be listed on an official transcript.
- In order for practicum courses, clinicals and internship experiences to be eligible, credit hours must be earned and listed as such on an official transcript.
- 10 CEUs are awarded for each credit hour (e.g., a 3-credit course receives 30 CEUs). A credit hour must be equivalent to a minimum of 10 classroom hours.
- Teaching a college course is not acceptable for CE credit.
- Non-credit college courses are not acceptable for CE credit in Category C.
- Courses must be listed individually. Do not list degree program or semester as a whole.

Possible Activities	Number of CEUs	Required Documentation
College/university official course	10 CEUs per credit hour	Official transcript from accredited college/university
Medical residency	25 CEUs per year	Official transcript from accredited college/university or letter from medical residency program coordinator

**Category D – Individualized Options  
(20 CEU maximum if 75 CEUs due; 14 CEU maximum if 50 CEUs due)**

- This category includes attendance at a professional program that is sponsored by groups other than BOC Approved Providers. The content of the program must fall within the five domains of athletic training identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*, ATs and healthcare providers must be the primary audience and the educational content must be at or above entry level.
- CE credit is also earned in this category for viewing educational multimedia (e.g., videotapes, DVDs). The content of the multimedia must fall within the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.
- 1 CEU is awarded for each contact hour.
- Surgery observation needs to have an educational component with objectives, outline and letter of verification from physician.

Possible Activities	Number of CEUs	Required Documentation
Activities by non-BOC Approved Providers	1 CEU per contact hour	Verification of attendance including number of contact hours and event date (the BOC may request a copy of the program for clarification)
Videos, DVDs, audiotapes, multimedia, webinars	1 CEU per contact hour	Receipt of purchase and independent verification (from an immediate supervisor that details title, length and date of activity)