

*Certainty for the
Athletic Training
Candidate*



**BOC Exam
Candidate Handbook**

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Board of Certification, Inc. (BOC)
Athletic Trainer Credentialing
Candidate Handbook

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GLOSSARY

ADA	Americans with Disabilities Act
BOC	Board of Certification
CAATE	Commission on Accreditation of Athletic Training Education
CASTLE	BOC's professional testing company
ECC	Emergency cardiac care
EXAM APPLICATION DEADLINE DATE	Candidates have until this date to complete steps 1-5 of the online exam application (signified by the black "A" on the BOC Exam Calendar)
EXAM PROCESS	<p>Step 1 – Register: Candidate logs on to BOC Central™ to register for exam (signified by the green "R" on the BOC Exam Calendar)</p> <p>Step 2 – Pay: Candidate pays for exam (signified by the green "R" on the BOC Exam Calendar)</p> <p>Step 3 – Schedule: Candidate logs in to CASTLE website to schedule exam site/date/time (signified by the orange "S" on the BOC Exam Calendar)</p>
EXAM REGISTRATION DEADLINE DATE	Candidates have until this date to register and pay for the upcoming exam date only
EXAM WINDOW	Specific dates when a candidate may sit for the exam (signified by the purple "E" on the BOC Exam Calendar)
GOVERNMENT ISSUED ID	A valid, government issued photo ID (i.e., driver's license, passport, state issued ID); school ID will not be accepted
LEGAL NAME	The first and last name as it appears on a valid, government issued photo ID (i.e., driver's license, passport, state issued ID); school ID will not be accepted
NATA	National Athletic Trainers' Association
PD	Program Director

Introduction

The Board of Certification, Inc. (BOC) has been responsible for certification of Athletic Trainers since 1969. Upon inception, the BOC was an entity of the professional membership organization the National Athletic Trainers' Association (NATA). However, in 1989, the BOC became an independent non-profit corporation. The mission of the BOC is "to provide exceptional credentialing programs for healthcare professionals." Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer and establishes requirements for maintaining status as a Certified Athletic Trainer. Currently, more than 35,000 individuals hold the ATC® credential.

In order to attain certification, an individual must complete an entry-level athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and pass the BOC certification exam. If the program is in the accreditation process, candidates must be enrolled in the program during the semester of the site visit. A current list of CAATE Accredited Programs is available on the BOC website at www.bocatc.org. Application and completion of the BOC certification program is voluntary.

This handbook has been developed for individuals who are candidates for certification or recertification as Athletic Trainers. 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.

Certification Exam Eligibility

Candidates who are enrolled in their final semester/quarter prior to graduation are eligible to sit for the BOC exam. Qualified candidates for the BOC certification exam must meet the following requirements:

- A. Endorsement of the exam application by the recognized Program Director (PD) of the CAATE Accredited Program

- B. Proof of enrollment in an approved course or proof of current certification in emergency cardiac care (ECC), which must include the following:
 - 1) Adult and pediatric CPR
 - 2) Airway obstruction

- 3) 2nd rescuer CPR
- 4) AED
- 5) Barrier devices (e.g., pocket mask, bag valve mask)

Providers are those adhering to the most current standards of the *International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care*. The following courses are examples of those that meet the BOC's requirement:

- 1) CPR/AED for the Professional Rescuer – American Red Cross
- 2) BLS for Healthcare Providers CPR/AED – American Heart Association
- 3) CPR for Professionals – American Safety & Health Institute
- 4) Professional Rescuer CPR – National Safety Council
- 5) Professional Rescuer CPR – American Academy of Orthopedic Surgeons
- 6) Basic Life Support for Professionals – Medic First Aid
- 7) ACLS – American Heart Association
- 8) Healthcare Provider CPR/AED – Emergency Response Institute

Application Process

I. Discrimination Statement

The BOC does not discriminate against any individual on the basis of religion, gender, ethnic background or physical disability.

II. Format

Candidates may apply for the certification exam by using the BOC Central™ system available at www.bocatc.org.

III. Candidate Eligibility

A. Determining Eligibility

Applications are reviewed by BOC staff to determine candidate eligibility. Candidates must use their legal name* when completing the application. All candidates are required to have an email address. Candidates have 1 year to complete the application process. 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.

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.

B. Approved Application

Once a candidate's eligibility is approved, he/she will be notified via email and will be able to register for the exam when the exam registration window opens. Candidates have 1 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 his/her 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.

C. Incomplete or Denied Application

If an application does not meet eligibility requirements, the applicant 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 5:00pm CT on the application deadline will be given the opportunity to resolve their deficiencies prior to the \$375 exam registration deadline date.

D. Appeal of a Denied Application

- 1) If the BOC does not approve an application for educational reasons, the applicant can initiate an appeal. Appeals must be made in writing to the Exam Department. The applicant is responsible for demonstrating that the appeal should be granted.
- 2) Appeals must be received at least 30 days before the exam registration deadline date. Failure to appeal within the allotted time will render the original decision final.
- 3) Members of the BOC staff will review the appeal. The applicant will be notified in writing via USPS mail of the subsequent decision.

E. Applicants with a Felony or Misdemeanor

The affidavit portion of the exam application requires candidates to report any felony or misdemeanor conviction. During the application process, candidates must submit an explanation 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. Please allow at least 5-7 business days for documentation to be reviewed.

Candidates may request a predetermination of eligibility at any time by submitting their documentation prior to their application. The Professional Practice and Discipline Committee reviews all convictions. Candidates are notified in writing of the committee's decision. Please review the *Professional Practice and Disciplinary Guidelines and Procedures* for details.

IV. Exam Process

- A. **Step 1 – Register:** Candidate logs in to BOC Central™ to register for the exam
- B. **Step 2 – Pay:** Candidate pays for exam and receives an email receipt of payment and an email from the BOC stating registration and payment were received
- C. **Step 3 – Schedule:** Candidate logs in to CASTLE website and selects exam site/date/time
- D. Eligible candidates are permitted to register for the exam.
- E. Eligible candidates are allowed to register for the next available exam window only.
- F. Candidates who are enrolled or registered in their final semester/quarter prior to graduation are eligible to sit for the BOC exam.

V. Accommodation Requests

In adherence with the Americans with Disabilities Act (ADA, 1990), 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*.

- 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 he or she 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*. This form is available online at www.bocatc.org. The candidate is responsible for demonstrating that the request should be granted. Medical documentation of specific needs must accompany the request. Specifically, the candidate must submit documentation from an appropriate licensed professional or certified specialist who diagnosed their disability and is recommending reasonable accommodations. These recommendations should be based on testing that is not older than four years prior to the application. The documentation must be on the professional's letterhead. It must provide a diagnosis of the disability and the test used to determine the disability. The candidate may also provide evidence of receiving reasonable accommodations during school. Such documentation must be on the school's letterhead and may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the candidate is protected.

D. Requests for Reasonable Accommodations

- 1) 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 5:00pm CT on the application deadline date of the requested exam.

- 2) 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 applicant may initiate an appeal. Appeals must be made in writing to the Exam Department. The applicant is responsible for demonstrating that the appeal should be granted.
- 4) The BOC will not pay any costs that a candidate may incur in obtaining the required diagnosis and recommendation.

E. English as a Second Language (ESL)

- 1) The BOC exam is written in the English language. Although the application and exam guidelines are the same for all BOC candidates, those candidates who demonstrate that their primary language is not English may be granted additional time.
- 2) The *Request for Special Exam Accommodations Form* is to be used in requesting additional time. As part of the form, the candidate must provide documentation from their college/university stating that he/she has been previously granted this accommodation.
- 3) Requests for additional time are handled on a case-by-case basis. Following a review of a request, the BOC will determine the length of time, if any, which will be allotted to complete the exam. The BOC will notify the candidate in writing of the decision regarding their request.

VI. Confirmation for Exam

- A. 3-7 business days after the exam registration deadline date, the candidate will receive an email notification from CASTLE. Candidates may need to add Exam@boccatc.org and ibt@castleworldwide.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 utilize this information to log in to the CASTLE website to schedule their exam site, date and time. Candidates will schedule a 4-hour and 15-minute block for the exam.

- B. After scheduling the exam, the candidate will receive a confirmation email from CASTLE including the following information:
- 1) Name
 - 2) Exam name
 - 3) Required ID (valid, government issued photo ID, i.e., driver's license, passport, state issued ID)
 - 4) Appointment date
 - 5) Appointment time
 - 6) Name of the CASTLE testing center
 - 7) Address of the CASTLE testing center
 - 8) Email link for a map to the CASTLE testing center
 - 9) Username
- C. Candidates must bring their confirmation email on exam day. Candidates will also be required to present their valid, government issued photo ID (i.e., driver's license, passport, state issued ID) on exam day. The first and last name* on the valid, government issued photo ID must appear EXACTLY the same as the name on the exam admission ticket. **School ID will not be accepted.** The name on the admission ticket is the name provided by the candidate in the Personal Information section of the application.

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.

Exam Day

I. Candidate Check-in for Exam

A. What to Bring to the Exam

Candidates must bring the following to the exam: a valid, government issued photo ID (i.e., driver's license, passport, state issued ID). The first and last name* on the valid, government issued photo ID must appear EXACTLY the same as the name on the exam admission ticket. **School ID will not be accepted.** Candidates must bring their confirmation email on exam day.

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.

B. Admission

- 1) Only the individual named on the online roster will be permitted to take the exam. No substitutions are allowed for registered candidates.
- 2) 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.** The first and last name* on the photo ID must match exactly the first and last name on the roster. If the name on the photo ID does not match the name on the roster, the candidate will be considered a No Show and will not be permitted to take the exam. If there has been a name change (e.g., due to marriage), the candidate must submit a written notification and request for name change to the BOC.
 - a) A name change notification must include an original, legal document indicating change of the candidate's legal name or a notarized copy of the legal document. 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, (i.e., Department of Vital Statistics). The signature and title of the department representative must be present. Name changes must be received by the BOC no later than the exam registration deadline date.
 - b) The request **MUST** provide the following information:
 - i. Previous (maiden) name
 - ii. Social security number
 - iii. Current mailing address
 - iv. Work and home phone numbers
 - v. Email address

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.

- C. Examinee Attestation Statement
Upon logging in to the exam, candidates will be required to agree to an online attestation statement.
- D. Thirty Minute Guideline
Occasionally, candidates may experience a delay or technical issue with an internet-based exam. If the delay exceeds thirty minutes, the candidate may request to reschedule to another exam window if he/she is unable to wait any longer.
- E. 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.

II. Policies During Exam Administration

- A. No visitors are permitted in exam areas.
- B. Candidates may not bring coats, book bags, luggage or any personal items to their exam desks. Electronic devices are strictly prohibited.
- C. If a candidate has begun taking the exam and wishes to discontinue taking the exam, the candidate must inform a CASTLE testing center manager 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.
- D. Disruptive behavior is cause for dismissal from the exam site. No refunds will be given to candidates expelled for disruptive behavior.
- E. 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 reported cheating will be investigated by the BOC. If a candidate is found to have cheated, he/she will 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.

III. Inclement Weather Policy for Exam

In the event of potentially inclement weather, the closing of a CASTLE testing center will be up to the discretion of the test center manager in conjunction with

radio reports and local media. If a CASTLE testing center is closed by a CASTLE testing center manager, every attempt will be made to contact the candidate by phone to let them know the CASTLE testing center is closed. The candidate will be notified to contact CASTLE to reschedule their exam at no cost to the candidate.

IV. 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. The administrative complaint or exam administration challenge must be sent to the BOC in writing and postmarked no later than 24 hours after the exam was taken.

The BOC will investigate the administrative complaint or exam administration challenge and respond in writing to the candidate. Any candidate may appeal the decision in writing to the BOC by sending a letter specifically indicating the reason(s) for the appeal as well as why the appeal should be granted. The letter of appeal must be received by the BOC no later than 21 days after the candidate receives the decision notification from the BOC. All letters should be sent via mail to:

Board of Certification
Attn: Exam Administration
1415 Harney St Ste 200
Omaha NE 68102-2205

Exam Security and Confidentiality

I. Ethical Behavior

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

- A. Candidates are expected to pass the exam based on their own merit without assistance. The members of the public who will entrust the ATC® credential with their health and well-being expect that the credential holder is a trustworthy and competent individual.
- B. 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 takers to share questions, a candidate undermines the very purpose of the exam.

- C. By soliciting questions from previous exam candidates who have accepted the security agreements, an individual is encouraging candidates to commit illegal acts.

II. Security Violations

In some instances, fellow students 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 *BOC Standards of Professional Practice*, which can result in suspension or revocation 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

I. The Scoring Process

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

Each form of the exam includes experimental items that do not count in scoring. Candidates are scored only on those items that have been validated and aligned to the exam specifications of the current *Role Delineation Study*. 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. Scores will be reported on a scale from 200 to 800 with the passing point at 500.

II. Notification of Results

- A. Pass/Fail results are posted on the BOC website within 2-4 weeks from the last day of the exam window. Candidates are notified via email that

Pass/Fail results have been posted. Candidates may log on to their BOC Central™ account to access their Pass/Fail results. Exam scores are not posted on BOC Central™.

- B. Score reports are mailed to candidates via USPS mail within 2-4 weeks from the last day of the exam window. The score report indicates the maximum possible score for the exam, the minimum score needed to pass and the actual score obtained by the candidate.

III. Appeal of Exam Pass/Fail Status

- A. A candidate may appeal their exam Pass/Fail status. The appeal 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.

- B. Appeal letters should be sent to the BOC by traceable mail with signature of receipt required to:

Board of Certification
Attn: Director of Credentialing Services
1415 Harney St Ste 200
Omaha NE 68102-2205

- C. The appeal letter must be received by the BOC within 14 days of receipt of the online Pass/Fail results. Correspondence received after this date will not be accepted.
- D. Within 21 days of receipt of the appeal letter, the BOC will provide a response to the candidate regarding the outcome of the appeal.
- E. 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 5 business days prior to their scheduled appointment for a \$40 fee. Holidays noted on the BOC Exam Calendar are not considered business days. In order to reschedule the exam, the candidate must go to the CASTLE website and enter the username and

password used to schedule the initial appointment. Candidates will pay the \$40 fee with a credit card on the CASTLE website.

II. Rescheduling to a Different Exam Window PRIOR to Scheduling an Exam

Candidates who have not scheduled an exam appointment may reschedule to a different exam window for a \$50 fee. The BOC will cancel the current exam registration and re-register the candidate for the requested exam window once the registration window opens. The candidate will receive an email from CASTLE (ibt@castleworldwide.com) within 3-7 business days after the registration window closes to schedule his/her exam site, date and time.

III. 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 5 business days prior to their scheduled appointment for a \$100 fee. Holidays noted on the BOC Exam Calendar 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. The BOC will cancel the current exam registration and re-register the candidate for the requested exam window once the registration window opens. The candidate will receive an email from CASTLE (ibt@castleworldwide.com) within 3-7 business days after the registration window closes to schedule their exam site, date and time.

IV. Submitting the Rescheduling Fee

The BOC must receive the \$50 or \$100 rescheduling fee no later than 5:00pm CT on the exam registration deadline date for the exam window they are requesting. The BOC accepts personal checks, money orders or credit cards (Visa, MasterCard or American Express).

- 1) If paying by credit card, candidates must contact the BOC via phone at (877) 262-3926. Candidates will need to provide the credit card number, credit card expiration date, credit card holder's name, billing address and 3-digit security code on the back of the credit card for Visa or MasterCard or the 4-digit security code on the front of the credit card for American Express.
- 2) If paying by check or money order, the check or money order should be made payable to the Board of Certification and mailed to:

Board of Certification
Attn: Exam Administration
1415 Harney St Ste 200
Omaha NE 68102-2205

Candidates must include their name and candidate ID number in the memo portion of the check or money order for identification purposes.

V. Failure to Schedule Exam

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

B. Submitting the \$50 Rescheduling Fee:

1) If paying by credit card, candidates must contact the BOC via phone at (877) 262-3926. Candidates will need to provide the credit card number, credit card expiration date, credit card holder's name, billing address and 3-digit security code on the back of the credit card for Visa or MasterCard or the 4-digit security code on the front of the credit card for American Express.

2) If paying by check or money order, the check or money order should be made payable to the Board of Certification and mailed to:

Board of Certification
Attn: Exam Administration
1415 Harney St Ste 200
Omaha NE 68102-2205

Candidates must include their name and candidate ID number in the memo portion of the check or money order for identification purposes.

Cancellation of an Application/Failure to Appear/Appeal of Exam Fee Forfeiture

I. Cancellation

If a candidate would like to cancel an exam, a **written** request must be submitted to the BOC. Please use the following contact information:

Board of Certification
Attn: Exam Administration
1415 Harney St Ste 200
Omaha NE 68102-2205
Exam@bocatc.org
(402) 561-0598 fax

- A. Exam Cancellation PRIOR to Scheduling an Exam Site/Date/Time
A 50% 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. Exam Cancellation AFTER Scheduling an Exam Site/Date/Time
A 25% 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 5 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 5 business days prior to the scheduled exam appointment. Holidays noted on the BOC Exam Calendar are not considered business days.

- C. The candidate's application file will be maintained for a period of 1 year. If a candidate has not attempted the exam in that 1-year period, their application is voided and destroyed by a commercial document shredding company.

II. Failure to Appear (No Show)

- A. If a candidate fails to appear for an exam, the following policies will be enacted:
 - 1) The candidate's application file will be maintained for a period of 1 year. If a candidate has not attempted the exam in that 1-year period, their application is voided and destroyed by a commercial document shredding company.
 - 2) 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.
 - 3) The BOC reserves the right to request additional evidence to support a candidate's reason for failure to appear.
 - 4) Retake candidates have 1 year from the date their Pass/Fail 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 his/her 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.

III. Appeal of Exam Fee Forfeiture

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

- 1) Serious illness – either you or an immediate family member
- 2) Death in the immediate family
- 3) Disabling accident
- 4) Court appearance
- 5) Jury duty
- 6) Unexpected military call-up

B. 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 his/her exam fee forfeiture, a written request must be submitted to the BOC. Please use the following contact information:

Board of Certification
Attn: Exam Administration
1415 Harney St Ste 200
Omaha NE 68102-2205
Exam@bocatc.org
(402) 561-0598 fax

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

Retaking the Exam

I. Process/Time Frame

A. Retake candidates have 1 year from the date their Pass/Fail 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 his/her 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.

- B. Candidates who fail the exam and wish to retake the exam must register for a retake online via BOC Central™. Candidates must submit the appropriate fee.
- C. 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 sign up for that exam window until the designated date; refer to the exam schedule at www.bocatc.org for details.
- D. The BOC recommends candidates who fail the exam review their scores with their Program Director to determine appropriate remedial studies and/or athletic training experiences.

Completing the File for Certification

I. Submission of Required Information

Candidates who have successfully challenged the certification exam have 1 year from the date of exam to complete their file with required materials (e.g., official college transcript with degree and date of degree posted, current signed copy of ECC card). Candidates will be notified in their score letter of what is needed in order to complete their file for certification. Candidates who do not complete their application 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 application materials.

II. ATC® Credential

Certification is granted and a BOC certification number is awarded when a file is complete. The BOC will send an email to each new Athletic Trainer that includes the certification number and date.

III. Records

The BOC maintains the records of candidates who successfully pass the exam and complete their application file. The BOC will not release information from any individual's file without written authorization.

Preparing for the Exam

I. Exam Format

The BOC certification exam consists of the following:

- Multiple-choice items
- Stand alone "alternative" items
 - Those using newer item types (drag and drop, text based simulation, multi-select, hot spot, etc.)
- Focused testlets
 - A 5-item focused testlet consists of a scenario followed by 5 key/critical questions related to that scenario
 - The questions can include any of the previously described item types

The exam contains a combination of 175 scored and unscored (experimental) questions, and candidates will not know which questions are experimental. Candidates have a total of 4 hours to complete the exam.

Candidates are presented with the multiple-choice, stand alone and focused testlet items in one part, and candidates have the ability to move forward or back throughout the entire exam.

II. Role Delineation Study

The *Role Delineation Study, Fifth Edition* (RD) defines the current entry-level knowledge, skills and abilities required for practice in the profession of athletic training. The RD 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 website for Exam Development and Scoring Information: www.bocatc.org. The RD is available for purchase online at www.bocatc.org.

Domains for Exam Questions	% of Questions on Exam
Prevention	15.72
Clinical Evaluation and Diagnosis	22.91
Immediate Care	17.50
Treatment, Rehabilitation and Reconditioning	23.31
Organization and Administration	11.29
Professional Responsibility	9.27

III. 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 certification exam for those using any study materials.

The BOC does not guarantee enhanced performance on the BOC certification exam for those using the *BOC Self Assessment Exams*. The self assessment exams are provided as a resource at www.bocatc.org. However, because BOC supervised content experts develop the questions to the same psychometric standard, it is most similar to the actual BOC exam.

IV. Miscellaneous Information

A. Candidate Records

1) Application Maintenance

If a candidate is active in the exam process, their application materials are maintained. Otherwise, applications are maintained for a period of 1 year. If a candidate has not attempted the exam in that 1-year period, their application is considered void and destroyed by a commercial document shredding company. Candidates who fail to meet the 1-year time frame will be required to submit a complete new set of application materials.

2) Exam Eligibility/Registration Verification Requests

Requests must be made in writing and sent to the BOC office. The processing fee is \$25.

B. Information on the following topics is available in the appendix:

- BOC Contact Information Appendix A
- Privacy Policy Appendix B
- Exam Preparation Guide Appendix C
- Fee Structure Appendix D
- Content Outline Appendix E

I. Certification Packets

Each new Athletic Trainer will receive a certification packet that includes a complimentary certificate, a letter of certification, certification cards and additional information. The certification packet will be mailed to the address on file in BOC Central™. The BOC will send every newly certified individual an email requesting that he/she log in to BOC Central™ within 5 business days to verify and/or make any corrections to the address listed in his/her profile. The certification packet will be mailed on the 6th business day after the date of that email to the address on file in BOC Central™. If a replacement certification packet is requested, there will be a \$10 fee (plus postage if shipped outside the US).

II. State Regulation

Currently, 48 states have regulation for Athletic Trainers (i.e., certification, exemption, licensure or registration). 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, he/she must contact the state regulatory agency in the state in which their practice will occur. Contact information for the various agencies is available on the BOC website at www.bocatc.org. Failure to receive authorization from a state to practice as a regulated healthcare 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.

III. Certification Verification

In applying to a state for the right to practice as an Athletic Trainer, certification verification may be required. Requests for certification verification can be made through the BOC website at www.bocatc.org. Verification is sent via USPS mail or electronically directly to the state requested, and there is a small fee for this service.

IV. Recertification Requirements

Athletic Trainers must demonstrate continuing competence. The BOC requires that each Athletic Trainer re-qualify for certification. At the conclusion of a defined 3-year reporting period, Athletic Trainers must meet requirements, which include:

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*. A copy of the document is available on the BOC website (www.bocatc.org) or by contacting the BOC office.

B. Submission of the BOC Annual Certification Fee

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

- 1) NATA members: if membership dues are current, the certification fee is included in your membership dues (i.e., the NATA pays the fee to the BOC).
- 2) Non-member of the NATA: invoice is emailed directly to the individual by October 31st for the current year's fee.

C. 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. NOTE: Depending on the ECC provider, the BOC does not require ECC recertification each year only that ECC is current each year. 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:

- 1) CPR /AED for the Professional Rescuer by the American Red Cross
- 2) BLS Healthcare Provider CPR by the American Heart Association

ECC must include the following:

- 1) Adult and pediatric CPR
- 2) Airway obstruction
- 3) 2nd rescuer CPR
- 4) AED
- 5) Barrier devices (e.g., pocket mask, bag valve mask)

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

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.

V. **Personal Profile**

A. Current Address

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 active/good standing to SUSPENDED or even REVOKED.

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

- 1) Online through the BOC website at www.bocatc.org
- 2) By mailing in a change of address to the BOC office at:

Board of Certification
Attn: Certification Records
1415 Harney St Ste 200
Omaha NE 68102-2205

B. Email Address

ATs must keep their demographic 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 that have a change of name (e.g., due to marriage) are required to notify the BOC. A *Name Change Request Form* can be found and printed from the BOC website at www.bocatc.org. The *Name Change Request Form* must be completed and mailed to the BOC with an original or notarized

copy of the legal document indicating change of legal name. 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 (i.e., Department of Vital Statistics). The signature and title of the department representative must be present. The information should be mailed to:

Board of Certification
Attn: Certification Records
1415 Harney St Ste 200
Omaha NE 68102-2205

APPENDICES

Appendix A

BOC Contact Information

Board of Certification, Inc.
1415 Harney Street
Suite 200
Omaha, Nebraska 68102

Voice: (402) 559-0091
Fax: (402) 561-0598
General Email: Staff@bocatc.org
Web: www.bocatc.org

Appendix B

Privacy Policy

- **Information Collected**

The information we accumulate and retain regarding ATs and candidates include:

1. Name
2. Address
3. Telephone and/or email contact
4. Date of birth
5. Route to eligibility
6. Last four digits of the social security number
7. Degree and universities attended
8. Other credentials or licensure
9. BOC certification exam scores
10. Information related to completion of continuing education units (CEUs)
11. Information regarding disciplinary or legal action relevant to the BOC certification requirements
12. Decisions of the BOC Professional Practice and Discipline Committee
13. Correspondence and materials related to the above

- **Information Collected Usage**

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

1. Determining eligibility for certification and certification status
2. Determining completion of continuing education
3. Administering disciplinary proceedings
4. Interacting with state licensing or regulatory agencies, educational institutions, Athletic Trainer employers and CEU providers
5. Helping us to design, or improve, our certification process so we can provide you with quality programs and services

6. 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

- **Maintenance of Accurate Information**

We work hard to ensure that private information is accurate and complete. We also pledge to respond quickly to requests for correcting inaccurate information. Please let us know immediately if you believe our records are inaccurate or if anything changes, such as your name, address, email, etc.

- **Limitations on Access to Information**

Employee access to personally identifiable member 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 the confidentiality of our members. 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 via Established Security Measures**

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 or candidates, except in the performance of bona fide organizational due diligence or where:

1. The information is provided to verify an individual's certification status to a member of the public or an employer
2. You submit a written request for the information to be disclosed
3. The disclosure is required by law (e.g., subpoena, request by regulator, etc.)

Your name, location and certification status will be available online through the BOC certification verification system to potential employers, state licensing officials and others.

Appendix C

Exam Preparation Guide

- **Read the *BOC Exam Candidate Handbook***

The handbook contains a variety of information concerning the exam. Candidates should become familiar with the contents. This handbook can also be viewed or downloaded from the BOC website www.bocatc.org.
- **Submit the Application for Eligibility**

Candidates must submit their application for eligibility through BOC Central™ on the BOC website. Candidates using BOC Central™ will need to email, fax or mail a front and back signed copy of their current ECC card.
- **Check Your ID**

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

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.
- **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 "Retaking the Exam/Time Frame"). 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 cannot be rescheduled within the eligibility period, the candidate will have to reapply and/or forfeit fees.

- **Check Your ID Again**

Remember, the legal first and last name* on the valid, government 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.

*If you have more than one last name listed on your government issued photo ID, the same last names must be reflected on the exam admission ticket.

- **Email Confirmation for Exam**

Candidates will receive a confirmation email from CASTLE with the following information:

1. Name
2. Exam name
3. Required ID (valid, government issued photo ID, i.e., driver's license, passport, state issued ID)
4. Appointment date
5. Appointment time
6. Name of the CASTLE testing center
7. Address of the CASTLE testing center
8. Email link for a map to the CASTLE testing center
9. Username

Candidates must bring their confirmation email on exam day.

- **Verify Directions**

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

- **Additional Questions?**

If you have other questions, please contact the BOC via email at Exam@bocatc.org or by phone at (877) 262-3926.

Appendix D Fee Structure

Application Fee (1-time non-refundable fee)

- NATA members \$35
- Non-NATA members \$60

Exam Fees

- First time and retake candidates \$300 (during priority scheduling pay period)
- First time and retake candidates \$375 (during non-priority scheduling pay period)

*Candidates retaking the exam are not required to pay an application fee if the exam is taken during the candidate's 1-year eligibility period.

Additional Fees

- Rescheduling fee \$50 or \$100
- BOC Self Assessment Exams \$30 Online at www.bocatc.org
- Diagnostic report \$60
- Document retrieval \$25
- Exam eligibility/registration \$25
- Verification request \$25
- Certification packet replacement \$10 (plus postage if shipped outside the US)

Appendix E

Content Outline – BOC Entry-Level Exam – *Role Delineation Study, Fifth Edition*

I. Prevention	
A.	Educate the appropriate individual(s) about risks associated with participation and specific activities using effective communication techniques to minimize the risk of injury and illness.
B.	Interpret pre-participation and other relevant screening information in accordance with accepted guidelines to minimize the risk of injury and illness.
C.	Instruct the appropriate individual(s) about standard protective equipment using effective communication techniques to minimize the risk of injury and illness.
D.	Apply appropriate prophylactic/protective measures using commercial products or custom-made devices to minimize the risk of injury and illness.
E.	Identify safety hazards associated with activities, activity areas and equipment by following accepted procedures and guidelines in order to make appropriate recommendations and to minimize the risk of injury and illness.
F.	Maintain clinical and treatment areas by complying with safety and sanitation standards to minimize the risk of injury and illness.
G.	Monitor participants and environmental conditions by following accepted guidelines to promote safe participation.
H.	Facilitate physical conditioning by designing and implementing appropriate programs to minimize the risk of injury and illness.
I.	Facilitate healthy lifestyle behaviors using effective education, communication and interventions to reduce the risk of injury and illness and promote wellness.

II. Clinical Evaluation and Diagnosis	
A.	Obtain a history through observation, interview and/or review of relevant records to assess current or potential injury, illness or condition.
B.	Inspect the involved area(s) visually to assess the injury, illness or health-related condition.
C.	Palpate the involved area(s) using standard techniques to assess the injury, illness or health-related condition.
D.	Perform specific tests in accordance with accepted procedures to assess the injury, illness or health-related condition.
E.	Formulate a clinical impression by interpreting the signs, symptoms and predisposing factors of the injury, illness or condition to determine the appropriate course of action.
F.	Educate the appropriate individual(s) regarding the assessment by communicating information about the current or potential injury, illness or health-related condition to encourage compliance with recommended care.
G.	Share assessment findings with other healthcare professionals using effective means of communication to coordinate appropriate care.
III. Immediate Care	
A.	Employ life-saving techniques through the use of standard emergency procedures in order to reduce morbidity and the incidence of mortality.
B.	Prevent exacerbation of non-life-threatening condition(s) through the use of standard procedures in order to reduce morbidity.
C.	Facilitate the timely transfer of care for conditions beyond the scope of practice of the Athletic Trainer by implementing appropriate referral strategies to stabilize and/or prevent exacerbation of the condition(s).
D.	Direct the appropriate individual(s) in standard immediate care procedures using formal and informal methods to facilitate immediate care.

E.	Execute the established emergency action plan using effective communication and administrative practices to facilitate efficient immediate care.
IV. Treatment, Rehabilitation and Reconditioning	
A.	Administer therapeutic and conditioning exercise(s) using standard techniques and procedures in order to facilitate recovery, function and/or performance.
B.	Administer therapeutic modalities using standard techniques and procedures in order to facilitate recovery, function and/or performance.
C.	Apply braces, splints or assistive devices in accordance with appropriate standards and practices in order to facilitate recovery, function and/or performance.
D.	Administer treatment for general illness and/or conditions using standard techniques and procedures to facilitate recovery, function and/or performance.
E.	Reassess the status of injuries, illnesses and/or conditions using standard techniques and documentation strategies in order to determine appropriate treatment, rehabilitation and/or reconditioning and to evaluate readiness to return to a desired level of activity.
F.	Educate the appropriate individual(s) in the treatment, rehabilitation and reconditioning of injuries, illnesses and/or conditions using applicable methods and materials to facilitate recovery, function and/or performance.
G.	Provide guidance and/or counseling for the appropriate individual(s) in the treatment, rehabilitation and reconditioning of injuries, illnesses and/or conditions through communication to facilitate recovery, function and/or performance.
V. Organization and Administration	
A.	Establish action plans for response to injury or illness using available resources to provide the required range of healthcare services for individuals, athletic activities and events.

B. Establish policies and procedures for the delivery of healthcare services following accepted guidelines to promote safe participation, timely care and legal compliance.
C. Establish policies and procedures for the management of healthcare facilities and activity areas by referring to accepted guidelines, standards and regulations to promote safety and legal compliance.
D. Manage human and fiscal resources by utilizing appropriate leadership, organization and management techniques to provide efficient and effective healthcare services.
E. Maintain records using an appropriate system to document services rendered, provide for continuity of care, facilitate communication and meet legal standards.
F. Develop professional relationships with appropriate individuals and entities by applying effective communication techniques to enhance the delivery of health care.
VI. Professional Responsibility
A. Demonstrate appropriate professional conduct by complying with applicable standards and maintaining continuing competence to provide quality athletic training services.
B. Adhere to statutory and regulatory provisions and other legal responsibilities relating to the practice of athletic training by maintaining an understanding of these provisions and responsibilities in order to contribute to the safety and welfare of the public.
C. Educate appropriate individuals and entities about the role and standards of practice of the Athletic Trainer through informal and formal means to improve the ability of those individuals and entities to make informed decisions.