Don’t Forget to Renew!
The 2007 Board of Certification, Inc. (BOC) Approved Provider renewals were mailed in mid-October. Please contact our office if you did not receive this notice. You may also visit our website at www.bocatc.org/providers/RENEWAL.

Some changes have been made to the renewal notice; Be Certain™ to read and sign the Good Faith Statement and choose how you would like to receive this newsletter in the future.

BOC Approved Provider Audit Results
The BOC conducts an audit of a select number of BOC Approved Providers each quarter. If your company is selected, you are required to submit requested documentation from your most recent continuing education (CE) activity. This audit is designed to ensure consistency of the Approved Providers in following BOC Continuing Education Guidelines. The audit helps provide a measurement of quality control to Be Certain™ our program is working properly. Below are the top four reasons audits have been deemed non-compliant:

1. Using an outdated BOC Approved Provider logo
2. Using NATA or NATABOC Approved Provider instead of the correct BOC Approved Provider
3. Not listing BOC Approved Provider number on certificate of attendance
4. Using an incorrect version of the following statement in marketing materials:
   “(Provider Name) is recognized by the Board of Certification, Inc. to offer continuing education for Certified Athletic Trainers.”
   *This statement can be found on page 6 of the BOC Approved Provider Guidebook.

Calendar of Events
Announce your program on the “Calendar of Events” at www.bocatc.org where Athletic Trainers will be able to find out about your event. A description, the cost, the number of CEUs awarded, the location and how to register can be found in the Calendar of Events. Posting an event/course is a free service for BOC Approved Providers. Don’t be left out!

Please complete the Calendar of Events form in the back of your guidebook or visit the BOC website at www.bocatc.org/providers/DOCUMENTS and click on “Calendar of Events Form” under “Announcing your CE Events.”

Return the completed form via fax to (402) 561-0598 or by mail to: 4223 South 143rd Circle Omaha, NE 68137.

New Procedure for BOC Approved Providers
Certified Athletic Trainers (ATs) have always been responsible for reporting continuing education (CE) truthfully. In cooperation with BOC Approved Providers, the BOC has created an avenue for ATs to report CE hours in which they actually participated. Effective January 1, 2007, a new procedure will be encouraged to empower ATs with the responsibility to claim only those hours in which they actually participate in an event. All BOC Approved Providers are encouraged to provide certificates of attendance at the conclusion of an event. The following statement is also encouraged to be present on each certificate. It is the responsibility of the AT to enter the actual number of hours participated.

Company Name is recognized by the Board of Certification, Inc. to offer continuing education (CE) for Certified Athletic Trainers (ATs). This program has been approved for a maximum of (#) hours of Category A CE. ATs are responsible for claiming only those hours actually spent participating in the CE activity.

BOC Approved Provider Number: P0000
Number of hours actually participated: ____________________
(To be entered by the AT)

Certificates of completion are encouraged to be awarded to participants at the conclusion of the event. If an AT must leave an event early, the certificate of attendance is encouraged to be given upon departure and the actual number of hours participated are entered on the certificate. Again, it is the responsibility of the AT to enter the actual number of hours participated.

If you have any questions regarding this new procedure, please contact the Provider Relations Department by calling (877) 262-3926 ext. 19 or emailing MindyL@bocatc.org.

Mailing Lists
This is just a reminder that the end of the 2006 reporting period is drawing near. Now is a good time to get out that last minute mailer or start preparing for next year. There are more than 5,000 Certified Athletic Trainers that have yet to report any continuing education for the 2006 reporting period and more than 9,500 Certified Athletic Trainers reporting at the end of 2007. Mailing lists are available to BOC Approved Providers at a discounted rate and include all Certified Athletic Trainers. Get the entire database of Certified Athletic Trainers or a customized list by designating...
Contact Information

BOC Providers Relations Department

Address:
4223 S. 143rd Circle
Omaha, NE 68137

Toll-free Phone:
1-877-BOC-Exam
(1-877-262-3926)

Other Phone:
(402) 559-0091

Fax:
(402) 561-0598

E-mail:
MindyL@bocatc.org

Web:
www.bocatc.org

Your feedback on “The Approved Provider” would be most appreciated!

Thank You!

Mindy Lindquist,
Manager of Provider Relations

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Featured Approved Provider

The BOC Approved Provider logo provides recognition of your organization to each Certified Athletic Trainer when looking at advertisements or certificates of attendance. Therefore, the BOC recognizes BOC Approved Providers who follow the guidelines to help identify the BOC in these ads. A BOC Approved Provider will be featured in each issue of “The Approved Provider.” This issue’s Featured Approved Provider is the University of South Florida.

The University of South Florida has been a BOC Approved Provider since February 2006. As you can see in the advertisement below, the University of South Florida adheres to the policies found under “Business Practices” of the BOC Approved Provider Guidebook.

NEW Good Faith Statement

I certify that the organization listed on the front of this application has abided by all BOC Continuing Education and Approved Provider guidelines and will continue to do so in good faith. (Guidelines located in BOC Approved Provider Guidebook at www.bocatc.org/providers/DOCUMENTS)

Requirements to maintain status as a BOC Approved Provider:

- The organization must comply with all guidelines as stated in the BOC Approved Provider Guidebook
- The organization must comply with the BOC’s Code of Ethics
- The organization must comply with the BOC audit system
- Online or paper renewal application must be completed, and annual renewal fee must be paid
- Target audience must include Athletic Trainers as sole credential holders
- Content of program/event must fall within the domains of athletic training
  - Prevention
  - Clinical Evaluation and Diagnosis
  - Immediate Care
  - Treatment, Rehabilitation and Reconditioning
  - Organization and Administration
  - Professional Responsibility
- Course evaluation must be completed by all Certified Athletic Trainer participants
- Records of attendance must be kept in your records for at least four years
- NEW! Documents of attendance must include your assigned BOC Approved Provider number and contact hours/CEUs and encouraged to include the following statement:

  Company Name is recognized by the Board of Certification, Inc. to offer continuing education for Certified Athletic Trainers. This program has been approved for a maximum of (#) hours of Category A continuing education. Certified Athletic Trainers are responsible for claiming only those hours actually spent participating in the CE activity.

  BOC Approved Provider Number: P0000
  Number of hours actually participated: _____________

  It is also encouraged that the BOC Approved Provider logo be included.

Sponsorships Available

The 2007 BOC Athletic Trainers Regulatory Conference will be July 13-14, 2007, in Omaha, NE. Lead and Associate Sponsorships are available.

Lead Sponsor

Be the Lead Sponsor of the BOC State Regulatory Conference. The BOC has invited representatives of the athletic training industry from all 50 states. The conference is designed to create a communication network among state athletic training leaders and state regulatory agencies. Take advantage of this great opportunity to expose your company, products and services.

Benefits:

- Display your banner as the Lead Sponsor of the BOC State Regulatory Conference
- Your logo in the program as the Lead Sponsor and advertisement on the back of the program
- Recognition at least three times as the Lead Sponsor within the presentation to state representatives
- Name mentions in the post-conference web article at www.bocatc.org
- Name mentions in the Certification Update, a newsletter that is sent to all Certified Athletic Trainers and BOC Approved Providers
- Opportunity to provide giveaways in the hand-out bags
- 25% discount on BOC mailing list rentals for 2007

Associate Sponsor(s)

Benefits:

- Smaller logo in the program as an Associate Sponsor
- Recognition at least once as an Associate Sponsor within the presentation to the state representatives
- Name mentions in the post-conference web article at www.bocatc.org
- Name mentions in the Certification Update, a newsletter that is sent to all Certified Athletic Trainers and BOC Approved Providers
- Opportunity to provide giveaways in the hand-out bags
- 25% discount on BOC mailing list rentals for remainder of 2007

BOC Holiday Hours

The Board of Certification, Inc. office will be closed December 25, 2006, through January 1, 2007, in observation of the holidays.