

# BOC EXAM CANDIDATE HANDBOOK



BOARD OF CERTIFICATION  
FOR THE ATHLETIC TRAINER

Be Certain.™

*A step-by-step guide for  
candidates preparing  
for the BOC exam*

EFFECTIVE FOR MARCH/APRIL 2017 - JANUARY/FEBRUARY 2018 EXAM WINDOWS  
PUBLISHED JANUARY 2017

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## Glossary

Glossary			
<b>ADA</b>	Americans with Disabilities Act		
<b>ARTI</b>	Athletic Rehabilitation Therapy Ireland		
<b>BREAKDOWN ON 4 BUSINESS DAYS FOR RESCHEDULING/ CANCELLING</b>	<ul style="list-style-type: none"> <li>▪ Testing on Saturday or Sunday – The BOC must receive the written request from the candidate no later than 5:00pm CT (UTC-6.00) the previous Tuesday</li> <li>▪ Testing on Friday – The BOC must receive the written request from the candidate no later than 5:00pm CT the previous Monday</li> <li>▪ Testing on Thursday – The BOC must receive the written request from the candidate no later than 5:00pm CT the previous Friday</li> <li>▪ Testing on Wednesday The BOC must receive the written request from the candidate no later than 5:00pm CT the previous Thursday</li> <li>▪ Testing on Tuesday – The BOC must receive the written request from the candidate no later than 5:00pm CT the previous Wednesday</li> <li>▪ Testing on Monday – The BOC must receive the written request from the candidate no later than 5:00pm CT the previous Tuesday</li> </ul>		
<b>BOC</b>	Board of Certification, Inc.		
<b>BUSINESS DAYS</b>	Monday through Friday		
<b>CAATE</b>	Commission on Accreditation of Athletic Training Education		
<b>CASTLE</b>	BOC's professional testing vendor		
<b>CATA</b>	Canadian Athletic Therapists Association		
<b>ECC</b>	Emergency cardiac care		
<b>EXAM APPLICATION PROCESS</b>	<p>Step 1 – Complete <i>AT101-Exam Application-Step 1</i></p> <p>Step 2 – Complete <i>AT102-Exam Application-Step 2</i></p>		
<b>EXAM REGISTRATION PROCESS</b>	<p>Step 1 – Register: Candidate logs on to BOC Central™ to register for exam</p> <p>Step 2 – Pay: Candidate pays for exam</p> <p>Step 3 – Schedule: Candidate logs in to Castle website to schedule exam site/date/time</p>		
<b>EXAM WINDOW</b>	Specific dates when a candidate may sit for the exam		
<b>GOVERNMENT ISSUED PHOTO ID</b>	<p>This is a requirement for admittance into the BOC exam. With few exceptions, it must meet all of the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Be an original document; photocopied documents are not acceptable</li> <li>▪ Be valid; expired documents (bearing expiration dates that have passed) are not acceptable</li> <li>▪ Bear your full name exactly (excluding accents) as it was when registering for the test</li> <li>▪ Include a recent, recognizable photograph</li> <li>▪ Include your signature (the name and signature on the ID document must match)</li> </ul>		
<b>BOC OFFICE HOLIDAY CLOSURES FOR 2017</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>New Year's Day Holiday: January 2</p> <p>Martin Luther King Day: January 16</p> <p>Good Friday: April 14</p> <p>Memorial Day: May 29</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Independence Day: July 4</p> <p>Labor Day: September 4</p> <p>Thanksgiving: November 23-24</p> <p>Winter Holidays: December 25-26</p> <p>New Year's Day: January 1, 2018</p> </td> </tr> </table>	<p>New Year's Day Holiday: January 2</p> <p>Martin Luther King Day: January 16</p> <p>Good Friday: April 14</p> <p>Memorial Day: May 29</p>	<p>Independence Day: July 4</p> <p>Labor Day: September 4</p> <p>Thanksgiving: November 23-24</p> <p>Winter Holidays: December 25-26</p> <p>New Year's Day: January 1, 2018</p>
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<b>LEGAL NAME</b>	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); school ID will not be accepted		
<b>NATA</b>	National Athletic Trainers' Association		
<b>PD</b>	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 to assure protection of the public." 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, over 49,000 individuals hold the ATC® credential.

In order to attain 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 in no less than two academic years or meet the eligibility requirements for ARTI or CATA 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 site visit. A current list of CAATE Accredited Programs is available on the CAATE website at [www.caate.net](http://www.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. 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

### **I. 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.

### **II. ARTI and CATA Certified Individuals**

In 2014, Athletic Rehabilitation Therapy Ireland (ARTI) joined the BOC and the CATA in a Mutual Recognition Arrangement. The arrangement allows BOC Certified Athletic Trainers, CATA Certified Athletic Therapists 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 exam, an individual certified by either ARTI or CATA must be confirmed on the BOC exam application by an official from ARTI or CATA. The ARTI or CATA certified individuals must also hold a minimum of a bachelor's degree. For instructions on how to complete the BOC exam application as an ARTI Certified Athletic Rehabilitation Therapist or as a CATA Certified Athletic Therapist, see [Easy Steps for Online Exam Application Approval](#) on the BOC's website.

### III. **Discrimination Statement**

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

### IV. **Format**

Candidates apply for the certification exam by using **BOC Central™**, an online system available through the BOC website.

### V. **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 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.

\*Candidates with more than 1 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, III, etc.

### VI. **Application Process**

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

##### 1) **Entering the Candidate's Name Correctly**

**When creating a personal profile in BOC Central™, it is critical that candidates enter their name exactly as it appears on their valid, **government issued photo ID** (acceptable IDs include driver's licenses, passports and state issued IDs). The BOC 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 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 not be permitted to take the exam and will be considered a No Show. **School IDs will not be accepted.**

\*Candidates with more than 1 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, III, etc.

##### 2) **Name Change Requests**

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, (e.g., 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. Last 4 digits of social security number
  - iii. Current mailing address
  - iv. Work and home phone numbers
  - v. Email address

## **B. Completing Step 1**

Candidates complete Step 1 of the exam application. Once Step 1 is approved by the appropriate personnel (Program Director for candidates of a CAATE accredited athletic training program\*, CATA for CATA Certified Athletic Therapists and ARTI for ARTI Certified Athletic Rehabilitation Therapists), candidates complete Step 2 and pay the application fee.

The BOC processes applications within 1-2 business days. Candidates receive an automated email from the BOC once their application has been approved.

\*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 student may mail the BOC an official transcript with degree and date of degree posted in a university sealed envelope 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 student was/is in the program.

## **C. 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 with an approved exam application are expected to comply with the *BOC Standards of Professional Practice* at all times.

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.

**D. 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 (UTC-6.00) 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 applicant can initiate an appeal via email, fax or mail. Appeals must be made in writing to the Credentialing Services Department. The applicant is responsible for providing documentation to demonstrate the appeal should be granted.
- 2) Appeals must be received in writing via email, fax or mail at least 30 days before the exam registration deadline date for the exam window the candidate is requesting. The Credentialing Services Department will review the appeal. The applicant will be notified in writing of the subsequent decision.

**Board of Certification**  
**1415 Harney St Ste 200**  
**Omaha NE 68102-2250**  
**Fax: (402) 561-0598**  
**Email: [Exam@bocatc.org](mailto:Exam@bocatc.org)**

**F. 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 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 be required to provide a current professional alcohol/substance abuse evaluation that is no older than 3 months. If an evaluation was not required by the court, the candidate must obtain an evaluation from a licensed alcohol/chemical dependency counselor at their expense. Documentation may be emailed, faxed or mailed. Contact information for the BOC is listed above. 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 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. Please 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.



## **VII. Registration Process (after application is approved)**

Eligible candidates are permitted to register for the exam. Eligible candidates are allowed to register for the next available exam window only. Candidates who are enrolled/registered in their final semester/quarter prior to graduation are eligible to sit for the BOC exam.

The registration steps are as follows:

- Step 1 – Register: Candidate logs in to **BOC Central™** to register for the exam
- Step 2 – Pay: Candidate pays for exam and receives an automated email immediately from the BOC stating registration and payment were received.
- Step 3 – Schedule: 3-7 business days after the last registration date, candidate receives an email from **testing@castleworldwide.com** with instructions on how to schedule exam. Candidate logs in to Castle website and selects exam site/date/time.

ARTI Certified Athletic Rehabilitation Therapists may only schedule an exam in Ireland. CATA Certified Canadian Athletic Therapists and graduates of a CAATE accredited athletic training program may only schedule an exam in Canada or the United States.

## **VIII. 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.

### **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*. 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 4 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. The BOC will review the request and notify the candidate in writing of its determination within 2-3 business days of receipt.

### 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 (UTC-6.00) 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 Credentialing Services Department. The applicant is responsible for demonstrating that the appeal should be granted. Appeals must be received at least 30 days before 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.

### 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

## IX. Confirmation for Exam

- A. Three to 7 business days after the exam registration deadline date, the candidate will receive an email notification from Castle. Candidates may need to add [Exam@bocatc.org](mailto:Exam@bocatc.org) and [testing@castleworldwide.com](mailto:testing@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 use this information to log in to the Castle website to schedule their exam site, date and time. Candidates will schedule a 4-hour block for the exam. In addition, candidates should arrive at the testing center at least 15 minutes before the testing appointment.
- B. After scheduling the exam, the candidate will receive a confirmation email from Castle including information about the following:
- 1) Candidate name - The first and last name\* on a valid, [government issued photo ID](#) must appear EXACTLY the same as the name on the exam admission ticket
  - 2) Exam name
  - 3) A valid, [government issued photo ID](#) (i.e., driver's license, passport, state issued ID). School ID will not be accepted
  - 4) Exam date
  - 5) Reporting time
  - 6) Name of the Castle test site
  - 7) Address of the Castle test site (reporting location)
  - 8) Email link for a map to the Castle test site
  - 9) Candidate password
  - 10) General instructions
  - 11) Prohibited items
- C. 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 names on the ID and confirmation email must be an exact match, and school IDs will not be accepted. For more information on complying with name requirements, see [page 6](#) of this document.

## Exam Day

### I. Candidate Check-in for Exam

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

Candidates must bring the following to the exam:

- Confirmation email from Castle
- 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 IDs will not be accepted.**

\* Candidates with more than 1 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, III, etc. See [page 6](#) for complete information on name requirements.

#### B. Admission

- 1) Only the individual named on the 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.**

**C. Examinee Attestation Statement**

The BOC exam and the test questions contained on the exam are exclusive copyrighted property of the Board of Certification. No part of the exam may be copied or reproduced in part or whole by any means whatsoever, including memorization. Future discussion or disclosure of exam content orally, in writing or by any other means to anyone (including, but not limited to, candidates and Program Directors) is prohibited. Giving or obtaining unauthorized information or aid may result in disciplinary procedures or other appropriate actions.

Upon logging in to the exam, candidates will be required to agree to an attestation statement which states:

**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 have turned over the following items to the proctor:
  - o cameras, cell phones, optical readers or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials
  - o notes, books, dictionaries or language dictionaries
  - o book bags, purses, handbags or luggage
  - o ipods, mp3 players, phones or pagers
  - o calculators (except as expressly permitted by the test sponsor), computers, pdas or other electronic devices with one or more memories
  - o personal writing utensils (i.e., pencils, pens and highlighters)
  - o watches
  - o food and beverage
  - o hats, hoods or other headgear
- I will alert the proctor immediately if I have any concerns about the test administration, including if the testing environment becomes unacceptable to me, or if I have any concerns about the testing computer.

**IMPORTANT:** The content, including each question, of this examination is the property of the test provider. The examination content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing or receiving any examination content, including even partial questions, by written, electronic, oral or other form 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 examination. Doing so may result in disciplinary action, assessment of monetary damages and legal liability. By proceeding further with the examination process, you are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

**D. 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 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. Candidates who are not permitted to take the exam on that day will be considered a Failure to Appear (No Show).

**F. 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.

**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 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.
- 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. The BOC may also request restitution if exam items have been compromised.

### 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 Castle testing center proctor in conjunction with radio reports and local media. If a Castle testing center is closed by a Castle testing center proctor, every attempt will be made to contact the candidate by telephone 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. In addition, candidates can view all testing center closures using the Site Closure link included in the testing appointment confirmation email.

### 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. Appeals must be submitted in writing via fax to (402) 561-0598 Attn: Credentialing Services Department or via email to [Exam@bocatc.org](mailto:Exam@bocatc.org) **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.

## 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 entrust the ATC<sup>®</sup> 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 share takers to 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<sup>®</sup> 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 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, 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. Scores are calculated on a scale from 200 to 800 with the passing point at 500.

## II. Notification of Results

- A. Exam 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 exam results have been posted. Candidates may log on to their BOC Central™ account to access their exam results. Exam scores are not posted on BOC Central™.
- B. Exam results are mailed to candidates via USPS mail within 2-4 weeks from the last day of the exam window.

## III. Appeal of Exam Results

- A. 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.
- B. Appeal letters should be sent by traceable mail with signature of receipt required to:  
**Board of Certification**  
**Attn: Director of Credentialing Services**  
**1415 Harney St Ste 200**  
**Omaha NE 68102-2250**
- C. 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.
- D. 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.
- E. Exams will not be re-scored. However, if a candidate appeals his/her examination, Castle 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 examination answer key in order to confirm that the candidate's examination was scored properly and correctly, and that the proper final examination score was reported. Please note that the Internet-based testing scoring process is very accurate and that Castle's scoring process already includes several quality assurance steps, including a review of all examination results following examination administration.

- F. 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 4 business days prior to their scheduled appointment for a \$45 fee. Paying the \$45 reschedule fee only allows candidates to reschedule a testing appointment within the same window. Candidates who want to reschedule to a different exam window or cancel should refer to the appropriate information below. Read the [breakdown on 4 business days](#) for rescheduling/cancelling in the glossary.

[Holidays noted in the Glossary](#) 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 \$45 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 rescheduling fee. 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. The candidate will re-register himself/herself and pay the \$50 fee once the desired exam registration window opens. The candidate will receive an email from Castle ([testing@castleworldwide.com](mailto:testing@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 4 business days prior to their scheduled appointment for a \$100 rescheduling fee. Read the [breakdown on 4 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. The BOC will cancel the current exam registration. The candidate will re-register himself/herself and pay the \$100 fee once the desired exam registration window opens. The candidate will receive an email from Castle ([testing@castleworldwide.com](mailto:testing@castleworldwide.com)) within 3-7 business days after the registration window closes to schedule their exam site, date and time.



#### **IV. 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.

#### **V. 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 or American Express).

#### **VI. Rescheduling for ARTI and CATA Certified Individuals**

ARTI Certified Athletic Rehabilitation Therapists may only reschedule an exam in Ireland. CATA Certified Canadian Athletic Therapists and graduates of a CAATE accredited athletic training program may only reschedule an exam in Canada or the United States.

## **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: Credentialing Services Department**  
**1415 Harney St Ste 200**  
**Omaha NE 68102-2250**  
**[Exam@bocatc.org](mailto: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 4 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 4 business days prior to the scheduled exam appointment. Read the **breakdown on 4 business days** for rescheduling/cancelling in the glossary. **Holidays noted in the Glossary** 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 may recognize 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. The list of immediate family normally includes 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
  - 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: Credentialing Services Department**  
**1415 Harney St Ste 200**  
**Omaha NE 68102-2250**  
**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 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 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 register for that exam window until the designated date). Refer to the [Exam Deadlines](#) for details.
- D. 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 the File for Certification

### I. Submission of Required Information

Candidates who have successfully challenged the certification exam have 1 year from the date their exam results are posted on BOC Central™ to complete their file with required materials. Candidates will be notified in their exam results 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 candidate's file is complete. The BOC will send an email to each new Athletic Trainer with his or her certification number and date, links to important information about his or her newly earned credential and information on how to access an electronic certificate and certification card. The email will include links on how to:

- Request 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

Use of the ATC® credential is strictly prohibited until a candidate's file is complete and the BOC has granted certification.

### III. Required Materials to Complete File for Certification

The BOC must receive the items below to complete your file for certification:

1) Official transcript\*

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

- Candidate's full name
- Candidate's social security number OR student identification number
- 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. Transcripts with a graduation date that is after the transcript issue date will not be accepted
- The registrar's official seal, stamp or signature

Electronic transcripts will be accepted only if they are electronically transferred via email using a secure and verifiable transcript service or clearing house (e.g. eScript, eCredential Solutions, National Student Clearinghouse, Parchment Send Service, Transcript Network). The secure electronic transcript must be sent to [Exam@bocatc.org](mailto:Exam@bocatc.org).

\* An official transcript is not required if you were previously certified and are going through reinstatement; however, current ECC documentation is a requirement.

2) Emergency Cardiac Care Card (ECC) or Certificate

Email, mail or fax a front and back signed copy of your current ECC card or certificate (signed by the participant if no QR code is present)

NOTE: Official transcripts and ECC cards are processed within 2-3 days of receipt. Candidates are sent an email notification after an official transcript or ECC card has been processed.

Please use the following contact information:

**Board of Certification**

**Attn: Credentialing Services**

**1415 Harney St Ste 200**

**Omaha NE 68102-2250**

**Email: [Exam@bocatc.org](mailto:Exam@bocatc.org)**

**Fax: (402) 561-0598**

**Attn: Credentialing Services**

**IV. 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 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 stand alone and focused testlet items in 1 part and candidates have the ability to move forward or back throughout the entire exam.

The BOC exam consists of the following:

- Stand alone items
  - Multiple choice, multi select, drag and drop and hot spot
- 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

### II. Practice Analysis, 7th Edition (PA7)

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	% of Questions on Exam
Injury and Illness Prevention and Wellness Promotion	19.8%
Examination, Assessment and Diagnosis	24.3%
Immediate and Emergency Care	15.5%
Therapeutic Intervention	27.4%
Healthcare Administration and Professional Responsibility	13.0%

### 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 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 BOC supervised content experts developed the questions to the same psychometric standards, 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 |
| ▪ Adherence to the <i>BOC Standards of Professional Practice</i> | Appendix F |

## BOC Certification and the ATC<sup>®</sup> Credential: Ongoing Responsibilities

### I. Certification Packets

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

- Request **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 have regulation for Athletic Trainers (i.e., licensure, certification 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. 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](#). Verification is sent via USPS mail or electronically directly to the state or employer requested, and there is a small fee for this service.

### IV. **Certification Maintenance Requirements**

Athletic Trainers must demonstrate continuing competence. The BOC requires that each Athletic Trainer re-qualify for certification. At the conclusion of a defined reporting period, Athletic Trainers must meet certification maintenance 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*.

#### 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:

- 1) Newly certified candidates will have the certification maintenance fee waived in the year they are initially certified (i.e., if you are certified in 2017, you will not owe the 2017 certification maintenance fee).
- 2) NATA members: check the “BOC Recertification Fee” box when renewing your NATA membership to pay the discounted BOC certification maintenance fee. The NATA will collect the payment and forward it to the BOC on your behalf
- 3) Non-members of the NATA: complete the year-specific form *AT204 - Recertification 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.

NOTE: 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*. Examples of courses that provide the above requirements include but are not limited to the following:

<b>Provider Name</b>	<b>Course Title</b>
American Heart Association	ACLS
American Heart Association	BLS Healthcare Provider / BLS Provider
American Red Cross	CPR/AED for the Professional Rescuer
American Red Cross	Basic Life Support for Healthcare Providers
American Safety and Health Institute	CPR for Professionals
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 (PHECC)	Cardiac First Responder - Community level Cardiac First Responder - Advanced level

ECC must include all of the following:

- 1) Adult and pediatric
- 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 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 only acceptable IF skills are demonstrated and tested in person by a qualified instructor. The in-person test can include video technology. Examples of acceptable blended programs include:

- AHA HeartCode® - students must attend a structured hands-on session with an AHA Instructor
- ProTrainings LLC's ProCPR – students must select the blended/hands-on option that requires a live instructor-led video conference

ACLS Certification Institute's Advanced Cardiac Life Support is an example of an online ECC course that does NOT meet this requirement because it does not require skills to be demonstrated and tested as it lacks the live component. Visit the ECC tab on the [FAQs page](#) for more information on online ECC courses.



#### **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 2017 must report 50 CEUs by December 31, 2019. ATs certified in 2018 must report 25 CEUs by December 31, 2019. ATs may begin accumulating CEUs once they are certified.

### **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 EXPIRED.

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

- 1) Online through **BOC Central™**
- 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 68102-2250**

#### **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. The printed **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 (e.g., 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 68102-2250**

## APPENDICES

### Appendix A: BOC Contact Information

Board of Certification, Inc.	Voice: (402) 559-0091
1415 Harney Street	Fax: (402) 561-0598
Suite 200	General Email: <a href="mailto:Staff@bocatc.org">Staff@bocatc.org</a>
Omaha, Nebraska 68102	Web: <a href="http://www.bocatc.org">www.bocatc.org</a>

### 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 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.

#### 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

#### Maintenance of Accurate Information

We ensure that private information is as accurate and complete as possible. 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, except in the performance of bona fide organizational due diligence or where the:

- 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.), or
- written request is submitted by you for the information to be disclosed

Your name, location, certification status 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

### ▪ **Read the BOC Exam Candidate Handbook**

The handbook contains a variety of information concerning the exam. Candidates should become familiar with the contents.

### ▪ **Submit the 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 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.

\*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, III, 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 "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 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.

\*Candidates with more than 1 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, III, etc.

- **Email Confirmation for Exam**

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

1. Candidate name
2. Exam name
3. Required ID (valid, **government issued photo ID**, i.e., driver's license, passport, state issued ID)
4. Exam date
5. Reporting time
6. Name of the Castle test site
7. Address of the Castle test site (reporting location)
8. Email link for a map to the Castle test site
9. Candidate password
10. General instructions
11. Prohibited items

\*\*\*Each candidate will receive a confirmation email with details of his/her 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.\*\*\*

- **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](mailto: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
- Reinstatement by exam \$60

### Exam Fees

- First time and retake\* candidates \$300
- ARTI first time and retake\* candidates \$400 (\$300 exam fee + \$100 international surcharge)

\* 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.

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](http://www.benefits.va.gov/gibill/licensing_certification.asp).

### Additional Fees

- Rescheduling fee \$50 or \$100
- BOC Self-Assessment Exams \$30
- Document retrieval \$25
- Exam eligibility verification \$25
- Certification verification request \$15 (electronic) or \$25 (written)

## Appendix E: Content Outline - BOC Entry Level Exam

From the *Practice Analysis, 7th Edition (PA7)*

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.

<b>II.</b>	<b>Examination, Assessment and Diagnosis</b>
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.
<b>III.</b>	<b>Immediate and Emergency Care</b>
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.
<b>IV.</b>	<b>Therapeutic Intervention</b>
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.
<b>V.</b>	<b>Healthcare Administration and Professional Responsibility</b>
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: Adherence to the *BOC Standards of Professional Practice*

ATs and candidate 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 understands and uses preventive measures to ensure the highest quality of care for every patient.

#### Standard 3: Immediate Care

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

#### Standard 4: Clinical Evaluation 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: Treatment, Rehabilitation and Reconditioning

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.

## II. Code of Professional Responsibility

### 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, [www.bocatc.org](http://www.bocatc.org).

### Code 1: Patient Responsibility

The Athletic Trainer or applicant:

- 1.1 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 healthcare 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:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 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 and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
- 3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.9 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
- 3.10 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
- 3.11 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
- 3.12 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
- 3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

**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 healthcare 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 Maintains adequate and customary professional liability insurance
- 6.3 Acknowledges and mitigates conflicts of interest



BOC