



BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

AT Director Candidate Guide

The Board of Certification

The Board of Certification, Inc. (BOC) has been responsible for the certification of Athletic Trainers (ATs) since 1969. In 1981, the BOC became one of the first groups to be accredited by the National Commission for Certifying Agencies (NCCA), making it an autonomous committee.

The BOC became a separately incorporated not-for-profit organization in 1989 as a 501(c6) credentialing agency to provide a certification program for the entry-level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC works with state regulatory agencies to provide credential information, professional conduct guidelines and regulatory standards on certification issues.

At the time of incorporation, the BOC established a fee-based contract with the National Athletic Trainers' Association (NATA), with one full-time employee. Between 1989-1995 the board began putting the structure in place as the organization moved from a district-based board of 13 members to nine members. The board hired its first chief executive officer (CEO) and chose Omaha as the home office site.

Since 1989, the BOC has grown to a staff of 20, and strives to become the worldwide leader in credentialing. That focused vision is carried out through the BOC's mission of providing exceptional credentialing programs for health care professionals to assure protection of the public.

VISION

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

MISSION

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

VALUES

Integrity, Professionalism, Fairness, Transparency, Service

COMMITMENT TO EXPANDING AWARENESS, OPPORTUNITY, AND OUTREACH



WHO DOES THE BOC SERVE?

The BOC has many different “owners” or “stakeholders:”

- **The Public:** Protecting them through regulation of the athletic training profession.
- **ATs:** Setting the rules and requirements to obtain and maintain certification.
- **Candidates:** Developing and providing the national certification exam required for college students to transition into the workforce and become professional ATs.
- **Educators:** Providing resources to college professors who teach candidates working to become ATs.
- **BOC Approved Providers:** Partnering with organizations who wish to offer continuing education programs to ATs for credential maintenance.
- **Regulators:** Collaborating with state regulatory agencies (state government entities) who regulate ATs at the state level. ATs are licensed or otherwise regulated in 49 states and efforts continue to add licensure in California.
- **Employers:** Providing employers of ATs employment candidates who are ready to fulfill the requirements of the AT role.

CURRENT STRATEGIC PRIORITIES (2021-2023)

1. BOC's public policy and oversight agencies recognize the value of BOC certificants.
2. BOC raises the standards of the athletic training profession through continuing education and BOC Approved Provider standards, high stakes exams, quality certification programs, practice analysis and recognized standards of competence for specialty athletic training practice.
3. BOC collaborates with industry organizations to foster excellence within the athletic training profession locally and globally.
4. BOC's exam and certification are accredited, and their processes recognized as the industry standard of initial and ongoing competence, practice and ethics globally.
5. BOC innovates by focusing on the future, providing robust technology options for ATs to maintain their continuing professional certification at the highest standards.

Board of Directors

The BOC is governed by nine directors, each responsible for making decisions that are in the best interest of the organization, and ensuring the organization follows local, state and federal laws, bylaws, policies and procedures, while advancing the mission.

Of the nine directors, six are BOC Certified ATs ("Athletic Trainer Director"), one is a Physician ("Physician Director"), one is a member of the public ("Public Director"), and one is a member of the corporate or educational community ("Corporate/Educational Director").

All directors serve in a volunteer capacity, meaning they are not compensated for their service.

The BOC board follows a policy governance model, which helps boards focus on leading the organization strategically while allowing the CEO to manage. The board sets the policy and strategic direction of the BOC and delegates to the CEO to carry out those policies and directions.

The board utilizes a "flipped" meeting format. Meeting materials are shared in advance of each board meeting and members are expected to review materials and come prepared with questions and discussion. Flipping the meeting keeps presentation time to a minimum and allows the board to focus on problem solving and decision making, innovative thinking and collaboration and finalizing decisions.

POSITION OVERVIEW AND SPECIFIC RESPONSIBILITIES

The board makes decisions on behalf of its primary stakeholders (the public and ATs/candidates) and secondary stakeholders (educators, approved providers, regulators and employers). Each BOC board member represents the interests of current and prospective certificants in determining and demanding appropriate organizational performance. To carry out this responsibility, each board member will:

- Connect the interests of current and future certificants with operational performance by assessing the needs and trends affecting the athletic training profession as they relate to the BOC's activities and scope of influence.
- Govern within the written policies that address organizational decisions among the categories of strategic priorities, management parameters, board process and board-management delegation.
- Ensure fulfillment of strategic priorities, financial solvency and organizational integrity by holding the CEO accountable through monitoring of proper delegation, authority and management.
- Approve key certification requirements, including eligibility, recertification, exam modification, changes to the "BOC Standards of Professional Practice," and standards of continuing education.

Within the limits of the Articles of Incorporation, the Bylaws and the Policies and Procedures of the BOC, board directors, with appropriate delegations:

- Seek to exemplify, uphold and advance high ethical standards for the BOC and BOC Certified ATs.
- Formulate and enact the policies of the BOC, including fiduciary responsibilities.
- Approve the Practice Standards and Codes of Professional Responsibility and the prerequisite eligibility requirements for certification as an AT.
- Approved standards for the continuing education requirements of BOC Certified ATs.
- Approved standards for the certification maintenance of BOC Certified ATs.
- Establish and enact programs that promote and support the BOC's credentials to the general public.
- Approve programs that promote and support the BOC's credentials by regulatory bodies.
- Foster harmony and seek opportunities for collaboration with the NATA and other organizations that promote the advancement of the profession of athletic training.
- Formulate the strategic plan for the BOC.
- Approve an annual budget for the BOC.
- Approve reasonable exam fees that are consistent with the operating costs of the BOC and similar credentialing programs.
- Formulate a long-term financial and investment plan for the BOC, consistent with the goals of a non-profit organization.

REQUIRED QUALIFICATIONS

Candidates should possess both the qualifications and core competencies described below. All candidates, regardless of position, should demonstrate experience or knowledge with an oversight board (e.g., NATA, Commission on Accreditation of Athletic Training Education (CAATE), state athletic training organization, state regulatory board, credentialing board, corporate structure, public or non-profit organization).

Candidates should not hold elected or appointed office on a state, provincial, or national regulatory board or serve on the Board of Directors for NATA, CAATE, or NATA Foundation, Inc.

Athletic Trainer Director

Any BOC Certified AT is eligible if they meet the required qualifications plus:

- Have been certified as an AT by the BOC for at least five years prior to appointment.
- Are in good standing with the BOC.
- Maintains current state license or equivalent credential in good standing if the state of their residence or practice regulates the profession of athletic training.

Physician Director

Any person is eligible if they meet the required qualifications plus:

- Are licensed as a medical doctor or doctor of osteopathic medicine.
- Are currently recognized in good standing by the governmental authority responsible for licensure of their profession.
- Demonstrate interest in health and safety through a willingness to be a physician medical advocate for consumers of athletic training services.

Public Director

Any person who is not qualified to be an AT director or physician director is eligible to be a public director if they meet the required qualifications plus:

- Demonstrate interest in health and safety through a willingness to be a public advocate for consumers of athletic training services.
- Bring a perspective to the decision and policy making organization that is different from that of the Certificants and should help to balance the organization's role in protecting the public while advancing the interests of the profession.

Corporate/Educational Director

Any person is eligible for appointment as a Corporate/Educational Director if they meet the required qualifications plus:

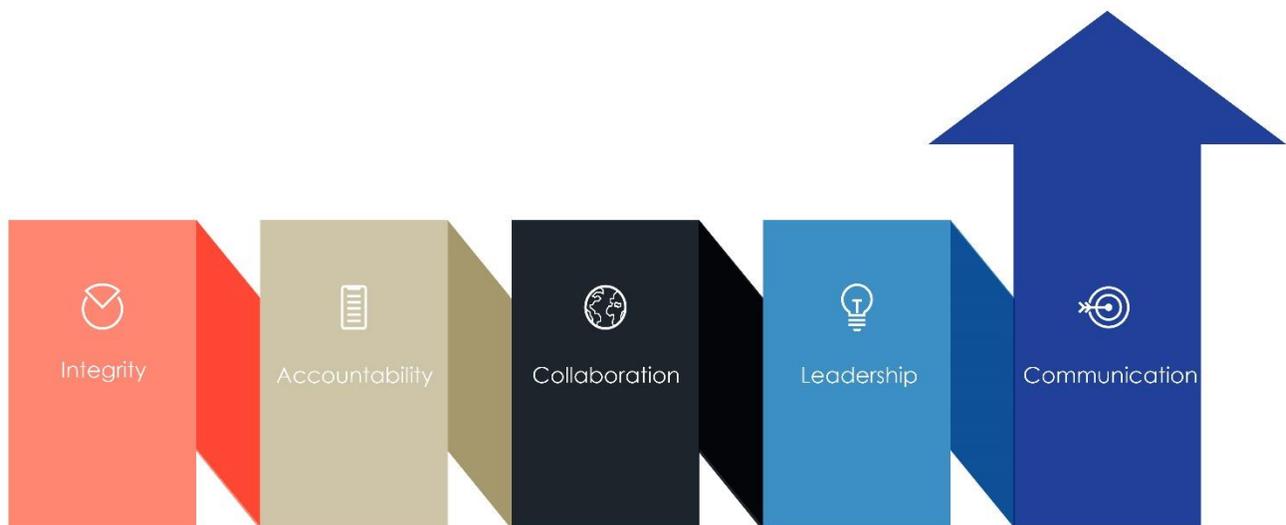
- Are presently or formerly responsible for the employment of or direction of BOC Certified ATs.
- Have a present or former corporate relationship with the athletic training profession.
- Are presently or formerly a member of the academic community.
- Demonstrate interest in health and safety through a willingness to be a corporate/educational advocate for consumers of athletic training services.

EXCLUSIONS

No public, physician or corporate/educational director should practice as a BOC Certified AT as their primary means of employment. No director will have a familial or supervisory relationship with any other director or staff member.

CORE COMPETENCIES

The BOC expects each board director to possess a set of core competencies that are foundational in driving the mission and vision of the BOC. As organizational leaders, directors must demonstrate **Integrity** through honesty, confidentiality and discretion. In addition, they need to show **Accountability** through timely preparation of board assignments and thoughtful engagement in meetings. It is imperative that director **Collaboration** is effective and proactive with board members in order to achieve results aligned with the BOC mission. A director leverages their **Leadership** talents to positively influence and guide others upholding the mission of the BOC. In addition, directors are adept at delivering clear, succinct, audience-appropriate **Communication**.



TERM OF OFFICE

Directors serve a three-year term, with the possibility of one reappointment. Terms normally coincide with the organization's fiscal year, January 1 – December 31. A director may not serve more than two consecutive terms.

TIME COMMITMENT AND TRAVEL

The full board typically meets monthly via conference call, and twice per year in-person for longer (two to three days) meetings. After their first year, each director also participates on one or more committees, which normally meet quarterly. Board member preparation, attendance and participation is expected for each meeting.

Selection Process

Each year, ahead of the call for director applications, the Board of Directors will assess its current skill set, requirements and needs. For each appointment the board will evaluate its current and prospective members against a set of criteria, including, but not limited to:

Diversity
Leadership
Guidance
Vision
Skills and Expertise
Participation and Attendance

NOMINATING COMMITTEE

The Nominating Committee is responsible for receiving, reviewing, interviewing, and selecting candidates to forward to the Board for consideration. The Committee will advance at least two candidates for each director position as vacancies occur.

APPLICATION REQUIREMENTS

To apply for a position on the BOC Board of Directors, please submit the following information to the Nominating Committee by the designated deadline:

- Letter of interest that highlights strengths and contributions to the profession
- Completed Application
- Résumé or curriculum vitae

INTERVIEW AND EVALUATION

If selected for an interview, candidates will need to prepare a brief statement (three minutes maximum) indicating why they should be appointed to the Board of Directors. The statement will be delivered at the opening of the interview and should take into consideration the BOC’s mission, vision and values.

The Nominating Committee will use the following metrics to evaluate candidates:

- Ability to focus beyond the organization’s internal workings to what the organization should deliver beyond itself.
- Wisdom to think strategically and see the “big picture.”
- Capacity to think critically to examine interpretations, evidence, and proposed decisions.
- Gaps in current board demographics and skills

2022 SELECTION PROCESS CALENDAR

DATE	
May 2, 2022	Call for applicants opens
July 11, 2022	Application closes
July 18-22, 2022	Nominating Committee reviews applications and selects candidates to interview
July 25-August 5, 2022	Nominating Committee conducts interviews by video conference
August 15, 2022	Committee provides the BOC Board of Directors with at least two candidates per director position for appointment consideration
Between August-October 2022	BOC Board of Directors appoints new members
By Late October 2022	Candidates notified of the board’s decision
December 2022	Newly appointed director participates in orientation sessions hosted by BOC staff
January 1, 2023	Newly appointed director assumes seat on the board of directors as a non-voting member
January 1, 2024	Director assumes voting membership on Board of Directors

New Director Orientation

Upon appointment of a new director, BOC staff will begin the welcome and orientation process. Each new director participates in a year-long orientation process, while serving in a non-voting capacity during this time of learning and preparation. Check-in conversations are scheduled throughout the year from the CEO, board president and a board-appointed mentor. By the end of the first year, each new director should be fully prepared to assume the role of a voting member.

Board members take on an important responsibility when accepting to work toward advancing the mission of the BOC and are expected to carry out their work in a trustworthy and diligent manner. Board members are asked to complete the following agreements upon agreeing to serve, and annually thereafter:

- **Commitment to Serve**
 - Recognizing the duties and responsibilities of the appointment
- **Confidentiality**
 - Agreement outlines the type of information that is deemed confidential
- **Conflict of Interest**
 - Any conflict of interest, or potential conflict of interest, should be disclosed upfront by an incoming board member. A conflict of interest is a transaction or arrangement that benefits a volunteer on a personal, professional, business or financial nature. Within the confidentiality agreement is an opportunity to disclose actual or potential conflicts of interest. Should a conflict of interest or appearance of a conflict of interest arise following completion of the form, the board member will immediately notify, in writing, the board president or CEO. The BOC Board of Directors will determine whether a director shall be excused from voting on any matter involving the conflict.