



BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER



SELF-ASSESSMENT EXAM

PLATFORM TUTORIAL

PROGRAM DIRECTOR

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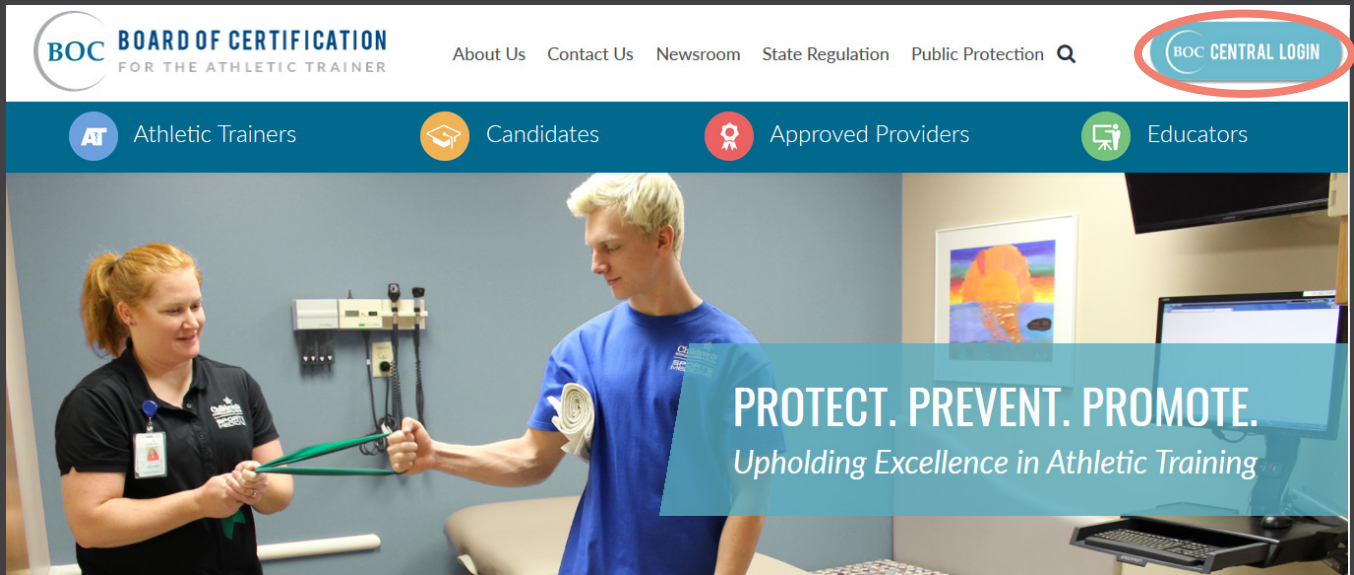
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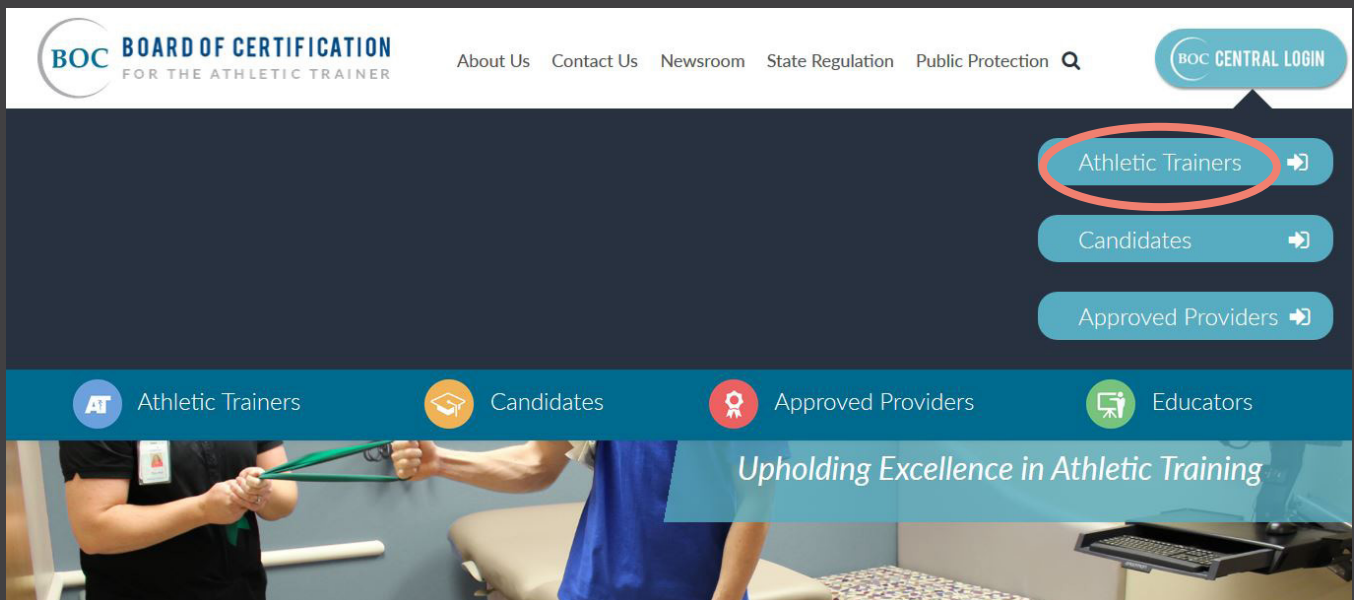
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SELF-ASSESSMENT EXAM

1 | Click “BOC Central™ Login”



2 | Click “Athletic Trainers” to log into your personal profile in BOC Central

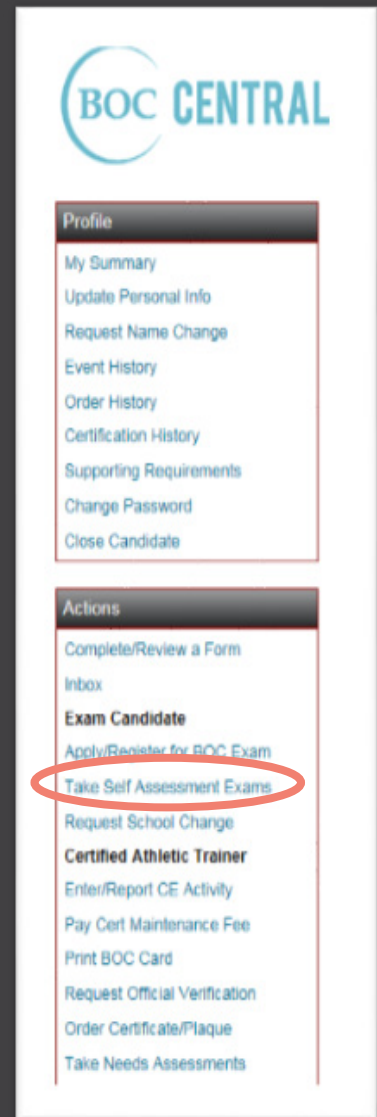


SELF-ASSESSMENT EXAM

3 | Click “Take Self Assessment Exams” to assign vouchers and/or take a self assessment exam (SAE)

You will see the student’s SAE results located on the next screen

- Students have to give permission for the results to be released to the program
- Email Exam@bocatc.org to request additional faculty members to be added to your BOC program’s profile

A screenshot of the BOC BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER website. The header includes the BOC logo and the text 'BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER'. On the right, there are links for 'Program Director' and 'Sign Out'. Below the header is a navigation bar with links for 'Self-Assessment Exams', 'Vouchers', and 'Profile'. The main content area is titled 'Student Results' and contains a search form with three input fields: 'First Name Contains', 'Last Name Contains', and 'Program'. The 'Program' field is a dropdown menu currently showing 'All'. A 'Search' button is located below the input fields.

SELF-ASSESSMENT EXAM

4 | Purchase program vouchers

- Click "Vouchers"
- Select "Purchase Vouchers"

The screenshot shows the BOC Board of Certification for the Athletic Trainer website. The user is logged in as a Program Director. The navigation bar includes 'Self-Assessment Exams', 'Vouchers', and 'Profile'. The 'Vouchers' dropdown menu is open, showing options: 'Purchase Vouchers' (highlighted with a red circle), 'Assign Vouchers for BOC University -', 'My Personal Vouchers', 'My Program Vouchers', and 'Purchase History'. Below the menu, there is a search bar with 'First Name Contains' and 'Program' dropdowns, and a 'Search' button. The message 'No results were found.' is displayed.

- Enter the number of vouchers you want to purchase for your program
- Select the program (Bachelors/Masters)
- Pay by credit card
 - Enter payment information and complete order
- Pay by check – select pay by check and mail the check to the BOC
 - Vouchers will not be released for use until payment is received

The screenshot shows the 'Purchase Vouchers' form on the BOC Board of Certification for the Athletic Trainer website. The user is logged in as a Program Director. The form includes a 'Quantity' field (highlighted with a red circle) with the value '15'. Below it, a dropdown menu for 'These vouchers are for:' is set to 'BOC University' (highlighted with a red circle). The total is '\$30.00'. A note states: 'Discount pricing is available on bulk voucher purchases. A 10% discount will be applied when purchasing 10 or more vouchers. A 15% discount will be applied when purchasing 15 or more vouchers.' The payment section has a 'Pay with card' option (highlighted with a red circle) and a 'Pay with check' button. The card payment fields include 'Card Number', 'Expiration Date (MM/YY)', 'CVV (3 digits)', and 'Postal Code'. The 'Complete Order' button is also highlighted with a red circle.

SELF-ASSESSMENT EXAM

5 | Print/email receipts by entering the email address and clicking "Send"

Note: Receipts can be sent to any email address

BOC BOARD OF CERTIFICATION
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Program Director Sign Out

Self-Assessment Exams Vouchers Profile

Voucher purchase was successful.

Purchase History

Purchase Successful

Thank you for your purchase. Please send a check for the Total Cost along with your Order ID to the address below:

Board of Certification
Attn: Credentialing Services
1415 Harney St., Ste 200
Omaha, NE 68102-2250

Purchased Vouchers will be available after check has been received and processed.

Name	Name
Order ID	1709K4AY
Total Cost	\$382.00
Quantity	15
Purchase Date	09/06/2017
Payment Type	Check

Send receipt to another email: [Send](#)

6 | See previous purchases by clicking "Purchase History"

BOC BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

Program Director Sign Out

Self-Assessment Exams Vouchers Profile

Student Results

First Name Contains: Last Name: Program:

[Purchase Vouchers](#)
[Assign Vouchers for BOC University -](#)
[My Personal Vouchers](#)
[My Program Vouchers](#)
[Purchase History](#)

[Search](#)

List provides a history of your purchases

Self-Assessment Exams Vouchers Profile

Purchase History

Order ID	Purchase Status	Quantity	Payment Method	Total Price	Purchase Date	Actions
1709K4AY	Complete	15	Check	\$382.00	09/06/2017	View Order Details

If you need records for purchases older than those shown, please contact an administrator for assistance.

SELF-ASSESSMENT EXAM

7 | Assign a voucher by clicking “Assign Vouchers for (name of your institution and bachelors or masters program)”

The screenshot shows the 'Self-Assessment Exams' section of the BOC website. The 'Vouchers' tab is selected. A dropdown menu is open under 'My Self-Assessment', with 'Assign Vouchers for BOC University -' highlighted by a red circle. Other options in the menu include 'Purchase Vouchers', 'My Personal Vouchers', 'My Program Vouchers', and 'Purchase History'. Below the menu, there are sections for 'Self-Assessment Exams in Progress' (showing 'No Self-Assessment Exams in Progress') and 'Self-Assessment Exams Completed or Expired' (showing a table of exams). At the bottom, there is a section for 'Start a Self-Assessment Exam' with a 'Select Exam Mode' button.

Version	Mode	Started	Submitted	Actions
SAE 3 Exam	Test	09/05/2017	06/18/2015	Results
SAE 3 Exam	Test	09/05/2017	02/06/2017	Results
SAE 4 Exam	Test	09/05/2017	09/09/2016	Results

First, select the version of the exam you want to assign to your students or select “Any Version” if they can take any version.

The screenshot shows the 'Assign Vouchers for BOC University -' form. The '1. Select Voucher Options' section is active. The 'Voucher Version Restriction' dropdown menu is open, with 'Any Version' selected and highlighted by a red circle. The 'Voucher Mode Restriction' dropdown menu is also open, showing 'Select Mode'.

1. Select Voucher Options
Choose whether this voucher restricts usage to a specific self-assessment exam version and/or mode. If Any Version option is selected, student can choose to take any active self-assessment exam. If Any Mode option is selected, students can choose to take the self-assessment exam in either Study Mode or Test Mode.

Voucher Version Restriction

- Select Version
- Any Version
- Exam Version 1
- Exam Version 2
- Exam Version 3
- Exam Version 4
- Exam Version 5

Voucher Mode Restriction

Select Mode

SELF-ASSESSMENT EXAM

7 continued |

Next, select the mode of the exam you want the student to take.

- Study mode will provide references and answers, but no results
- Test mode will only provide a diagnostic report upon submission of the exam
- Select “Any Mode” if they can take any mode

BOC BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

Program Director Sign Out

Self-Assessment Exams Vouchers Profile

Assign Vouchers for BOC University -

1. Select Voucher Options

Choose whether this voucher restricts usage to a specific self-assessment exam version and/or mode. If Any Version option is selected, student can choose to take any active self-assessment exam. If Any Mode option is selected, students can choose to take the self-assessment exam in either Study Mode or Test Mode.

Voucher Version Restriction

Exam Version 1

Voucher Mode Restriction

- Select Mode
- Any Mode
- Study
- Test

Lastly, click “Assign Voucher” button to assign the exam to a student. Multiple students can be assigned the same version/mode by clicking “Assign Voucher” next to each student. (If your student(s) do not appear in the “Select Voucher Recipient” section, make sure they have completed steps 4 & 5 in the [candidate tutorial](#))

1. Select Voucher Options

Choose whether this voucher restricts usage to a specific self-assessment exam version and/or mode. If Any Version option is selected, student can choose to take any active self-assessment exam. If Any Mode option is selected, students can choose to take the self-assessment exam in either Study Mode or Test Mode.

Voucher Version Restriction

Any Version

Voucher Mode Restriction

Any Mode

2. Select Voucher Recipient

Click Assign Voucher to next to the name of the student or students. Search by email or last name to find specific students. If a voucher is assigned incorrectly, go to My Program Vouchers to reclaim the voucher.

Email Last Name Search

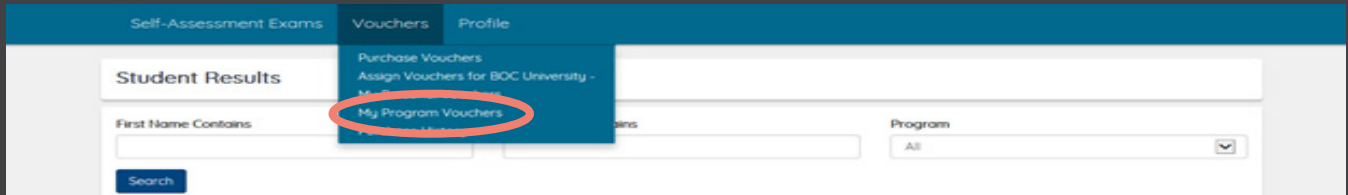
✓ Total Program Vouchers Available: 15

Email	First Name	Last Name	Vouchers Assigned	Actions
email@email.com	Name	Name	0	View Assign Voucher

SELF-ASSESSMENT EXAM

7 continued |

Click on the “My Program Vouchers” link if you mistakenly assigned a voucher to a student



Then, click “Reclaim Voucher” to unassign this voucher from a specific student

Mode	Version	Expiration Date	Code	User Assignment	Redeemed On	Actions
Any	Any	09/06/2018	1709H8T3	None		
Any	Any	09/06/2018	1709D2EQ	None		
Any	Any	09/06/2018	1709ZG36	None		
Any	Any	09/06/2018	1709NW2Q	None		
Any	Any	09/06/2018	17097FDG	None		
Any	Any	09/06/2018	1709VW3X	None		
Any	Any	09/06/2018	17092DTA	None		
Any	Any	09/06/2018	1709ZAQH	None		
Any	Any	09/06/2018	170993JX	None		
Any	Any	09/06/2018	1709R76M	None		
Any	Any	09/06/2018	17094K26	None		
Any	Any	09/06/2018	1709XC9G	None		
Test	Exam Version 1	09/06/2018	1709N9RT	Student's Name		Reclaim Voucher
Test	Exam Version 1	09/06/2018	1709D3wF	Student's Name		Reclaim Voucher
Test	Exam Version 1	09/06/2018	17097XMY	Student's Name		Reclaim Voucher

SELF-ASSESSMENT EXAM

8 | View student results

- Click on “Self-Assessment Exams”
- Select “Student Results”

The screenshot shows the BOC Board of Certification for the Athletic Trainer website. The header includes the BOC logo, the text 'BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER', and user links for 'Program Director' and 'Sign Out'. A navigation bar contains 'Self-Assessment Exams', 'Vouchers', 'Profile', and 'Tutorial'. A dropdown menu under 'Self-Assessment Exams' is open, with 'My Self-Assessment Exams', 'Individual Exams', and 'Student Results' (circled in red) visible. Below the dropdown is a search bar for 'College/University Name'. The main content area has two sections: '1. Select Voucher Options' with instructions and dropdowns for 'Voucher Version Restriction' (Any Version) and 'Voucher Mode Restriction' (Any Mode); and '2. Select Voucher Recipient' with instructions, input fields for 'Email' and 'Last Name', and a 'Search' button. At the bottom, there is a pagination link '1 2 3 4 5 ... Next > Last >>' and a status message '✓ Total Program Vouchers Available: 9'.

BOC BOARD OF CERTIFICATION
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Program Director Sign Out

Self-Assessment Exams Vouchers Profile Tutorial

My Self-Assessment Exams
Individual Exams
Student Results

College/University Name

1. Select Voucher Options

Choose whether this voucher restricts usage to a specific self-assessment exam version and/or mode. If Any Version option is selected, student can choose to take any active self-assessment exam. If Any Mode option is selected, students can choose to take the self-assessment exam in either Study Mode or Test Mode.

Voucher Version Restriction Voucher Mode Restriction

Any Version Any Mode

2. Select Voucher Recipient

Click Assign Voucher to next to the name of the student or students. Search by email or last name to find specific students. If a voucher is assigned incorrectly, go to My Program Vouchers to reclaim the voucher.

Email Last Name

Search

1 2 3 4 5 ... Next > Last >> ✓ Total Program Vouchers Available: 9