

# The Approved Provider

Volume 2004 Issue 1



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## **Statement of Purpose**

*The purpose of this newsletter is to act as a resource for BOC Approved Providers of continuing education for certified athletic trainers.*

## **The Board of Certification Has a New Look!**

The Board of Certification (BOC, formerly referred to as NATABOC) has a new look for 2004. We have a NEW company logo and a NEW approved provider logo. Our logos may have changed but we still have a dedicated staff to provide you the service you deserve. We want to say thank you for your attention to the changes you will need to make as a result of the new logos. You can find the NEW approved provider logo for your use on our NEW website at [www.bocatc.org](http://www.bocatc.org). The new logo needs to be incorporated into certificates of attendance, brochures, flyers and advertisements. The BOC has dropped the prefix of NATA for identification purposes only; the legal name has stayed the same. If you have any questions regarding the changes please don't hesitate to contact our office.

## **Ideal Certificate of Attendance**

Each approved provider must issue a *certificate of attendance* that includes the following:

- Title of the activity
- Date
- Participant's name
- Number of contact hours (or CEUs)
- Signature of individual verifying attendance
- Provider name and number
- BOC Approved Provider Logo

The above information it is necessary to ensure that the participant will be granted the number of CEUs they deserve. The BOC performs an audit in which a portion of all athletic trainers (AT) are required to participate. During this audit the AT's must submit all original documentation to support each activity they have listed on their reporting sheet. If certificates of attendance are not complete they must contact you, the approved provider, to obtain the correct documentation. As you see it is very important that the documentation you provide is accurate and includes all necessary information.

## **Updated Approved Provider Guidebooks!**

As we speak the new Approved Provider Guidebooks are at the printer. Included in the new guidebook are updated forms, new features of the program, information on assigning CEUs and much more!

## 5<sup>th</sup> Edition Role Delineation Study

The *Role Delineation Study*, is the blueprint for BOC examinations. It contains the entry-level standards of practice, redefined domains of athletic training, the entry-level job analysis and a review of literature containing several publications. The *Role Delineation Study*, also serves as a guide to determining relevant content areas for continuing education activities.

We are very excited to announce that a new edition of the *Role Delineation Study* is scheduled to be printed in early October. At this time you will be mailed a copy and asked to review the contents. All courses and home studies starting January 1, 2006 will need to meet the new requirements outlined in the *Role Delineation Study, Fifth Edition*.

If your company currently has home studies approved through the BOC, these courses will be re-reviewed during 2005. In order to have your home studies reviewed a home study application along with a \$40 application fee will need to be submitted with 4 copies of the home study. Once the home study is received by our office it will be sent to be reviewed by 3 volunteer home study reviewers. A letter will be sent informing you of the outcome of the review with the status and number of CEUs to be awarded.



### The BOC & the NATA



The Board of Certification (BOC) and the NATA are often used interchangeably. Functionally, they are two separate entities. To help eliminate the confusion, you will notice through out this issue we refer to ourselves as the BOC.

The BOC's mission is to protect the public by identifying competent practitioners of athletic training. This is accomplished through eligibility requirements, the entry-level credentialing examination and continuing competency requirements.

The NATA is a member-based association that strives to enhance the quality of health care delivered by certified athletic trainers.

The table demonstrates which entity handles different subjects. In some cases, both play a different part in the same subject.

So, the next time you advertise CEU programs, remember you are a **BOC Approved Provider**.

Subject	BOC	NATA
Continuing Education	X	
Approved Providers	X	
Eligibility to sit for the Exam	X	
Certification Examination	X	
Protecting the ATC Credential	X	
Professional Practice/Discipline	X	
State Regulation	X	X
Standards	X	
Mailing Lists	X	X
Membership		X
NATA National Convention		X
Journal of Athletic Training		X
NATA News		X
www.bocatc.org	X	
www.nata.org		X

## Just a Reminder!

Billing Update: The BOC will be mailing out Approved Provider 2005 renewal invoices in mid-October. Approved Providers have the choice of paying online or submitting payment through the mail. If your payment is submitted by December 1<sup>st</sup> you will receive a discount. Last year approved providers were given the option to renew for 2004 or both 2004 and 2005. If you opted to renew for both 2004 and 2005 you will not receive a renewal invoice. We received numerous requests for this option so approved providers would not have to worry about renewing each year. This option also made it easier on the ATC<sup>®</sup>s to take classes with approved providers they knew were active through the entire reporting period. Next year you will be given the option to pay each year individually or for the entire reporting period, 2006 through 2008.

## Featured Approved Provider

It is very important that Certified Athletic Trainers are able to recognize BOC Approved Providers when looking at advertisements or attendance certificates. Therefore, the BOC would like to recognize Approved Providers who use the Guidelines to help identify the BOC in these ads. A BOC Approved Provider will be featured in each issue of "The Approved Provider". This issues featured Approved Provider is Back School of Atlanta.

Back School of Atlanta has been a BOC Approved Provider since 1994. As you can see in the advertisement below, the Back School of Atlanta adheres to the policies found under "Business Practices" of the Approved Provider Guidebook.

Recently, the BOC asked Back School of Atlanta's Operations Manager, Michael Dubin to comment on the benefits of being a BOC Approved Provider:

"We wanted to become a BOC Approved Provider because we wanted the certified athletic trainers to be assured of the importance, applicability, quality and clinical usefulness of our materials."

### Musculoskeletal Disorders & Ergonomics Certification Workshop

15 contact hours in most states

Kansas City, MO	September 10-11, 2004
Detroit, MI	September 25-26, 2004
Los Angeles, CA	Sept. 30-Oct. 1, 2004
Chicago, IL	October 30-31, 2004
Houston, TX	November 13-14, 2004
Jacksonville, FL	December 3-4, 2004
Las Vegas	January 29-30, 2005

Onsite Tuition: \$395.00  
\$355.00 if received at least 14 days in advance

[www.backschoolofatlanta.com](http://www.backschoolofatlanta.com)  
[info@backschoolofatlanta.com](mailto:info@backschoolofatlanta.com)

### Get Certified

Onsite—At Home—Online  
with  
Back School of Atlanta

Educating Professionals since 1979

*Ergonomics: Practical Applications and The Practice & Management of Occupational Ergonomics* courses also available.  
Please call or visit website for details.

**Register Today**  
800-783-7536  
404-355-3907 fax



BACK SCHOOL OF ATLANTA

## Use Your Logo for Branding!

A new service is available for approved providers. You can now request for your company logo to be added next to your contact information on the BOC's searchable database. Take advantage of this free service!

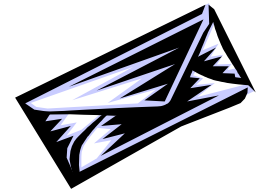
You can e-mail the following information to [MindyL@bocatc.org](mailto:MindyL@bocatc.org):

- Approved Provider Number
- Approved Provider Name
- Contact Name
- E-mail
- Phone
- Fax
- Mailing Address
- Logo

The logo must be sent as an attachment and must meet the following specifications:

- File Type: JPEG or GIF
- Resolution: 72-200dpi
- Maximum width & height 70 x 90 pixels

Please allow 10-14 days for your logo to appear on the BOC website.



## Contact Information

### BOC Department of Provider Relations

Address:  
4223 S. 143<sup>rd</sup> Circle  
Omaha, NE 68137

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

Other Phone:  
(402) 559-0091

Fax:  
(402) 561-0598

E-mail:  
[MindyL@bocatc.org](mailto:MindyL@bocatc.org)

Web:  
[www.bocatc.org](http://www.bocatc.org)

Your feedback on  
"The Approved  
Provider" would be  
most appreciated!

Thank You!

Mindy Lindquist  
Manager of Provider  
Relations