

**CERTIFICATION MAINTENANCE FOR
CERTIFIED ATHLETIC TRAINERS**

*Compliance requirements
for maintaining
BOC certification*



**BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER**

Be Certain.™

**REPORTING PERIOD OF
1/1/2014 – 12/31/2015**

Last updated January 23, 2015

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BOC

MAINTAINING YOUR CERTIFICATION

Compliance with the *BOC Standards of Professional Practice*, emergency cardiac care (ECC), maintenance fees and continuing education (CE) is required to maintain your certification.

Adherence to *BOC Standards of Professional Practice*

ATs are expected to comply with the *BOC Standards of Professional Practice* at all times. A copy of the document is available on the BOC website at www.bocatc.org.

Certification in ECC

ATs must be able to demonstrate **ongoing** certification in the competencies outlined in the BOC's **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.

ECC must include all of the following:

- Adult CPR
- Pediatric CPR
- Second rescuer CPR
- AED
- Airway obstruction
- Barrier devices (e.g., pocket mask, bag valve mask)

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:

- CPR/AED for the Professional Rescuer through the American Red Cross
- BLS Healthcare Provider through the American Heart Association

NOTE: Online ECC courses are only acceptable IF skills are demonstrated and tested in person by a qualified instructor.

NOTE Regarding Instructor Cards: The BOC accepts the American Heart Association BLS Healthcare Provider 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.

The BOC reserves the right to request ECC documentation at any time; this includes, but is not limited to, the BOC audit. Documentation must be kept for two years after expiration. The only acceptable documentation is the original certification card(s), original certificate(s) of completion or a photocopy (front and back) of the certification card(s) or certificate(s) of completion obtained upon successful completion of the ECC course. The card(s) or certificate(s) of completion must be signed by the instructor and the card holder. Letters provided by instructors are not acceptable.

Payment of Certification Maintenance Fees

The certification maintenance fee supports the administrative, disciplinary and professional development activities required of the BOC to retain NCCA accreditation and assure protection of the public. Maintaining accreditation is necessary for continued recognition of ATs by employers and regulators that identify the BOC exam and CE requirements in their state statutes, rules and regulations. Every AT is required to pay the certification maintenance fee, which has been assessed since 1992. The BOC will waive the 2014 recertification fee for ATs with a 2014 certification date. The BOC will waive the 2015 recertification fee for ATs with a 2015 certification date.

NATA Membership Status	Fee	When to Pay the Fee		How to Pay the Fee
Member	\$34	2014	During NATA Billing: 10/2013 - 4/30/2014	Check the "BOC Certification Maintenance Fee" box when renewing your NATA membership for 2014 and 2015
	\$34	2015	During NATA Billing: 10/2014 - 4/30/2015	
Non-member (or member who does not check the "BOC Certification Maintenance Fee" box)	\$50	2014	Through BOC Central™: 5/2014 - 12/31/2015	Complete form <i>AT204 – Certification Maintenance Fee 2014</i> in BOC Central™
	\$50	2015	Through BOC Central™: 5/2015 - 12/31/2015	Complete form <i>AT204 – Certification Maintenance Fee 2015</i> in BOC Central™

Completion of CE

ATs must complete a predetermined number of continuing education units (CEUs) within a given time period.

AT	Number of CEUs	Period Begins	Period Ends
Certified prior to 2013	50	January 1, 2014	December 31, 2015
Certified in 2013	50	Date Certified	December 31, 2015
Certified in 2014	25	Date Certified	December 31, 2015
Certified in 2015	50	Date Certified	December 31, 2017

CE requirements are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment. CE activities must focus on increasing knowledge, skills and abilities related to the practice of athletic training.

As information continually changes, it is important for professionals to learn the latest about athletic training.

CE requirements are meant to ensure that ATs continue to:

- Stay on the cutting edge in the field of athletic training
- Obtain current professional development information
- Explore new knowledge in specific content areas
- Master new athletic training related skills and techniques
- Expand approaches to effective athletic training
- Further develop professional judgment
- Conduct professional practice in an ethical and appropriate manner

Role Delineation Study/Practice Analysis – The rapid advancements in athletic training related knowledge make maintaining a minimal level of competence a continuous and ongoing responsibility of every practitioner regardless of employment location. Continued learning and maintaining competence as a healthcare provider are important aspects of professionalism, which have not gone unnoticed by society; in fact, society demands that all professionals are qualified and competent within their respective fields. In the US healthcare arena, the half life of medical knowledge has been measured to be five years with the amount of information doubling every 18 months. Therefore, the BOC performs a role delineation study or practice analysis approximately every five years and requires that ATs report CE activities every two years to encourage and assure an AT's ongoing competence in the ever changing landscape of healthcare knowledge and skill.

The *BOC Role Delineation/Practice Analysis* (RD/PA) defines the current entry level knowledge, skills and abilities required for practice in the profession of athletic training. It contains the entry level standards of practice, the domains of athletic training, an entry level job analysis and a review of literature containing over 450 publications. In addition to serving as the blueprint for the BOC exam, it serves as a guide in determining relevant content areas for CE activities. Copies of the current RD/PA may be ordered online at www.bocatc.org.

CEU Calculation – CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. One CEU is equivalent to one contact hour. CEUs will be awarded only for activities that are completed within your reporting period. CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification.

Documentation – Original documentation confirming participation in an activity must be kept for two years after the reporting period has ended (see category description for documentation specifics).

CE Classification – There are two levels of CE with different categories in each level. **Level I** categories are for competence activities and programs that require a level of BOC approval. **Level II** categories are competence activities and programs that do not require BOC approval. Each category specifies a minimum and/or a maximum number of CEUs.

CE Categories – The charts below describe each category and provide possible activities that may qualify for the category, the number of CEUs and the required documentation that will be needed IF you are audited. ATs only submit required documentation if they receive an audit notification from the BOC.

LEVEL I - EBP (Evidence Based Practice) Category: BOC Approved EBP Programs

REQUIRED Minimum – 10 CEUs if 50 CEUs due; 5 CEUs if 25 CEUs due

Maximum - none

- Pre-approved programs (live events or home studies) that meet basic EBP principles.
- Activities in this category are available through BOC Approved Providers.
- The BOC determines the number of CEUs awarded for EBP programs.
- Visit the BOC website at www.bocatc.org for a list of current BOC approved EBP programs and to verify the number of CEUs being offered for each program.

Possible Activities	Number of CEUs	Required Documentation
Workshops, seminars, conferences, webinars, home study courses	As assigned by the BOC	Certificate of attendance/completion
Post professional graduate of a CAATE accredited AT graduate level program	10 CEUs/if 50 CEUs required 5 CEUs/if 25 CEUs required	Official transcript indicating graduation within the reporting period
Post professional graduate of a PhD/EdD/DSc program may qualify if dissertation has a narrow focus of athletic training	10 CEUs/if 50 CEUs required 5 CEUs/if 25 CEUs required	Official transcript indicating graduation within the reporting period and copy of approved dissertation abstract
Presenter of a BOC approved EBP program	10 CEUs per EBP topic	Letter of acknowledgment that includes date, title and intended audience of presentation from the conference coordinator
CAATE accredited AT residency/fellowship	20 CEUs per year	Letter from residency/fellowship director

LEVEL I – Category A: BOC Approved Provider Programs

Minimum – none

Maximum – 40 CEUs if 50 CEUs due; 20 CEUs if 25 CEUs due

- Activities in this category are available through BOC Approved Providers. A list of current BOC Approved Providers is available on the BOC website at www.bocatc.org.
- Each individual BOC Approved Provider determines the number of CEUs awarded for non-home study activities.
- The BOC determines the number of CEUs awarded for home study programs. Visit the BOC website at www.bocatc.org to verify the number of CEUs being offered for each home study course.

Possible Activities	Number of CEUs	Required Documentation
Live events (workshops, seminars, conferences, webinars, etc.)	As awarded by provider	Certificate of attendance
Home study courses	As assigned by the BOC	Documentation of completion

LEVEL II – Category B: Professional and Scholarly Activities

Minimum – none

Maximum - 33 CEUs if 50 CEUs due; 17 CEUs if 25 CEUs due

- Activities and number of CEUs awarded for each activity have been defined by the BOC.
- Speaking engagements can be counted once per topic.
- If an abstract and/or poster is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., an abstract and presentation on the same topic – only one will be awarded CE credit).
- Articles, textbooks, abstracts, home study courses and multimedia must be published during reporting period to receive CE credit.

Possible Activities	Number of CEUs	Required Documentation
Speaker at a conference/seminar ¹	10 CEUs per topic	Letter of acknowledgement that includes date, title and intended audience of presentation from the conference coordinator
Panelist at a conference/seminar ¹	5 CEUs per topic	Letter of acknowledgement that includes date, title and intended audience of presentation from the conference coordinator
Primary author of an article in a non refereed journal ²	5 CEUs per article	Copy of article
Author of an article in a refereed journal ²	Primary=15 CEUs per article Secondary=10 CEUs per article	Guidelines for authors and copy of article
Author of an abstract in a refereed journal ²	Primary=10 CEUs per abstract Secondary=5 CEUs per abstract	Guidelines for authors and copy of abstract
Author of a published textbook ²	Primary=40 CEUs per book Secondary=20 CEUs per book	Copy of title page (must include publication date)
Contributing author of a published textbook ²	10 CEUs per book	Copy of title page (must include publication date and table of contents or list of contributors)

Author of a poster presentation – peer reviewed or refereed ²	Primary=10 CEUs per presentation Secondary=5 CEUs per presentation	Letter of acknowledgement that includes date and title of presentation from the conference coordinator
Primary author of published multimedia material (CD ROM, audio or video) ²	10 CEUs per publication	Copy of publication
Participating member of clinical research study team	10 CEUs per research project	Letter from principal investigator or copy of approved IRB (IRB must include list of investigators)
Primary author of a home study course	10 CEUs per home study course	Letter of approval
Reviewer of a refereed publication	5 CEUs per review (limit 10 CEUs per year)	Disposition letter
Exam item writer ³	5 CEUs per year of active item writing	Letter of acknowledgment from exam company

¹The presentation must be intended for an audience of credentialed healthcare and/or wellness providers (i.e., ATs, PTs, RNs, PAs, PTAs, MDs, CPTs). The actual content presented by a speaker or panelist must pertain to the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.

²The following explanations apply to publication activities:

- *Published: prepared for commercial distribution*
- *Journal: a periodical containing scholarly articles and/or current information on research and development in a particular field*
- *Refereed: the manuscript/document has been reviewed by an editor and one or more specialists prior to publication*

³Includes BOC exam item writers and exam item writers for other healthcare professional exams

LEVEL II – Category C: Post Certification College/University Coursework

Minimum – none

Maximum - 40 CEUs if 50 CEUs due; 20 CEUs if 25 CEUs due

- CEUs are awarded for successful completion of college/university courses if the content of the course falls within the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.
- The college/university attended must be accredited by an agency recognized by the **US Department of Education**.
- In order to be eligible, a course must be assigned credit hours and be listed on an official transcript.
- In order for practicum courses, clinical and internship experiences to be eligible, credit hours must be earned and listed as such on an official transcript.
- 10 CEUs are awarded for each credit hour (e.g., a 3 credit course receives 30 CEUs). A credit hour must be equivalent to a minimum of 10 classroom hours.
- Teaching a college course is not acceptable for CE credit.
- Non-credit college courses are not acceptable for CE credit in Category C.
- Courses must be listed individually. Do not list degree program or semester as a whole.

Possible Activities	Number of CEUs	Required Documentation
College/university official course	10 CEUs per credit hour	Official transcript from accredited college/university and a copy of the course description or syllabus

LEVEL II – Category D: Non-Approved Provider Programs

Minimum – none

Maximum - 28 CEUs if 50 CEUs due; 14 CEU maximum if 25 CEUs due

- This category includes attendance at a professional program that is sponsored by groups other than BOC Approved Providers. The content of the program must fall within the domains of athletic training identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*, ATs and healthcare providers must be the primary audience and the educational content must be at or above entry level.
- CE credit is also earned in this category for viewing educational multimedia (e.g., videotapes, DVDs). The content of the multimedia must fall within the domains identified in the *Role Delineation Study/Practice Analysis, Sixth Edition*.
- 1 CEU is awarded for each contact hour.
- Surgery observation needs to have an educational component with objectives, outline and letter of verification from physician.

Possible Activities	Number of CEUs	Required Documentation
Activities by non BOC Approved Providers	1 CEU per contact hour	Verification of attendance including number of contact hours and event date and a copy of the event program that includes a description and objectives
Videos, DVDs, audiotapes, multimedia, webinars	1 CEU per contact hour	Documentation verifying completion (exam required)

CE Activity Review – All CE activities must fall within the domains of the *BOC Role Delineation Study/Practice Analysis, Sixth Edition*. If you need assistance determining if a CE activity qualifies to maintain BOC certification, BOC Staff can help. Visit the [BOC website](#) for details.

Reporting and Payment Instructions

It is the responsibility of each AT to pay an annual certification fee, as well as to document CE activities and ECC certification(s). Newly certified ATs may begin earning CEUs after their certification date. All ATs are responsible for claiming only those hours of actual education experience.

There are two methods to report CE and ECC:

1. **Submit CE and ECC on the BOC website** at www.bocatc.org. There is no cost to use the BOC's online reporting system.
 - A. Log in to BOC Central™ see (Figure 1)
 - B. Complete *AT203 - Continuing Education Reporting Form (due by 12/31/2015)*
 - Click "Enter/Report CE Activities" in the "Forms" section
 - Click *AT203* under the "New Forms" tab
 - If you clicked "Save for Later" and are returning to enter additional CE activities for the current reporting period:
 - Click *AT203* under the "In-Process Forms" tab
 - The form will open in edit mode; you will be able to make changes immediately
 - Enter CE activities
 - *Be Certain.*™ to have your CE documentation with you for easy data entry
 - Determine the appropriate category for the CE activity (guidelines can be found under each category)

- o Click "Add New" under the appropriate category
- o Type the details of the CE activity in the appropriate fields
- o Repeat as necessary
- Calculate/enter CEU totals
 - o **Manually** calculate the number of CEUs for each category
 - o Scroll down to "Total CEUs"
 - o Enter total number of CEUs for each category
 - o Enter total of all CEUs in the "Grand Total" field
- Enter ECC
 - o **Enter ALL cards that were valid during this reporting period as evidence of your compliance with ECC requirements.**
 - o *Be Certain.*™ to keep all cards for the reporting period
- If you HAVE NOT MET the minimum CE and ECC requirements or you want to continue recording CE and/or ECC activities for the current reporting period:
 - o Click "Save for Later"
- If you HAVE MET and entered the minimum CE and ECC requirements and are completely finished entering CE for the current reporting period:
 - o *Be Certain.*™ to enter your ECC information; you must show that you have been current each year of the reporting period
 - o Read and check the confirmation statements
 - o Click "Submit" (ONLY IF you are completely finished)

2. Report CE via mail. The CE Reporting Sheet can be used to record and submit documentation of activities. However, there is a \$25 processing charge for all paper submissions. The reporting sheet can be found at www.bocatc.org.

There are two methods to pay the 2014 and 2015 BOC certification maintenance fees:

1. Pay a discounted rate via the NATA when you renew your 2014 and 2015 membership. See chart on page 4.
2. Pay the BOC directly (use steps on website)
 - Log in to BOC Central™
 - Complete *AT204 - Certification Maintenance Fee 2014* and *AT204 - Certification Maintenance Fee 2015* forms (due by 12/31/2015)
 - o In the "Forms" section, click "Pay Recertification Fee"
 - o In the "New Forms" tab, click *AT204 - Certification Maintenance Fee*
 - If you are returning to complete the form:
 - o Click *AT204* under the "In-Process Forms" tab
 - o The form will open in edit mode; you will be able to make changes immediately
 - o Click "Submit"
 - Follow prompts to select to pay by credit card or to pay by check
 - o If paying by credit card, follow prompts to enter credit card information
 - o If paying by check, checks must be made out to BOC and received by the BOC no later than 11:59am CT on 12/31/2015
 - You will need to complete the steps above again if you owe both the 2014 and 2015 Certification Maintenance Fees

Failure to Maintain Certification by December 31, 2015

Failure to comply with the certification maintenance requirements will result in expiration of your certification effective January 1, 2016.

Reactivation - Did you forget to submit your CE report or pay your maintenance fees? With the understanding that life happens, the BOC provides a 2-month window to reactivate your certification. From January 1, 2016 – February 29, 2016, you can reactivate your certification by following the steps below:

1. Log in to BOC Central™
2. Pay the \$25 reactivation fee by completing *AT301 - Reactivation Fee*
3. If you did not fulfill the 2014-2015 CE requirement:
 - Submit your CE by completing *AT203 - Continuing Education Reporting Form (due by 12/31/2015)* with CE entered for the 2014-2015 CE reporting period (see pages 4-5 for detailed instructions)
4. If you did not fulfill the 2014 fee requirement:
 - Pay your 2014 maintenance fee by completing *AT204 - Certification Maintenance Fee 2014* (see page 2 for details)
5. If you did not fulfill the 2015 fee requirement:
 - Pay your 2015 maintenance fee by completing *AT204 - Certification Maintenance Fee 2015* (see page 2 for details)

Once you have completed the certification maintenance requirements, your certification status will return to certified. Keep in mind that you will be subject to an audit as a result of submitting your requirements late. The BOC will provide an updated list of certified ATs to state regulatory agencies in March, which may affect your ability to practice if your status remains expired with the BOC.

Reinstatement - If you fail to meet the requirements for reactivation during the specified period, you must comply with the reinstatement policy and procedures. Details regarding reinstatement can be found on the **BOC website**.

Other Important Information

Audit – A percentage of individuals will be selected for audit. Audited individuals will be required to submit their original documentation (CE and ECC) to the BOC for review. Detailed instructions pertaining to the auditing process will be provided to audited individuals. A response to the audit notification is due within 45 days from the date of the notification letter. The BOC reserves the right to audit any individual at any time.

Contact Information – Changes in contact information must be provided to the BOC. Failure to keep contact information current may result in expiration of certification. Log in to your personal profile in BOC Central™ to verify and/or update your contact information.

Using BOC Central™

Logging In



The "My Summary" Page

BOC CENTRAL
Advancing Central

My Summary
Your Name - 123456789
The changes to this candidate have been successfully saved.

Status
AT Certification - (Certification Number: 099702426)

Status	Expiration
Certified	12/31/2015

Welcome to BOC Central™

My Certification Maintenance Requirements
Due December 31, 2015

- A ✓ will appear after you complete each item
- Saved forms appear under the "In Process" tab

Pay 2014 Fee
Available May 2014

Pay 2015 Fee
Available May 2015

Submit CE
50 CEUs DUE
(Click Here)

Please review contact information below and correct if needed. (Name Change Policy)

Personal Information

Your Name Update
 Address Change Password
 City, State Zip
 Phone
 Email

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The **Action Menu** allows you to perform several actions:

Home section = update your personal information, change your password, view your certification history

Forms section = start a form, continue a form that has been started and submit a form that is complete
Exam Candidate – forms for BOC exam candidates
Certified Athletic Trainer – forms for ATs with a Certified or Expired* status
Expired Certification – forms for people with an Expired status

Providers section = locate a BOC Approved Provider's contact information and view CE programs that have been posted to a calendar.

Help section = review frequently asked questions, obtain BOC contact information and send BOC staff a

Complete/Review a Form

Complete/Review a Form
Your Name - 123456789

New Forms In-Process Forms Completed Forms

The **Complete/Review a Form** page has 3 tabs:

New Forms = Forms that you have NOT started

In-Process Forms = Forms that you have started (clicked Save for Later) but not submitted

Completed Forms = Forms that you have submitted