

certification update

a publication of the board of certification, inc.

fall 2003

Category D Requirements for 2003-2005

2 003-2005 CEU Requirement for Category D, Emergency Cardiac Care Certification Information Update: Category D Requirements for 2003-2005

Category D, Emergency Cardiac Care Certification is included in CEU requirements because one of the primary functions of the BOC is to assure protection for the public, specifically those under the care and supervision of the ATC® credential holder. The skills and knowledge required to manage life threatening situations properly assures the most basic of public protection, these are the exclusive content of Category D.

Changes were made for the 2003-2005 CEU reporting period. It may be helpful to review these changes, their significance, and rationale.

REQUIREMENT:

Certification in adult & pediatric CPR, 2nd rescuer CPR, airway obstruction, barrier devices, and AED must be current at the time the 2003-05 CE reporting sheet is received by the BOC.

The number of providers of CPR training has increased. The result is diversity in class titles, content, and intended audiences. It was determined that a menu approach listing required content would most efficiently cover the requirements, while not limiting the ATC® credential holder to a particular provider.

Many courses do not include the components necessary for a health professional. The two courses listed in the 2003-2005 Continuing Education file are examples of courses offered, meeting all requirements.

Emergency Cardiac Care Certification may be taken from any agency that adheres to the International Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiac Care.

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BOC:
Accredited by the
National Commission
for Certifying Agencies

message from the president



The many aspects of an audit.

The "A" word, audit, brings fear to the minds of many. Most commonly associated with the Internal Revenue Service, the mere mention of the word can make

someone weak in the knees. Certified athletic trainers occasionally may have their CEU reports audited. (As proof that we do this randomly everyone should note that the President of the BOC was audited this past year. I passed!) In actuality, we audit ourselves every day.

If you own a mirror, you most likely audit or assess your appearance before you leave the house. You might even obtain an external audit from your spouse or a roommate. "How do I look?" or "Does this shirt go with these pants?" Why do we do it? We want to assure ourselves that we are putting our best self forward to the world everyday. Just as we do this on a regular basis at a personal level, it is just as essential that we, the Board of Certification, perform this at an organizational level.

Financial audits have been front and center in the news lately thanks to Enron, WorldCom and a host of others. Any audit is considered an essential part of doing business. In business the external audit is especially important for the stakeholders of a company; the customers, owners of stock and the employees. It allows someone without a conflict of interest to certify that what is presented is true.

As an organization entrusted to protecting the public and protecting the ATC® credential, the Board of Certification must go through the audit process. While we have always had an audit of our finances, this past summer we took two other actions to audit the organization.

The first action was a strategic planning meeting. This involved not only the board of directors but some invited guests including NATA President-Elect Chuck Kimmel. It is a hybrid audit because it is done by members of the organization but with the invited guests there

to ask tough questions during the process and offer expertise from their unique standpoint. The process is administered by a facilitator, someone external to the process to keep you honest with sometimes brutal frankness. The process is not for the weak of heart but it is well worthwhile.

The outcome of the strategic planning meeting will provide the organization with a feel for where it is positioned in the world and where it wants to be in the future. It is an audit that helps the board stay focused on the big picture of leading the organization.

The second action was to audit the many facets of the certification process. The Board of Certification has contracted Professional Examination Services, Inc. (PES) to do an audit of the exam process. This will enable the board to assure, from an independent third party, that the exam process is the best that it can be.

This audit by PES will entail many different facets. It will look at areas including exam development, exam administration, statistical analysis of how the exam has performed, and a plan for the future, so the Board of Certification maintains athletic trainer certification at the highest level possible.

The Board of Certification looks forward to the fruits of our audits. While these entail a lot of work they also hold the promise of a lot of reward. The reward will continue to make this process strong in protecting the public and serving the certified athletic trainer. Please look for continuing updates on our findings and, as always, feel free to comment. Your credential is well earned and you deserve the best out of the Board of Certification. We are confident that these recent steps in auditing will help us to deliver the best.

Sincerely,

Jeff Ryan, ATC, PT
President,
Board of Certification
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Board of Certification 2003-2004

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category D requirements for 2003-2005

continued from cover page

Certification cards must show the following information:

- **Date course taken**
- **Date certification expires**
- **Title of the course**
- **Your signature**

The CEUs awarded for Category D has changed from the set five (5), previously awarded, to one (1) CEU per contact hour. The maximum CEUs for this category is 20.

CPR Instructor Cards do not qualify for CEUs.

The requirements for 2003-2005 are intended to assure that the ATC® credential holder has practiced the skills and demonstrated competence. Requirements to maintain instructor status are not uniform among the many organizations who offer courses. It is imperative that these skills are practiced and demonstrated by the ATC® credential holder to assure competence.

Comments from the American Heart Association

C. Alan Carrington, Emergency Cardiac Care Senior National Training Consultant for the American Heart Association states "The AHA BLS and Heartsaver Instructor Courses are designed to prepare AHA instructors to disseminate the science, skills, and philosophy of resuscitation programs to students in AHA courses. The AHA BLS Instructor Trainer Course teaches BLS Instructors the knowledge and skills to teach BLS and Heartsaver Instructors. All American Heart Association instructors must be aligned with an approved AHA Training Center. Upon renewal

of their Instructor status and completion of all provider skills, a Provider card may be issued by the training center or may be requested by the renewing Instructor. Instructor cards do not specifically state that an instructor has successfully demonstrated all required skills and passed a written examination to be a certified provider. Also, the date of instructors' provider status does not necessarily follow the issue and expiration dates on instructor cards."

Comments from the American Red Cross

Tom Heneghan of the American Red Cross clarifies for us that "the American Red Cross instructor authorization certification indicates that an instructor is certified to teach a participant course but does not indicate an instructor has successfully demonstrated all required skills and passed a written exam in the course. Instructors who are required to hold a basic level certification should have another instructor challenge them on that course and turn in a course record to have a completion card issued."

Initial EMT certification is accepted in Category B, and re-certification is not eligible for CEU credit.

First Aid contains course content that does not meet or exceed entry level, and is not eligible for CEU credit.

There are many options available to the ATC® credential holder to acquire and assure their skills in this category, and it is a skill that is deemed extremely critical to both public protection and professional practice.

The BOC office hopes this will clarify requirements and explains the changes implemented to Category D as of January 1, 2003. All concerns and questions may be submitted to the BOC at staff@nataboc.org.

continuing education

December 31st marks the end of the first year of the current CEU reporting period (2003-2005). Have you begun accumulating CEUs?

Below are the results of the 2000-2002 CEU reporting period.

BOC certified athletic trainers are required to submit a predetermined number of CEUs each reporting period. Non-compliance with this requirement can result in the loss of certification. Currently, 43 states require BOC certification to become licensed, registered or certified by the State in order to practice within the State.

The 2003-2005 Continuing Education File has been mailed. This folder contains essential information which will explain **WHO** needs to complete CEUs, **WHY** CEUs are required, **WHAT** qualifies as CEUs, **HOW** to count CEUs, **WHERE** to record your CEUs on the reporting sheet and **WHEN** CEUs are due.

CEUs for the current reporting period must be received by the BOC office by December 31, 2005. However, if all requirements are complete, there is no reason to wait, please send the reporting sheet to Omaha. The Continuing Education Department has already received completed reporting sheets for this period.

Any questions relating to CEUs? Get the answer from the best resource, the Continuing Education Department. Contact them at www.nataboc.org or call 877-262-3926.


2000-2002 Certification Suspension and Revocation

December 31, 2002	Deadline for submission of CEUs
March, 2003	3,273 suspended for non-submission of CEUs
October, 2003	1,267 notified their certification has been revoked

featured approved provider

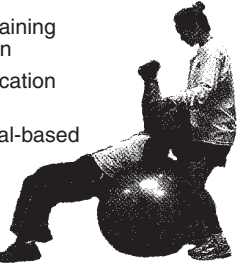
It is very important that Certified Athletic Trainers be able to recognize BOC Approved Providers when looking at advertisements or attendance certificates. Therefore, the BOC would like to recognize Approved Providers who adhere to the given Approved Provider Guidelines. The BOC's first "Featured Approved Provider" is the National Council of Strength and Fitness (NCSF).

The NCSF has been a BOC Approved Provider since 2000. As you can see in the accompanying advertisement, the NCSF adheres to the policies found under "Business Practices" of the Approved Provider Guidebook. Thank you NCSF and keep up the great work!



Register by phone or online
800-772-NCSF
www.NCSF.org

- Professional training and certification
- Advanced education courses
- Learn functional-based training
- Earn up to 47 CEUs



APPROVED CEU PROVIDER

The National Council of Strength & Fitness is recognized by the NATA Board of Certification, Inc., to offer continuing education for athletic trainers

the BOC audit

What a dreaded word, Audit. Most will associate the word with evil spirits or the IRS. The BOC is an organization entrusted to protecting the public and protecting the ATC® credential.

The BOC conducts a mandatory audit the year after a reporting period has ended. Participants for the audit are randomly selected from the entire BOC database. Currently, the results of the 2000-2002 CEU audit stand at: 1,502 audit notification letters were mailed in May, 2003 and to date, 1,385 have been successfully completed.

When an ATC is notified they have been selected to participate in the audit, all **ORIGINAL** supporting documentation must be submitted to the BOC office. This is per the directive outlined in the CE File Folder. Included in "original" documentation is Cardiac Care Certification cards. There are no exclusions to what supporting documentation must be kept.

The audit can be a very simple thing by following these steps:

- ▶ Record an activity on the reporting sheet and CEU File Folder upon completion
- ▶ Place completion documentation in the CE File Folder
- ▶ Make a copy of the completed reporting sheet, prior to submitting to the BOC office, and file in the CE File Folder.

The most common errors were:

- 1 Not maintaining original documentation (CPR cards were discarded after expiration date)
- 2 CPR certification cards were not signed by the cardholder
- 3 Documentation submitted did not match the data entered on the reporting sheet

Failure to comply with audit requirements may result in the revocation of certification.

For those lucky ones who receive an audit notification in 2006, by following these steps, everything should be in the CE File Folder and ready to send.

Please direct any questions regarding the CE audit or documentation to the best resource for information, the Continuing Education Department, www.nataboc.org or 877-262-3926.

BOC recognizes our 2003-04 committees and chairs

Exam Administration Committee

The Examination Administration Committee is responsible for the administration of the BOC examination nationally, the training of Test Site Administrators, examiners and models, and recommending and evaluating test sites and dates to the BOC Board of Directors (BOC-BOD).

Terri Jo Rucinski, Committee Chair, Chapel Hill, NC
Bill Miller, District 1 Representative, Westfield, MA
Scott Zema, District 2 Representative, Slippery Rock, PA
Alan Freedman, District 3 Representative, Richmond, VA
Paul Bruning, District 4 North Representative, St. Peter, MN
Mindy McDonnell, District 4 South Representative, Granger, IN
Julie Davitz, District 5 Representative, St. Louis, MO
Melinda Terry, District 6 Representative, Arlington, TX
Ben Davidson, District 7 Representative, Salt Lake City, UT
Pat FitzGerald, District 8 Representative, Redwood City, CA
Marisa Brunett, District 9 Representative, Winter Springs, FL
Lance Gatter, District 10 Representative, Kirkland, WA

Exam Development Committee

The Examination Development Committee is responsible for the development, construction, and validation of each portion of the BOC certification examination and other assessment tools approved by the BOC-BOD.

Charlie Crandall, Committee Chair, Oregon, WI
Brent Mangus, Written Chair, Las Vegas, NV
Gail Parr, Written Simulation Chair, Towson, MD
Jill Dale, Practical Chair, Elmira, NY

Nominating Committee

The Nominating Committee implements the process and procedures for nominating candidates for the BOC-BOD and Chairs for the BOC-standing committees.

David Regier, Committee Chair, Ft. Worth, Tx
Stephen Bair, Collingswood, NJ
Martin Baker, Elon College, NC
Susan Decker, Santa Barbara, CA
Sally Shuster Shoff, Grand Rapids, MI

Professional Practice and Discipline Committee

The Professional Practice and Discipline Committee is responsible for the overseeing and adjudication of BOC Practice Standards and Policies.

Jack McNeeley, Committee Chair, Cleveland, OH
Donna Hull, Powell, OH
John Leard, Simsbury, CT

Role Delineation and Research Committee

The Role Delineation and Research Committee facilitates and encourages research/organizational projects for the BOC.

John Nyland, Committee Chair, Louisville, KY
Gerald Bell, Urbana, IL
Mike Braid, Spring Lake, MI
Micki Cuppett, Tampa, FL
Lorette Quinlan Wilson, New Orleans, LA
Gail Samdperil, Fairfield, CT
Clint Thompson, Edmonds, WA

Standards Committee

The Standards Committee recommends entry-level and continuing education requirements and policies to the BOC Board of Directors (BOC-BOD), and reviews relevant issues at the request of the BOC-BOD. Additionally, the Standards committee annually reviews the Code of Professional Practice and recommends any revisions to the BOC-BOD.

Kim Terrell, Committee Chair, Eugene, OR
Kenneth Cameron, West Point, NY
Robert Kersey, Fullerton, CA
Kimberly Peer, Kent, OH
Kristin Raffa, Bedford, MA

BOC committee update report

Professional Practice and Discipline Committee (Discipline Committee)

The Discipline Committee has heard over 50 cases so far this year. The cases include a variety of different violations of the *BOC Standards of Professional Practice*. Overviews of some of the 2003 cases are seen in the table below.

Letter of Reprimand/Censure

Violation of state practice act – practicing without first obtaining proper regulation (18 cases – AZ, DE, IL, NJ)

Probation

- ▶ Misdemeanor conviction for assault
- ▶ Misdemeanor conviction for simple battery
- ▶ Felony conviction for use of a firearm
- ▶ Substance abuse

Revocation

- ▶ Failure to comply with continuing education requirements
- ▶ Conviction for molestation of a student
- ▶ Felony conviction for kidnapping

Denial of Eligibility for Exam

- ▶ Misrepresentation as already being an ATC® credential holder
- ▶ Submitting false information with an application

“Sanctions” or penalties imposed for individuals receiving probation included one or more of the following:

- Annual reporting of continuing education activity
- Increased or modified number of continuing education units due annually
- Annual verification of no criminal activity
- Criminal background checks annually to verify that no additional charges have been brought against the individual
- Annual verification of compliance with substance abuse program

The complete document *BOC Standards of Professional Practice and Disciplinary Procedures* can be found on the web site www.nataboc.org/ATC/docs/standards

Role Delineation and Research Committee

This committee has been working diligently on two fronts this year; the new literature review that will accompany the next edition of the BOC Role Delineation Study and the validation study of the work done last November by the Role Delineation Panel. Many of you were contacted to participate in the scientific sampling during the summer. Thank you for your help in this very important project. The 5th Edition of the BOC Role Delineation Study will be published in the first half of 2004 and will be in effect for the 2006 exam and CE requirements.

Examination Development

The Exam Development Committee continues to review and revise the item banks for all three sections of the exam. The panelists and content experts continue review and revise the item banks to ensure that the examination accurately reflects the current standards of practice for athletic trainers. In addition, the committee will be working with Professional Education Services (PES) on the BOC examination audit (See the President’s message for more information on the audit, p. 2)

Examination Administration

During 2003 Exam Administration added 464 additional qualified examiners. The total number of qualified examiners is now 3804. Thank you to every ATC® who helps give back by serving as a Qualified Examiner.

The committee, through its tremendous network of Test Site Administrators and Qualified Examiners has been able to increase the testing capacity at BOC test sites. Over 200 additional practical exam seats have been added for 2004!

Nominating

During the 2003 summer meeting, the Board of Directors expanded the qualifications for BOC committee members. All committees may now have representation from consumer members. The Nominating Committee will work to expand the pool of candidates, both consumer and the ATC® credential holder. (See article on new committee chair for more information, p. 8)

Standards

The committee will be analyzing the 2000-2002 continuing education data and will work with the Task force on Continuing Education as they evaluate the current continuing education requirements.

Regier to head nominating committee

I want to thank the BOC Board of Directors for having the confidence in me to be the next Chairman of its Nominating Committee. I also want to thank Robbie Lester, the outgoing Chair. Robbie has provided us with a solid foundation to build upon.

Our responsibility is to coordinate the evaluation process for individuals who have a desire to fill vacancies on BOC committees, task forces and the Board of Directors. The process helps us find the most qualified individuals; those who will uphold the standards of the BOC in order to fulfill our mission of public protection.

We are always looking for individuals who want to be involved. If you are interested in serving on a BOC committee or task force or know someone

to recommend for a BOC position, please e-mail me information. This includes individuals who do not hold the ATC® credential (i.e., physicians, employers, consumers) but have a sound understanding of our profession. Every committee may now have "public" members and we welcome the interest with our credentialing process.

My e-mail is regier@netcommander.com and my snail mail address is 2800 S. FM 51, Ste B., Decatur, TX. 76234. Please feel free to contact me at anytime and I welcome the opportunity to serve in the capacity bestowed upon me.

Sincerely
Dave Regier ATC/LAT

last chance for internship candidates!

The BOC has been publishing the elimination of the internship route for the past seven years; the deadline is now only days away. Effective January 1, 2004, the internship route to certification will no longer exist. Candidates wishing to pursue eligibility for the examination via the internship route must have submitted an acceptable application that is approved prior to December 31, 2003. Acceptable applications include completion of the 1500 athletic training experience hours, proof of completion or enrollment of the required coursework, final transcript indicating

degree and date of degree or an intent to graduate letter and a current CPR card. Once the application is approved, the candidate has one year to sit for the exam. For details regarding internship route requirements, please visit the BOC website, www.nataboc.org.

If the deadline is missed, the only acceptable applications will be those who have graduated from a CAAHEP accredited athletic training program (bachelor's or entry-level master's). A list of accredited programs may be found at www.cewl.com.

qualified examiners and CEUs

Any credential holder in good standing with the BOC is eligible to become a Qualified Examiner and earn CEUs for helping with the BOC exam in a variety of capacities (i.e. TSA/TMC/Host/Examiner/Model/Proctor/Reader/Writer). A Qualified Examiner is a certified athletic trainer who has successfully completed the home study test and successfully passed an Examiner Training Workshop.

Qualified Examiners who help with the BOC exam and attend the pre-exam meeting receive 5 CEUs, \$.30/mile and per diem. Qualified Examiners may report up to 10 CEUs per year in Category B for helping with exams.

Beginning January 1, 2004, the TSAs will no longer be issuing CEU "coupons," as they have in the past. On exam day, all Qualified Examiners, including TSA/TMC/Host/Examiner/Model/Proctor/Reader/Writer, after having attended the pre-exam meeting and

watched the exam day video, will complete a form on which they will state their name, their 9-digit certification number and in what capacity they served on exam day. The Test Site Administrator will submit this form to the BOC. The BOC will then issue BOC award letters to the Qualified Examiners. These letters will state the Qualified Examiner earned 5 CEUs and the exam date they worked. The Qualified Examiner will save this letter and submit this letter in the event they are audited.

This new method of awarding CEUs will be helpful to the TSAs and will serve as a more efficient way for the BOC to track CEUs for the next recording period.

For any questions regarding becoming a Qualified Examiner or the new CEU recording method, please contact Stacy Arrington, the Exam Administration Manager, at 877-262-3926 x 13 or by e-mail at sarrington@nataboc.org.

consumer complaints —

Protecting the Public and the ATC® Credential

If a member of the public believes that an athletic trainer has violated the BOC Standards of Professional Practice they can file a complaint. Fortunately, the BOC receives very few calls or letters of complaint against ATC® credential holders. When a complaint is filed the BOC begins the process of investigation.

Once the investigation is completed the letter of complaint is sent to the Professional Practice and Discipline Committee (Discipline Committee) of the BOC. If the complaint involves misrepresentation of ATC® status the National Athletic Trainers' Association is also notified.

If the Discipline Committee finds that a standard or standards have been violated the following process is set in motion:

- A "charging" letter is sent to the individual via certified, return receipt mail.
- A written response is required within 15 working days of receipt of the letter.
- The Discipline Committee reviews the response, deliberates and then renders a decision. The Discipline Committee can oblige sanctions or penalties.
- The ATC has 30 days to appeal the decision of the Discipline Committee.
- If an appeal is requested, an appeals panel is convened.
- The decision of the appeals panel is final.

If the Discipline Committee finds no violation of the Standards of Practice have occurred the case is closed without notation on a credential holder's record. Final action(s) or sanctions taken against an ATC® credential are a matter of public record.

a Holiday Gift suggestion from the BOC for that special ATC®!



The Board of Certification offers a graphically designed certificate printed in Old English Script with gold embossed BOC logo and a seal of certification. Each certificate is professionally personalized with the athletic trainer's name, certification number, and date of certification. The Certificate may be purchased on a 12 x 16 inch hardwood plaque protected by plexiglass, or ordered as the Certificate of Certification only.

For an order form visit the BOC website at www.nataboc.org or call the BOC at (877) 262-3926.

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Questions on Policy, Discipline, Committee
Work, Applications, Verification of Certification,
CEUs and changes of address.

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DON'T PROCRASTINATE!

December 31, 2005 will be here before you know it; have you started your CEUs for the current reporting period? Visit the BOC website to find approved provider continuing education programs on the "Calendar of Events"

Don't want to leave the comforts of your own home? Try a home study! A list of approved home studies may also be found on the BOC website.

www.nataboc.org

2004 board of certification examination schedule

Completed applications must be received by (NOT postmarked by) the prescribed deadline date for the examination date chosen. Exam sites may fill before the deadline date. Mailing an application does not guarantee a seat at any test site.

FEBRUARY 8, 2004	APRIL 18, 2004	JUNE 13, 2004	AUGUST 1, 2004	NOVEMBER 21, 2004
Deadline for all applicants is January 2, 2004	Deadline for all applicants is March 12, 2004	Deadline for all applicants is May 7, 2004	Deadline for all applicants is June 25, 2004	Deadline for all applicants is October 15, 2004
<i>Retake candidates may begin registering for the February 8, 2004 exam October 13, 2004.</i>	<i>Retake candidates may begin registering for the April 18, 2004 exam January 5, 2004.</i>	<i>Retake candidates may begin registering for the June 13, 2004 exam March 15, 2004.</i>	<i>Retake candidates may begin registering for the August 1, 2004 exam May 10, 2004.</i>	<i>Retake candidates may begin registering for the November 21, 2004 exam June 28, 2004.</i>
Albuquerque, NM Alma, MI Atlanta, GA Birmingham, AL Boston, MA Charleston, SC Chester, PA Chicago, IL Dallas, TX Granville, OH Hempstead, NY Lexington, KY Milwaukee, WI Omaha, NE Orlando, FL Overland Park, KS Raleigh, NC Sacramento, CA San Diego, CA Seattle, WA	Alma, MI Anderson, IN Boston, MA Charlotte, NC Chester, PA Chicago, IL Denver, CO Elmira, NY Honolulu, HI Houston, TX Lexington, KY Macon, GA Middleburg Hts., OH Moorhead, MN New Britain, CT Phoenix, AZ Portland, OR Richmond, VA San Diego, CA Slippery Rock, PA Spokane, WA St. Louis, MO St. Paul, MN Towson, MD	Atlanta, GA Birmingham, AL California, PA Charleston, SC Cheney, WA Cinnaminson, NJ Concord, NC Dallas, TX Dayton, OH Denver, CO East Lansing, MI Elmira, NY Hempstead, NY Honolulu, HI Houston, TX Indianapolis, IN Lafayette, LA Lexington, KY Madison, WI Nashville, TN New Britain, CT Omaha, NE Orange, CA Orlando, FL Sacramento, CA Salt Lake City, UT Seattle, WA St. Louis, MO St. Paul, MN Towson, MD Westfield, MA	Anderson, IN Boston, MA Columbus, GA Columbus, OH Conway, AR Costa Mesa, CA Dallas, TX Dillsburg, PA Grand Rapids, MI Milwaukee, WI Nashville, TN Overland Park, KS Phoenix, AZ Richmond, VA Santa Clara, CA Slippery Rock, PA St. Paul, MN	Albuquerque, NM Atlanta, GA Boise, ID Bowling Green, OH Chester, PA Conway, AR Costa Mesa, CA Falls Church, VA Indianapolis, IN Lafayette, LA Madison, WI Montclair, NJ Omaha, NE Overland Park, KS Salt Lake City, UT Santa Clara, CA Tulsa, OK Westfield, MA

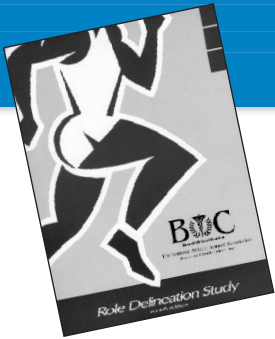
PLEASE NOTE:
The exam sites listed above
are subject to change.

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If you have questions concerning your CEUs and how to report an activity, contact the BOC Continuing Education Office at (877) 262-3926.

BOC role delineation study order yours today!



4th Edition

Please send me _____ copies of the Role Delineation Study @ \$26.95 per copy!

Name: _____

Institution: _____

Address: _____

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