Before you begin a Credentials Evaluation application, you must first visit an International Arrangement (IA) organization (ARTI, BASRat, BOC or CATA) to begin their exam application process. Once prompted by the IA organization, you will receive a web link to the International Consultants of Delaware (ICD) to begin the Credentials Evaluation application; below is the step-by-step process.

**Credentials Evaluation for Athletic Trainers/Therapists and Sport Rehabilitators (CE-ATSR)**

**Step 1:** Click **Apply Now** to create an ICD Applicant Portal account.

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**NOW, CHECK YOUR EMAIL**

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

- Accept Terms and Conditions
- Change Your Password
Step 2: Use the Service Selector to locate the CE-ATSR service.

Each question, opens another question based on the previous answer:

1. Select “Certification Report for Certification Body Recognition (e.g., NCCAOM, Athletic Trainers/Therapists and Sport Rehabilitators)” from the dropdown menu
2. Select “Healthcare”
3. Select “Other Healthcare Professions”
4. Select “Athletic Trainer/Therapist and Sport Rehabilitator” (use the right arrow to move to the ‘Selected’ column)
5. Enter the specific title (e.g., “Athletic Trainer”, “Athletic Therapist”, “Sports Rehabilitator”)

Step 3: Complete your profile and provide information about your professional credential from one of the following organizations: ARTI (Ireland), *BASRaT (UK), BOC (U.S.), or CATA (Canada) by responding to the applicant questionnaire and review the provided materials from the credentialing body in which you are applying.
BASRaT has been granted provisional acceptance into the International Arrangement. An announcement will be made upon their full acceptance. Applications will not be approved until BASRaT receives full acceptance.

- Click STEP 2: My Profile or My Profile at top of page

Enter your Personal Information and Click Submit

The menu on the left highlights each of the sections of your profile. The menu on the right highlights all required components needing attention.

<table>
<thead>
<tr>
<th>Complete Remaining Profile</th>
<th>Menu on Right (Start)</th>
<th>Menu on Right (End)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Click <strong>Contact Information</strong></td>
<td>o Enter your information</td>
<td>o Click <strong>Submit</strong></td>
</tr>
</tbody>
</table>
Click Identity Documents (ID) Information
- *Enter your information
- Click Submit

*Two (2) identity documents are required – to add another document click "Add New Identify Document". If your name is different than what is on your degree/transcripts (e.g., marriage) it is recommended to include a copy of the name change document as one of the identity documents.

Click Education History
- Click Add New Education History
- Enter your information for both Secondary School (high school) and Tertiary Level Education (university)
- Click Submit

Click License/Registration
- *Select Yes only if you have a license or registration recognized by local government.
- Select Add New Certification
- Enter your information
- Click Submit
*Those certified by ARTI, BASRaT and CATA should select “Not Required”.

Click Certification
- Enter your information
- Click Submit

Click Report Recipient Information
- Select an organization
- Select the purpose of the report (certification)
- Click Submit

- Confirm that you have started an application with the report recipient.
- Click the Home button on the top menu:

Step 4: Pay for the CE-ATSR service by clicking “Step 4: Apply/Pay” or “Apply” (Fee = $275 USD)
Step 5: Your application will be reviewed by ICD. Applicants will receive an email notifying them of a status change indicating it is time to provide documentation. Once logged in, look under My Purchased Services for the order status. Click “View Order Requirements Detail”. The personal identification, education and professional documents required by ICD to process your application and complete the evaluation are highlighted.
Documents Required

Identity Documents
- Upload two (2) Identity Documents (e.g., passport, birth certificate, etc.)
- *Each Identity Document must be accompanied by the Identity Document Form (under Required Forms column, Click here to open the form)

*Both a copy of the identity document (clear scanned document or photo image) and the completed identity document form are required.

Education History
- Download the Education Form (under Required Forms column, select Click here to open the form)
- Complete Part A and send the form to the School/Educational Institution who will complete the remaining parts and send the required documentation to ICD.

Certifications
- Download the Professional Certification Form (under Required Forms column, select Click here to open the form)
- *Complete Part A and email it to the Professional Certification organization who will complete the remaining parts and send the form to ICD.

*ICD will use the BOC public registry and BASRaT Register Check to confirm an applicant who is BOC certified or BASRaT registered and this may already be marked complete.
Once all documents have been received the status will change to In Application Review:

**Step 6:** Once ICD performs an evaluation, ICD will complete and send your CE-ATSR report to the requested credentialing body for inclusion with your application. You will also receive an applicant copy of your CE-ATSR report.

**Step 7:** The credentialing body reviews your CE-ATSR report and will communicate next steps to you within 10 business days.

ICD website: [https://ceat.icdeval.com/](https://ceat.icdeval.com/)