

**CONTACT INFORMATION**

BOC Provider #: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
*(Please include area code)*

Email: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
*(Please include area code)*

**BILLING INFORMATION**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
*(Please include city, state, postal code and country)*

**SHIPPING INFORMATION** (if different)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
*(Please include city, state, postal code and country)*

**LIST OPTIONS**

**Email Blast sent by BOC on Your Behalf**

1. Client supplies HTML and plain text version of email
2. Client supplies content and images and BOC creates email using a template
3. Client supplies content and images and BOC creates a custom email design

**Provide content at least:**

- 3** business days prior to scheduled date
- 3** business days prior to scheduled date
- 5** business days prior to scheduled date

The SPF record on your DNS email server must include **authsmtp.com** in order for BOC to deploy an email blast on your behalf. See [www.authsmtp.com/faqs/faq-65.html](http://www.authsmtp.com/faqs/faq-65.html) to learn more.

Sender email address: \_\_\_\_\_

Subject Line: \_\_\_\_\_

**MAILING ADDRESSES**

1. List sent via email to a mailing house Email Address: \_\_\_\_\_

**One-Time Use Agreement:**

Any mailing list you or your chosen mailing house receive is subject to a one-time use condition. **This One-Time Use Agreement must be signed before the order will be processed.**

The recipient of the BOC list hereby agrees that the information provided will not be stored, duplicated, copied or reproduced in any manner, nor will it be used for any purpose other than a one-time mailing of the recipient's materials. Promotional materials must adhere to the aforementioned guidelines and be submitted to the BOC for approval at time of order.

BOC is not responsible for returned items due to incorrect mailing addresses. The BOC relies on ATs to inform us of address changes, and the BOC stresses to all ATs the importance of notifying the BOC when an address has changed.

*By completing the information below, you are indicating that you have read and understand the terms of use stated above.*

Purpose of Email/Mailing: \_\_\_\_\_

Date Mailing List Needed: \_\_\_\_\_ Name: \_\_\_\_\_

**Or**

Date of Email Blast: \_\_\_\_\_ Date: \_\_\_\_\_

*(Monday-Friday)*

*Email content or prepared HTML must be provided to the BOC 3-5 business days prior to scheduled email date.*

**EMAIL BLAST/MAILING LIST SPECIFICATIONS**

All Certified Athletic Trainers (ATs) – *Approximately 32,000 ATs have opted to share their contact information*

*If you would like to order a list of all ATs, check the box above.*

*If you would like to order a list for a specific group of ATs, check one or more of the boxes below.*

States

- |   |                                      |   |  |   |
|---|--------------------------------------|---|--|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Alaska      | <input type="checkbox"/> Arizona        | <input type="checkbox"/> Arkansas      | <input type="checkbox"/> California     |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Connecticut | <input type="checkbox"/> Delaware       | <input type="checkbox"/> Florida       | <input type="checkbox"/> Georgia        |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Idaho       | <input type="checkbox"/> Illinois       | <input type="checkbox"/> Indiana       | <input type="checkbox"/> Iowa           |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> Kentucky    | <input type="checkbox"/> Louisiana      | <input type="checkbox"/> Maine         | <input type="checkbox"/> Maryland       |
| <input type="checkbox"/> Massachusetts        | <input type="checkbox"/> Michigan    | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> Mississippi   | <input type="checkbox"/> Missouri       |
| <input type="checkbox"/> Montana              | <input type="checkbox"/> Nebraska    | <input type="checkbox"/> Nevada         | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> New Jersey     |
| <input type="checkbox"/> New Mexico           | <input type="checkbox"/> New York    | <input type="checkbox"/> North Carolina | <input type="checkbox"/> North Dakota  | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Oklahoma             | <input type="checkbox"/> Oregon      | <input type="checkbox"/> Pennsylvania   | <input type="checkbox"/> Rhode Island  | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> South Dakota         | <input type="checkbox"/> Tennessee   | <input type="checkbox"/> Texas          | <input type="checkbox"/> Utah          | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Virginia             | <input type="checkbox"/> Washington  | <input type="checkbox"/> West Virginia  | <input type="checkbox"/> Wisconsin     | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> District of Columbia |                                      | <input type="checkbox"/> Guam           | <input type="checkbox"/> Puerto Rico   | <input type="checkbox"/> Virgin Islands |

NATA Districts

- District 1 *(CT, MA, ME, NH, RI, VT)*
- District 2 *(DE, NJ, NY, PA)*
- District 3 *(MD, NC, SC, VA, WV, District of Columbia)*
- District 4 *(IN, MI, OH)*
- District 5 *(IA, KS, MO, ND, NE, OK, SD)*
- District 6 *(AR, TX)*
- District 7 *(AZ, CO, NM, UT, WY)*
- District 8 *(CA, HI, NV)*
- District 9 *(AL, FL, GA, KY, LA, MS, TN, PR, VI)*
- District 10 *(AK, ID, MT, OR, WA)*
- District 11 *(IL, MN, WI)*

Other

- Domestic *(within US only)*
- International *(outside US only)*
- Custom – ATs\* *Specify criteria such as Date Certified, ZIP Codes, Professional Setting, etc.*

---



---

Custom – Exam Candidates\* *Specify criteria such as Exam Date(s), First Time or Retake Candidates, etc.*

---



---

\*Additional charges may apply; please contact the BOC office to inquire.

**PROMOTIONAL MATERIAL/RESEARCH GUIDELINES**

- **Promotional materials/email content must be submitted to the Board of Certification, Inc. (BOC) for approval at time of order.** Attach materials with this order form.
- The following is the only statement that may be used to identify a BOC Approved Provider: **“Company Name is approved by the Board of Certification, Inc. to offer continuing education for Certified Athletic Trainers.”**
- The BOC Approved Provider logo, which can be downloaded from the BOC website, is formatted as a perfect square (image height is equal to image width). The image should not be altered to be any other shape. Size adjustments can be made; however, the logo must remain proportionate.
- The following are **NOT** permitted: statements regarding BOC requirements, BOC contact information, BOC corporate logos or other statements that insinuate BOC affiliation or endorsement. Those companies using BOC list services that are not BOC Approved Providers may not use any statements or logos pertaining to the BOC. A separate agreement may be required for lists used to conduct research. Contact the BOC office to inquire.

Mailing address lists can be leased and supplied to a mailing house.

**MAILING ADDRESSES**

**Discount Rates\***

**Regular Rates**

<input type="checkbox"/>	Provided by Email <i>(List in an Excel file will be provided to a mailing house only)</i>	\$0.09 per name	\$0.14 per name
--------------------------	---	-----------------	-----------------

BOC also offers an email service providing the options below.

**EMAIL BLAST**

**Discount Rates\***

**Regular Rates**

<input type="checkbox"/>	Email Service – New Campaign with Basic set-up service** <i>(Email blast is sent out by the BOC on purchaser's behalf; client supplies HTML and plain text version of email to be sent)</i>	\$0.12 per name	\$0.14 per name
<input type="checkbox"/>	Email Service – New Campaign with Template design services** <i>(Email blast is sent out by the BOC on purchaser's behalf; client supplies content and images and BOC creates email using one of our templates)</i>	\$0.12 per name + set-up charge of \$60	\$0.14 per name + set-up charge of \$80
<input type="checkbox"/>	Email Service – New Campaign with Custom design services** <i>(Email blast is sent out by the BOC on purchaser's behalf; client supplies content and images and BOC creates a custom email design)</i>	\$0.12 per name + set-up charge of \$100/hr.	\$0.14 per name + set-up charge of \$100/hr.
<input type="checkbox"/>	Email Service – Reminder for Same Campaign** <i>(Reminder email blast is sent out by the BOC on purchaser's behalf; all reminders must be sent within 60 days of the initial message using the same list criteria as the original order; minor changes to the email content, such as updating dates, may be allowed at the BOC's discretion)</i>	\$0.07 per name	\$0.07 per name

\*Those that qualify for discount rates include, but are not limited to, BOC Approved Providers and researchers with IRB approval.

\*\*Email content or prepared HTML must be provided to the BOC 3-5 business days prior to scheduled email date.

	Requested Number of ATs		Rate Per Name	Amount Due
<b>BOC List Service</b>		×	\$	\$
<i>(Please email MindyL@bocatc.org or call (877) 262-3926 ext. 119 to determine quantity)</i>				
<b>Set-up Charge</b> <i>(for email blast service)</i>				\$
<b>24-hour Rush Processing Fee - \$25</b>				\$
				<i>(This service is only available for mailing list orders; custom orders may not be eligible for 24-hour rush processing)</i>
				<b>IA, KS, NC, NE residents - sales tax</b> (BOC to add appropriate sales tax)
				\$
				<b>TOTAL</b>
				\$

**PAYMENT INFORMATION**

Check or Money Order *(Made payable to BOC)*

Credit Card *(Visa, MasterCard, Discover or American Express)*

*A link to pay by credit card will be sent with your invoice.*

**For Office Use Only**

Check/MO/CC Auth#: \_\_\_\_\_

Date Received: \_\_\_\_\_

**DELIVERY SERVICE**

For lists provided to a mailing house please allow 3-5 business days from date of receipt of order with payment, promotional materials/email content and signed One-Time Use Agreement for orders to be processed and sent (unless you have requested the 24-hour rush processing). Please contact Mindy Lindquist, Approved Provider Specialist, at (877) 262-3926 ext. 119 or MindyL@bocatc.org with questions pertaining to your order.