



Orthopedic Specialty Applicant Handbook

A STEP-BY-STEP GUIDE FOR APPLICANTS PREPARING FOR THE BOC SPECIALTY CERTIFICATION EXAM



EFFECTIVE FOR OCTOBER 2021-AUGUST 2022 EXAM WINDOWS

PUBLISHED AUGUST 2021

Table of Contents

GLOSSARY	3	SCORING AND RESULTS	17	APPENDIX A	22
INTRODUCTION	4	The Scoring Process	17	APPENDIX B	23
ORTHOPEDIC SPECIALTY CERTIFICATION REQUIREMENTS	8	Notification of Results	17	APPENDIX C	24
Eligibility Path 1	8	Appeal of Exam Results	17	APPENDIX D	25
Eligibility Path 2	8	RESCHEDULING AN EXAM AT AN EXAM SITE	18	APPENDIX E	26
Non-Discrimination Statement	9	Rescheduling Within the Same Exam Window	18	APPENDIX F	27
Determining Eligibility	9	Rescheduling to a Different Exam Window Before Scheduling an Exam	18	APPENDIX G	28
Application Process	9	Rescheduling to a Different Exam Window After Scheduling an Exam	18	APPENDIX H	32
Registration Process	10	Rescheduling Due to Extenuating Circumstances	18	APPENDIX I	33
Accommodation Requests	10	Failure to Schedule Exam	18		
Scheduling the Exam	11	Submitting a Rescheduling Fee	18		
PREPARING FOR THE EXAM	12	CANCELLATION, NO-SHOW AND EXAM FEE FORFEITURE	19		
Exam Format	12	Cancellation	19		
BOC Orthopedic Practice Analysis	12	Appeal of Exam Fee Forfeiture	19		
Study Aids	12	TAKING THE EXAM	20		
EXAM DAY	13	Retake Requirements	20		
Applicant Check-In for Exam	13	ORTHOPEDIC CONTINUING SPECIALTY CERTIFICATION REQUIREMENTS	21		
Exam Administration	15	Continuing Specialty Certification Requirements	21		
Inclement Weather Policy for Exam	15	Listing Credentials	21		
Appeal of Exam Administration	15	Certification Verification	21		
EXAM SECURITY AND CONFIDENTIALITY	16	Personal Profile	21		
Ethical Behavior	16				
Security Violations	16				

Glossary

ADA

Americans with Disabilities Act

BCS-O

Board Certified Specialist in Orthopedics

BOC

Board of Certification, Inc.

Breakdown on Two Business Days for Rescheduling/Cancelling

The BOC must receive the written request from the applicant no later than 5 p.m. CT, offset UTC-6 hours, on the following:

Testing Day	Written Request Due
Monday	the previous Thursday
Tuesday	the previous Friday
Wednesday	the previous Monday
Thursday	the previous Tuesday
Friday	the previous Wednesday
Saturday or Sunday	the previous Thursday

Business Days

Monday–Friday, excluding holidays

CAATE

Commission on Accreditation of Athletic Training Education

Exam Application Process

Log into your BOC profile and follow the prompts to apply

Exam Registration

Log into your BOC profile and follow the prompts to register

Exam Scheduling

Log into Meazure Learning website to schedule an exam site/date/time

Exam Window

Specific dates when an applicant may sit for the exam

Government-Issued Photo ID

This is a requirement for admittance into the BOC exam. Must meet all of the following requirements:

- Be an original document; photocopied documents and electronic images are not acceptable
- Be valid; expired documents (bearing expiration dates that have passed) are not acceptable
- Include a recent, recognizable photograph
- Include your signature (the name and signature on the ID document must match)



Holiday Closures

Labor Day	September 6
Thanksgiving	November 25–26
Winter Holidays	December 23–24
Martin Luther King Day	January 17
Good Friday	April 15
Memorial Day	May 30
Independence Day	July 4

Legal Name

The first and last name (including any suffix such as Jr, Sr, I, II, III, etc.) as it appears on a valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID). Applicants with more than one last name listed on their government-issued photo ID must have the same last name reflected on the exam admission ticket.

Live Remote Proctoring (LRP)

For details visit [Appendix F, G and H](#).

Meazure Learning

BOC's professional testing vendor

NATA

National Athletic Trainers' Association

Window

Specific dates when applicant may challenge the exam

Introduction

Dear Certified Athletic Trainer:

Congratulations! By accessing the “BOC Orthopedic Specialty Certification Applicant Handbook” you are taking that first step in pursuit of achieving the credential of Board Certified Specialist in Orthopedics (BCS-O). This certification has been designed to formally recognize Athletic Trainers (ATs) who have attained advanced knowledge and skills in defined areas of orthopedics.

The BCS-O credential is achieved through the successful completion of a standardized online application and exam process. The BOC Specialty Council (Council) oversees the recognition and validation of athletic training specialties, as well as oversees the credentialing of ATs who have demonstrated advanced knowledge, skills and abilities in the respective area of specialization.

The dedicated volunteers giving their time and service to the development of this process are listed in the rosters to the right. The Council consists of six members, along with liaisons from the National Athletic Trainers’ Association (NATA) staff, NATA Executive Committee for Education (ECE) and CAATE.

Those who achieve the BCS-O credential will clearly demonstrate their commitment to service through the variety, depth and consistency of their professional involvement. Their desire to attain formal recognition of advanced clinical knowledge, competence and skills reflects their commitment to their profession and patients. In these times of dramatic health care reform, dedication to public service by providing high quality athletic training services is paramount.

If you share these personal and professional principles, then you are in the right place! Please join the growing number of ATs who have chosen this pathway to professional development.

Thank you for your interest and I wish you success in this endeavor.

Sincerely,

Anne Minton, MBA
Chief Executive Officer
Board of Certification for the
Athletic Trainer

Specialty Council

Michael Hudson, PhD, ATC (Chair)

Members

Brian Farr, MA, ATC, LAT, CSCS	Suzette Nynas, EdD, ATC
Kenneth Rogers, PhD, ATC	Russ Richardson, EdD, ATC/L
Brandie Martin, MS, ATC, OT	Jefferson (JJ) Wetherington, MS, LAT, ATC

Liaisons

Stacy Arrington (BOC)	Sidney Fuller (NATA)
Bonnie Van Lunen, PhD, ATC (CAATE)	Brian Vesci, DAT, ATC (ECE Chair)

Orthopedic Practice Analysis Task Force

Chandra Lovejoy, LAT, ATC
Jefferson (JJ) Wetherington, MS, LAT, ATC
Bryan Diekman, MEd, ATC
Toby Harkins, ATC
Laura Stewart, MS, LAT, ATC

Orthopedic Practice Analysis Panel

Kevin Farmer, MD	R Mark Laursen, MS, ATC
Chandra Lovejoy, LAT, ATC	Brandie Martin, MS, ATC, OTC
Kevin Messey, MS, ATC, CSCS	Suzette Nynas, EdD, ATC
Forrest Pecha, MS, LAT, ATC	Anthony Pennuto, MS, LAT, ATC
Ken Takenaka, M.Ed., LAT, ATC, OTC	Jennifer Wages, PhD, ATC, OTC
Hollie Walusz, MA, ATC, PES	Erin Weaver Cohen, MA, ATC

BOARD OF CERTIFICATION

The BOC was incorporated in 1989 as a not-for-profit credentialing agency to provide a certification program for the entry-level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC also works with state regulatory agencies to provide credential information, professional conduct guidelines and regulatory standards on certification issues. The BOC also has the only accredited certification program for ATs in the United States and has a mutual recognition agreement with Ireland.

BOC VISION

The BOC exists so that health care professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

BOC MISSION

To provide exceptional credentialing programs for health care professionals to assure protection of the public.

BOC VALUES

Integrity, Professionalism, Fairness, Transparency, Service

EXPANDING AWARENESS, OPPORTUNITY AND OUTREACH - OUR VISION FOR INCLUSION, DIVERSITY, EQUITY AND ADVOCACY

Our responsibility

In line with our responsibility of public protection, the BOC is dedicated to inclusion, diversity, equity and advocacy.

Our goal

Our ultimate mission is to protect the public – a serious responsibility. The population includes everyone and ALL its diversity! The BOC must be diligently aware, equitable and inclusive to provide protection to our constituents.

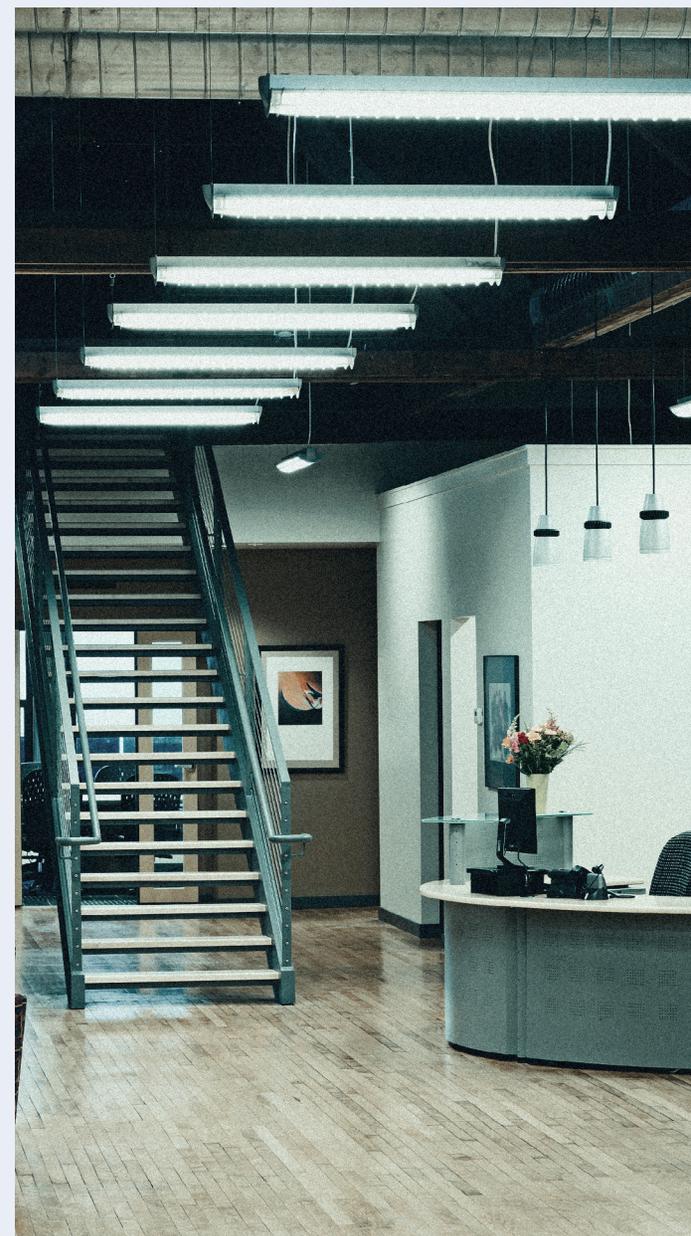
Our approach

AT credentialing - We will ensure our credentialing exams reflect cultural competence. We will ensure our exam delivery process is inclusive and we will make appropriate accommodations for applicants. We understand the diversity of our stakeholders is ever-changing and our competency is a continuum. We will remain humble so we can learn and make continuous improvements.

Volunteerism – We rely on skilled volunteers to carry out the vision of the BOC. We intentionally seek diverse representation, viewpoints and experiences to contribute to this work. There are opportunities for all to participate through volunteer and leadership roles.

Employment – The BOC strives to create a diverse and inclusive culture, valuing employees with distinct backgrounds and experiences. Our environment allows for creative and analytical thinkers to provide feedback on how we can continue to grow

and improve. We work to build a welcoming workplace that puts a strong focus on individual strengths, teamwork and enabling both personal and professional growth.



BOC SPECIALTY CERTIFICATION IN ORTHOPEDICS

This handbook has been developed for ATs with specialized education and focused experience in orthopedics beyond the requirements for the ATC® credential.

WHAT IS A SPECIALTY CERTIFICATION?

BOC specialty certification is a voluntary process by which an AT earns formal recognition of their advanced education and experience within a specialized area of clinical practice.

Specialty certification identifies ATs who have clinical practice abilities beyond the ATC® credential. These abilities will be identified via demonstration of post-professional education and training (e.g., CAATE-accredited residency and/or employment experience), and passage of a specialty certification exam. The specialty certification demonstrates an ability to enhance quality of patient care, optimize clinical

outcomes, increase cost-effectiveness, provide value-based care and improve patients' health-related quality of life within a specialized area of athletic training practice.

WHAT IS THE BOC ORTHOPEDIC SPECIALTY CERTIFICATION?

This is a board-certified certification for ATs who specialize in orthopedics. It is a way to formally recognize ATs who have acquired specialized education and focused experience in orthopedics beyond the requirements for the ATC® credential. ATs who are board-certified in orthopedics possess advanced experience and specialized knowledge, skills and professional behaviors to provide optimal care for orthopedic patients.

This orthopedic specialty is much more than a certificate earned after a day-long seminar. It is the first and only board-certified specialty for ATs in orthopedics and is backed by the BOC's rigorous process and standards.

CONTACT THE BOC

Board of Certification
Attn: Specialty
1415 Harney St, Ste 200
Omaha, NE 68102
Specialty@bocatc.org
BOCATC.org
Office: (402) 559-0091
Toll Free: (877) 262-3926

Hours: Monday-Friday 8:30 a.m.-5 p.m. CT
Summer Hours: Memorial Day-Labor Day
Check the BOC website for office hours

MEASURE LEARNING TEST SITE AND LRP COMPARISON

The following table shows an overview of differences between challenging the exam via the Measure Learning testing site versus LRP.

MEASURE LEARNING TEST SITE AND LRP COMPARISON TABLE

Procedures	Measure Learning Test Site	LRP
ADA	See pages 10-11	Additional time is the only ADA accommodation available for applicants utilizing LRP.
Applicant Responsibilities	See pages 13-16	See pages 13-16 Applicants are responsible for providing a desktop or laptop computer for testing. The computer must have reliable internet connection, a microphone and a webcam. The computer MUST pass the system check prior to the testing appointment.

MEASURE LEARNING TEST SITE AND LRP COMPARISON TABLE (CONTINUED)

Procedures	Meazure Learning Test Site	LRP
Breaks	Applicants may break during the exam to go to the restroom or get some water; however, the timer will continue to run. Inform the proctor and click the "Take a Break" button. Applicants may not leave the supervised exam area or access personal belongings during a break. Upon return, click "Resume" to continue.	For security of the exam, no breaks are allowed for applicants utilizing LRP, therefore; applicants should use the restroom prior to starting their exam.
Cancellation Prior to Scheduling	50%, see page 19	50%, see page 19
Cancellation After Scheduling	25%, see page 19	25%, see page 19
Failure to Schedule	\$50, see page 18	\$50, see page 18
No Show	No refund, see page 27	No refund, see page 27
Rescheduling within the Same Window Utilizing the Same Testing *Modality	Rescheduling a site/date/time to a different site/date/time within the same window must happen at least two days prior to the initial appointment and at least two days prior to the new appointment.	Rescheduling an LRP appointment to another LRP appointment within the same window must happen at least 24 hours prior to the initial appointment and at least 24 hours prior to the new appointment.
*Meazure Learning Site/Date/Time to a Different Meazure Learning Test Site/Date/Time		
*LRP to a Different LRP Date/Time	Fee: \$45 paid online to Meazure Learning	No fee
Rescheduling within the Same Window and Changing Testing *Modalities	Rescheduling a site/date/time to an LRP appointment must happen at least two days prior to the initial site/date/time appointment and at least 24 hours prior to the new LRP appointment.	Rescheduling an LRP appointment to a site/date/time must happen at least 24 hours prior to the initial LRP appointment and at least two days prior to the new site/date/time.
*Meazure Learning Site/Date/Time to an LRP Date/Time		
*LRP to a Meazure Learning Site/Date/Time	Fee: \$45 paid online to Meazure Learning	No fee
Rescheduling to a Different Window After Scheduling	\$100, see page 18	\$100, see page 18
Scheduling an INITIAL Appointment	Appointments must be scheduled at least two days prior to the actual appointment	Appointments must be scheduled at least 24 hours prior to the actual appointment
Scratch Paper/White Board During Exam	The proctor will provide a dry erase board or scratch paper and a pencil for making notes. No items or paper may be removed from the testing center, this includes writing exam content on body or clothing.	Scratch paper/white board, writing utensils, writing exam content on body or clothing during exam is strictly prohibited.

Orthopedic Specialty Certification Requirements

The BCS-O credential is available to ATs who have acquired specialized education and focused experience in orthopedics beyond the requirements for the ATC® credential.

The minimum requirements for the Orthopedic Specialty Certification are:

- BOC Certified AT in good standing
- Demonstration of education and practice experience in one of two paths listed below
- Achieve a passing score on the Orthopedic Specialty Certification Exam

ELIGIBILITY PATH 1

Completion of a CAATE accredited residency in orthopedics from 2012 forward and two years of practice experience* after BOC certification has been earned.

- 1 YR RESIDENCY + 1 YR FULL-TIME EMPLOYMENT (before or after residency) = 2 YRS PRACTICE EXPERIENCE

-OR-

ELIGIBILITY PATH 2

Completion of at least 260 hours of professional development** (e.g., continuing education, grand rounds, journal reviews, etc.) in orthopedics^ and four years of practice experience* after BOC certification has been earned.

- Practice experience is to include at least 3500 hours in orthopedic patient care^
 - 1200 of the 3500 hours must be in a mentored relationship~
 - 1000 of the 3500 hours must be completed in the year preceding exam application.

*To demonstrate practice experience, applicants must provide an attestation from their employer, on company letterhead, that verifies this experience accurately. In addition, this practice experience must have occurred within the six years immediately preceding the application. See [Appendix E](#) for sample letters. The attestation must contain the following:

- Be on company letterhead (or a BOC form)
- Name of the applicant in which they are verifying
- Dates the employer is verifying
- Verifier contact information
- **Path 1:** Verification of full-time employment as an AT for one year (not residency year)
 - Full-time employment is to be determined by the employer but is typically 1,500 hours or more annually
 - Two consecutive years of part-time employment may be considered
- **Path 2:** Verification of 3,500 practice experience hours in one or more domains described in the “Orthopedic Practice Analysis” (OPA)

Please note:

- All practice experience must be attested for.
- Employer is unable to attest to practice experience outside of the applicant’s employment.
- Supervisors who work for another company are unable to use their current company’s letterhead if the AT does not work for that company.
- Applicants who work independently or without a supervisor should have another health care professional or administrator they work with verify their practice experience.

**To demonstrate professional development, applicants must provide documentation of each activity utilizing the [Professional Development Activity Form](#). Applicants will be asked to provide additional documentation for professional development activities that do not clearly identify as falling within the domains and task statements of the OPA.

^ In alignment with the OPA.

~ Mentored relationship is a health care provider specializing in orthopedics (mentor) supporting and advising the learning, development and growth of an AT who wants to gain more knowledge, skills and experience in orthopedics (mentee). The mentee is responsible for establishing a structured accountability process with a mentorship agreement.

Mentors:

- AT with at least three years of experience in orthopedics
- CAATE accredited residency trained AT in orthopedics
- Fellowship trained doctor of medicine (MD) or doctor of osteopathic medicine (DO)
- Nurse practitioner or physician assistant with at least three years of experience in orthopedics

To demonstrate the mentored relationship, applicants must provide an attestation from their mentor(s), on company letterhead, that verifies this experience accurately. The attestation must contain the following:

- Be on company letterhead
- Name of applicant the mentor is verifying
- Dates the mentor is verifying
- Verification of mentored relationship practice experience in one or more domains described in the OPA
- Mentor contact information

NON-DISCRIMINATION STATEMENT

The BOC does not discriminate based on race, gender, color, age, disability, religion, sex (including sexual harassment), pregnancy, national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity, gender expression, genetic information, creed or any other basis protected by applicable federal, state or local law, ordinance or regulation.

DETERMINING ELIGIBILITY

Applications are reviewed by BOC staff to determine applicant eligibility. Applicants have one year to complete the application process once started. Failure to successfully complete the application process within this time frame will require submission of a new application meeting all current fee and eligibility requirements.

APPLICATION PROCESS

A. Log Into Your BOC Profile

1. Complete orthopedic specialty application
2. Pay application fee
3. Name change requests - Applicants whose name in their BOC profile does not match what appears on their current [government-issued ID](#) (required on exam day) must submit a name change request online.

Meeting exam deadlines is the applicant's responsibility. Applications received by 5 p.m. CT, offset UTC-6 hours on the application deadline date are processed within three to five business days for the current exam window.

Applications submitted after 5 p.m. CT, offset UTC-6 hours on the application deadline date will not be processed for the current exam window. The BOC will process the applicant's application after the registration window for the current exam window closes. Exam deadlines can be found on the [BOC website](#).

B. Approved Application

Applicants will be notified via email once their application is approved and will then be able to register and pay for the exam when the exam registration window opens.

Applicants have one year from their application approval date to register and pay for the BOC exam. If an applicant has registered for the final exam window prior to their expiration date, the applicant must sit during that exam window; rescheduling is not an option. Failure to register, pay and sit for the exam within this time frame will require submission of a new application. When submitting a new application, applicants must satisfy the current eligibility and fee requirements.

Applicants with an approved exam application are expected to comply with the "[BOC Standards of Professional Practice](#)" at all times.

C. Incomplete or Denied Application

If an application does not meet eligibility requirements, the applicant will be notified via email. The email will provide specific information regarding deficiencies with the application.

Applicants who have a completed application to the BOC by 5 p.m. CT, offset UTC-6 hours on the application deadline will be given the opportunity to resolve their deficiencies prior to the exam registration deadline date.

D. Appeal of a Denied Application

Denied applications may be appealed in writing via email or mail and must be submitted no later than the exam registration deadline date for the exam window the applicant is requesting. Applicants are responsible for providing supporting documentation as to why their appeal should be granted. The BOC will notify applicants via email of their decision.

Board of Certification
Attn: Specialty
1415 Harney St Ste 200
Omaha NE 68102-2250
Specialty@bocatc.org

E. Applicants with Legal Issue(s)

The affidavit portion of the exam application requires applicants to report any felony or misdemeanor convictions or pending charges. During the application process, applicants must submit a written explanation, in their own words, of the events that led to the conviction(s), copy of court documents(s), including, but

not limited to, an arrest report, sentence recommendation, compliance of all court requirements and proof of payment of all related fines.

If the case(s) were alcohol or drug related, the applicant may also need to provide a current professional alcohol/substance abuse evaluation that is no older than three months. If an alcohol/ substance abuse evaluation was not required by the court, the applicant must obtain an evaluation performed by a state licensed mental health professional who is capable of providing substance abuse treatment. An online evaluation is not acceptable. Contact information for the BOC is listed on the previous page. Allow at least five to seven business days for documentation to be reviewed.

REGISTRATION PROCESS

(AFTER APPLICATION IS APPROVED)

Refer to your BOC profile and [Appendix F, G and H](#) for information on how to register and pay for the exam.

ACCOMMODATION REQUESTS

In adherence with the Americans with Disabilities Act (ADA, 1990, updated 2010), reasonable and appropriate accommodations are provided for qualified individuals with a disability who supply appropriate documentation. The BOC follows the guidelines set forth in the Council on Licensure, Enforcement and Regulation (CLEAR) and Institute for Credentialing Excellence (ICE) Principles of Fairness. The BOC does not discriminate against any individual on the basis of religion, gender, ethnic background or physical disability.

A. Reasonable Accommodations

Reasonable accommodations provide disabled applicants with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the exam. Reasonable accommodations are decided on the basis of the individual's specific request, disability, documentation submitted and the appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam. The most frequent requests involve providing the applicant with extended time, a reader, a writer and/ or a separate room.

B. Qualified Individual with a Disability

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program or activity of which the individual is being measured and, with or without accommodations, can perform the essential functions of the service, program or activity.

An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

C. Proper Documentation

Applicants requesting a change in exam procedures or processes due to disability, handicap or other reason must request accommodations during the application/ registration process. The applicant is responsible for demonstrating that the request should be granted. The BOC will accept either of the following types of documentation:

1. *Medical Documentation*

Documentation must be from an appropriate licensed professional or certified specialist who diagnosed the disability and include recommendations for reasonable accommodations. Recommendations should be based on testing that is not older than four years prior to the application. Documentation must be on the professional's letterhead. Documentation must provide a diagnosis of the disability and the exam used to determine the disability.

2. *Proof of Receiving Accommodations at College/University Level*

Documentation must be provided on the college/university's letterhead and may include an individualized education plan (IEP). IEP documentation may not be older than four years prior to the application.

The confidentiality of all documentation submitted by the applicant is protected. The BOC will review the request and notify the applicant via email of its determination within two to three business days of receipt.

D. Requests for Reasonable Accommodation(s)

1. In order to be given consideration, appropriate documentation must be received by the BOC no later than 5 p.m. CT, offset UTC-6 hours on the exam registration deadline date of the requested exam window.
2. Applicants approved for reasonable accommodations are notified via email of the accommodation(s) granted to them. Applicants not approved for reasonable accommodations are notified via email of the denial of their request.
3. If an applicant's request for accommodations is not approved, the applicant may initiate an appeal. Appeals must be made in writing to the BOC. The applicant is responsible for demonstrating that the appeal should be granted. Appeals must be received no later than 5 p.m. CT, offset UTC-6 hours on the exam registration deadline date for the exam window the applicant is requesting. Failure to appeal within the allotted time will render the original decision final.
4. The BOC will not pay any costs that an applicant may incur in obtaining the required diagnosis and recommendation. However, the BOC will pay for any reasonable exam-related accommodations that are provided to the applicant.

E. Exam Accommodations

Accommodations may include, but are not limited to, the following:

Accommodation(s)	# of Items	Total Exam Time Including Breaks
No accommodations	125	3 hours
Time and a half	125	4.5 hours
Time and a half with frequent breaks*	125	4.5 hours
Double time	125	6 hours
Double time with frequent breaks*	125	6 hours
Private room	125	3 hours
Reader	125	3 hours

*Applicants testing at a live exam site may break during the exam to go to the restroom or get some water; however, the timer will continue to run. Inform the proctor, and click the "Take a Break" button. Applicants may not leave the supervised exam area or access personal belongings during a break. Upon return, click "Resume" to continue.

Additional time is the only accommodation available for applicants utilizing LRP. No breaks are allowed for applicants utilizing LRP.

SCHEDULING THE EXAM

For details on LRP, see [Appendix F, G and H](#).

A. Exam Scheduling

On the first date of the scheduling window (see exam deadlines), the applicant will receive a notice to schedule their exam from Meazure Learning. Applicants may need to add Specialty@bocatc.org and applicant candidatesupport@meazurelearning.com to their list of approved senders so important messages do not get sent to their spam folder. The email will be sent to the email address on file in your BOC profile. The email will include a link and unique username and password. The applicant will use this

information to log into the Meazure Learning website to schedule their exam site, date and time. Applicants will schedule a three-hour block for the exam. In addition, applicants should arrive at the testing center at least 15 minutes before the exam appointment.

B. Scheduling Confirmation Notice

After scheduling the exam, the applicant will receive a Scheduling Confirmation Notice (admission ticket) via email from Meazure Learning including information about the following:

- ✓ Applicant name - The [legal first, last name and suffix](#) as listed on a valid, [government-issued photo ID](#) (If name does not match exactly, applicant will not be admitted into the exam)
- ✓ Exam name
- ✓ Exam date
- ✓ Reporting time
- ✓ Name of the Meazure Learning exam site
- ✓ Address of the Meazure Learning exam site (reporting location)
- ✓ Email link for a map to the Meazure Learning exam site
- ✓ Password
- ✓ General instructions
- ✓ Prohibited items

Applicants should retain their confirmation email and bring it on exam day. Applicants will also be required to present their valid, government-issued photo ID. The legal name on the ID and confirmation email must be an exact match, and school IDs will not be accepted.

Preparing for the Exam

EXAM FORMAT

The exam is only delivered in English and contains a combination of 125 scored and unscored (experimental) items, and applicants will not know which items are experimental. Applicants have a total of three hours to complete the exam, which includes the ability to move forward or back throughout the entire exam. The exam is an internet-based exam administered in secure and proctored professional testing centers or via LRP.

The BOC exam consists of the following item types:

A. Stand-Alone Items

1. Multiple Choice
2. Multi-select
3. Drag-and-drop
4. Hot Spot

B. Focused Testlets

1. A focused testlet consists of a scenario followed by key/critical items related to that scenario.
2. Each focused testlet may include multiple-choice items and/or any of the previous item types.

BOC ORTHOPEDIC PRACTICE ANALYSIS

The OPA identifies the domains and skills specialty-trained ATs in orthopedics must possess in order to provide proficient care for their patients and improve the health and welfare of the public. Advanced education or experience in musculoskeletal conditions is required in the certification program to ensure essential depth in the specialty knowledge base.

The practice analysis serves as the blueprint for determining the content of the Orthopedic Specialty exam. Exam questions represent all three domains of athletic training, with weighting distributed across domains as indicated in the table below.

Domains	Percent of Items on Exam
Domain I: Medical Knowledge	46%
Domain II: Procedural Knowledge	46%
Domain III: Professional Practice	8%

STUDY AIDS

The BOC does not endorse or uphold any claims made by vendors of any study materials or workshops. The BOC does not guarantee enhanced performance on the BOC exam for those using any study materials.

BOC Orthopedic Practice Analysis

The free “[Content Outline for the BOC Orthopedic Practice Analysis](#)” presents the domains and task statements applicants can expect to be covered on the exam. There is a fee for the complete OPA.

Orthopedic Specialty Exam References

The “[Orthopedic Specialty Exam References](#)” represents the materials used to support exam items for the BOC Orthopedic Specialty Certification Exam, as determined by the BOC Orthopedic Specialty Exam Development Committee.

Orthopedic Specialty Needs Assessment

The [Orthopedic Specialty Needs Assessment \(OSNA\)](#) is a tool intended to assist ATs considering the BOC Orthopedic Specialty Certification (orthopedic specialty). This tool will assess their level of preparedness for the orthopedic specialty certification exam by engaging in a self-reflection exercise of current knowledge and skills delineated by the OPA. The OSNA results will identify areas of the OPA that may require additional specialized professional development.

ATs can use the results of the OSNA to:

- Align current knowledge and skills to the content defined as necessary to acquire the orthopedic specialty.
- Form the framework for a professional development plan.
- Assess learning needs prior to challenging the orthopedic specialty exam.

Sample Exam Questions

The BOC has prepared a set of sample items representative of each exam question type to familiarize applicants with the look and feel of the computer interface and its navigation tools. These [sample questions](#) are not representative of exam content, only format. You will not receive scores for the sample questions. **The Sample Exam Questions are not a study guide.**

Exam Day

For details on LRP visit [Appendix F, G and H](#).

APPLICANT CHECK-IN FOR EXAM

A. What to Bring to the Exam

- ✓ Confirmation email from Measure Learning.
- ✓ A valid, [government-issued photo ID](#) (i.e., driver's license, passport, state-issued ID). The [legal first, last name and suffix](#) on the valid, government-issued photo ID must appear EXACTLY the same as the name on the exam admission ticket.

B. Admission

- ✓ Only the individual named on the roster will be permitted to take the exam. No substitutions are allowed.
- ✓ Applicants must present a valid, [government-issued photo ID](#) (i.e., driver's license, passport, state-issued ID) at check-in.

C. General Instructions

- Cell phones are NOT permitted at the exam site. Any exam applicant with a cell phone in the testing center will be dismissed from the testing center immediately and denied re-entry.
- Smoking is NOT permitted at the exam site.
- Food and beverages are NOT allowed in the exam area.
- Personal items will NOT be allowed in the testing center and must be left outside of the testing center AT YOUR OWN RISK.

- The proctor will provide a dry erase board or scratch paper and a pencil for making notes. No items or papers may be removed from the testing center this includes writing exam content on body or clothing.
- Friends and relatives, including children, will NOT be allowed in the testing center.
- Refrain from wearing colognes or perfumes as scents may disturb others in the testing center.
- Bring earplugs if you are sensitive to ambient noise. If you choose to bring earplugs, they will be subject to inspection by the testing center staff.
- Computer-based testing facilities offer exam services to multiple agencies. There may be other individuals in the testing room with you who are sitting for exams from different organizations. The rules for their exam may be slightly different than the rules for your exam in terms of exam time and what is and is not allowed at their station.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to local internet providers. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back in to your exam. If you lose your internet connection, inform the proctor, who will assist you in logging back into your exam. Upon logging back into your exam you will resume at the first unanswered item. Your exam time remaining will be exactly the same as it was when the internet connection was lost.

- Applicants are strictly prohibited from attempting to access any outside information, programs or websites while testing.

D. Applicant Attestation Statement

The content, including each item, of this exam is the property of the BOC. The exam content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing or receiving any exam content, including even partial items, by written, electronic, oral or other forms of communication. This includes, but is not limited to, writing on body or clothing, emailing, copying or printing of electronic files, reconstructing content through memorization and/or dictation, before, during or after the exam. Doing so may result in disciplinary action, assessment of monetary damages and legal liability. Exam violations put the integrity of the credential that applicants and peers are working hard to achieve, the profession that it is designed to protect, and your own ability to proceed with this credential at risk. By proceeding further with the exam process, applicants are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

APPLICANT ATTESTATION

On my honor, I attest:

- I will not give any unauthorized assistance on this exam.
- I will not receive any unauthorized assistance on this exam.
- I will not remove or attempt to remove any exam content or items from the testing center. This includes writing exam content on body or clothing.
- I do not possess or have within any accessible area of the testing center any of the following prohibited items or I have turned these items over to the proctor:
 - cell phones
 - ALL electronic devices, including cameras, phones, optical readers or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials, notes, books, dictionaries or language dictionaries or other devices that include the ability to transmit and receive data or messages or the ability to photograph (except as expressly permitted by the test sponsor per your confirmation notice)
 - book bags, purses, handbags or luggage
 - ipods, mp3 players, headphones or pagers
 - calculators, computers, PDAs or other electronic devices with one or more memories
 - weapons
 - personal writing tools (e.g., pencils, pens and highlighters)
 - watches, smart devices and other jewelry except wedding or engagement rings

- food, beverage and medicine, including cough drops (except as expressly permitted in advance)
- coats and jackets (sweaters and sweatshirts without pockets or hoods are permitted to be worn)
- hats, hoods or other headgear are not permitted in the testing center unless required for religious purposes
- all items are subject to inspection by the proctor if suspicious behavior is detected
- I will alert the proctor immediately if I have any concerns about the exam administration, including if the testing environment becomes unacceptable to me, or if I have any concerns about the testing computer.
- I understand that if I am found with any prohibited items noted above or a prohibited item is found in unapproved areas (including the restroom), I may be dismissed and my exam may be invalidated. In addition, I could become disqualified from retaking the exam in the future depending upon the test program's policies.

E. Breaks

Applicants may break during the exam to go to the restroom or get water; however, the timer will continue to run. Inform the proctor, and click the "Take a Break" button. Applicants may not leave the supervised exam area or access personal belongings during a break. Upon return, click "Resume" to continue.

No breaks are allowed for applicants utilizing LRP, therefore; applicants utilizing LRP should use the restroom prior to starting their exam.

F. Thirty Minute Guideline

Occasionally, applicants may experience a delay or technical issue with an internet based exam. If the delay exceeds 30 minutes, the applicant may request to reschedule to another exam window if they are unable to wait any longer.

Computer-based tests are delivered via secure internet connections. Internet connections are subject to local internet providers. While it is not common, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back in to your exam. If you lose your internet connection, inform the proctor, who will assist you in logging back in to your exam. Upon logging back into your exam you will resume at the first unanswered item. Your exam time remaining will be exactly the same as it was when the internet connection was lost.

G. Late Arrival to the Exam

Applicants who arrive late to the exam may not be permitted to take the exam on that day if the center is no longer able to accommodate the full exam time. Applicants who are not permitted to take the exam on that day will be considered a failure to appear or no show.

H. Failure to Appear for the Exam

If an applicant fails to appear for an exam, the following policies will be enacted:

- A refund is not issued. If an applicant challenges the exam at a later date, the applicant will be required to register and pay the exam fee.
- The BOC reserves the right to request additional evidence to support an applicant's reason for failure to appear.

Applicants are required to register, pay and sit for the exam within one year of application approval or published results. If an applicant no-shows to an exam date in their final window of eligibility, exam eligibility will expire. Failure to sit for the exam within this time frame will require submission of a new application and retaking the exam. When submitting a new application, applicants must satisfy the current eligibility and fee requirements.

EXAM ADMINISTRATION

A. Policies During Exam Administration

1. No visitors are permitted in exam areas.
2. Applicants may not bring electronic devices, coats, book bags, luggage or any personal items to their exam desks or any accessible area of the testing center. Any such items brought into the testing center must be turned in to the proctor before the exam.

3. If an applicant has begun taking the exam and wishes to discontinue taking the exam, the applicant must inform a Meazure Learning testing center proctor they do not wish to continue taking the exam. The applicant may NOT take the exam at a later date during the same exam window.
4. Disruptive behavior is cause for dismissal from the exam site. No refunds will be given to applicants expelled for disruptive behavior.
5. Before, during and after the exam, applicants are expected to conduct themselves in an ethical manner and to avoid hampering the ability of fellow applicants to perform independently on the exam. Incidents of alleged violations of exam policies and/or of the terms of the applicant's attestation will be investigated by the BOC. If necessary, the BOC may advise the proctor to suspend the exam. If an applicant is found to have violated BOC policy, they may be barred from taking any BOC exam for a period of time. The BOC Professional Practice and Discipline Committee will determine the length of time. The BOC may also request restitution if exam items have been compromised.

INCLEMENT WEATHER POLICY FOR EXAM

In the event of potentially inclement weather, the closing of a Meazure Learning testing center will be up to the discretion of the Meazure Learning testing center proctor in conjunction with radio reports and local media. If a Meazure Learning testing center is closed by a Meazure Learning testing center proctor,

every attempt will be made to contact the applicant by telephone to let them know the Meazure Learning testing center is closed. The applicant will be notified to contact Meazure Learning to reschedule their exam at no cost to the applicant. In addition, applicants can view all testing center closures using the inclement weather link included in the scheduling confirmation notice email.

APPEAL OF EXAM ADMINISTRATION

The appeal must be submitted in writing to the BOC and should specifically indicate the reason(s) for the appeal as well as why the appeal should be granted. The appeal should also include the date and location of the exam as well as the name(s) of proctor(s) or any other parties involved. Appeals must be submitted in writing via email to Specialty@bocatc.org no later than one business day after the exam was taken. The BOC will investigate the administrative complaint or exam administration challenge and respond in writing to the applicant within five business days. Exam results are held until the appeal has been fully investigated and resolved. As a result, posting of exam results may be delayed for the applicant.

If the appeal is deemed valid, the following will be implemented:

- The applicant's exam challenge will be considered invalid.
- The applicant's exam result will be vacated.
- The applicant will be granted one free retake of the BOC exam.

Appeals received beyond one business day after the exam was taken will not be accepted.

Exam Security and Confidentiality

ETHICAL BEHAVIOR

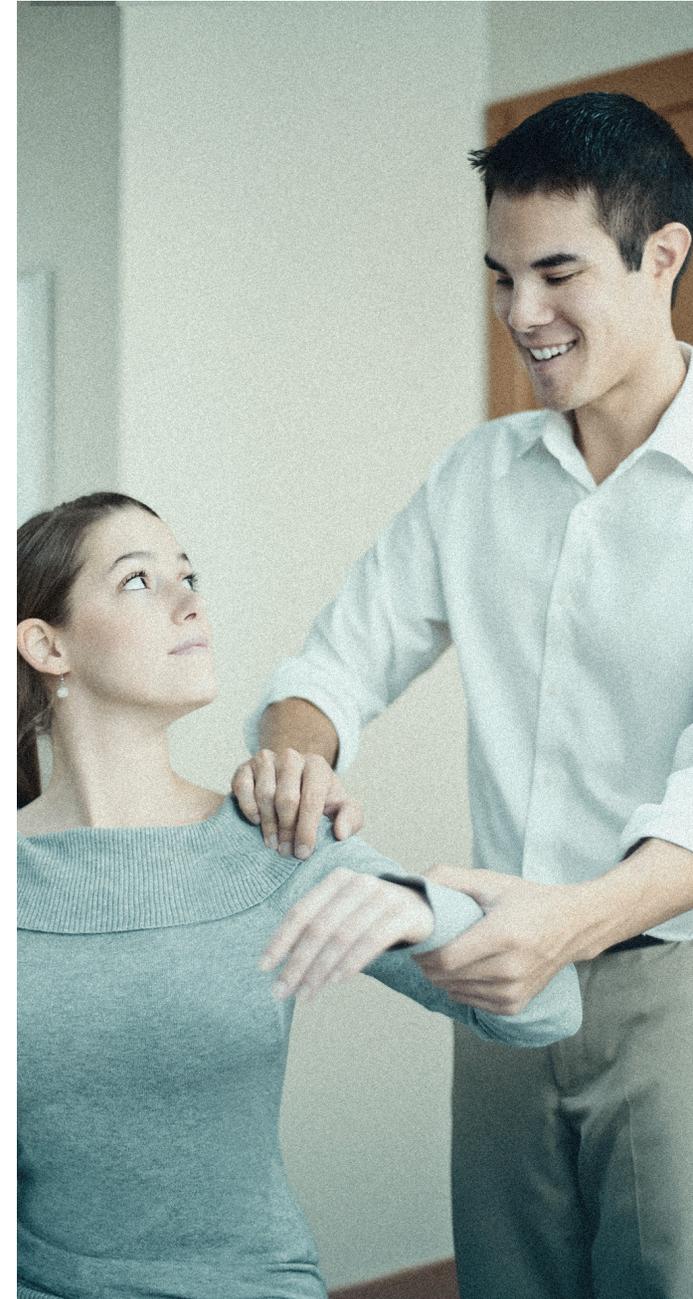
Soliciting exam items from applicants who have previously taken the exam is unethical for several reasons:

- Applicants are expected to pass the exam based on their own merit without assistance. The members of the public who entrust the BCS-O credential with their health and well-being expect that the credential holder is a trustworthy and competent individual.
- The purpose of the BOC Orthopedic Specialty exam is to protect the public by ensuring that applicants for certification have achieved specialized knowledge, experience and skills. By asking previous exam items, an applicant undermines the very purpose of the exam.
- By soliciting exam items from previous exam applicants who have accepted the security agreements, an individual is encouraging applicants to commit illegal acts

SECURITY VIOLATIONS

In some instances, fellow applicants may be a good resource for learning about items on previous exams. This is not the case when preparing for the BOC Orthopedic Specialty Exam. It is illegal and unethical to recall (memorize) and share items that are on this exam. During exam day registration, applicants are required to attest online to their intent to keep the contents of the exam confidential. As such, applicants may not solicit items or discuss items that were on previous exams with other BOC orthopedic specialty applicants or individuals who hold the BCS-O credential. Recalling items from the exam and sharing them with anyone else violates the confidentiality agreement and federal copyright laws.

The BOC will prosecute violations of this agreement. Violation of the confidentiality agreement is also a violation of the “[BOC Standards of Professional Practice](#),” which can result in suspension of certification from those who have earned it or suspension or denial of eligibility for future exams for applicants found to have violated their confidentiality agreement.



Scoring and Results

THE SCORING PROCESS

Exams are scored by Meazure Learning, a professional testing service that specializes in certification and licensure exams.

Each form of the exam includes unscored (experimental) items. Applicants are scored only on those items that have been validated and aligned to the specifications of the current OPA. The exact point value for each exam item is determined as a function of the weight assigned to its content category as well as the number of exam items in that content category. Results are calculated on a scale from 1,000 to 1,450 with a passing point of 1,200.

NOTIFICATION OF RESULTS

Exam results are posted on the applicant's online profile within four to six weeks from the last day of the exam window. Once exam results have been posted, applicants can expect to receive an email with instructions for accessing their remote exam results.

When preparing for the exam, it is important to have a thorough knowledge of the current OPA. This blueprint provides the percentage of exam items from each domain represented on the exam.

APPEAL OF EXAM RESULTS

A. Exam Result Appeal Process

1. An applicant may appeal their exam results. If an applicant experienced exam administration issues, they should refer to section [Appeal of Exam Administration](#). An appeal of exam results must be submitted in writing to the BOC and must specifically state the reason(s) for the appeal and why the appeal should be granted. Failing the exam alone is not sufficient grounds for an appeal.
2. Appeal letters should be sent by traceable mail with signature of receipt required to:

Board of Certification
Attn: Specialty
1415 Harney St Ste 200
Omaha NE 68102-2250
3. The appeal letter must be received by the BOC within 14 days of receipt of the remote exam results. Correspondence received after this date will not be accepted.
4. Within 30 days of receipt of the appeal letter, the BOC will provide a written response to the applicant regarding the outcome of the appeal.

5. Exams will not be re-scored. However, if an applicant appeals their exam result, Meazure Learning will conduct a comparative review to confirm that the score is correct and that all of the applicant's answers were received.

A comparative review verifies the applicant's answers were scored against the correct exam answer key in order to confirm that the applicant's exam result was scored properly and correctly, and that the proper final exam score was reported. Note that the internet-based exam scoring process is very accurate and that Meazure Learning's scoring process already includes several quality assurance steps, including a review of all exam results following exam administration. Results of a comparative review will be emailed to the applicant within 10 business days.

6. Complaints, challenges or appeals not submitted in accordance with these policies will not be acknowledged.

Rescheduling an Exam at Exam Site

RESCHEDULING WITHIN THE SAME EXAM WINDOW

Applicants may reschedule within the same exam window up to two business days prior to their exam appointment for a \$45 fee. Paying the \$45 reschedule fee only allows applicants to reschedule their exam appointment within the same window. Applicants who want to reschedule to a different exam window or cancel should refer to the appropriate information below. Review the [breakdown on two business days](#) for rescheduling/cancelling in the glossary.

[Holidays noted in the glossary](#) are not considered business days. In order to reschedule the exam, the applicant must go to the Meazure Learning website and enter the username and password used to schedule the initial appointment. Applicants will pay the \$45 fee with a credit card on the Meazure Learning website.

RESCHEDULING TO A DIFFERENT EXAM WINDOW BEFORE SCHEDULING AN EXAM

Applicants who have not scheduled an exam appointment may reschedule to a different exam window for a \$50 rescheduling fee. Applicants must contact the BOC at Specialty@bocatc.org in order to reschedule to a different exam window. The BOC will cancel the current exam registration. The applicant will re-register and pay the \$50 fee once the desired exam registration window opens. The applicant will receive an email from Meazure Learning (candidatesupport@meazurelearning.com) on the first date of the scheduling window to schedule their exam site, date and time.

RESCHEDULING TO A DIFFERENT EXAM WINDOW AFTER SCHEDULING AN EXAM

Applicants who have a scheduled exam appointment may reschedule to a different exam window up to two business days prior to their scheduled appointment for a \$100 rescheduling fee. Review the [breakdown on two business days for rescheduling/cancelling](#) in the glossary.

[Holidays noted in the glossary](#) are not considered business days. Applicants must contact the BOC at Specialty@bocatc.org in order to reschedule to a different exam window. The BOC will cancel the current exam registration. The applicant will re-register and pay the \$100 fee once the desired exam registration window opens. The applicant will receive an email from Meazure Learning (candidatesupport@meazurelearning.com) on the first date of the scheduling window to schedule their exam site, date and time.

RESCHEDULING DUE TO EXTENUATING CIRCUMSTANCES

Applicants needing to reschedule their exam due to an extenuating circumstance must email the BOC at Specialty@bocatc.org as soon as possible. The written notification must explain the extenuating circumstance and include supporting documentation. The BOC may recognize the following as acceptable extenuating circumstances:

- Serious illness – either you or an immediate family member
- Death in the immediate family including spouse, parent, child, sibling, grandparent, uncle or aunt, mother- or father-in-law or stepchild (other relations will be reviewed on a case-by-case basis)
- Disabling accident
- Court appearance
- Jury duty
- Unexpected military call up

If the request is granted, the applicant's exam fee will be transferred to a future exam window.

FAILURE TO SCHEDULE EXAM

The BOC charges a \$50 rescheduling fee to applicants who have registered and paid for the exam but do not schedule their exam within the specified exam scheduling dates for the current exam window.

SUBMITTING A RESCHEDULING FEE

Applicants will pay the \$50 or \$100 rescheduling fee online when they re-register for the desired exam window. The BOC accepts personal checks, money orders or credit cards (Visa, MasterCard, American Express or Discover).

Cancellation, No-Show and Exam Fee Forfeiture

CANCELLATION

If an applicant would like to cancel an exam, a written request must be emailed to Specialty@bocatc.org.

A. Cancellation Prior to Scheduling an Exam Site/Date/Time

A 50% refund of the exam fee will be issued if the applicant has not yet scheduled an exam site, date and time. The cancellation request must be emailed to Specialty@bocatc.org prior to the expiration of the applicant's eligibility.

B. Cancellation After Scheduling an Exam Site/Date/Time

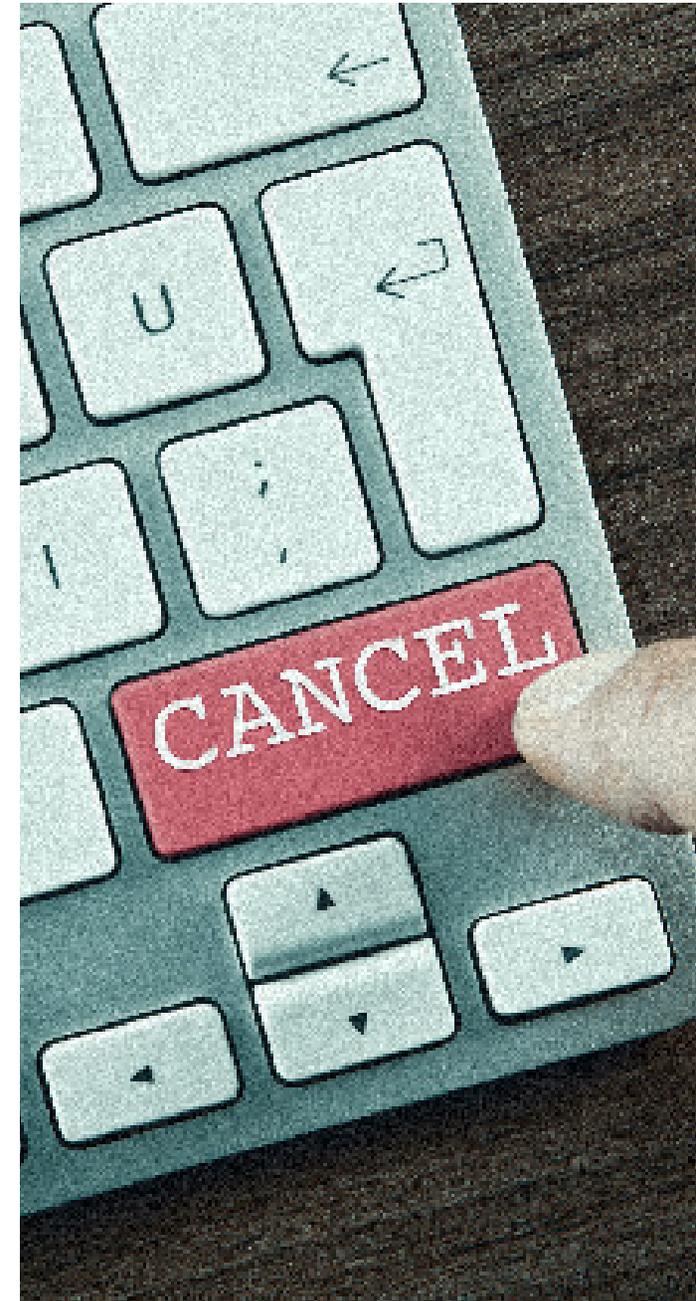
A 25% refund of the exam fee will be issued if the applicant has scheduled an exam site, date and time. The cancellation request must be emailed to Specialty@bocatc.org no later than two business days prior to the applicant's scheduled exam appointment. The exam fee will not be refunded if the cancellation notice is received in writing AFTER two business days prior to the scheduled exam appointment. Review the [breakdown on two business days](#) for rescheduling/cancelling in the glossary. [Holidays noted in the glossary](#) are not considered business days.

APPEAL OF EXAM FEE FORFEITURE

An appeal of exam fee forfeiture will be considered in the case of emergencies and/or extenuating circumstances. The BOC may recognize the following as acceptable reasons for failing to appear without prior cancellation:

- Serious illness – either you or an immediate family member
- Death in the immediate family including spouse, parent, child, sibling, grandparent, uncle or aunt, mother- or father-in-law or stepchild (other relations will be reviewed on a case-by-case basis)
- Disabling accident
- Court appearance
- Jury duty
- Unexpected military call up

Applicants must contact the BOC at Specialty@bocatc.org in order to appeal their exam fee forfeiture. The appeal must be supported by appropriate documentation and must be received by the BOC within 10 business days following the scheduled exam. Appeals are reviewed on an individual basis. The BOC reserves the right to request additional evidence to support an applicant's reason for failure to appear. If the appeal is granted, the applicant's exam fee will be transferred to a future exam window.



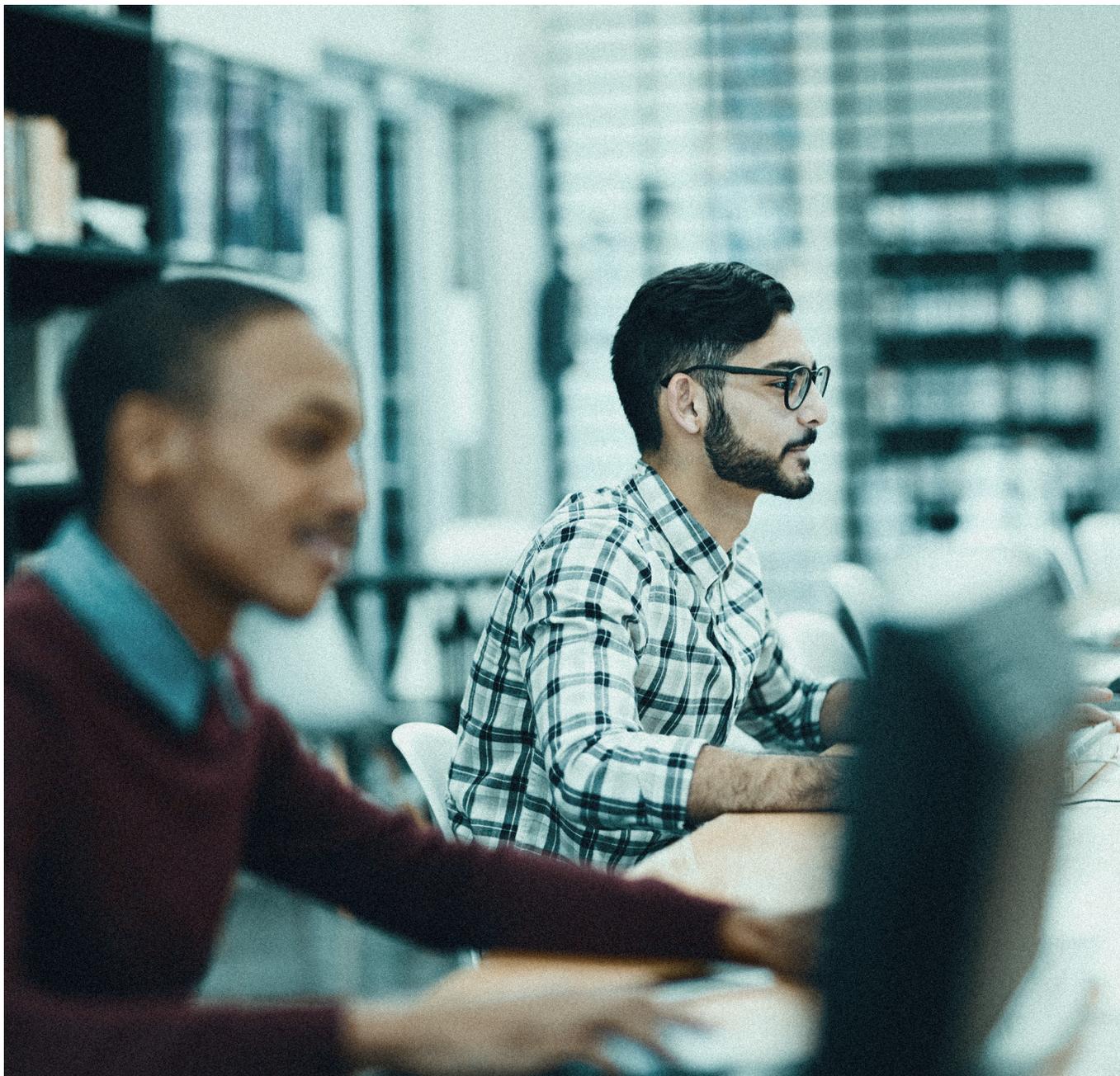
Taking the Exam

RETAKE REQUIREMENTS

If an applicant would like to cancel an exam, a written request must be emailed to Specialty@bocatc.org.

A. Process/Time Frame

1. Retake applicants have one year from the date their exam results are posted in their BOC profile to register and pay for the exam. If an applicant has registered for the final exam window prior to their expiration date, the applicant must sit during that exam window; rescheduling is not an option. Failure to register, pay and sit for the exam within this time frame will require submission of a new application and retaking the exam. When submitting a new application, applicants must satisfy the current eligibility and fee requirements.
2. Applicants who fail the exam and wish to retake the exam must register and pay for a retake in their online profile.
3. Retake applicants may register for the next available exam window only (i.e., if registration for a future exam window is not yet open, an applicant cannot register for that exam window until the designated date). Refer to the exam deadlines for details.



Orthopedic Continuing Specialty Certification Requirements

CONTINUING SPECIALTY CERTIFICATION REQUIREMENTS

Once an applicant achieves the specialty certification, they are authorized to use the BCS-O credential and will receive an email with instructions on how to access their electronic orthopedic specialty certificate and certification card, along with information about the BCS-O credential. A series of informational emails will follow. The series will include links on how to:

- Request official verification of the orthopedic specialty certification for state regulation and/or employment.
- Order a professional plaque or certificate to proudly display status as holding the BCS-O credential.
- Market the specialty.
- Maintain the orthopedic specialty certification by completing certification maintenance requirements.
- Register for a [National Provider Identifier](#) number.

Board Certified Specialists in Orthopedics must demonstrate continuing competence over a two-year time frame. Details outlining these requirements are as follows.

A. Maintain ATC® Credential

Refer to the [“BOC Certification Maintenance Requirements”](#) for more information.

B. Maintain BCS-O Credential

Total of 50 CEUs required to maintain both ATC® and BCS-O credentials

- BCS-O certification earned in 2021
 - A minimum of 10 of the required 50 CEUs must fall within domains/tasks of [“BOC Orthopedic Practice Analysis”](#)
- BCS-O certification earned in 2022
 - A minimum of 5 of the required 50 CEUs must fall within domains/tasks of [“BOC Orthopedic Practice Analysis”](#)
- CEUs can fall within Categories A-D for both ATC® and BCS-O credentials
 - Competency Assessment Modules and Quality Improvement options in Category A
 - Does not qualify for BCS-O CEUs
 - Professional Goals Appraisal option in Category B
 - Does not qualify for BCS-O CEUs

C. BCS-O Credential Annual Fee

Fee	Deadline to Pay Fee		If Not Paid by Deadline
\$30	2022 Fee	Dec. 31, 2022	Remain certified and must pay \$30 fee plus a late fee by Dec. 31, 2023
	2023 Fee	Dec. 31, 2023	Certification expires and must pay \$30 fee plus a late fee by Feb. 29, 2024

LISTING CREDENTIALS

Consistency in how Athletic Trainers identify themselves alleviates confusion and lends credibility to the profession. Make sure to list

academic degrees first, licenses second, ATC® credential third and the BCS-O credential last.

Example:

Jane Doe, MA, LAT, ATC, BCS-O

CERTIFICATION VERIFICATION

Your employer may request verification of your orthopedic specialty. Applicants can request verification of their orthopedic specialty certification on their online profile.

PERSONAL PROFILE

A. Mailing Address

All ATs, holding the BCS-O credential or not, should be sure contact information in their BOC profile is always current. Failure to keep profile information up to date can result in ATC® certification status being changed from “Certified” to “Expired.”

B. Email Address

All ATs, holding the BCS-O credential or not, should make sure their email address on their online profile is always current. The BOC uses email to communicate important information and reminders so it is vital that a current email address be on file.

C. Name Change

All ATs, holding the BCS-O credential or not, who have had a name change (e.g.; marriage, divorce, second last name, suffix) may update their legal name on their online profile.

Appendix A

BOC CONTACT INFORMATION

Board of Certification
Attn: Specialty
1415 Harney St Ste 200
Omaha NE 68102-2250

Office: (402) 559-0091
Fax: (402) 561-0598

Email: Specialty@bocatc.org
Website: BOCATC.org

Hours: Monday–Friday 8:30 a.m.–5 p.m. CT
Summer Hours: Memorial Day–Labor Day
Check the BOC website for office hours



Appendix B

BOC PRIVACY POLICY

INFORMATION WE COLLECT AT THE BOC

The information we accumulate and retain regarding ATs includes: name, address, telephone and/or email contact, date of birth, route to eligibility, social security number, degree and universities attended, other credentials or licensure, BOC Certification Exam scores, information related to completion of continuing education units (CEUs), information regarding disciplinary or legal action relevant to the BOC certification requirements, decisions of the BOC Professional Practice and Discipline Committee and correspondence and materials related to the above.

We ensure that private information is as accurate and complete as possible. Please let us know immediately if you believe our records are inaccurate or if anything changes, such as your name, address and email.

HOW WE USE THIS INFORMATION

We collect, retain and use this information to assist you in:

- Determining eligibility for certification and certification status.
- Determining completion of continuing education.
- Administering disciplinary proceedings.

- Interacting with state licensing or regulatory agencies, educational institutions, AT employers and CE providers.
- Helping us to design, or improve, our certification process so we can provide you with quality programs and services.
- Assisting us in the research and development of programs and standards of practice to assist you and to help the BOC protect the public and the ATC® credential.

LIMITATIONS ON ACCESS

Employee access to personally identifiable information is limited to those with a reason to know such information for BOC administrative purposes or to assist you in some way, such as with renewals or answering your questions. Employees are educated on the importance of maintaining confidentiality. The BOC creates a mailing list of BOC Certified ATs available to providers of continuing education, the NATA and others. You may request that your name be excluded from this list at any time.

PROTECTION OF INFORMATION

The BOC is committed to the security of your information. All of our operational and data processing systems are in a secure environment that protects your information from being accessed by any unauthorized person. We safeguard information according to established security standards and procedures.

RESTRICTIONS ON THE DISCLOSURE OF INFORMATION

It is our policy not to reveal information about specific ATs, except in the performance of bona fide organizational due diligence or where the information meets the following criteria:

- Information is provided to verify an individual's certification status to a member of the public or an employer
- Pass-fail record of each exam challenge for an applicant is provided to the CAATE and the applicant's athletic training program director to assist the CAATE in monitoring an accredited program's compliance with appropriate accreditation standards
- Information is provided to educate or locate credential holders regarding state regulatory matters information shared is limited to name, contact information and certification status
- Information is provided to mitigate a threat to public health or safety
- Disclosure is required by law (e.g., subpoena, request by regulator, etc.)
- Written request is submitted for the information to be disclosed
- Your name, location, certification status, certification number and expiration date will be available online through the BOC certification verification system to potential employers, state licensing officials and others

Appendix C

EXAM PREPARATION GUIDE

REVIEW THE “ORTHOPEDIC SPECIALTY APPLICANT HANDBOOK”

This handbook contains a variety of information concerning the exam. Applicants are required to be familiar with its contents.

SUBMIT AN ONLINE APPLICATION

Applicants must submit their application for the orthopedic specialty exam utilizing their online BOC profile.

CHECK YOUR ID

Applicants should confirm that the first and last name* on the exam application matches the [legal first, last name and suffix](#) on their valid, government-issued photo ID (i.e., driver’s license, passport, state-issued ID) that will be used on exam day. Applicants will not be permitted into the exam if their valid, government-issued photo ID does not match EXACTLY with the legal first, last name and suffix as it appears on the admission roster and the admission ticket.

*Applicants with more than one last name listed on their government-issued photo ID must have the same last names reflected on the exam admission ticket. This includes any suffix such as Jr, Sr, I, II, III, etc.

PLAN BEFORE REGISTERING

In selecting a date to take the exam, applicants are encouraged to make certain that other activities (e.g., graduations, weddings, anniversaries, vacations, pregnancies) will not interfere with the exam date/site/time they select. Once registration is confirmed, applicants are assessed fees for making changes in the date or site of their exam.

DO NOT WAIT

Applicants who must retake the exam are reminded to review the policy regarding the eligibility period for retaking the exam (see “Retake Requirements”). Situations can occur which necessitate a need to reschedule an exam. By taking the exam at the end of the eligibility period, an applicant limits their options. If an exam can not be rescheduled within the eligibility period, the applicant will have to reapply and/or forfeit fees.

VERIFY DIRECTIONS

Applicants are encouraged to verify the directions to the exam site.

EMAIL CONFIRMATION FOR EXAM

Applicants will be sent a confirmation email from Meazure Learning containing the following information:

- ✓ Applicant name - The legal first, last name and suffix as listed on a valid, government-issued photo ID
 - If name does not match exactly, applicant will not be admitted into the exam
- ✓ Exam name
- ✓ Exam date
- ✓ Reporting time
- ✓ Name of the Meazure Learning exam site
 - Address on the Meazure Learning exam site (reporting location)
 - Email link for a map to the Meazure Learning exam site
- ✓ Password
 - General instructions
- ✓ Prohibited items

Applicants will be sent a confirmation email with details of their exam appointment as well as important information regarding the testing location. Applicants should print all pages of the confirmation email and bring the pages with them to the exam appointment.

ADDITIONAL QUESTIONS

Direct questions to the BOC via email at Specialty@bocatc.org or by phone at (877) 262-3926 or (402) 559-0091.

Appendix E

PATH 1: PRACTICE EXPERIENCE SAMPLE LETTER

<Company Letterhead>

<Date>

Board of Certification for the Athletic Trainer
Attn: Specialty Certification
1415 Harney St, Ste 200
Omaha, NE 68102

To Whom It May Concern:

I, <Full Name>, attest that <Applicant's Full Name> was/is employed full-time/part-time as a Certified Athletic Trainer with <Company Name> from <Month/Year> to <Month/Year>.

Sincerely,

<Employer's Name, Credentials>
<Postal Address>
<Email Address>
<Phone Number>

PATH 2: PRACTICE EXPERIENCE SAMPLE LETTER

<Company Letterhead>

<Date>

Board of Certification for the Athletic Trainer
Attn: Specialty Certification
1415 Harney St, Ste 200
Omaha, NE 68102

To Whom It May Concern:

I, <Full Name>, attest that <Applicant's Full Name> completed <Number of Hours> practice experience hours in orthopedic patient care at <Company Name> from <Month/Year> to <Month/Year>. I also attest that at least 1000 hours were completed in the year preceding exam application

Sincerely,

<Employer's Name, Credentials>
<Postal Address>
<Email Address>
<Phone Number>

PATH 2: MENTORED HOURS SAMPLE LETTER

<Company Letterhead>

<Date>

Board of Certification for the Athletic Trainer
Attn: Specialty Certification
1415 Harney St, Ste 200
Omaha, NE 68102

I, <Full Name>, attest to the mentored relationship between myself and <Applicant Full Name> for the practice experience requirement for the orthopedic specialty. As part of our mentored relationship, <Applicant Name> completed <#> hours from <Date> to <Date> in orthopedic patient care in one or more domains as defined by the "Orthopedic Practice Analysis."

I qualify as a mentor based on one or more of the following mentor qualifications:

- Certified Athletic Trainer with at least three years of experience in orthopedics
- CAATE accredited residency trained Athletic Trainer in orthopedics
- Fellowship trained Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO)
- Nurse practitioner or physician assistant with at least three years of experience in orthopedics

Sincerely,

<Mentor's Name, Credentials>
<Postal Address>
<Email Address>
<Phone Number>



Appendix F

LIVE REMOTE PROCTORING

For security of the exam, no breaks are allowed for applicants utilizing LRP, therefore; applicants should use the restroom prior to starting their exam.

Additional time is the only ADA accommodation available for applicants utilizing LRP.

SCHEDULING TO TEST VIA LRP

Applicants must submit their scheduling request at least 24 hours prior to their preferred test date.

Applicants are responsible for ensuring that their computers meet technical requirements, as outlined in this handbook and in the confirmation email. During the scheduling process or at any time prior to the scheduled exam appointment, applicants may perform a system check of the computer they intend to use during the exam appointment. If the applicant is unable to take the exam at the scheduled exam appointment due to inadequate system capabilities, the applicant may need to reschedule the exam appointment.

Applicants are responsible for ensuring their testing environment meets the minimum requirements to take the exam, as outlined in this handbook and in the confirmation email. If the applicant's environment does not meet

the requirements, as determined by the remote proctor, the applicant may need to reschedule the exam appointment.

CONFIRMATION NOTICE TO TEST VIA LRP

The applicant will receive confirmation notices from Meazure Learning and the LRP provider. The confirmation notices will provide the following information:

- Date and time of the exam appointment
- URL to access the scheduled, remote-proctored test
- URL for the system check
- Computer specifications required to take the exam via LRP testing
- A list of items that an applicant may and may not have access to during the exam appointment
- Information regarding an online tutorial for applicants, so that applicants may familiarize themselves with Meazure Learning's internet-based test delivery system prior to the scheduled test date
- Applicants may access the online demonstration free of charge through Meazure Learning's website

RESCHEDULING FROM LRP TO A MEAZURE LEARNING TEST SITE

An applicant may reschedule their exam appointment from LRP to a Meazure Learning test site, provided the applicant is within their eligibility period. The applicant must cancel the LRP exam appointment at least 24 hours

in advance of their exam appointment. The applicant must reschedule their new exam appointment no less than two (2) calendar days in advance of the exam appointment at a Meazure Learning test site.

The applicant must reschedule their exam appointment by accessing Meazure Learning's remote test scheduling system.

There is no fee associated with rescheduling from an LRP exam appointment to a Meazure Learning test site appointment.

CANCELLING APPOINTMENTS FOR LRP

An applicant may cancel their LRP exam appointment up to 24 hours in advance of the appointment. The applicant must cancel the exam appointment by notifying the BOC in writing. Upon notification by the applicant, BOC will inform Meazure Learning of the cancellation. Provided the cancellation request is submitted to Meazure Learning 24 or more hours in advance of the exam appointment, Meazure Learning will charge BOC a \$45 cancellation fee. If a cancellation request is received fewer than 24 hours in advance of the LRP exam appointment, the applicant will be considered a no-show.

LRP NO-SHOW

An applicant who does not appear for their exam appointment and has not contacted the BOC in writing to reschedule or cancel will be considered a no-show and forfeit their entire exam fee.

Appendix G

MEASURE LEARNING DESCRIPTION OF LIVE REMOTE-PROCTORED TEST ADMINISTRATION

[Measure Learning LRP Applicant Experience \(how-to for applicants\) Video](#)

LRP test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

Measure Learning uses its proprietary software, Measure Learning PASS™, to deliver examinations to candidates. Measure Learning partners with Examity for the online, real-time monitoring of testing candidates.

The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment must be private and quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate's location.

There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. Candidates are informed of the computer specifications in advance of the testing session.

TEST SCHEDULING

Once the candidate is deemed eligible for testing, the candidate receives the Notice to Schedule email with instructions about how to use Measure Learning's online test scheduling system to schedule a testing appointment.

The email provides each eligible candidate with a username and password that allow the candidate unique access to Measure Learning's scheduling system.

As part of the scheduling process, candidates first confirm their demographic information, attest to Measure Learning's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Measure Learning strongly encourages candidates to perform the system checks during testing appointment scheduling.

Please confirm your demographic information and update if necessary.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name	Street Address *
TEST KATRINA	STREET
Please contact Scantron to update your name.	
Time Zone *	Street Address 2
US Eastern Time (-05:00)	STREET 2
Email Address *	Country *
katrina.simmons@scantron.com	US
Home Phone *	State/Province *
919-572-8880	North Carolina
Work Phone	City *
919-572-8880	CITY
Cell Phone	Postal Code *
	27560

Figure 1: Measure Learning demographic updates

Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment.

The same system requirements check is included in the confirmation email, and candidates are reminded to perform the check prior to testing.



Figure 2: System check interface

Following these administrative tasks, the candidate selects "Schedule" to proceed to testing appointment scheduling.

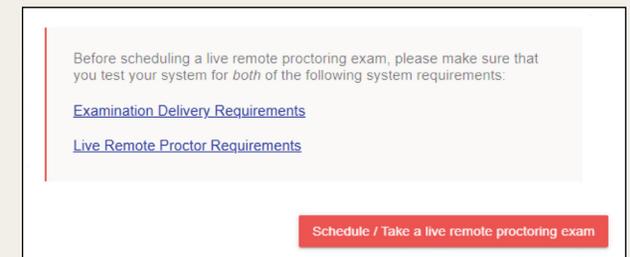


Figure 3: System check links and proceed to scheduling

The candidate is directed to Examity's dashboard and can select "Schedule Exam" to proceed. On the scheduling page, the candidate will select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

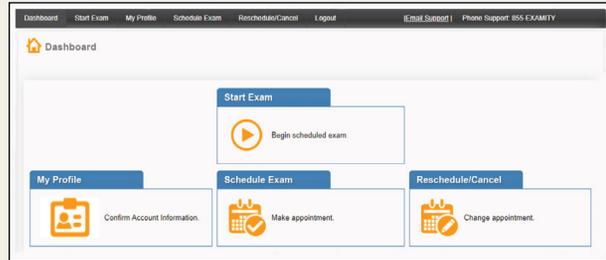


Figure 4: LRP dashboard

Once the candidate selects the exam program and exam name, the exam duration and the scheduling window are displayed. Available testing appointments are displayed based on the selection of a date on the calendar. The select time notes the start time for the testing appointment. Once the candidate selects a date on the calendar and a time on the time grid, the candidate selects "Schedule" to confirm the testing appointment specifics.

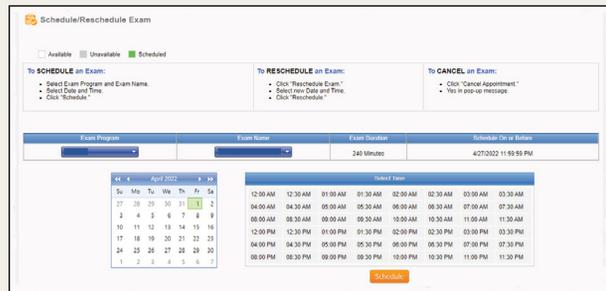


Figure 5: LRP scheduling interface

CONFIRMATION NOTICE

Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions as well as a URL link to initiate the testing appointment at the appropriate time.



Figure 6: Meazure Learning confirmation email

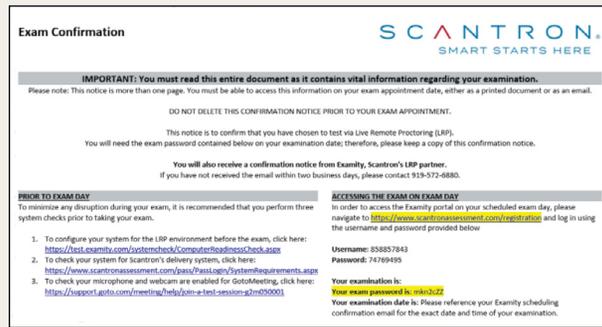


Figure 7: Meazure Learning confirmation email

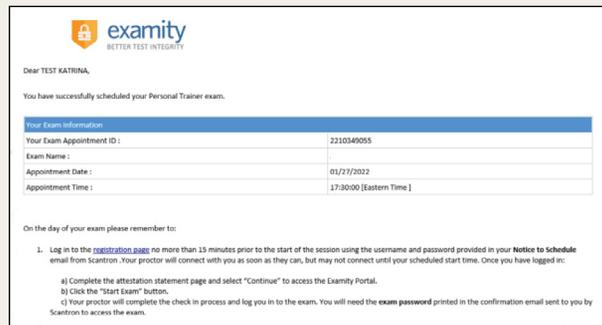


Figure 8: Examity confirmation email

In addition, the testing appointment is noted on the Examity LRP dashboard.

The confirmation notice email also provides information regarding an online tutorial of Meazure Learning's test delivery system, Proctored Assessment System (Meazure Learning PASS™). Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge.

Candidates can view a sample test and testing instructions via Meazure Learning's website: www.assessments.meazurelearning.com/preparing-for-your-test/.

TEST RESCHEDULING AND CANCELLATION

Candidates may cancel or reschedule their testing appointments up to 24 hours prior to the scheduled date and time of the testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system and should refer to their Notice to Schedule email for the specific policies concerning rescheduling and canceling. To reschedule, use the link in the confirmation email and login with the username and password provided in the Notice to Schedule email.

From the Examity LRP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to a page listing all currently scheduled appointments. The candidate should select "Reschedule or Cancel" for the appointment they wish to modify.



Figure 9: LRP reschedule/cancel interface

For rescheduling, the candidate will be directed to a page showing the currently scheduled appointment as well as available appointments for scheduling. Once candidate selects a date on the calendar and a time on the time grid, the candidate selects “Reschedule” to confirm the new testing appointment specifics. Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. Candidates also receive an updated confirmation notice with their testing details.

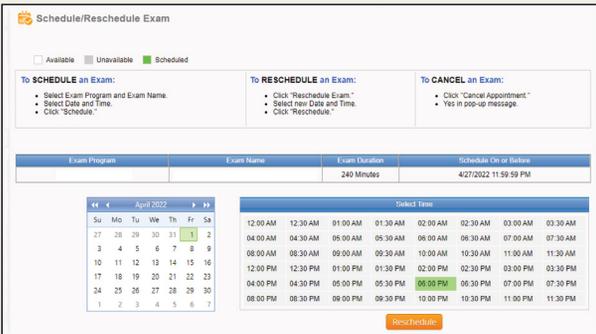


Figure 10: LRP reschedule interface

For cancellation, the candidate selects “Cancel Appointment” and indicates “Yes” in the pop-up message that appears on screen. The successful cancellation is noted on the screen.

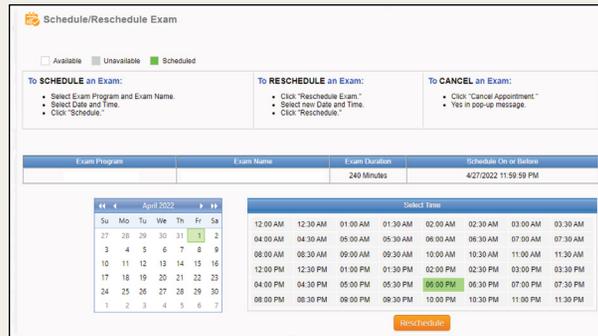


Figure 11: LRP cancellation interface

Please note: If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be considered a no-show.

LIVE REMOTE PROCTORED TEST DELIVERY

With LRP, the candidate to proctor ratio is low; there are only up to four candidates to each proctor. When the candidate checks in for the appointment, the process may take approximately 20 minutes to complete the check-in process which includes security checks, ID verification, attestation statements, etc.

On the date and time of the candidate’s scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering username and password from the Notice to Schedule email to return to the LRP dashboard. From the dashboard, the candidate selects “Start Exam” to begin the testing appointment.

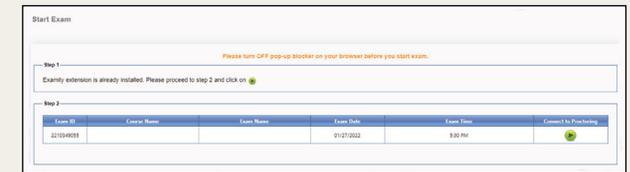


Figure 12: LRP Start Exam Interface

Please remember: the candidate whose computer fails the check of system requirements must correct or update the issue or obtain another computer to complete the testing appointment; candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate’s government-issued ID. The candidate may communicate with the proctor via chat features available within the live online-proctoring launch site. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone or chat.

The proctor has complete access to the candidate’s computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

As part of the login process, the candidate shows the proctor a 360-degree view of the candidate's environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor. After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies information, completes the candidate attestation statement, and reviews the testing rules and policies. In addition, prior to launching the examination, the candidate can review the online tutorial of Meazure Learning PASS™.

Testing time for candidates begins when the examination is launched. When candidates complete their examination, they click the "Submit Exam" button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report presented to candidates. Candidates should print this message/report.



Appendix H

MEASURE LEARNING PASS™ TECHNICAL SPECIFICATIONS FOR SECURE LIVE REMOTE- PROCTORED TEST ADMINISTRATION

System requirements to run Measure Learning PASS™ for LRP test administration:

HARDWARE

- Must use a computer with admin access
- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) – just for the OS, not applications or data files
- Audio output capability
- Webcam and microphone
- Screen resolution:
 - For best experience, use 1920 x 1080 or higher
 - Minimal acceptable is 1024 x 768
- Optional: Printer (to print candidate score report)

SOFTWARE

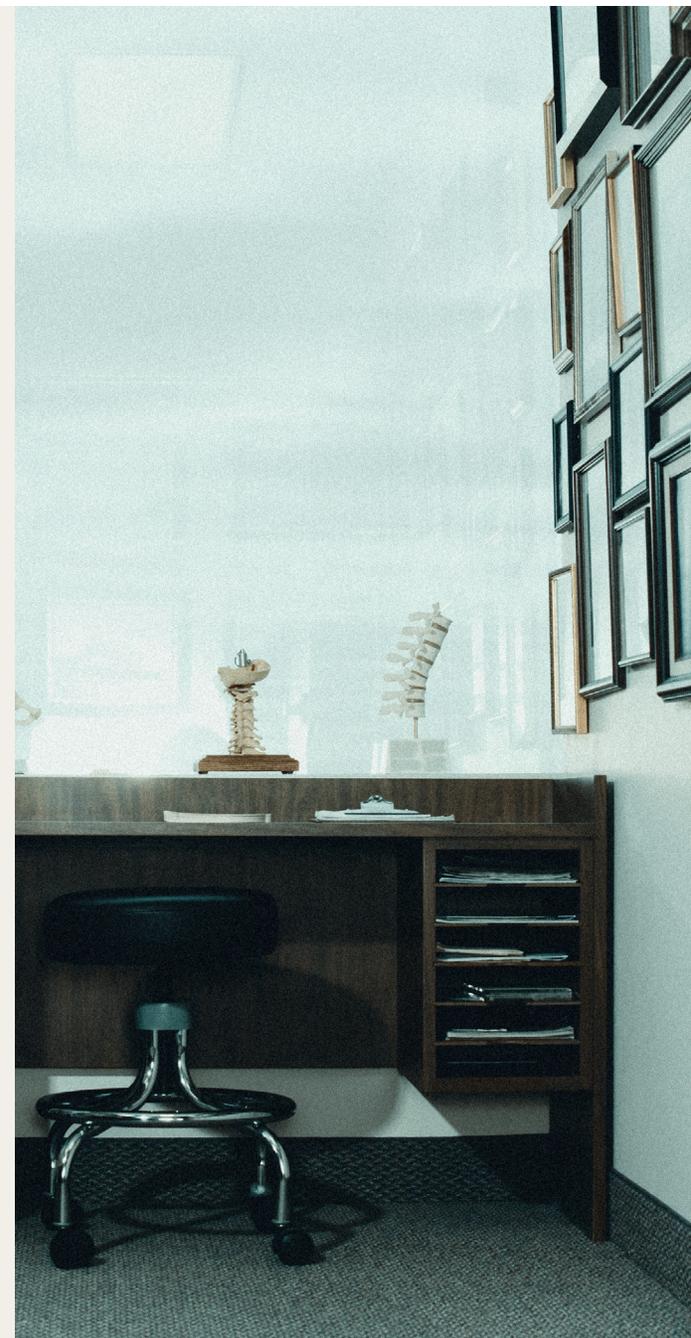
- Minimum Windows 8 or MAC OS X v10.6
- Latest version of Google Chrome

TELECOMMUNICATIONS

- High-speed Internet connection (minimum 2 Mbps upload & download, preferred 10 Mbps)
- Browser must:
 - Accept cookies from Measure Learning's site
 - Allow popup windows
 - Support JavaScript and have it enabled
- Browser must be able to load the following:
 - jQuery, a javascript library (ajax.googleapis.com)
 - AJAX Content (ajax.aspnetcdn.com)
 - MathJax (cdn.mathjax.org)
 - CDN (castlecdn.blob.core.windows.net)
 - www.assessments.measurelearning.com/ should be made a trusted site on all computers used for testing. A trusted site is a web site that you trust not to damage your computer.

Description of Live Remote Proctored Test Administration

© January 2022, Measure Learning Corporation. All rights reserved. This document is the copyrighted property of Measure Learning and is shared subject to a limited revocable license for the sole use of evaluating this bid for service. All other uses and disclosure to non-essential persons are expressly prohibited.



Appendix I

CONTENT OUTLINE ORTHOPEDIC PRACTICE ANALYSIS

DOMAIN I: MEDICAL KNOWLEDGE

1. Formulate differential diagnoses by interpreting a comprehensive history to determine an appropriate physical exam.
2. Complete a focused physical exam using evidence-based methods to inform the differential diagnosis.
3. Determine the need for appropriate diagnostic testing based on the history and physical exam to inform the differential diagnosis.
4. Synthesize evaluation findings and diagnostic studies consistent with best practice to determine the diagnosis and educate the patient.
5. Formulate the plan of care in collaboration with the interdisciplinary health care team and patient.
6. Analyze outcomes to optimize the continuum of patient-centered care.

DOMAIN II: PROCEDURAL KNOWLEDGE

1. Implement the established plan of care utilizing advanced clinical decision making to incorporate appropriate modifications and ensure optimal patient outcomes.
2. Provide pre-procedural care to ensure optimal patient outcomes.
3. Provide intra-procedural care to ensure optimal patient outcomes.
4. Provide post-procedural care to ensure optimal patient outcomes.
5. Provide pre-operative care to ensure optimal patient outcomes.
6. Provide intra-operative care to ensure optimal patient outcomes.
7. Provide post-operative care to ensure optimal patient outcomes.

DOMAIN III: PROFESSIONAL PRACTICE

1. Establish patient-centered processes and quality care programs that promote value-based care, population health strategies and cost containment to improve patient outcomes.
2. Collaborate as a leader of the interdisciplinary health care team using effective interpersonal and communication skills to ensure optimal patient care.
3. Engage in professional development and reflective practice to support improvement in self and others to enhance patient care.

WEIGHTING OF DOMAINS

The OPA identifies the domains and skills specialty-trained ATs in orthopedics must possess in order to provide proficient care for their patients and improve the health and welfare of the public. Advanced education or experience in musculoskeletal conditions is required in the certification program to ensure essential depth in the specialty knowledge base.

The practice analysis serves as the blueprint for determining the content of the Orthopedic Specialty exam. Exam questions represent all three domains of athletic training, with weighting distributed across domains as indicated in the table below.

Domain	Percent of Items on Exam
Domain I: Medical Knowledge	46%
Domain II: Procedural Knowledge	46%
Domain III: Professional Practice	8%