

# FREQUENTLY ASKED QUESTIONS

**1. I have been practicing for several years and my degree is not in athletic training. Do I need to provide transcripts and a certification of education with my application?**

In order to get the licensing program moving along quickly and smoothly, verification of a current BOC credential by BOC will be sufficient to verify completion of your education and examination. You **are not required** to submit the transcripts verifying your graduation from an athletic training program nor do you need to complete the Certification of Education form.

You are required to contact BOC and have them verify to our office that you have a current and active certification. We cannot accept copies of your certification as proof.

We do understand that some of you do not have degrees in athletic training which is why we are accepting the BOC certification in lieu of the transcript for the initial process.

Effective January 1, 2011 new applicants will be expected to provide transcripts and BOC certification for our records. If you do not have a degree in athletic training, the certification of education form will have to be submitted also to verify completion of the core curriculum required by the Board.

**2. I just graduated from my athletic training program? Do I have to apply for licensure right away?**

You have to become licensed by January 1, 2011. If you do not have a license by January 1, 2011, you may not practice as an Athletic Trainer until you become licensed.

**3. What are the requirements for getting an Athletic Trainer license? How do I apply?**

- You have to possess current BOC certification. This provides verification that you have met the examination and education requirements.
- You have to have current certification in emergency cardiac care and a minimum of one hour of first aid training within three years before the date of applying for your license.
- You have to submit an application, the required fees, and verification of BOC certification, emergency cardiac care certification, and first aid training to the Bureau of Health Professions.
- You have to get fingerprinted for a criminal background check. Instructions are included on the license application.

**4. Once I submit my application, how long does it take to get my license?**

It takes approximately eight weeks to process your application and issue your license.

## **5. What is the deadline for submitting my application?**

You have to be licensed by January 1, 2011. Therefore, you need to submit a completed application with the fee no later than October 1, 2010.

## **6. Can I apply for my license before I get my BOC certification?**

Yes, but the license will not be issued until proof of BOC certification is received.

## **7. Why do I have to have BOC certification in order to get my license?**

Having BOC certification is proof that you have met the educational and exam requirements for licensure.

## **8. Will the license period run concurrent with the BOC certification period?**

Not necessarily. The licensure cycle expires on September 30 and licenses are issued for a three year period.

## **9. I have been practicing as an athletic trainer for several years but I never applied for BOC certification. How can I get a license?**

If you have been practicing as an athletic trainer for five years but have not obtained BOC certification, you may apply for a temporary license that will allow you to continue practicing while you work toward meeting the licensure requirements. A temporary license is issued for one year and can be renewed two times.

In order to qualify for a temporary license, you have to do the following:

- Submit an application and the fee.
- Possess a bachelor's degree that includes coursework in health, human anatomy, kinesiology/body mechanics/human physiology, physiology of exercise, basic athletic training, advanced athletic training, CPR and first aid certification.
- Pass the Michigan temporary athletic trainer examination.
- Provide verification of having a licensed supervisor during the time you hold a temporary license.
- Provide proof of full time employment as an athletic trainer with five years of experience (6,250 hours accumulated in the five years preceding the date of application).

## **10. What are the fees for licensure?**

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| Application Fee:                  | \$75  |
| 1 <sup>st</sup> Year License Fee: | \$200*                                      |
| Criminal Background Check Fee:    | \$62.75                                     |
| License Renewal Fee:              | \$600 for three year cycle (\$200 per year) |

\*The first license is issued for one year. At renewal, the license is issued for three years.

**11. Does the 3-year, \$600 renewal fee have to be paid in full? Is there a grace period for submitting my renewal?**

Yes, the renewal fee must be paid in full.

If you do not submit your renewal fee and application by the September 30 expiration date, you can continue to practice for 60 days beyond the expiration date. If you submit your application and fee within the 60 day period after the expiration date, a \$20 late fee will be imposed. If your renewal application and fee are not received within the 60 day grace period after the expiration date, your license will reflect an expiration date of September 30.

**12. Can I pay by credit or debit card?**

For initial licensure, you have to pay by check or money order only. When you renew your license, you can pay by credit card only if you renew online. If you renew your license by mail, you have to submit a check or money order.

**13. Do I need to maintain BOC certification to continue to be licensed?**

No. You are required to have BOC certification for initial licensure only. You are not required to maintain BOC certification in order to renew your license. However, some employers may require BOC certification so you need to confirm your employer's requirements.

**14. I have to take CE to maintain my BOC certification. Can I use that CE for my license renewal?**

Yes. Make sure you complete 80 clock hours during the three year license cycle and you must also take one hour of CE in pain and symptom management and one hour of first aid training during the license cycle.

**15. Do I have to get a license in order to do an internship as an Athletic Trainer?**

If you are in the last semester of your Athletic Trainer program and you want to work as an athletic trainer in a setting that is not a part of your program (such as working at a special event), you can obtain an educational limited license in order to work as an athletic trainer under the supervision of a licensed athletic trainer. Your application has to be endorsed by the program director and you have to submit proof of CPR certification with your application or verification from BOC that you are eligible for certification upon completion of your degree.

However, if you are doing an internship that is actually part of your program or needed in order to complete your program, you are exempt from the licensure requirements as a student and you do not have to obtain a license.

## **16. Who can supervise an Athletic Trainer?**

Athletic trainers may only be supervised by an allopathic or osteopathic physician licensed in Michigan. However, the supervising MD or DO can delegate supervision responsibilities to another licensed healthcare professional provided that the athletic trainer is notified of the delegation.

## **17. I am an Athletic Trainer in a high school. How do I make sure I comply with the requirement that I work under the supervision of an MD or DO?**

The law requires that an athletic trainer work under the supervision and delegation of a licensed physician. You will need to check with your school to determine what process is in place for ensuring compliance with this requirement.

## **18. I am an Athletic Trainer in a high school. I have responsibilities at multiple field locations at the same time. Can I use high school students to assist me at locations where I am not present?**

No. A high school student can assist with athletic training tasks such as wrapping, taping, applying heat or cold, etc. only in the immediate presence of the licensed athletic trainer.

## **19. In a high school setting, what services can a coach perform?**

If the program does not have a licensed athletic trainer, the coach can offer basic first aid services and basic risk management and injury prevention as taught in the basic first aid training. They should not, however, be practicing athletic training, holding themselves out as an athletic trainer or delegating athletic training services to others unless they are licensed athletic trainers.

## **20. Do Athletic Trainers from other states coming into Michigan with their teams have to obtain a license?**

An out-of-state athletic trainer coming into Michigan with his or her team does not have to obtain a license if athletic trainer services are delegated to him/her by a Michigan licensed athletic trainer. If there is not a Michigan licensed, delegating athletic trainer, the out-of-state athletic trainer will have to obtain a Michigan license.

## **21. Can the Bureau of Health Professions or the Athletic Trainer Board answer questions about insurance reimbursement?**

No. We suggest you contact the providers directly or your association if you have questions regarding reimbursement.

**22.If I am licensed in Canada as an Athletic Therapist, can I use the Athletic Therapist title in Michigan?**

The Michigan Public Health Code only recognizes the title “athletic trainer.” If you are practicing athletic training in Michigan, you have to be licensed as an athletic trainer and that is the title you have to use. Michigan does not recognize the title “athletic therapist.”

**23.What initials can I use after my name to indicate that I am a licensed Athletic Trainer? If I have other certifications, what do I list first?**

The Michigan Athletic Trainer Board has adopted the initials “AT” to indicate that a person holds an athletic trainer license in Michigan. Your “AT” initials indicating that you are licensed should be used first. Credentials issued to you by other organizations or associations should follow the “AT.”

**24.How do I file a complaint regarding a licensed Athletic Trainer? What if I think someone is working as an Athletic Trainer without a license?**

Information on the complaint process can be found on the Bureau of Health Professions’ website at [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense). If you think someone is practicing athletic training without a license, you should contact your county prosecutor’s office. The Bureau of Health Professions does not have jurisdiction over unlicensed individuals.