# MICHIGAN ATHLETIC TRAINER LICENSING GUIDE

## LICENSURE REQUIREMENTS CHECKLIST

**(Listed below are the minimum requirements needed to obtain an athletic trainer license.)**

### APPLICATION AND FEES

- ☐ Online application for an Athletic Trainer license - Complete all fields, answer all questions and upload any supporting documentation. Online applications can be completed by visting www.michigan.gov/miplus

- ☐ Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):

  AT by Exam: $405.55
  AT by Endorsement: $405.55
  AT Relicensure: $425.55

### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS FOR AN ATHLETIC TRAINER LICENSE

- ☐ Criminal Background Check – Once the application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).

- ☐ Good Moral Character Questions – Documentation and explanation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.

- ☐ Human Trafficking – Beginning April 22, 2021, completion of training to identify victims of human trafficking is required for initial licensure that meets the standards of Administrative Rule 338.1303. This is a one-time training.

- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to submitted with the application.

- ☐ Verification/certification of Licensure – If you hold a current license or ever held a license as an athletic trainer, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

☐ Verification for the certifications listed below must be completed within 3 years of the date of the applicant and satisfy Board requirements and submitted to this office.

- Photocopy of documentation of current certification in emergency cardiac care/CPR.
- Photocopy of documentation of current certification in first aid training.
- Photocopy of documentation of certification/training for Automated External Defibrillator (AED)

☐ English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicant's transcript establishes that they earned not less than 60 college credits from an English-speaking graduate or ungraduated school, or pass an approved English proficiency exam as established by the Department in R 338.7002b of the Public Health Code – General Rules.

## ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM – WHERE THE APPLICANT IS A GRADUATE OF A TRAINING PROGRAM ACCREDIATED BY CAATE. (These requirements are in addition to what is required by ALL APPLICANTS)

☐ Official transcripts confirming degree awarded and date conferred, submitted directly to our office, from an athletic trainer educational program that is accredited by the Commission on Accreditation for Athletic Training Education (CAATE).

☐ Certification of a passing the Board of Certification, Inc. (BOC) examination. Results of the examination should be sent directly to this office by the BOC. You can visit their website at www.bocatc.org.

## ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM – FOREIGN GRADUATES (These requirements are in addition to what is required by ALL APPLICANTS)

☐ Certification of passing the Board of Certification, Inc. (BOC) examination.

☐ Verification of national licensure, registration or certification recognized by the BOC.

☐ Verification of either of the above should be sent directly to this office by the BOC. You can visit their website at www.bocatc.org.

☐ Verification/certification of license, registration or certification to practice as an athletic trainer to be submitted directly to this office by the licensing agency of any state or territory of the United States, province of Canada, or other country in which you hold a current license or ever held a license as a professional athletic trainer. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.

## REQUIREMENTS FOR THOSE APPLYING BY ENDORSEMENT
## (These requirements are in additional to what is required by ALL APPLICANTS)

- ☐ Certification of passing the Board of Certification, Inc. (BOC) examination.
- ☐ Verification of national licensure, registration or certification recognized by the BOC.
- ☐ Verification of either of the above should be sent directly to this office by the BOC. You can visit their website at www.bocatc.org.

## REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

**Applicants for an athletic trainer license by relicensure whose license has been lapsed for LESS THAN 3 years at the time of application must submit the following:**

- ☐ Establish that he or she is of good moral character.
- ☐ Verification of current, valid BOC certification with the Board of Certification, Inc. (BOC) sent directly from the BOC to this office. Verification can be requested by going to www.bocatc.org.
- ☐ Verification for the certifications listed below must be completed within 3 years of the date of the applicant and satisfy Board requirements and submitted to this office.
  - Photocopy of documentation of current certification in emergency cardiac care/CPR.
  - Photocopy of documentation of current certification in first aid training.
  - Photocopy of documentation of certification/training for Automated External Defibrillator (AED).
- ☐ Continuing Education (CE) Requirement: During the 3 years preceding the application for relicensure, successful completion of 75 continuing education contact hours that are approved by the board are required.
- ☐ Verification/certification of license to be submitted directly to this office by the licensing agency of any state or territory of the United States in which you hold or have ever held a license as an athletic trainer. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed.
- ☐ Verification of national licensure, registration, certification or other athletic training professional endorsement recognized by the BOC. Verification shall include the record of any disciplinary action taken or pending against the applicant.

**Applicants for an athletic trainer license by relicensure whose license has been lapsed 3 years or MORE must complete the above in additional to:**

☐ Criminal Background Check – Once the application is completed and submitted you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.

## RENEWAL REQUIREMENTS CHECKLIST

☐ Online Application for Athletic Trainer Renewal – Can be completed by visiting **www.michigan.gov/miplus.**

☐ Renewal Application Fee: $324.45 (Must be paid by Visa, Mastercard, or Discover credit or debit card)

☐ Renewal Cycle: 3 years

☐ Good Moral Character Questions - Documentation and explanation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

☐ Disciplinary Question - Documentation will be required if you answer "yes" to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.

☐ Accept Renewal Attestation - By accepting the renewal attestation you, as the licensee, are certifying that you have met the human trafficking requirements, requirements for first aid and CPR training and the continuing education requirements during the renewal period.

☐ Human Trafficking –

- Beginning in 2019, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1303 prior to renewing their license. The training must only be completed one time.

☐ Certifications:

Within the 3-year renewal cycle, have completed training in all the following that satisfies the requirements of the board:

- Current certification in Cardiopulmonary Resuscitation/CPR.
- Current certification in first aid training.
- Certification/training for Automated External Defibrillator (AED)

 Continuing Education (CE) Requirement:

- During the 3 years preceding the application for renewal, successful completion of 75 hours of continuing education that are approved by the board.
- Minimum of 3 hours of continuing education earned in the area of pain and symptom management.

## HELPFUL RESOURCES AND FORMS

 By visiting www.michigan.gov/healthlicense and clicking on the occupational therapy link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Athletic Trainers

Forms:

- Work Experience