

## MICHIGAN ATHLETIC TRAINER (AT) LICENSING GUIDE FOR SKILLED IMMIGRANTS

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### 1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

#### OVERVIEW

This guide looks at what you as a foreign-educated athletic trainer (AT) must do to become eligible for licensing in Michigan. At the same time, it includes some background on the larger athletic trainer profession to give you an idea of the variety of opportunities available as you work to build your career.

#### REGULATION OF THE ATHLETIC TRAINER PROFESSION

The practice of athletic training in Michigan is regulated by the Department of Licensing and Regulatory Affairs (LARA) on behalf of the Michigan Board of Athletic Trainers. You must be licensed to practice as an athletic trainer (AT) in Michigan.

The guide assumes that you are an international athletic trainer who is beginning to build your career in the U.S. and that your Michigan license will be your first U.S. athletic trainer license. The guide will include steps that come before the final state licensing process which includes education and certifications.

You will become an athletic trainer by examination. The Board of Certification, Inc (BOC) issues BOC certification which is required for a Michigan Athletic Trainer license.

### 2. ELIGIBILITY FOR LICENSING

#### OVERVIEW

Internationally educated ATs need to meet several requirements to receive Licensure by Examination as an AT in Michigan.

I. Evaluate your foreign degree and foreign license

LARA requires for your degree to be evaluated for equivalency to an athletic trainer educational program that is accredited by the Commission for Accreditation of Athletic Training Education (CAATE), the recognition standards and criteria of the Council for Higher Education Accreditation (CHEA), or the standards of the regional postsecondary accrediting organizations.

II. Pass the BOC certification exam and have your scores and official verification of BOC certification status submitted directly to the State of Michigan from the BOC.

III. Submit your licensure application, required supporting documents, and pay the application fee. The licensure application and fee are valid for 2 years. If you have not met all licensing requirements within these 2 years you will need to submit a new application and pay the appropriate fee again.

Your application sent to the Michigan Board of Athletic Trainers should include:

- Licensure application from LARA that can be downloaded from [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense).
- Appropriate Fee.
- Contact BOC to have your certification submitted directly to the State of Michigan. Visit [www.bocatc.org](http://www.bocatc.org) for information and instructions on how to arrange for your BOC certification to be sent to the State of Michigan.
- 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).
- All certifications must be completed within 3 years of the date of the application and satisfy Board requirements.
- Applicants whose educational or training program that was taught outside the United States must demonstrate a working knowledge of the English language by obtaining a total score of not less than 80 on the Test of English as a Foreign Language-Internet Based Test (TOEFL-IBT). The institutional code needed to send scores to the Michigan Board is C598. If an applicant's educational or training program was taught

in English in 1 or more of the following countries, he or she is exempt from this requirement: Canada, except Quebec, England, Ireland, New Zealand and Australia.

- IV. Be fingerprinted by a Michigan-approved vendor for a criminal background check.

Directions for completing the fingerprint requirement are mailed to you from the Department upon receipt of your application.

### 3. TESTS

To become a licensed AT in Michigan, you must obtain BOC certification which requires passing a certification examination.

The BOC certification exam consists of 175 multiple choice questions. You have a total of four hours to complete the exam.

#### CONTENT AREAS OF THE BOC CERTIFICATION EXAM

The content of the BOC certification exam is developed from the Practice Analysis, 7th Edition which defines the current entry level knowledge, skills and abilities required for practice in the profession of athletic training. The exam questions assess the following domains. The percentages show the approximate percent of questions you will receive in each domain:

- Injury and Illness Prevention and Wellness Promotion (19.8%)
- Examination, Assessment, and Diagnosis (24.3%)
- Immediate and Emergency Care (15.5%)
- Therapeutic Intervention (27.4%)
- Healthcare Administration and Professional Responsibility (13.0%)

#### SCHEDULING AND TESTING SITE PROCEDURES OF THE BOC CERTIFICATION EXAM

The BOC certification exam is delivered by computer at Castle testing sites. You may visit [www.castleworldwide.com/cww/our-solutions/test-delivery/test-site-cities/](http://www.castleworldwide.com/cww/our-solutions/test-delivery/test-site-cities/) for more information regarding Castle's testing locations. You must apply for the certification exam online with the BOC at [www.bocatc.org](http://www.bocatc.org) where your application will be maintained for 1

year. Once your application has been approved by BOC you will receive a confirmation email from Castle with instructions on how to schedule your exam.

On the day of the exam you must bring your confirmation email from Castle and a valid original government issued photo ID. Your ID must contain your full name exactly as it appears on your exam registration, a recent recognizable photograph, and your signature. You will have a total of 4 hours to complete the exam.

## FAILING THE BOC CERTIFICATION EXAM

If you fail the exam and wish to retake the exam you must register for a retake online via your BOC Central account. When you register to retake the exam you may only register for the next available exam window. The State of Michigan does not limit the total number of times you may attempt to pass the BOC certification exam.

## PRACTICING FOR THE BOC CERTIFICATION EXAM

There are many different resources that can help you prepare for the content and the computer based testing technology. There are a variety of test preparation resources available for low or no cost. Exam references, self-assessment exams, sample exam questions, and practice analysis are available through the BOC at <http://www.bocatc.org/candidates#exam-preparation-tools>.

## 4. OTHER CAREERS AND CREDENTIALS

### LOWER-LEVEL OPPORTUNITIES

You may want to consider if taking a lower-level job in healthcare in the short-term can help you meet longer-term goals of licensing as an AT. Working in healthcare in a different capacity and with fewer responsibilities may offer you some advantages:

- Your employer may pay for some costs associated with licensing
- You can focus more energy on studying
- You will have a chance to adapt to the U.S. healthcare system and workplace culture in a lower-pressure environment

You may immediately qualify for staff positions which require little or no additional training, such as a Student Athletic Trainer Aid. You should be honest with your employer about

your long-term plans. You may find some employers have benefits such as tuition reimbursement or schedule flexibility that will support your goals.

## HEALTHCARE INTERPRETER

If you are bilingual and a strong communicator, you may want to research opportunities for work in hospitals as an interpreter. This type of role is not regulated in Michigan, so standards for employment as well as pay and benefits may be very different depending on the employer. You are more likely to have benefits such as tuition reimbursement if you find work as a direct employee of a healthcare facility, instead of working for a company that provides interpretation services to hospitals. You may want to begin your research by directly contacting human resource departments at hospitals.

## 5. BEYOND LICENSING

### MAINTAINING LICENSURE

Your Michigan AT license must be renewed every three years through the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing. Your license will expire on September 30. You are responsible for renewing your license even if you do not receive a notice from the Department, so be certain to keep your contact information up-to-date with their office. You must renew online. You will have sixty days after the expiration date in which you may continue to practice without a lapse in your license as long as you renew within that sixty-day grace period. If you do not renew during that grace period, the expiration date of your license will revert to September 30. If you continue to practice after your license has expired (lapsed), you could have disciplinary action taken against you. If your license does expire, you will be required to apply for relicensure to reactivate your license.

Every time you renew your license you must certify that you have met an 75-hour continuing education requirement. You need to retain documentation of meeting the continuing education requirement in case you are audited. There are many opportunities to earn these hours, but special rules apply. You should check the Department website for details, or consider joining a professional association that offers continuing education opportunities to members.

### LICENSING MOBILITY (RECIPROCITY)

The State of Michigan grants licensing to ATs either by examination (the process described in this topic) or by endorsement. An AT licensed in another state, who wants to practice in Michigan, must independently meet all Michigan requirements for licensing. If you become licensed in Michigan and want to practice athletic training in another state, you will need to research the legal requirements for that state.

## 6. IMPORTANT LINKS

### LICENSING AND REGULATION:

- The main page for the licensing of any health profession is: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense).
- The page that focuses specifically on athletic trainers which includes information regarding the boards, applications and frequently asked questions is: [http://www.michigan.gov/lara/0,4601,7-154-72600\\_72603\\_27529\\_45355---,00.html](http://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_45355---,00.html)
- Contact information: Department of Licensing and Regulatory Affairs  
Bureau of Professional Licensing  
PO Box 30670  
Lansing, MI 48909  
  
Telephone Number: 517-335-0918  
Fax: 517-373-1044  
Email: [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov)
- The laws that regulate licensing for all health professions including athletic trainers can be located at: <http://legislature.mi.gov/doc.aspx?mcl-368-1978-15>
- The administrative rules governing athletic trainers' practice in Michigan can be located at: [http://w3.lara.state.mi.us/orr/Files/AdminCode/1664\\_2016-054LR\\_AdminCode.pdf](http://w3.lara.state.mi.us/orr/Files/AdminCode/1664_2016-054LR_AdminCode.pdf)

### BOC CERTIFICATION AND TESTING

- [BOC website](#) contains topics such as steps to become certified and exam preparation tools.
- [BOC Exam Candidate Handbook](#) contains specific details regarding the BOC certification exam.