

MICHIGAN ATHLETIC TRAINER LICENSING GUIDE

OVERVIEW:

The Athletic Trainer license type allows a licensee to engage in the practice of Athletic Training.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

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 visiting www.michigan.gov/miplus
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Athletic Trainer by Exam or Endorsement: \$413.60

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- 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).

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- 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 an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.
- Implicit Bias Training – Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or requirements is required.
- Professional Education – Name of school attended, name of educational program completed, and date of graduation.
- BOC Certification Verification – Have the BOC verify your current certification with their organization by submitting verification directly to the office. The verification should also show you are in good standing with the BOC. You can visit their website at www.bocatc.org.
- Successfully completed emergency cardiac care training from a program that satisfies the requirements of [R 338.1355](#) within 3 years prior to licensure and hold an unexpired emergency cardiac care certification.
 - Upload photocopy of document showing a current, unexpired certification in emergency cardiac care training. Please provide the full certificate.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION – WHERE THE APPLICANT IS A GRADUATE OF A TRAINING PROGRAM ACCREDITED BY CAATE
(These are in addition to the requirements stated above that apply to ALL applicants)

Final, 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

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Athletic Training Education (CAATE). Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

(These are in addition to the requirements stated above that apply to All applicants)

- Must be licensed, registered, or certified as an athletic trainer in another U.S. State or licensed in a province of Canada immediately preceding application for licensure.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES

(These are in addition to the requirements stated above that apply to All applicants)

- 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.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

(These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, select “**Modification**” next to your license number and this will start the relicensure process.
- Athletic Trainer Relicensure Application and Fee: \$433.60 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

All relicensure applicants must complete the following:

- Establish that he or she is of good moral character.
- BOC Certification Verification – Have the BOC verify your current certification with their organization by submitting verification directly to the office. The verification should also show you are in good standing with the BOC. You can visit their website at www.bocatc.org.
- Successfully completed emergency cardiac care training from a program that satisfies the requirements of [R 338.1355](#) within 3 years prior to licensure and hold an unexpired emergency cardiac care certification.
 - Upload photocopy of document showing certification in emergency cardiac care training.
 - Upload photocopy of document showing current unexpired emergency cardiac care certification.

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- 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 including a minimum of three hours of continuing education earned in the pain symptom management.
- 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.

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

- 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.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Licensed Accountant Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Athletic Trainer Renewal Application Fee: \$330.90 (Must be paid by Visa, Mastercard, American Express 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.
- Human Trafficking – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1303.
- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the emergency cardiac care training and the continuing education requirements during the 3-year period immediately preceding the application for renewal:

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.

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- Minimum of 3 hours of continuing education earned in the area of pain and symptom management.

Emergency Cardiac Care Training Requirement:

- Within the 3-year renewal cycle, have completed emergency cardiac care training from a program that satisfies the requirements of [R 338.1355](#) and hold an unexpired emergency cardiac care certification.

HELPFUL RESOURCES AND FORMS

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

Resources:

- [Public Health Code](#)
- [Administrative Rules for Athletic Trainers](#)
- Track continuing education using CE Broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

FREQUENTLY ASKED QUESTIONS

- 1. How long are Athletic Trainer licenses valid? Can I renew my license early? How will I know when I need to renew?**

Your initial Athletic Trainer license is good for 3 years. All subsequent AT renewals will also be valid for 3 years.

You will be mailed and emailed a renewal notification postcard to your mailing and email addresses on record approximately 90 days prior to the expiration date of your license. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard or email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

You can renew online by logging into your MiPLUS account at www.michigan.gov/MiPLUS. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, American Express, or Visa logo.

- 2. Can I provide Athletic Training in Michigan with only BOC certification?**

Michigan law requires a license to practice athletic training. BOC certification does not satisfy this requirement.

- 3. Can I apply for my Athletic Trainer license before I get my BOC certification?**

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

- 4. Do I have to send in proof of completing the continuing education (CE) requirements with my renewal application?**

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An applicant for renewal is not required to submit proof of completion of their CE hours. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 4 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

5. Am I required to maintain BOC certification to renew my license?

BOC certification is not a requirement for license renewal. However, some employers require BOC certification for employment. Licensees are encouraged to confirm their employer's requirements.

Please note: Current BOC certification is required for relicensure.

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

The 75 CE hours required to maintain BOC certification may be used toward the 75 CE hours required to renew a Michigan license. A licensee is required to complete 75 CE hours during the 3-year license cycle with a minimum of three hours of CE relating to pain and symptom management. Additionally, a licensee must possess current certification in emergency cardiac care.

7. Are Athletic Trainers from other states coming into Michigan with their teams required 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 the athletic trainer is in the state for an event that uses the services of athletic trainers and is in Michigan not more than 30 consecutive days. The out-of-state athletic trainer must either be BOC certified or licensed as an athletic trainer in another state.

8. How do I verify my Michigan license?

Certified license verification requests must be obtained online. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

9. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/miplus. In order to request a hard copy of your license you will need to log in to your MiPLUS account and pay a \$10.00 fee.

10. How do I file a complaint against a health care professional?

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.