

Certification Maintenance Requirements For Certified Athletic Trainers

REPORTING PERIOD ENDING DECEMBER 31, 2023



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Maintaining Your Certification

Compliance with the “[BOC Standards of Professional Practice](#),” emergency cardiac care, certification maintenance fees and continuing education is required to maintain your certification.

| Requirement | Year 1 Due Dec. 31, 2022 | Year 2 Due Dec. 31, 2023 |
|---|---|---|
| 1. ATTEST TO COMPLIANCE WITH BOC STANDARDS OF PROFESSIONAL PRACTICE | REQUIRED | REQUIRED |
| 2. UPLOAD OR CONFIRM CURRENT EMERGENCY CARDIAC CARE CERTIFICATION CARD/ CERTIFICATE | REQUIRED | REQUIRED |
| 3. PAY ANNUAL CERTIFICATION MAINTENANCE FEE | REQUIRED (waived if certified in 2022) | REQUIRED |
| 4. REPORT CONTINUING EDUCATION | DUE DEC. 31, 2023 | REQUIRED |
| If above requirements not met by deadline: *Late fees may be assessed for each year requirements are late (e.g. \$20 if late in 2022 and \$20 if late in 2023 = \$40 in late fees) | Certification remains active. AT must submit missing requirements and pay a \$20 late fee by Dec. 31, 2023. | Certification expires. To return to Certified status, AT must submit missing requirements and pay a \$20 late fee by Feb. 29, 2024. |



1. ATTEST TO COMPLIANCE WITH BOC STANDARDS OF PROFESSIONAL PRACTICE

Beginning in 2022, ATs will be required to attest to compliance with “[BOC Standards of Professional Practice](#)” annually to maintain BOC certification.

2. UPLOAD OR CONFIRM CURRENT EMERGENCY CARDIAC CARE CERTIFICATION CARD/CERTIFICATE

ATs must have a current emergency cardiac care (ECC) certification in their BOC profile. Annually, ATs will be asked to upload their current ECC certification (card or certificate) or be prompted to confirm their current ECC certification. Continuing education units (CEUs) are not awarded for maintaining ECC. Depending on the ECC provider, ECC renewal may not be required each year.

ATs must be able to:

- Demonstrate ongoing certification in the competencies outlined in the BOC’s ECC guidelines.
- Maintain documentation for current and expired courses for up to two years after the reporting period.

ECC certification programs must include all of the following:

- ✓ Adult CPR
- ✓ Pediatric CPR
- ✓ Second rescuer CPR
- ✓ AED
- ✓ Airway obstruction
- ✓ Barrier devices (e.g., pocket mask, bag valve mask)
- ✓ Demonstrated skills (Online ECC courses are acceptable if skills are demonstrated and tested in person by a qualified instructor. The in-person test can include video technology.)

Acceptable ECC providers are those adhering to the most current “International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care.”

Examples of courses that provide the above requirements include, but are not limited to:

- CPR/AED for the Professional Rescuer through the American Red Cross®
- BLS Healthcare Provider through the American Red Cross
- BLS Provider through the American Heart Association

Online ECC Courses

Online ECC courses are acceptable if skills are demonstrated and tested by a certified ECC instructor, a voice assisted manikin (VAM) or a visual assisted manikin.

The in-person test can include video technology. Examples of acceptable blended programs include:

- AHA HeartCode® - students must attend a structured hands-on session with an AHA Instructor
- ProTrainings LLC’s ProCPR - students must select the blended/hands-on option that requires a live instructor-led video conference

Instructor Cards

The BOC accepts the American Heart Association BLS Healthcare Provider Instructor or American Heart Association BLS Instructor card. All other instructor cards are unacceptable unless the provider can confirm, in writing, that their instructors are required to maintain and successfully demonstrate provider skills to renew their instructor status.

Documentation

The BOC reserves the right to request ECC documentation at any time; this includes, but is not limited to, the BOC audit. ATs must provide current ECC documentation upon submission of your Continuing Education Reporting Form. ATs must retain all ECC documentation that was current during the reporting period for at least two years after the end of the reporting period. The only acceptable documents are original certification cards, original certificates of completion or photocopies (front and back) of certification cards or certificates of completion.

The instructor and cardholder must sign cards or certifications of completion if a QR code is not provided. Letters provided by instructors are not acceptable.

Reporting

View easy, step-by-step instructions to report ECC and CE on [page 13](#). ATs are encouraged to submit updated ECC documentation in their BOC profiles. Keeping up to date ECC records will help ATs ensure continuous ECC certification is maintained. ATs can also enter and confirm their ECC information on their CEU reporting form and are required to hold onto all ECC cards/certificates for up to two years after the reporting period. If audited, the AT is to provide copies of ECC documentation to show proof of compliance in ECC for the entire reporting period.

3. PAY ANNUAL CERTIFICATION MAINTENANCE FEE

The annual certification maintenance fee supports the administrative, disciplinary, regulatory and professional development activities required of the BOC to retain NCCA accreditation and assure protection of the public.

NCCA accreditation highlights the essential elements of a high-quality program and is necessary for continued recognition of ATs by employers and regulators that identify the BOC exam and continuing education (CE) requirements in their state statutes, rules and regulations. Every AT has been required to pay the certification maintenance fee since 1992. The BOC waives the certification maintenance fee for ATs who are certified in the same year the fee is assessed. The fee is non-refundable.

All payments can be made in your BOC profile. If you have already paid the 2022 fee through NATA, your BOC profile will be marked as PAID. To receive the NATA membership discount on your BOC certification maintenance fee, your NATA membership must be current and your member number must be entered in your BOC profile at the time of payment to receive the discounted fee.

NATA Member

| Fee | Deadline to Pay Fee | | If Not Paid by Deadline |
|------|---------------------|---------------|---|
| \$39 | 2022 Fee | Dec. 31, 2022 | Remain certified and must pay \$39 fee plus a \$20 late fee by Dec. 31, 2023 |
| | 2023 Fee | Dec. 31, 2023 | Certification expires and must pay \$39 fee plus a \$20 late fee by Feb. 29, 2024 |

Non-Member

| Fee | Deadline to Pay Fee | | If Not Paid by Deadline |
|------|---------------------|---------------|---|
| \$55 | 2022 Fee | Dec. 31, 2022 | Remain certified and must pay \$55 fee plus a \$20 late fee by Dec. 31, 2023 |
| | 2023 Fee | Dec. 31, 2023 | Certification expires and must pay \$55 fee plus a \$20 late fee by Feb. 29, 2024 |

NOTE: Fee is waived for newly certified ATs for the year in which they are certified (i.e. 2022 fee waived for ATs certified in 2022).

Pay your certification maintenance fees in your BOC profile using the steps below. You will need to complete the steps below twice if you owe both the 2022 and 2023 certification maintenance fees.

- ✓ Log into your [BOC profile](#).
- ✓ If paying by debit or credit card:
 - Click “Pay 2022 Cert Maintenance Fee” or “Pay 2023 Cert Maintenance Fee” under “My To Do List.”
 - Complete payment form using Visa, MasterCard, American Express or Discover.
- ✓ If paying by check or money order:
 - Update your contact information in your BOC profile or mark any corrections before mailing.
 - Make check or money order payable to the BOC and mail to:
 - Board of Certification
 - P.O. Box 31306
 - Omaha, NE 68131-0306
 - Check or money order must be received by the BOC no later than 5 p.m. CST on December 31, 2023



4. REPORT CONTINUING EDUCATION

Continuing Competence

According to NCCA, continuing competence is defined as “demonstrating specified levels of knowledge, skills or ability not only at the time of initial certification but throughout an individual’s professional career.” In line with this definition, the BOC CE requirements are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment not only at the time of certification but throughout their career. The BOC supports the ongoing professional development and maintenance of BOC certification by:

- Requiring reasonable and appropriate continuing education activities.
- Encouraging the ongoing professional development of ATs.
- Providing a standardized, objective and straightforward process for attaining and recording CE programs.

As a part of continuing competence, the BOC requires ATs to complete a predetermined number of continuing education units (CEUs) within a given time period. CE programs must be intended for credentialed health care providers and wellness professionals.

| Athletic Trainer | Number of CEUs | Period Begins | Period Ends |
|-------------------------|----------------|----------------|---------------|
| Certified prior to 2021 | 50 | Jan. 1, 2022 | Dec. 31, 2023 |
| Certified in 2021 | 50 | Date Certified | Dec. 31, 2023 |
| Certified in 2022 | 25 | Date Certified | Dec. 31, 2023 |
| Certified in 2023 | 50 | Date Certified | Dec. 31, 2025 |

As information continually changes, it is important for professionals to learn the latest about athletic training. CE requirements are meant to ensure that ATs continue to:

- Stay on the cutting edge in the field of athletic training.
- Obtain current professional development information.
- Explore new knowledge in specific content areas.
- Master new athletic training-related skills and techniques.
- Expand approaches to effective athletic training.
- Further develop professional judgment.
- Conduct professional practice in an ethical and appropriate manner.

Practice Analysis

The rapid advancements in athletic training-related knowledge makes maintaining a minimal level of competence a continuous responsibility of every practitioner, regardless of employment location. Continued learning and maintaining competence as a health care provider are important aspects of professionalism, which have not gone unnoticed by society; in fact, society demands that all professionals are qualified and competent within their respective fields.

In the U.S. health care arena, the half life of medical knowledge has been measured to be five years with the amount of information doubling every 18 months. Therefore, the BOC performs a practice analysis approximately every five years and requires that ATs report CE programs every two years to encourage and assure an AT’s ongoing competence in the ever changing landscape of health care knowledge and skill.



The “[Practice Analysis, 7th Edition](#)” (PA7) defines the current entry-level knowledge, skills and abilities required for practice in the profession of athletic training. It contains the entry-level standards of practice, the domains of athletic training, an entry-level job analysis and a review of literature containing over 300 publications. In addition to serving as the blueprint for the BOC exam, it serves as a guide in determining relevant content areas for CE programs. Copies of the current PA7 may be ordered online on the [BOC website](#).

CEU Calculation

CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. One CEU is equivalent to one contact hour. CEUs will be awarded only for programs that are completed within reporting period. CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification. CEUs are not awarded for time spent in registration, breaks/lunches, exhibits, business meetings and social activities.

Documentation

Original documentation confirming completion of a program must be kept for two years after the reporting period has ended (see category description for documentation specifics). Uploading CE documentation is optional at the time of submitting a continuing education reporting form. However, ATs are encouraged to use their BOC profiles as a way to retain CE documentation.

CE Categories

The charts on the following pages describe each category and provide possible programs that may qualify for the category, the number of CEUs and the required documentation that will

be needed if you are audited. ATs are required to submit documentation if they receive an audit notification from the BOC.

All CE programs/activities described for each category must be intended for an audience of credentialed health care and/or wellness providers (i.e., ATs, PTs, RNs, PAs, PTAs, MDs, DOs, CPTs) and the content must be at least entry-level and pertain to the domains identified in the PA7.

Health Care Education Clarification

If the program/activity content incorporates tasks from the current Practice Analysis in a substantive manner or has a focus of health care education, it may qualify for CEUs. If the content of the program/activity addresses pedagogy or improving the skill of teaching, or assessing participant learning outcomes, it does not qualify for CEUs. For example, programs related to teaching a clinical skill, documentation or communication involve tasks in the Practice Analysis and qualifies for CEUs. Curriculum design, however does not represent tasks incorporated in the Practice Analysis and does not qualify for CEUs.

Activity Review

All CE activities must fall within the domains of the PA7. The free Individual Activity Review tool is a resource to determine if CE activities fall within the domains of athletic training as defined in the PA7. The BOC ultimately determines if an activity is eligible for CEUs regardless of the outcome of this tool. Visit the [BOC website](#) for details.

Additional help in determining if a course falls within the domains of athletic training can be requested by logging into your [BOC profile](#) and completing form “AT205 - Individual Activity Review.” BOC staff will review your activity and provide a final determination for a \$45 fee.



CE Program Category Descriptions

CE programs must focus on increasing knowledge, skills and abilities related to the practice of athletic training. There are two levels of CE with different categories in each level. Level I categories are for competence activities and programs that require a level of BOC approval. Level II categories are competence activities and programs that do not require BOC approval. Each category specifies a minimum and/or a maximum number of CEU.

CATEGORY A

BOC APPROVED PROVIDER PROGRAMS
- LEVEL I

Minimum - 10 CEUs if 50 CEUs due;
5 CEUs if 25 CEUs due
Maximum - none

CATEGORY B

PROFESSIONAL AND SCHOLARLY ACTIVITIES
- LEVEL II

Minimum - none
Maximum - 33 CEUs if 50 CEUs due;
17 CEUs if 25 CEUs due

CATEGORY C

POST-CERTIFICATION
COLLEGE/UNIVERSITY COURSEWORK
- LEVEL II

Minimum - none
Maximum - 40 CEUs if 50 CEUs due;
20 CEUs if 25 CEUs due

CATEGORY D

NON-APPROVED PROVIDER PROGRAMS
- LEVEL II

Minimum - none
Maximum - 28 CEUs if 50 CEUs due;
14 CEUs if 25 CEUs due



CE Program Category Descriptions

CATEGORY A

BOC APPROVED PROVIDER PROGRAMS

- LEVEL I

Minimum - 10 CEUs if 50 CEUs due;

5 CEUs if 25 CEUs due

Maximum - none

- Programs in this category are approved through BOC Approved Providers (Visit the [program directory](#) to confirm an activity qualifies for Category A).
- Post-certification coursework, residency, fellowship or doctoral dissertation with a focus on athletic training.
- A residency or fellowship needs to be a full year and may be claimed in the reporting period when the residency or fellowship is completed. (e.g. begin residency in June 2023 and complete residency in June 2024, the 25 Category A CEUs can be used for the 2024-2025 reporting period).
- Author of a peer-reviewed journal article addressing patient-oriented clinical research or translational research.

1. Primary faculty refers to the presenter who prepares the presentation.
2. Secondary faculty refers to those who assist with conducting lectures, workshops or labs who must prepare based on the primary faculty's instructions. A lead lab instructor would fall under secondary faculty.
3. The college/university attended must be accredited by an agency recognized by the US Department of Education

| Possible Activities | Number of CEUs | Required Documentation |
|---|---|--|
| Live events and home study programs (workshops, seminars, conferences, webinars, etc.) | As awarded by provider | As awarded by provider |
| Post-certification coursework from a CAATE accredited athletic training post professional program | 10 CEUs per credit hour | Official transcript |
| Graduate of a PhD/EdD/DSc/DAT program may qualify if dissertation has a narrow focus of athletic training ³ | 10 CEUs if 50 CEUs required 5 CEUs if 25 CEUs required | Official transcript indicating graduation within the reporting period and copy of approved dissertation abstract The college/university attended must be accredited by an agency recognized by the US Department of Education |
| Program faculty/speaker or author of Category A program (speaking engagements can be counted once per topic) | Primary ¹ =10 CEUs per topic Secondary ² =5 CEUs use per topic | Letter of acknowledgment that includes date, title and intended audience of presentation from the conference coordinator |
| CAATE accredited athletic training residency/fellowship | 25 CEUs per year | Letter from residency/fellowship director that includes completion date and focus of the residency |
| Accredited medical or health care provider residency/fellowship with a focus closely related to athletic training. This may include, but is not limited to: <ul style="list-style-type: none"> • Medical residency for orthopedics, sports medicine, physical medicine and rehabilitation • Physical therapy | 25 CEUs per year | Letter from residency/fellowship director |
| Author of a peer-reviewed journal article or textbook chapter(s) addressing patient-oriented clinical research or translational research. This may include, but is not limited to: <ul style="list-style-type: none"> • Mechanisms of human disease • Therapeutic interventions • Clinical trials • Development of new technologies • Epidemiologic studies • Outcomes research • Health services research • Clinical epidemiology • Clinical prediction rules • Comparative effectiveness • Systematic reviews • Critically-appraised topics | Primary=15 CEUs per article/text Secondary=10 CEUs per article/text | Copy of the article/chapter and guidelines for authors |
| Competence Assessment Modules | As awarded by BOC | Statement of credit |
| BOC Quality Improvement project | 10 CEUs | Statement of credit |

CE Program Category Descriptions

CATEGORY B

PROFESSIONAL AND SCHOLARLY ACTIVITIES

- LEVEL II

Minimum - none

Maximum - 33 CEUs if 50 CEUs due;

17 CEUs if 25 CEUs due

- Activities and number of CEUs awarded for each activity have been defined by the BOC.
- Speaking engagements can be counted once per topic.
- If an abstract and/or poster is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., an abstract and presentation on the same topic – only one will be awarded CE credit).
- Articles, textbooks, abstracts, home study programs and multimedia must be published during reporting period to receive CE credit.
- CEUs can be earned for serving as a preceptor for a Commission on Accreditation of Athletic Training Education (CAATE) accredited athletic training program.
- A preceptor who is supervising more than one student at the same time does not receive additional contact hours as contact hours are not multiplied by number of students.
- Clinical coordinators are only confirming the quantity of hours completed by the preceptor and not the quality of the preceptor's instruction.

1. Does not qualify for the Category A (does not address patient-oriented clinical research or translational research.)
2. Primary faculty refers to the presenter of a conference/seminar who prepares the presentation.
3. Secondary faculty refers to those who assist with conducting lectures, workshops or labs who must prepare based on the primary faculty's instructions. A lead lab instructor falls under secondary faculty.
4. The following explanations apply to publication activities.
 - Published: prepared for commercial distribution
 - Journal: a periodical containing scholarly articles and/or current information on research and development in a particular field
 - Refereed: the manuscript/document has been reviewed by an editor and one or more specialists prior to publication
5. Includes BOC exam items writers

| Possible Activities | Number of CEUs | Required Documentation |
|---|---|--|
| Professional Goals Appraisal (PGA) | 10 CEUs per reporting period | Confirmation of PGA completion |
| Program faculty/speaker at a conference/seminar that does not qualify for Category A | Primary ² =10 CEUs per topic Secondary ³ =5 CEUs use per topic | Letter of acknowledgment that includes date, title and intended audience of presentation from the conference coordinator |
| Panelist at a conference/seminar | 5 CEUs per topic | Letter of acknowledgment that includes date, title and intended audience of presentation from the conference coordinator |
| Primary author of an article in a non-refereed journal ⁴ | 5 CEUs per article | Copy of article |
| Author of an article in a refereed journal ^{1,4} | Primary=15 CEUs per article Secondary=10CEUs per article | Guidelines for authors and copy of article |
| Author of an abstract in a refereed journal ⁴ | Primary=10 CEUs per abstract Secondary=5 CEUs per abstract | Guidelines for authors and copy of abstract |
| Author of a published textbook ^{1,4} | Primary=33 CEUs per book Secondary=20 CEUs per book | Copy of title page (must include publication date) |
| Contributing author of a published textbook ^{1,4} | 10 CEUs per book | Copy of title page (must include publication date and table of contents or list of contributors) |
| Author of a poster presentation – peer-reviewed or refereed ⁴ | Primary=10 CEUs per presentation Secondary=5 CEUs per presentation | Letter of acknowledgment that includes date and title of presentation from the conference coordinator |
| Primary author of published multimedia material (CD ROM, audio or video) ⁴ | 10 CEUs per publication | Copy of publication with publication date |
| Participating member of clinical research study team | 10 CEUs per research project | Letter from principal investigator or copy of approved IRB (IRB must include list of investigators) |
| Primary author of a home study program that does not qualify for Category A | 10 CEUs per home study program | Letter of approval from provider company/organization |
| Reviewer of a refereed publication | 5 CEUs per publication (limit 10 CEUs per year) | Disposition letter |
| Exam item writer ⁵ | 5 CEUs per year of active item writing | Letter of acknowledgment from exam company |
| Preceptor for a CAATE accredited athletic training program | 5 CEUs per year (a minimum of 200 hours per calendar year) | Letter from clinical education coordinator (must include number of hours as a preceptor for the calendar year) |

CATEGORY C

POST-CERTIFICATION COLLEGE/UNIVERSITY COURSEWORK - LEVEL II

Minimum - none

Maximum - 40 CEUs if 50 CEUs due;
20 CEUs if 25 CEUs due

- CEUs are awarded for successful completion of college/university courses if the content of the course falls within the domains identified in the PA7.
- The college/university attended must be accredited by an agency recognized by the [US Department of Education](#) or the coursework has been deemed equivalent to US coursework by a third party (e.g. World Education Services).
- In order to be eligible, a course must be assigned credit hours and be listed on an official transcript.
- In order for practicum courses, clinical and internship experiences to be eligible, credit hours must be earned and listed as such on an official transcript.
- 10 CEUs are awarded for each credit hour (e.g. a 3 credit course receives 30 CEUs) and a credit hour must be equivalent to a minimum of 10 classroom hours.
- Teaching a college course is not acceptable for CE credit.
- Non-credit college courses are not acceptable for CE credit in Category C.
- Courses must be listed individually; do not list degree program or semester as a whole.

ATs can utilize the free [Individual Activity Review](#) tool or request BOC staff will review your activity for a \$45 fee to help determine if CE activities fall within the domains of athletic training as defined in PA7. Refer to [page 7](#) for more information.

| Possible Activities | Number of CEUs | Required Documentation |
|---|-------------------------|---|
| College/university official course (does not qualify for Category A - not from a CAATE accredited AT post-professional program) | 10 CEUs per credit hour | Official transcript from accredited college/university and a copy of the course description or syllabus |



CATEGORY D

NON-APPROVED PROVIDER PROGRAMS

- LEVEL II

Minimum - none

Maximum - 28 CEUs if 50 CEUs due;

14 CEUs if 25 CEUs due

- This category includes completion of a professional program that is sponsored by groups other than BOC Approved Providers. Educational content must be at or above entry-level and fall within the domains identified in the PA7.
- CE credit is also earned in this category for viewing educational multimedia (e.g., videotapes, DVDs) and the content must be at or above entry-level and fall within the domains identified in the PA7.
- One CEU is awarded for each contact hour.
- Surgery observation needs to have an educational component with objectives, outline and letter of verification from physician.
- Content beyond BLS learned in an ACLS/PALS/Lifeguarding course are eligible for CEUs and is worth one CEU per contact hour and typically accounts for about four hours.

ATs can utilize the free [Individual Activity Review](#) tool or request BOC staff will review your activity for a \$45 fee to help determine if CE activities fall within the domains of athletic training as defined in PA7. Refer to [page 7](#) for more information.

| Possible Activities | Number of CEUs | Required Documentation |
|--|------------------------|--|
| Activities by non-BOC Approved Providers | 1 CEU per contact hour | Verification of completion including number of contact hours and event date and a copy of the event program that includes a description and objectives |
| Videos, DVDs, audiotapes, multimedia, webinars | 1 CEU per contact hour | Documentation verifying completion (exam required) |



Reporting

HOW TO REPORT CE AND ECC

Report CE and ECC in your BOC profile

- ✓ Log into your [BOC profile](#).
- ✓ Enter/Report CE on the AT203 - Continuing Education Reporting Form (due by 12/31/2023).
 - In the “My To Do List” section, click “Enter/Report CE Activity.”
 - Click “ Create New AT203.”
- ✓ If returning to enter additional programs for the current reporting period, click “Details” to return to a saved AT203 - Continuing Education Reporting Form.
- ✓ CEU Summary
 - Verify reporting period dates and CEUs due.
 - CEUs viewed here in a read only summary.
- ✓ Quick Entry - Category A
 - Use the Quick Entry tool to look up CE programs offered by a BOC Approved Provider for easy reporting.
 - Use the selections to find BOC Approved Providers and the pre-entered courses they offered.
 - Edit maximum pre-determined CEU amounts to reflect the time spent learning.
- ✓ Category Pages (A, B, C, D)
 - Manually enter CEU data under the appropriate categories by clicking the add button and selecting activity type.
 - Make edits to previously entered CEU data.

| Requirement | Year 1 Due Dec. 31, 2022 | Year 2 Due Dec. 31, 2023 |
|---|---|---|
| 1. ATTEST TO COMPLIANCE WITH BOC STANDARDS OF PROFESSIONAL PRACTICE | REQUIRED | REQUIRED |
| 2. UPLOAD OR CONFIRM CURRENT EMERGENCY CARDIAC CARE CERTIFICATION CARD/ CERTIFICATE | REQUIRED | REQUIRED |
| 3. PAY ANNUAL CERTIFICATION MAINTENANCE FEE | REQUIRED (waived if certified in 2022) | REQUIRED |
| 4. REPORT CONTINUING EDUCATION | DUE DEC. 31, 2023 | REQUIRED |
| If above requirements not met by deadline: *Late fees may be assessed for each year requirements are late (e.g. \$20 if late in 2022 and \$20 if late in 2023 = \$40 in late fees) | Certification remains active. AT must submit missing requirements and pay a \$20 late fee by Dec. 31, 2023. | Certification expires. To return to Certified status, AT must submit missing requirements and pay a \$20 late fee by Feb. 29, 2024. |

- ✓ Enter ECC - A current, correct ECC certification is required to submit AT203 - Continuing Education Reporting Form.
 - Enter and upload documentation for all ECC cards/certificates that were valid during the reporting period.
 - Enter certificate ID/card code, if provided.
- ✓ AT Practice Survey
 - Answer questions listed to provide key in-sights into athletic training practice.
- ✓ Confirmation Statements
 - Confirm understanding of BOC standards, requirements and deadlines.
 - Enter employer data if you would like the BOC to contact your employer with verification of you meeting BOC recertification requirements.

- ✓ Submission Checklist
 - Verify the minimum number of CEUs has been entered.
 - Verify ECC data is entered and uploaded.
 - Verify confirmation statements are complete.
 - Verify all activities have valid completion dates.
 - Submit AT203 - Continuing Education Reporting Form.

Report CE and ECC Via Mail - \$25 processing fee

The CE reporting sheet can be found on the [BOC website](#). It can be used to record and submit documentation of CE and ECC programs.

Make check or money order payable to the BOC and mail to:
Board of Certification
P.O. Box 31306
Omaha, NE 68131-0306

Failure to Maintain Certification

The certification maintenance deadline is December 31, 2023 at 11:59 p.m. CST. Failure to comply with the certification maintenance requirements will result in expiration of your certification effective January 1, 2024.

REACTIVATION

Did you forget to submit your CE report or pay your certification maintenance fees? With the understanding that life happens, the BOC provides a two-month window to reactivate your certification.

Steps To Reactivate Your Certification

From January 1, 2024 – February 29, 2024, you can reactivate your certification by following the below steps.

- ✓ Log into your [BOC profile](#).
- ✓ If you did not fulfill the 2023-2024 CE requirement:
 - Enter/Report CE activity on “AT203 - Continuing Education Reporting Form” (due by 12/31/2023) with CE entered for the 2022-2023 CE reporting period.
- ✓ If you did not fulfill the 2022 fee requirement:
 - Pay your 2022 certification maintenance fee by selecting “Pay 2022 Cert Maintenance Fee” from your My To Do List.
- ✓ If you did not fulfill the 2023 fee requirement:
 - Pay your 2023 certification maintenance fee by selecting “Pay 2023 Cert Maintenance Fee” from your My To Do List.

- ✓ Pay the \$20 late fee(s) when prompted. (Please note that late fees could be assessed for each year of the reporting cycle. Refer to the table on the [previous page](#).)

Once you have completed the certification maintenance requirements, your certification status will return to certified. Keep in mind that you will be subject to an audit as a result of submitting your certification maintenance requirements late. The BOC will provide an updated list of Certified ATs to state regulatory agencies in March, which may affect your ability to practice if your status remains expired with the BOC.

REINSTATEMENT

If you fail to meet the requirements for reactivation during the specified period, you must comply with the reinstatement policy and procedures. Details regarding reinstatement can be found on the [BOC website](#).

REQUEST AN EXTENSION

If you are unable to meet the deadline due to extenuating circumstances (e.g. military deployment, medical condition, etc.), you may submit a written request for a deadline extension. The request must include an explanation of your extenuating circumstance and supporting documentation (e.g., military orders, medical documentation, etc.). Send requests to CE@bocatc.org. Requests must be received no later than December 31, 2023, 5:00 p.m. CST. All requests will be reviewed on an individual basis.

AUDIT

A percentage of individuals will be selected for audit. Audited individuals will be required to submit their original documentation (CE and ECC) to the BOC for review. Detailed instructions pertaining to the auditing process will be provided to audited individuals. A response to the audit notification is due within 45 days from the date of the notification letter. The BOC reserves the right to audit any AT at any time. Keep in mind that if you submit your CE requirements late, you will be subject to an audit.

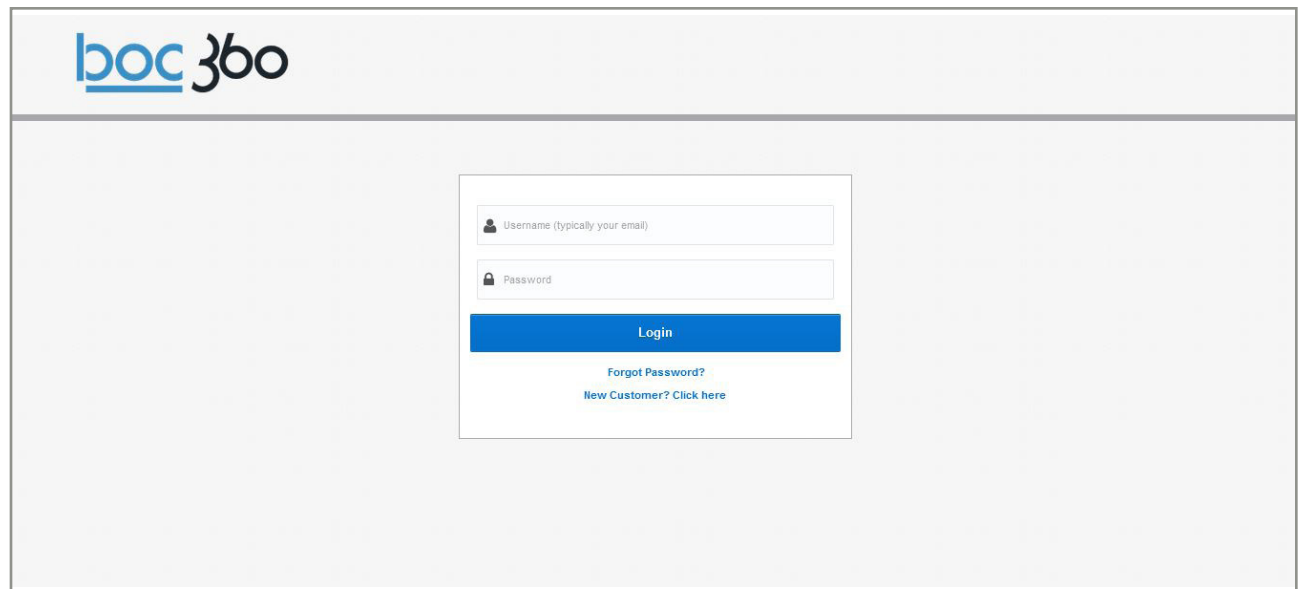
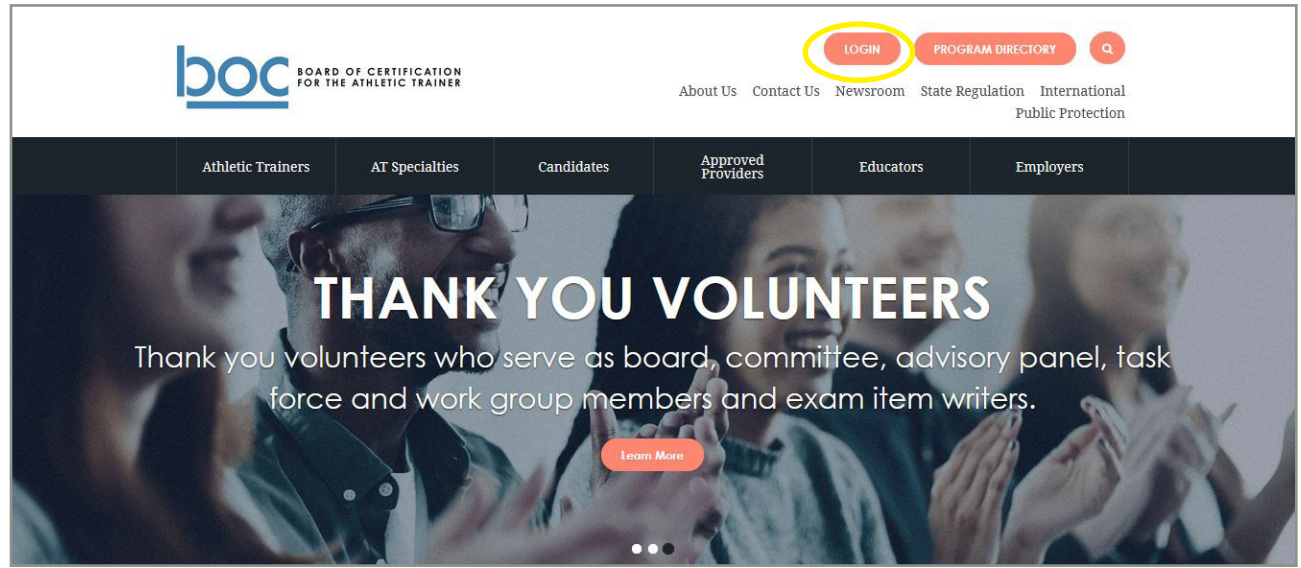
CONTACT INFORMATION

Changes in contact information must be provided to the BOC. Failure to keep contact information current may result in expiration or suspension of certification. Log into your [BOC profile](#) to verify and/or update contact information.

BOC360 Tutorial

LOG INTO YOUR PROFILE

The “LOGIN” button can be found on the BOC website in the top right corner from every page.



BOC360 DASHBOARD

The BOC360 dashboard allows ATs and candidates to view upcoming tasks and stay organized. Here's how:

- **My Profile** - update personal information
- **My To Do List** - stay organized to avoid missing deadlines
- **My Upcoming Tasks** - plan for upcoming tasks and priorities
- **My Direct Messages** - send messages to BOC staff and receive a response within 2-3 business days
- **Message History Report** - displays emails sent from the BOC
- **Announcements** - displays priorities and initiatives supported by the BOC

The screenshot displays the BOC360 dashboard for a user named Jane Doe. The interface includes a navigation menu and a logout option in the top right corner. The main content area is divided into several sections:



- My Profile:** Shows the user's name, certification number (123456789), status (Certified), and expiration date (12/31/2021). A button labeled "Switch to Provider Profile" is visible.
- My To Do List:** Lists tasks such as "Verify My Contact Info", "Enter/Report CE Activity (50 CEUs Due)", and "Pay 2022 Cert Maintenance Fee". It includes reporting and payment deadlines.
- My Upcoming Tasks:** Displays "Pay 2023 Cert Maintenance Fee" with a note that the payment link is available in August 2023.
- My Direct Messages:** Shows a recent message from BOC Staff dated 07/23/2021 at 11:30 AM, thanking the user for resetting their password. A "Send/View Messages" button is present.
- My BOC Emails:** Includes a "Messages to View" dropdown set to 5 and a "view all" link.
- Message History Report:** A table with columns for Date Sent, Subject, Message Detail, and Attachments. One entry is shown for 07/20/2022 with the subject "Access to BOC360 is Now Available".
- Announcements:** A section at the bottom of the dashboard.

At the bottom of the dashboard, there is a dark footer containing the copyright information: © 2021 Board of Certification, Inc. All Rights Reserved.

CONTINUING EDUCATION REPORTING FORM

The reporting form was designed to make the reporting process quick and easy for ATs.

- **CE Summary** - calculate CEUs and update when an entry is saved
- **Quick Entry - Category A** - look-up CE programs offered by a BOC Approved Provider for easy reporting
 - Quick Entry Tip 1 - enter CEUs exactly as they are listed on your certificate
 - Quick Entry Tip 2 - search for individual session named on your certificate instead of conference or convention name if they are listed individually
- **Category (A, B, C and D) CEUs** - record CE activities per category
- **Submission Checklist** - confirm all CE requirements, ECC, practice survey and assessment statements are complete before submitting


☰ Menu  Logout

Submitter: Jane Doe
AT203: Continuing Education Reporting Form
BOC: Athletic Trainer
You are Currently Editing Application:
Status: Pending

- CEU Summary
- Quick Entry - Cat A & EBP
- EBP Category CEUs
- Category A CEUs
- Category B CEUs
- Category C CEUs
- Category D CEUs
- ECC Documentation
- AT Practice Survey
- Confirmation Statements
- Submission Checklist

✓ Add activities by clicking the appropriate category in the left menu. If you participated in a CE program offered by a BOC Approved Provider, try the Quick Entry tool.

CEU Summary

Reporting Period: 01/01/2022 - 12/31/2023
Total CEUs Due: 50

EBP Totals

| Category | CEUs Submitted | CEUs Applied |
|--------------|----------------|--------------|
| EBP Category | 0 | 0 |

All CEUs

| CEUs Submitted | CEUs Applied |
|----------------|--------------|
| 0 | 0 |

Category A-D Totals

| Category | CEUs Submitted | CEUs Applied |
|------------|----------------|--------------|
| Category A | 0 | 0 |
| Category B | 0 | 0 |
| Category C | 0 | 0 |
| Category D | 0 | 0 |

CERTIFICATION MAINTENANCE REQUIREMENTS BOCATC.ORG 17