

BOWLING GREEN STATE UNIVERSITY

Athletic Training Program

Policy & Procedure Manual



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I. Introduction

A. Mission Statement

Mission: Bowling Green State University's Master of Athletic Training (MAT) Program develops students to be lifelong learners who provide high quality patient-centered care with a global perspective. Our program develops clinicians through inter-professional experiences, interactive teaching, and evidence-based practice. Our students can expect to become competent healthcare providers qualified to practice in a variety of diverse healthcare settings.

The Bowling Green State University mission statement is located on the [MAT website](#).

B. Program Learning Outcomes

1. Students will collaborate in inter-professional practice with a variety of global healthcare professionals.
2. Students will integrate research and standards of evidence-based practice and quality improvement in clinical decision-making.
3. Students will develop a patient-centered plan of care that emphasizes appropriate diagnosis, management, and treatment of injuries and illnesses in an active population.
4. Students will provide athletic training services to medically underserved and diverse populations.
5. Students will foster effective communication with and between patients, administrators, and other healthcare professionals utilizing healthcare informatics.
6. Students will demonstrate ethical, moral, and legal behaviors of athletic training clinical practice.
7. Students will distinguish the profession of athletic training within the broader climate of healthcare.

C. Athletic Training Program Procedure Manual

The Athletic Training Program (ATP) Procedure Manual serves as a guide for the graduate athletic training student (ATS) in the procedures, responsibilities and expectations as an ATS at Bowling Green State University. The Procedure Manual provides the ATS with general academic information, educational procedures, ATP policies and addresses the specific role of the ATS in the provision of medical services in the clinical settings. It is the responsibility of the ATS to read and adhere to the procedures contained in the Athletic Training Program Procedure Manual. The faculty and preceptors will use the policy and procedure manual as a structured guide in all administrative decisions that affect the athletic training student.

D. Resources

The Bowling Green State University web site is the main link for students in obtaining the most up-to-date information regarding admissions and retention. The main web site can be accessed at <https://www.bgsu.edu/>.

The Athletic Training Program Policy and Procedure Manual and additional information pertaining to the ATP can be accessed through the MAT Canvas Shell.

E. Terminology

1. **Athletic Trainer (AT):** health care professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the state's statutes, rules, and regulations. As part of the health care team, services provided by athletic trainers include primary care, injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. An athletic trainer is state credentialed (in states with regulation), certified, and in good standing with the Board of Certification.
2. **Athletic Training Clinical Experiences:** direct client/patient care guided by a preceptor who is an athletic trainer or physician. Athletic training clinical experiences are used to verify students' abilities to meet the curricular content standards. When direct client/patient care opportunities are not available, simulation may be used for this verification.
3. **Blood Borne Pathogens:** Pathogens found in blood and blood products. Blood Borne Pathogens include, but are not limited to, Hepatitis B, C and the HIV Virus.
4. **Board of Certification (BOC):** The Board of Certification Inc. is an independent non-profit corporation responsible for the certification of athletic trainers. The Mission of the Board of Certification is to certify athletic trainers and to identify for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. Additional information on this organization can be accessed at <http://www.bocatc.org>.
5. **BOC Practice Analysis:** The BOC Practice Analysis identifies essential knowledge and skills for the athletic training profession and serves as a blueprint for exam development and continuing competence programming.
6. **Clinical Education:** a broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: athletic training clinical experiences, simulation, and supplemental clinical experiences.
7. **Clinical Site:** a facility where a student is engaged in clinical education.
8. **Clinical Education Coordinator (CEC):** The Athletic Trainer who directs the clinical education of athletic training students at all clinical sites. This individual is responsible for maintaining clinical site contracts, scheduling clinical

- education experiences and seeking out new opportunities for clinical education opportunities for athletic training student at Bowling Green State University.
9. **Commission on Accreditation of Athletic Training Education (CAATE):** Agency responsible for Accreditation of Athletic Training Programs.
 10. **Director of Athletic Training Program (PD):** Faculty member of the School of Human Movement, Sport, and Leisure Studies who has been designated to oversee the athletic training program.
 11. **Great Lakes Athletic Trainers' Association (GLATA):** Organization of athletic trainers from NATA District IV who promote the field of athletic training in the Great Lakes portion of the United States. Additional information on this organization can be accessed at <https://www.glata.org/>.
 12. **Health Care Providers:** individuals who hold a current credential to practice the discipline in the state and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of athletic training.
 13. **Immersive Clinical Experience:** a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers.
 14. **Interprofessional Education:** when students from two or more professions learn about, from, and with each other to enable effective collaboration and to improve health outcomes.
 15. **Interprofessional Practice:** the ability to interact with, and learn with and from, other health professionals in a manner that optimizes the quality of care provided to individual patients.
 16. **Medical Director:** currently licensed allopathic or osteopathic physician who is certified by an ABMS- or AOA-approved specialty board and who serves as a resource regarding the program's medical content.
 17. **National Athletic Trainers' Association (NATA):** This is a professional membership association for certified and other professionals that support the athletic training profession. The mission of the National Athletic Trainers' Association is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession. Additional information on this organization can be accessed at <http://www.nata.org/>.
 18. **Occupational Safety and Health Administration (OSHA) Guidelines:** Federal regulations for employees whose jobs may put them at risk to blood borne pathogens. These guidelines can be accessed at: https://www.osha.gov/SLTC/bloodbornepathogens/bloodborne_quickref.html.
 19. **Ohio Athletic Trainers' Association (OATA):** Organization of athletic trainers who promote the profession of athletic training in the state of Ohio. Additional information on this organization can be accessed at: <https://oata.org/>.
 20. **Patient-Centered Care:** care that is respectful of, and responsive to, the preferences, needs, and values of an individual patient, ensuring that patient values guide all clinical decisions. Patient-centered care is characterized by efforts to clearly inform, educate, and communicate with patients in a compassionate manner. Shared decision-making and management are emphasized, as well as continuous advocacy of injury and disease prevention measures and the promotion of a healthy lifestyle.

21. **Physician:** health care provider licensed to practice allopathic or osteopathic medicine.
22. **Preceptor:** preceptors supervise and engage students in clinical education. All preceptors must be licensed health care professionals and be credentialed by the state in which they practice. Preceptors who are athletic trainers are state credentialed (in states with regulation), certified, and in good standing with the Board of Certification. A preceptor's licensure must be appropriate to his or her profession. Preceptors must not be currently enrolled in the professional athletic training program at the institution.
23. **Professional Preparation:** the preparation of a student who is in the process of becoming an AT. Professional education culminates with eligibility for BOC certification and appropriate state credentialing.
24. **Professional Program:** the graduate-level coursework that instructs students on the knowledge, skills, and clinical experiences necessary to become an athletic trainer, spanning a minimum of two academic years.
25. **Simulation:** an educational technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner.
26. **Supervision:** supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.
27. **Supplemental Clinical Experiences:** learning opportunities supervised by health care providers other than athletic trainers or physicians.

II. Athletic Training Faculty

A. Organizational Chart

The Athletic Training Program is housed in the School of Human Movement, Sport & Leisure Studies (HMSLS) in the College of Education and Human Development (EDHD). Athletic training students with personal academic issues should schedule a meeting with the respective instructor. If the matter is left unresolved with this meeting, or the academic issue is not specific to a class, then an appointment should be scheduled with the PD. The Director of HMSLS supervises the AT Instructors and the PD and is the next link in the College of Education's academic organizational structure. The complete organizational chart is found in [Appendix A](#).

B. Contact Information

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C. Academic Advising

Academic Advising services are provided to the students by full-time faculty. The advising staff assists the students with outlining requirements, courses, and career opportunities. Athletic Training students are required to meet with their designated advisor (listed below) each semester prior to the registration date.

Advising Staff:

Dr. Andrea Cripps, PhD, ATC, LAT
Dr. Jenny Toonstra, PhD, ATC, LAT
Dr. Matt Kutz, PhD, ATC, LAT
Mr. Chris Schommer, MED, ATC, LAT

The student's role is to take primary responsibility for the development for their academic program and for meeting all graduation requirements. In the advisor-advisee relationship, student responsibilities include the following:

- To make appointments with the advisor in a timely manner that ensures the advisor is kept informed about the student's progress and performance,
- To seek sources of information that can assist the student in making course selections and meeting graduation requirements,
- To become knowledgeable about University policies, programs and procedures.

D. Academic Support Services

Bowling Green State University provides the following campus support services to graduate students. Any student needing assistance in these areas should contact the following departments.

1. [Accessibility Services](#)
2. [Career Center](#)
3. [Counseling Center](#)
4. [Student Health Center: Falcon Health](#)
5. [Financial Aid Services](#)
6. [LGBTQ+ Resources](#)
7. [International Student Support Services](#)
8. [Student Recreational Center](#)
9. [Learning Commons](#)
10. [Multicultural Student Support Services](#)
11. [Non-Traditional and Military Student Support Services](#)
12. [Parking Services](#)
13. [Student Legal Services](#)
14. [Study Abroad Student Support Services](#)
15. [Technology Services](#)

III. Educational Process

The Bowling Green State University's School of Human Movement, Sport & Leisure Studies offers a professional program leading to master's degree in Athletic Training. This program seeks to prepare students for certification by the Board of Certification.

A goal of the Athletic Training Program is to develop thoughtful health care professionals who possess the clinical abilities, knowledge, disposition, and values necessary to deliver quality health care. Comprised of classroom and clinical experiences, the ATP emphasizes the development of skills, knowledge, and clinical abilities essential for the practice of an Athletic Trainer.

An athletic training student must complete all required courses, including clinical education experiences within the MAT at Bowling Green State University. A Bowling Green State University Catalog may be obtained from the [Graduate College Website](#). The [Academic Calendar](#) provides students with important academic dates.

A. Accreditation

Bowling Green State University developed the ATP based on accreditation standards by the Commission on Accreditation of Athletic Training Education (CAATE). Graduates of CAATE accredited programs are eligible to sit for the Board of Certification Examination for Athletic Trainers. Initial accreditation for Bowling Green State University's ATP is occurring at the present time, with a site visit occurring Spring, 2022.

B. Admission Standards

To be eligible for admissions to the MAT prospective students must first obtain admission to Bowling Green State University and complete all pre-requisite requirements. Admission into the Athletic Training Program is selective. Due to the competitive nature of this program, the criteria listed below should be regarded as minimum standards for admittance.

Application Requirements:

- Have a Baccalaureate Degree from an accredited institution of higher learning with a minimum GPA of 3.0
- Complete the prerequisite courses with a grade of C or better (see below)
- Submit a formal internal [application](#) to the MAT through the Graduate College
- Submit an admittance essay
- Completion of AT technical standards
- Two letters of recommendation
- GRE scores (if overall undergraduate GPA <3.3)
- Evidence of [40 hours of observation under the direct supervision of an Athletic Trainer](#).

Required Prerequisite Coursework:

Students applying to the MAT must complete the following prerequisite courses with a grade of C or better:

- Anatomy* (4 credits with lab)
- Physiology* (4 credits with lab)
- General Chemistry (3-4 credits with lab)
- General Biology (3-4 credits with lab)
- College Physics (3-4 credits with lab)
- Psychology (3 credits)
- Nutrition (3 credits)
- Exercise Physiology (3 credits)
- Biomechanics or equivalent
- Introduction to Athletic Training or equivalent

*When Anatomy and Physiology are taken as a combined course, two semesters are necessary to meet this requirement.

Recommended Prerequisite Coursework:

- Statistics (3 credits)
- Medical Terminology (1-3 credits)
- Public Health (3 credits)
- Epidemiology (3 credits)

NOTE: students may have prerequisite courses still in progress at the time they apply. All prerequisite courses must be completed by the start of the program. All prerequisite coursework must be taken for a letter grade and be counted toward academic GPA (i.e. students may not take prerequisite coursework as pass/fail).

Clinical Education Requirements:

The following items must be completed prior to beginning your clinical education experiences:

- Current ADA technical standards ([Appendix B](#))
- Proof of up-to-date immunizations (HBV, MMR, TDAP, meningitis, varicella)
- TB testing
- BCI background check
- Proof of current emergency cardiac care (ECC) certification (American Heart Association or the American Red Cross)
- HIPAA/FERPA confidentiality training
- BBP/OSHA training

For additional information on Graduate Studies at Bowling Green State University, including graduate admissions requirements, please visit the [Graduate College website](#). International students are referred to additional [guidelines](#).

Once an applicant submits a completed application, the Athletic Training Program Selection Committee will consider the student based upon the above academic criteria, prerequisites, letters of recommendation, writing sample, formal interview with the committee, and personal and professional traits.

Acceptance into the MAT at Bowling Green State University will fall under the following categories:

1. Accepted: A student is unconditionally admitted into the Athletic Training Program. Students must maintain all eligibility requirements as stated in the most recent edition of the Bowling Green State University Athletic Training Student Policy and Procedure Manual to remain in good standing.
2. Conditional Admittance: A student is admitted into the Athletic Training Program on a conditional basis. The student will be given a specific date to rectify any deficiencies to obtain the minimum eligibility standards. During the conditional admittance period the student must maintain all other eligibility requirements as stated in the most recent edition of the Bowling Green State University Athletic Training Student Policy and Procedure Manual to remain in good standing.
3. Not Accepted: The student has been denied admission into the Athletic Training Program. Students may opt to reapply for admission during the next application period provided they meet all appropriate admissions criterion at that time.

C. Program Requirements

1. Curriculum and Course Sequence

The Athletic Training Program follows a cohort model that requires all students to be enrolled full time for two academic years. Matriculation of a cohort begins Summer I session with a clinical anatomy course. The curriculum features 54-56 credit hours of coursework specifically devoted to the athletic training domains. Once formally admitted to the ATP, students are required to complete two years of clinical experiences and demonstrate mastery of clinical proficiencies through four successive clinical experience courses: AT 6110, AT 6210, AT 6310, and AT 6410. In addition, students will complete an immersive culminating experience (AT 6510) at a clinical setting of their choice. Upon admission to the ATP, the student is required to adhere to technical standards.

FIRST YEAR

- Summer Session I (6 weeks): *AT 6000-Clinical Anatomy (3)*
Summer Session II (6 weeks): *AT 6010-Emergency Management in Athletic Training (3)*
Summer Session II (6 weeks): *AT 6020-Evaluation & Application of Research in Healthcare (3)*
Fall Session (15 weeks): *AT 6100- Evaluation & Treatment I (5)*
Fall Session (15 weeks): *AT 6110- Clinical Experience I (3)*
Spring Session (15 weeks): *AT 6200- Evaluation & Treatment II (3)*
Spring Session (15 weeks): *AT 6210- Clinical Experience II (3)*
Spring Session (15 weeks): *AT 6220- Pathophysiology (3)*
Spring Session (15 weeks): *AT 6230-Issues and Conditions of Diseases (2)*

SECOND YEAR

- Summer Session I (6 weeks): *AT 6310*-Clinical Experience III (3)*
Summer Session II (6 weeks): *AT 6300-Evaluation & Treatment III*
Summer Session II (6 weeks): *AT 6320-Administration & Management in Athletic Training (3)*
Fall Session (15 weeks): *AT 6400-Evaluation & Treatment IV (4)*
Fall Session (15 weeks): *AT 6410-Clinical Experience IV (3)*
Fall Session (15 weeks): *AT 6420-Global Healthcare Dynamics (3)*
Winter Session (3 weeks): *AT 6430-Athletic Training in a Multicultural Environment (1-3)*
Spring Session (15 weeks): *AT 6510*- Culminating Experience in Athletic Training (6)*

*Immersive clinical experience

2. Academic Requirements

a. Retention Requirements

Students formally accepted into the MAT program must meet the following criteria to remain in the program:

1. Maintain a minimum of a 3.0 overall grade point average
2. Complete all AT program courses with a grade of "B" or higher
3. Maintain standards of academic and professional integrity
4. No incomplete grades
5. Absence of suspensions, probations, or other disciplinary sanctions for violations of the Student Handbook
4. Completion of the following coursework:
 - AT 6000: Clinical Anatomy
 - AT 6010: Emergency Management in Athletic Training
 - AT 6120: Evaluation & Application of Research in Healthcare
 - AT 6100: Evaluation and Treatment I
 - AT 6110: Clinical Experience I*

- AT 6200: Evaluation and Treatment II
- AT 6210: Clinical Experience II*
- AT 6220: Pathophysiology
- AT 6230: Issues & Conditions of Diseases
- AT 6300: Evaluation and Treatment III
- AT 6310: Clinical Experience III*
- AT 6320: Administration & Management in Athletic Training
- AT 6400: Evaluation and Treatment IV
- AT 6410: Clinical Experience IV*
- AT 6420: Global Healthcare Dynamics
- AT 6430: Athletic Training in a Multicultural Environment
- AT 6510: Culminating Experience in AT

*Clinical Practical Examinations: Students will take a clinical practical examination at the end of the semester during their corresponding clinical course. Students must earn at least an 80% in order to successfully matriculate into the next clinical course. If a student earns less than an 80%, the student will be given one additional opportunity to pass the examination. Students must schedule and take the second final practical examination within a reasonable timeframe. If a student does not pass on the second attempt, then the student will be given an “F” in the course and will be required to retake the clinical course.

If a student fails to meet criterion 1 (GPA falls below a 3.0), the student will be placed on academic probation for a period of one semester. A student who is on probation is not eligible for a new scholarship unless an exception is requested by the program coordinator and granted by the graduate dean designee. Students may lose funding at the end of a term and be placed on probation (without funding) for the subsequent term. Students who are on probation should work with the Program Director to develop a written success plan that clearly states the outcome required to remedy the academic difficulty, signed by both the student and the Program Director. This written success plan should be submitted to the Graduate College within one month after the start of classes the following semester. After a semester on probation, a decision will be made jointly by the program and the Graduate College to determine whether to: a) reinstate good standing; b) continue the probation with an updated written success plan; or c) dismiss the student from the graduate program.

If it is determined that a student has little or no chance at successful completion, dismissal should be considered. Final approval of dismissal rests with the Program Director. If the decision is made to dismiss the student from the program, the Program Director will notify the student and Graduate College in writing and the Registrar will make the proper notation on the student’s record.

If a student fails to meet criterion 2 (grade of “B” or higher in all courses), students will be placed on program probation for one year and will not be admissible into further AT

courses. Students will only be allowed to progress on the degree sequence when the student successfully earns a “B” or higher in said course. If the student has no corrected the unsatisfactory work by the end of the probationary period, the student will be dismissed from the program.

Students will be allowed a maximum of one probationary period during their progression in the program. Students previously on probation that fail to meet the program requirements listed above will be dismissed from the program.

b. Comprehensive Examination Policy

All students enrolled in the MAT Program must take a comprehensive examination during their final culminating experience (AT 6510). Students must successfully pass this comprehensive examination to satisfy graduation requirements.

1. Comprehensive Examination Committee Selection

A Comprehensive Examination Committee shall be composed of three (3) graduate faculty members in the Athletic Training Program. The committee shall be selected with consideration given to the coursework of the student in their graduate studies, their vocational/professional objectives and/or overall academic experience in the program. Each student must coordinate with their academic advisor to invite two additional graduate faculty members. The student’s academic advisor shall serve as chair of the committee, unless the role is specifically delegated to another graduate faculty member, under consultation with the student. Any graduate faculty member identified as a prospective chair replacement for the academic advisor reserves the right to decline the chair position. This option is reserved for instances for which the student, academic advisor, and a secondary committee member determine that transition of the chair duties would be most appropriate. The deadline for committee selection is the 1st week of the semester in which the student would sit for their comprehensive exam.

2. Administration of Comprehensive Examination

Students enrolled in the Master of Athletic Training Program taking the comprehensive exams as their culminating experience will have a two-part examination, consisting of both a written and practical examination. The written comprehensive exam will be administered electronically and will be formatted similarly to the Board of Certification national examination and cover all of the practice domains of athletic training. Questions will consist of traditional multiple-choice style questions along with hybrid questions (select all that apply, drag and drop, diagram label, etc.). Students must successfully achieve a grade of 75% on the written examination prior to attempting the practical examination. If a student fails to

achieve a 75% or better on their written examination they will be given one additional attempt (see Section III. Comprehensive Examination Evaluation Criteria for scoring information). This second attempt will be at a cost of approximately \$30 to the student to purchase the additional test.

Once the written exam is successfully passed the practical examination will be administered face-to-face and will be primarily focused on content areas for which the student has had limited exposure, as identified by their patient encounter logs over the course of their clinical rotations. The practical examination will be based upon common situations experienced in athletic training settings. These examinations can range from simply history taking to administration of emergency medicine. Students will be given several practical examination scenarios. Students will need to pass each of the individual scenarios in order to pass the practical examination. Students will be graded Pass/Fail and will be evaluated by the Comprehensive Examination Committee. A practical examination is subject to the same policies as written assessments and will be held to the same standards of Academic Integrity. Students are not to discuss any detail of their comprehensive exam (written or practical) to current or future students. Violations of this policy will be subject to the University’s policy on Academic Integrity.

3. Comprehensive Examination Evaluation Criteria
 - a. Written Comprehensive Examination

The written comprehensive examination will be scored in the five domains of athletic training (Injury and Illness Prevention and Wellness Promotion; Examination, Assessment and Diagnosis; Immediate and Emergency Care; Therapeutic Intervention; Healthcare Administration and Professional Responsibility). Students must achieve a 75% overall score to successfully pass the written portion of their comprehensive examination. The overall score will be calculated based upon the weighted average as determined by the BOC Practice Analysis (currently in 7th edition). See *Table 1* for specific weights.

Table 1. Weighted scores for each domain.

Domain	Domain Weight
I - Injury and Illness Prevention and Wellness Promotion	19.8%
II - Examination, Assessment and Diagnosis	24.3%
III - Immediate and Emergency Care	15.5%
IV - Therapeutic Intervention	27.4%
V- Healthcare Administration and Professional Responsibility	13%

Table 2 represents the final weighted average of the written examination. Raw scores from BOC practice examination will be multiplied by the domain weight to achieve a weighted score. These weighted scores will be totaled for a final weighted average score. *Table 3* provides an example calculation.

Table 2. Final Weighted Average Calculation

Domain	Raw Score from BOC Practice Test	Domain Weights	Weighted Score
I	#	19.8%	%
II	#	24.3%	%
III	#	15.5%	%
IV	#	27.4%	%
V	#	13%	%
Final Weighted Average			%

Table 3. Sample Score Calculation

Domain	Raw Score from BOC Practice Test	Domain Weights	Weighted Score
I	96	19.8%	19.008%
II	75	24.3%	18.225%
III	80	15.5%	12.4%
IV	70	27.4%	19.18%
V	88	13%	11.44%
Final Weighted Average			80.253%

Students who fail to achieve a 75% or higher final weighted average will have failed to demonstrate an acceptable level of competency and will be required to retake the written portion of the examination at their own expense. Students failing to achieve a 75% or higher on the second attempt a student shall fail their comprehensive examination.

b. Practical Comprehensive Examination

All students are expected to schedule their practical examination upon successful completion of their written examination. Practical examinations will be video and audio recorded and available for students to review.

The practical portion of the comprehensive examinations will be based upon the Practice Analysis of the BOC and will focus on commonly experienced situations in the athletic training setting. Each scenario will consist of a variety of elements (both technical and critical). Students will be graded on each element individually.

If a student fails to properly demonstrate a critical element they will automatically receive a failing grade on that practical scenario. Students must pass all of the scenarios in order to successfully pass the comprehensive

examination. Because scenarios may vary between students, a standard rubric is not available, however students will be shown a sample scenario rubric prior to attempting their practical examination.

4. Timeline and Recordkeeping for Administering Comprehensive Examinations

The written portion of the comprehensive examinations will be administered no later than the 8th week of the spring semester. The examination will be administered electronically on a university provided computer. The examination will be proctored by a member of the Athletic Training faculty. Every attempt will be made to accommodate an independent testing environment but there will be instances where multiple students will be required to be in the same room while completing their examination. Students will be notified of their weighted total written examination score no later than the Friday of the 10th week of the Spring semester.

If a student fails to achieve a score of $\geq 75\%$ on their written comprehensive examination, they are required to notify their committee chair, in writing, their plans take a second written examination. Students wishing to take a second attempt must notify their committee chair no later than the 11th week of the semester.

All students are expected to schedule their practical examination upon successful completion of their written examination, no later than the 12th week of the spring semester.

5. Academic Progress, Probation, Dismissal, and Appeal Procedures

If a student does not pass either the written or practical examination on their second attempt they will be considered to be in violation of BGSU's Graduate College on [Academic Progress, Probation, and/or Dismissal](#) and will be referred to the Graduate College designate for review.

If a student does not successfully graduate from the Master of Athletic Training Program they will not be eligible to sit for the Board of Certification Examination nor seek employment as a Certified Athletic Trainer.

Students have the right to appeal the decision and should contact the graduate school gradinfo@bgsu.edu and should follow the [graduate school appeal process](#).

c. Graduate College Academic Policies

1. Academic Honesty

Students are expected to maintain the highest level of integrity in their academic work. From time to time, however, issues such as cheating, fabrication, or plagiarism in an academic exercise arise. The original jurisdiction and penalty both vary depending on the offense and when it is discovered. Also, there are specific requirements for record-keeping and for notification of the student and academic dean. The [academic honesty policy](#) is available on the [Graduate College Policies and Procedures website](#).

2. Non-Discrimination Policy

Bowling Green State University is committed to providing equal educational opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, disability, or status as a veteran. The [non-discrimination policy](#) is located in the BGSU Student Handbook.

3. Student Academic Grievance Policy

The University has a formal grievance procedure that has been established through the Graduate School. The ATS may choose to file a grievance through this process. Students should refer to the HMSLS Student Handbook [Grievance Policy](#), page 37.

4. Student Withdrawal and Refund of Tuition/Fees

A student that wishes to withdraw from the university must consult the policy on withdrawals and refunds, established by the Office of the Bursar. Additional information on withdrawals and refunds is located on the [Office of the Bursar website](#).

5. Transfer Credit

Since the ATP is a professional program, external transfer credits will be evaluated on an individual basis.

6. Grading Policies

The Graduate College has a policy describing grading policies and incompletes. Please refer to the [Graduate College Student Handbook](#) for additional information regarding grading policies.

3. *Program Fees*

a. Tuition

Graduate college [tuition rates](#) are located on the Graduate College website. Tuition is based on residency status. For information regarding financial aid, please visit the [BGSU financial aid website](#).

b. Fees

Students will pay a one-time program fee of \$675.00. This program fee covers the following expenses:

- Access to Typhon Group Clinical Education Tracking System
- BOC Practice Exams (2/student)
- Laboratory Supply Expenses
- Clothing and Clinical Supplies

c. Travel Costs

Students must provide their own transportation to clinical education sites.

d. Medical Supplies and Clothing

All students are provided with two MAT Athletic Training collared shirts. In addition, a fully-stocked travel medical kit is required for both clinical and classroom responsibilities and is provided by the program. Students have the option to purchase additional supplies and/or uniforms at their own cost.

4. *Clinical Education Requirements*

1. Documentation Requirements

Students must maintain all required documentation necessary to begin their clinical education experiences. This documentation includes proof of immunization records, TB testing, HIPAA/FERPA training, OSHA training, certification in Emergency Cardiac Care, BCI background check, and a completed copy of the MAT Technical Standards. The Program Director has access to records as necessary. Students should upload records to Typhon as they become updated.

2. Technical Standards

Measures are in place to minimize the risk of injury or illness while an ATS is in the Athletic Training Program. The Technical Standards form ([Appendix B](#)) outlines the

physical and mental capacities necessary for admission and retention in the ATP. The ATS must read and sign this form prior to acceptance into the ATP.

3. Criminal Background Check

Prior to the start of their clinical education, all students must undergo and successfully pass a criminal background check, including fingerprinting. Background checks will be completed through Pre-Tax. Additional information for completing background checks will be provided during orientation.

4. Proof of Immunization Records

Students must provide proof of immunizations, including HBV, MMR, TDAP, Meningitis, and Varicella. In addition, all students must undergo TB testing prior to their first clinical assignment. An annual influenza vaccination is strongly recommended, but not required. Students should upload records to Typhon as they become updated.

5. Current Emergency Cardiac Care Certification

Students must show evidence of Emergency Cardiac Certification. Certifications must be obtained from the American Heart Association or the American Red Cross. Students should upload records to Typhon as they become updated.

a. BBP/OSHA Training

Students must complete blood-borne pathogens (BBP) and Occupational Safety and Health Administration training. This training will be conducted during orientation.

b. FERPA/HIPAA Training

Students must complete Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) training. This will be conducted during orientation.

D. Clinical Education

The Clinical Education of the Athletic Training Student is completed through AT 6110, AT 6210, AT 6310, and AT 6410 courses. In addition, students will complete a full-time culminating clinical experience following successful completion of all coursework (AT 6510). Successful completion of all clinical requirements shall be done during the assigned clinical experiences. Clinical and supplemental experiences are obtained through assignments with BGSU's Intercollegiate Athletics and affiliated sites. Affiliated sites include local high schools, community colleges, hospitals, physician offices, fire departments, and others. The Clinical Education Coordinator designates clinical rotations and specific assignments of preceptors to athletic training students.

1. Clinical Rotation Plan

Once formally admitted to the ATP, the student is required to complete two full years of academic coursework in conjunction with varying clinical experiences at an assigned clinical site under direct preceptor supervision. The student is assigned to clinical experiences at a primary clinical site or supplemental clinical site based on the type of clinical exposure provided.

A minimum of four clinical assignments is required within these two years. One of these clinical assignments (AT 6310) is an immersive clinical experience that will take place during the summer session of the student's second year. A fifth clinical assignment (AT 6510) is a full-time culminating experience at a location of the student's choosing. Students will be exposed to clinical practice opportunities with varied client/patient populations, including but not limited to pediatric, adult, geriatric, different sexes, different socioeconomic statuses, varying levels of activity and athletic ability, and military/police. Furthermore, clinical sites will allow students to gain experience with clients/patients with a variety of health conditions commonly seen in athletic training practice. Placement in clinical sites and supplemental clinical sites will not be prejudicial or discriminatory. These experiences are subject to change based on student availability, class schedule and any other circumstances as considered by the Clinical Education Coordinator.

2. Preceptors

The MAT Program utilizes a wide variety of clinical settings. The student should report to their preceptor, who is the direct link to that organization. A list of all preceptors and affiliate sites is available on the [MAT website](#). Athletic training students that have concerns with the clinical aspect of their education should schedule a meeting with their supervising Preceptor. If the matter is left unresolved with this meeting, or the clinical issue is not specific to their preceptor, then a meeting should be scheduled with the Clinical Education Coordinator.

3. Clinical Sites

The MAT Program utilizes a variety of clinical sites and licensed preceptors throughout Northwest Ohio. Additional information regarding clinical sites and preceptors can be found on the [MAT website](#). During the student's fifth clinical assignment, the student will choose a clinical site that is best suited to future career aspirations. The CEC will assist students in obtaining these sites. There will be no discrimination in assigning rotations based on the sex, ethnicity, religious affiliation, or sexual orientation of the athletic training student for the sport they will be assigned. The process will simply examine the best fit for the student and their learning needs.

Primary Clinical Sites

Students will complete most of their clinical experiences at a primary clinical site under the direct supervision of a licensed athletic trainer. Clinical sites are selected based on the ability to provide students with adequate real client/patient interactions with increasing levels of independence to prepare them for clinical practice with a variety of patient populations. Clinical sites include the following practices: collegiate athletics, high school athletics, semi-professional athletics, and professional athletics.

Supplemental Clinical Sites

Students are required to complete supplemental clinical experiences with a variety of different healthcare professionals in different settings. These supplemental clinical experiences include hours with the following practices: fire department/EMS, physician offices (general medical, behavioral health), hospital emergency department/urgent care facility, military setting (ROTC), and physical therapy.

4. Clinical Education Policies

A. Clinical Supervision Policy

The following guidelines have been established to emphasize program policies concerning the supervision of students during clinical experiences. The clinical experience fulfills the requirements for eligibility for graduation from the ATP and for eligibility for the Board of Certification Examination.

- An AT who currently holds the title of Preceptor will supervise the student during all phases of clinical experiences.
- Supervision (per CAATE standards): supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.
- Athletic training students will be assigned to a Preceptor as his/her direct supervisor at the site where the student is gaining clinical experience. The student, under the direct supervision of the Preceptor, will be responsible for assisting with medical records, athletic injury reports, injury management and care, and implementation of treatment, rehabilitation and maintenance programs.
- Athletic training students must be formally instructed and assessed on athletic training clinical skills prior to performing those skills on patients. This instruction and assessment will occur in an academic setting.

- In the event of illness, schedule conflicts, or other unforeseen changes in AT coverage, the student will be notified in advance which AT will be assigned to supervise.
- The student will not initiate, modify or change any prescribed treatment of any patient without the guidelines and permission of the supervising preceptor.
- Clinical Assignments will be determined by the Clinical Education Coordinator; all assignments are based on the requirements of the BOC & CAATE for professional athletic training education.

B. Time Commitment & Attendance

The profession of athletic training is an enjoyable and rewarding career which will demand a great deal of time commitment. The ATS must be aware that the required clinical experiences may infringe on weekends, holidays and semester breaks. The ATS must be able to budget time, work, and study efficiently throughout the academic year. The Clinical Education Coordinator and preceptor are available for academic and personal consultation regarding the responsibilities and time commitments needed to complete the academic and clinical requirements of an ATS. The ATP has not established a minimum/maximum number of weekly clinical hours. The goal of each clinical assignment is quality of patient interactions. The ATP will monitor weekly hours to avoid excessive time commitment on the part of the ATS and to ensure students are taking advantage of the opportunities available to them.

1. Attendance

Clinical education experiences complete a vital aspect of an athletic training student's education. Reasons for absence must be of an unavoidable nature. Valid reasons for absence from one's clinical experience includes, but are not limited to, personal illness; class & academic requirements (attendance); death of a family member. Athletic training students should be aware that excessive excuses such as non-professional commitments are not valid. Students are required to contact their Preceptor for prior approval of absences. Athletic Training Students who purposely miss clinical assignments or courses are subject to disciplinary action (See Disciplinary Procedure).

Athletic training students assigned to a clinical experience within the Athletic Training Program may be required to return for or remain at a clinical experience during University vacation periods. These requirements are based on the activity of the team or individuals at the clinical education site to which the athletic training student is assigned. Vacation periods include, but are not limited to, pre-season fall sports season, Thanksgiving break, winter break, spring break and at the end of spring semester.

If an athletic training student cannot fulfill his respective assignment, it is the responsibility of the athletic training student to notify their Preceptor and the Clinical Education Coordinator at least one month prior to the conflict. Athletic training students will be excused from his/her clinical education experience only in extreme cases. In

general, athletic training students should be prepared to be with their respective clinical assignments during all pre-season, post-season and break periods.

2. Inclement Weather Policy

On days when the student's clinical site is delayed or closed due to inclement weather, athletic training students are not required to attend athletic practices or events. Students should use their best judgment in determining if travel to the clinical site is safe. In the event the student determines that it is unsafe to travel to their clinical site, the student should contact their Preceptor as soon as possible. Students will not be penalized in any manner for failure to attend.

3. Employment

The combination of a job with athletic training responsibilities is extremely difficult. Students must be available to perform clinical responsibilities as required. Having a job is acceptable provided that employment does not interfere with classroom or clinical requirements. Athletic Training Students are encouraged to discuss potential employment with the Clinical Education Coordinator prior to accepting.

4. Additional Mandatory Activities

There may be additional meetings or activities outside the confines of classroom and clinical responsibilities. These meetings or activities are required and attendance is mandatory. Students should be punctual and should dress and act in a professional manner during these activities. Students who are unable to attend these meetings must notify the Clinical Education Coordinator and/or Program Director as soon as possible.

D. Travel Policy

The ATS is strongly encouraged to travel if the affiliate site is able to make appropriate accommodations for travel, if an AT and/or Preceptor from BGSU or an affiliated site is traveling to the event with the team, and if there are no class conflicts. The student is allowed to perform athletic training skills at the event while under the direct supervision of their Preceptor.

The ATS must recognize their role as a member of the assigned sports program. The ATS is representing oneself, the affiliate site, the Athletic Training Program, and Bowling Green State University. When traveling, the ATS must abide by the policies of the affiliate site and the MAT Policy & Procedure Manual.

E. Dress Code

As health care providers, the staff members for all affiliated clinical sites must maintain a professional work environment. Your attire should identify you as a student in the MAT Program. The athletic training student plays an important and visible role in the provision of medical services to patients. Proper attire is required for the health and safety of the

athletic training students and the patients. In addition, the ATS must respect the professional atmosphere in the spirit of public relations for the profession of athletic training and as a representative of Bowling Green State University.

Casual clothing is most practical for the practicing athletic trainer; however, jeans, cotton sweatpants, tank tops, or hats are not considered acceptable when in the Athletic Training Clinic and/or supplemental clinical site. Each sport or supplemental clinical site may require a more specific dress code and the athletic training student should consult with their Preceptor if further clarification is needed. The Dress Code should serve as a guide for the appropriate attire for the athletic training student.

To promote and increase a professional atmosphere, the following dress code is a minimum standard and will be strictly enforced. Some affiliate or supplemental sites may have additional requirements (i.e. specific clothing, dress clothes for indoor events, and jewelry restrictions). These variations to the dress code are permitted. It is also important to note that some affiliate or supplemental sites may have more lenient requirements for dress code. However, the ATS must adhere to the minimum standard for dress code at all times, regardless of setting.

All questions regarding the dress code and its interpretation should be directed to the Preceptor.

General Guidelines

- a. MAT-issued polo shirts are worn at all times during clinical hours. These shirts will distinguish you as an athletic training student from BGSU.
- b. All shirts must be tucked into the pants/shorts.
- c. A belt must be worn at all times.
- d. Pants/shorts must be of solid, neutral coloring (brown, black, tan, khaki, olive, stone, navy blue).
- e. Acceptable length of the shorts includes those that do not pass below the top of the knees or exceed above mid-thigh.
- f. Sweatshirts and hats are only permitted outside and when worn, must be of a neutral color or Bowling Green State University color and logo (or affiliate site equivalent when relevant).
 1. If dress clothing is worn, it must be appropriate for administering appropriate medical care and must adhere to OSHA guidelines.
- g. During inclement weather, it is the discretion of the Preceptor as to what is acceptable regarding outer layers.
- h. Footwear and jewelry must adhere to OSHA guidelines.
- i. All Athletic Training Students are required to wear a wristwatch (with a second hand or digital seconds) during all athletic training duties.

The preceptor reserves the right to require a student to change clothes or remove jewelry before any event or practice if the student's attire does not meet the minimum standards.

F. Social Media Policy

As an athletic training student at BGSU, you are a representative of the program and are often in the public eye. Please keep the following guidelines in mind as you participate on social networking websites.

- You should refrain from posting personal information, including, but not limited to home address, phone numbers, email address, etc.
- You should refrain from posting your whereabouts or your travel plans. You could be opening yourself to online predators.
- Faculty, staff, and clinical preceptors can and do monitor these websites.
- Potential employers, supervisors, and scholarship committees now search these sites to screen candidates and applications.

The following is a policy established for students related to social media and electronic forms of communication (email, texting), particularly as it relates to clinical education. Any violation of this policy is considered professional misconduct and may result in either probation or dismissal from the program.

1. Students should avoid interaction (e.g. Facebook friends, Twitter followers, Instagram, SnapChat, TikTok) with current faculty, staff, and clinical preceptors.
2. Students should avoid social media/electronic forms of communication with student-athletes or patients, particularly if you are currently engaging in clinical education experiences that may result in interaction with that athlete or patient. This includes Facebook, Twitter, Instagram, SnapChat, email, and texting. If the patient has a medical need, s/he should contact the Athletic Trainer or the appropriate health care professional, not the student.
3. Students should avoid any social media/electronic forms of communication with any athletes or patients who are minors. This includes Facebook, Twitter, Instagram, SnapChat, email, and texting.
4. Students should avoid taking any pictures or posting anything about the patients they are providing care to on social media. Not only is this unprofessional, but this is a HIPAA violation.
5. Do NOT share any information regarding patient diagnosis, diagnostic imaging, etc. to any form of social media.
6. The malicious use of on-line social networks such as derogatory language about any member of the BGSU ATP (including faculty, staff, clinical preceptors, and students), the NATA, the BOC or other related professional entities, demeaning statements about or threats to any third party, inappropriate photos of yourself or others in the ATP, or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or other inappropriate behavior will be subject to disciplinary action if knowledge of such violations are known.

5. Clinical Site Orientation

Per accreditation standards, the ATP must ensure that each student is oriented to the policies and procedures of each clinical site. These orientations must occur at the start of their clinical experience and before a client/patient encounter occurs at that site. The

orientation for all clinical experiences and supplemental clinical experiences must include at a minimum:

- Venue-specific incident response procedures (e.g. emergency action plans)
- Venue-specific BBP exposure plan
- Communicable and infectious disease policy (if different from the MAT policy)
- Venue-specific documentation policies and procedures
- Patient privacy and confidentiality protections
- Evidence of annual equipment calibration and maintenance
- Radiation exposure policy

Students must demonstrate evidence of completing clinical site orientation prior to performing any client/patient care. [Appendix C](#) is a checklist that identifies the site-specific policies and procedures that were discussed during clinical site orientation. This checklist requires a signature from the student's preceptor(s) and submitted to the Clinical Education Coordinator before the student may continue with their clinical experience.

E. Disciplinary Procedures

The following policy and procedures have been established to ensure the smooth operation of the ATP. The Athletic Training Student Procedure Manual serves as a guide for expected dispositions of the Athletic Training Student. A student who is found to be in violation of any of the policies outlined in this manual may be subject to disciplinary action. Disciplinary actions could result in dismissal from the program depending upon the severity of the offense (see below for further explanation). Failure to comply with basic procedures could result, but is not limited to the following actions:

- Delay in starting clinical rotations
 - Removal from clinical rotation-with disciplinary actions
 - Failure from clinical course
 - Removal from ATP
1. In order to ensure appropriate professional behaviors and maintain a professional program, it may be necessary to implement disciplinary procedures within the program. Disciplinary actions are cumulative within this program and include, but are not limited to, the infractions listed in this handbook. It is the prerogative of any preceptor to write up a disciplinary notice if he/she feels you have breached the professional code of conduct as outlined in this handbook or the NATA Code of Ethics ([Appendix D](#)) or BOC Standards of Professional Practice ([Appendix E](#)). Repeated infractions will have increasingly limiting ramifications for your progress in the program.
 2. Students can be placed on a "contract" if repeated disciplinary actions accrue in a limited time. Contracts will ensure alignment with the mission and objectives of this program and will be the final step prior to removal from the program for repeated violations.
 3. Any breach of the law that results in a felony will result in immediate dismissal from the program.

4. Disciplinary notices are addressed first with the person who writes up the ATS; it is then the ATS's responsibility to meet with the Program Director or Clinical Coordinator (depending on where the disciplinary policy occurred). All notices will be kept in the student file in a secure location in the office of the Program Director.
5. Our goal is for each student to be successful in his or her endeavors at BGSU and within our ATP. Compliance with policy and procedure is critical to your success in our program. Open communication is a key piece of preventing disciplinary actions-in most cases-so please communicate readily with all personnel.
6. The University has a formal Grievance procedure that has been established through the Graduate School. The ATS may choose to file a grievance through this process. Students should refer to the HMSLS [Grievance Policy](#), pages 38-41.
7. Confidentiality: Bowling Green State University and the MAT Program comply with the Family Education Rights and Privacy Act (FERPA) of 1994, which defines the rights and protects the privacy of students with regard to their educational records. This policy is described on the [Student Affairs website](#).

Legal Charges

As a professional program, students must realize that their actions are a reflection not only of themselves, but also of the Bowling Green State University MAT Program and the profession of Athletic Training. Students that commit a criminal act or fail to report the commission of a criminal act during their time in the AT Program or prior to admission may be subject to immediate dismissal from the program. Students must understand that certain legal altercations or charges may preclude them from sitting for the Board of Certification (BOC) examination and/or failure to obtain state licensure.

F. Student Academic Grievance Policy

The University has a formal Grievance procedure that has been established through the Graduate School. The ATS may choose to file a grievance through this process. Students should refer to the [Grievance Policy](#).

G. Board of Certification

1. Role and Function

The purpose of the BOC entry-level certification program is to establish standards for entry into the profession of athletic training. In order to attain the BOC Certification, the ATS must satisfy the basic requirements and successfully complete the national certification examination.

2. Certification Requirements

Candidates must provide a transcript for proof of graduation from an accredited college. Students in their last semester are permitted to take the certification examination prior to graduation if all of the academic and clinical requirements have been satisfied. The student will be permitted to take the examination during the semester closest to his/her graduation date. Formal verification from the PD will be needed. Certification will not be issued until an official transcript indicates the completion of athletic training course work and his/her graduation.

Candidates must provide proof of current certification in two-person CPR/AED from a recognized agency such as the American Red Cross, American Heart Association, National Safety Council, EMP America or a certification as an Emergency Medical Technician.

3. Board of Certification Examination Application

During the final semester prior to graduation, the ATS is permitted to apply for the BOC Examination. The national certification examination is the final step in the process to become an Athletic Trainer. An application to sit for the national certification examination can be obtained and completed online at www.bocatc.org, the official web site of the BOC. The ATS should initiate the application process for the certification exam at least four months prior to the designated examination date.

H. Professional Affiliations

Student membership in the National Athletic Trainers Association, Inc., Great Lakes Athletic Trainers Association, Inc., and the Ohio Athletic Trainers Association, Inc. or state organization of choice is required during the student's second year but highly encouraged to maintain throughout the two-year program. Current membership applications to these organizations can be obtained from the NATA website www.nata.org. Students are also highly encouraged to become involved in these organizations as it may open up employment opportunities after graduation and will increase your networking/communication abilities.

1. National Athletic Trainers' Association

The National Athletic Trainers' Association is a not-for-profit organization dedicated to advancing, encouraging and improving the athletic training profession. The NATA promotes excellence in athletic health care through public awareness and education. When the athletic training student joins the NATA, the following services are provided:

NATA Annual Meeting and Trade Show

The athletic training student is given a discounted rate to attend the annual meeting. Special seminars and workshops are targeted specifically for the athletic training student.

NATA Publications

The NATA News and e-blast are publications that highlight national, regional, and local news and includes articles in latest issues and trends within the athletic training profession. The Journal of Athletic Training contains an in-depth clinical and scientific research articles and is available to student members in electronic form only. Additional publications include the NATA ROM Weekly Newsletter, the NATA blog, and the Athletic Training Education Journal.

Government Affairs/Advocacy

The NATA provides information on specific legislation and regulation to help NATA members understand how the governmental process affects them.

Career Center

NATA offers a comprehensive athletic training job listing service, which is accessible to members at the NATA homepage.

Public Relations

This program keeps health care professionals and others aware of the latest athletic training advances and developments through press releases, videos, brochures and other media services.

Networking

NATA membership also provides an automatic membership to the Mid-Atlantic Athletic Trainers' Association and the Maryland Athletic Trainers' Association.

Membership information can be obtained by accessing the National Athletic Trainers' Association web site at www.nata.org.

2. Great Lakes Athletic Trainers' Association

The Great Lakes Athletic Trainers' Association represents District 4 of the NATA members. Ohio, Michigan, Illinois, Indiana, Wisconsin, and Minnesota are the states represented by the GLATA organization. When the ATS becomes a member to the GLATA the following services are provided.

Newsletter

The GLATA Newsletter is a quarterly information source provided to each member. The newsletter focuses on local legislative issues and athletic training information and is sent via email.

GLATA Annual Meeting

The athletic training student is given a discount rate to attend the annual meeting, if they are a member of NATA. Special seminars and workshops are targeted specifically for the athletic training student.

Government Relations

The GLATA provides information on specific legislation and regulation to help the GLATA members understand how the District 4 governmental process affects them.

Membership information can be obtained by joining the NATA as a student member and selecting Ohio as your home state. Additional information regarding GLATA is located on their website at <https://glata.org/>.

3. Ohio Athletic Trainers' Association

The Ohio Athletic Trainers' Association is an organization which governs the state of Ohio athletic training activities and certification standards and provides the following services:

Public Relations and Educational Seminars

OATA participates in various display booths that are exhibited at various state and regional meetings.

State Meeting

The athletic training student is given a discount rate to attend the annual meeting, if they are a member of NATA. Special seminars and workshops are targeted specifically for the athletic training student.

Newsletter

The OATA Newsletter is issued two times a year. It highlights state and local news, profiles of Ohio athletic trainers, upcoming events, and is available electronically.

Membership information can be obtained by joining the NATA as a student member and selecting Ohio as your home state. Additional information regarding OATA is located on their website at <https://oata.org/>.

I. Scholarship Opportunities

1. NATA Research & Education Foundation

The NATA Research and Education Foundation (REF) offer a variety of scholarships for the practicing profession as well as graduate and undergraduate athletic training students. Students must be an NATA member prior to application, have a minimum grade point average of 3.2 based on a 4.0 scale, be sponsored by an Athletic Trainer, and have one academic year in master's program remaining. The application deadline is in the early spring semester and the scholarship application can be found at www.natafoundation.org.

2. Great Lakes Athletic Trainers' Association

GLATA offers the following scholarships to athletic training students:

- Bobby Gunn Student Leadership Award

Additional scholarship information and applications can be accessed from the GLATA web site at www.glata.org. The application deadline for all three scholarships is early spring semester.

3. Ohio Athletic Trainers' Association

The OATA offers an Athletic Training Student Scholarship. This scholarship is awarded annually and deadline for application is early spring semester. Applications can be found on the MATA website: <https://oata.org/index.php>.

4. Bowling Green State University

BGSU has the following scholarship opportunities available:

- Fahle Research Scholarship Award: In 1990, the Fahle family made an extraordinary and generous gift to the College of Education and Human Development. The EDHD Research Development Committee (RDC) administers the scholarship, which can provide one undergraduate student and one graduate student with tuition scholarship in the amount of \$6,000 to be used over the course of Fall and Spring semesters (\$3,000 each term). Graduate students in the College of EDHD interested in applying for the Fahle Award must first secure a faculty mentor. Faculty mentors will then provide guidance to respective students for the development of a research proposal for their application package. Specifically, proposals are to be written by the student with support from the faculty mentor. Also, the faculty mentors will oversee the student's research activities to be completed during the award year. Application deadlines are February of each year.
- Partial Graduate Assistant Funding: there are opportunities for partial graduate assistant funding each year. Contact the Program Director for additional information regarding application and qualifications.

IV. Athletic Training Student Health & Wellness

A. Communicable Disease Policy & Procedures

A communicable disease is defined as any infectious pathogen that has the potential to be transmitted from one person to another through direct contact or through an infected person's bodily fluids. The purpose of the Communicable Disease Policy and Procedure is to prevent the spread of infectious diseases and educate students on the established requirements for those admitted to the athletic training program at Bowling Green State

University. The Communicable Disease Policy and Procedures is based on the standard of practice from health care agencies at the national, state and university level. Additional information on the prevention of communicable diseases can be obtained through the [Bowling Green State University's Student Health Services](#), the Wood County Health Department, and the Centers for Disease Control and Prevention.

Immunizations

Proof of up-to-date immunizations is required for all athletic training students formally admitted to Bowling Green State University's Athletic Training Program. An Immunization Record Form must be completed by the student and signed by a physician or appropriately licensed health care practitioner prior to the student entering into their initial clinical education experience. Student records are kept for five years after graduation or date of last attendance.

These required immunizations/tests include the following:

- Hepatitis B Vaccine (HBV)
- Measles, Mumps and Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (TDAP) Vaccine
- Meningococcal Vaccine
- Varicella Vaccine
- Tuberculosis Skin Test (PPD) prior to clinical education experiences and before the last semester internship experience.

Preventative Management Plan

Students are instructed not go to their clinical education site if they are experiencing an acute illness with a fever in excess of 100.4°F, signs of lower respiratory congestion such as a persistent cough, or any other symptom that may indicate the presence of an infectious disease. The student should report to Student Health Services (Falcon Health) or another medical facility for evaluation and treatment. If the ATS acquires an infectious disease, the student must notify their Preceptor and Clinical Education Coordinator as soon as possible. If a student poses a risk of transmitting a communicable disease to others, the PRECEPTOR will remove the ATS from their clinical experience. An ATS diagnosed with an infectious illness must obtain a signed release from a physician or appropriately licensed health care practitioner prior to resuming clinical experiences. The student's individual communicable disease episodes are managed confidentially and in accordance to established HIPAA requirements.

Blood borne Pathogens

Policies have been developed to protect the student from exposure to blood borne pathogens. The ATS is required to attend an in-service annually to review the Standard

Operating Procedures as mandated by Occupational Safety and Health Administration, the State of Ohio, Bowling Green State University, and the Intercollegiate Athletics Department.

The blood borne pathogens of main concern to athletic trainers are HIV and Hepatitis B. Athletic training students can be exposed in a variety of ways; including but not limited to bloody wounds, vomitus, saliva and fluid from blisters. It is essential to practice preventative measures at all times. Occupational Safety and Health Administration has developed federal regulations for those whose jobs may put them at risk to blood borne pathogens. Each clinical education site has readily available an Exposure Control Plan. This plan must be followed by the ATS and he/she should practice standard precautions at all times. All bodily fluids should be treated as if they were potentially infected with a communicable disease. Gloves should be worn when contact is made with any bodily fluids, open wounds, or mucus membranes. Masks and eye protection should be used in warranted situations. The ATS must minimally wear latex gloves when exposed to any body fluids. If a glove should tear, it should be replaced immediately. One must change gloves if worn more than ten (10) minutes. Some gloves may be slightly permeable, so two layers may be worn. After use, carefully remove gloves and discard in biohazard waste container or bag.

The best defense from disease transmission is the washing of hands with an antimicrobial wash between contacts with each patient. Hands should be washed thoroughly for 30 seconds after wearing gloves and handling blood or other bodily fluid. Also, the ATS should practice good personal hygiene and make certain that the athletes and patients shower after practice or a game and prior to treatment.

Students should make a sincere effort to keep the athletic training facility as clean as possible. Appropriate cleaning supplies should be used to disinfect all counters, tables, chairs, desks, whirlpools, floors, and any other surface in the athletic training facility that may be home to microorganisms.

Special containers will also be available for biohazardous waste. These containers should be lined with a labeled red biohazard bag for proper waste removal. The container must also have the proper red biohazard label clearly visible. Biohazardous materials include, but are not limited to bloodied gauze, and non-sterile gloves. Each facility should also have a red plastic container for sharps equipment. Sharps equipment includes, but is not limited to scalpel blades, razors, uncapped syringes, and needles.

Bowling Green State University has developed an exposure control plan to comply with [OSHA Bloodborne Pathogens Standard 29 CFR 1910.103](#). This plan is reviewed annually.

Radiation Exposure Policy

Certain primary and/or affiliate sites have access to x-rays, fluoroscopy, etc. As a result, there is always the potential for radiation exposure. Students should consult the Standard Operating Procedures for each clinical site that poses a risk for radiation exposure.

B. Drug and Alcohol Policy

Athletic Training Students who exhibit behavior consistent with the use of alcohol and/or the illegal use of drugs will be referred to the Bowling Green State University Counseling Center. In addition, students may face disciplinary action (See [Disciplinary Procedure](#)).

C. Health Insurance

All graduate students enrolled for eight or more credit hours at Bowling Green State University are required to have adequate medical insurance coverage. Students are automatically enrolled in the university-sponsored medical insurance program for the entire year once registration takes place. Domestic and international graduate students who already have coverage and wish to be exempt from purchasing the university-sponsored medical insurance or wish to be enrolled for less than one year must contact the Student Insurance Office to opt-out of the coverage. Alternative medical insurance coverage must meet university minimum requirements in order to be acceptable. Students also have the option of purchasing coverage for their spouse and/or dependent children through the University plan. Further information regarding insurance coverage is available through the [Student Insurance Office](#).

D. Social Relationships

Athletic Training is a health care profession that often involves daily interaction with clients/patients, fellow students, and staff members. Close relationships with these parties can often result. Social situations and/or dating between an ATS and a student-athlete or athletic training staff member is considered inappropriate and is strongly discouraged. If an athletic training student is dating a student-athlete or ATP staff member, it must be reported to the Clinical Education Coordinator so that appropriate clinical assignments can be made. Inappropriate fraternization will be addressed through the disciplinary policy.

E. Sexual Harassment

Sexual harassment is defined as unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex-related statements, unwelcome touching or sexually explicit comments or graphics. All persons (ATS, Preceptors, Coaches, Student-athletes, Clients/patients, etc.) should be sensitive to situations that may affect or cause the

recipient discomfort or humiliation or may display condescending sex-based attitude towards the person. Sexual harassment is illegal under both state and federal law and may be subject to prosecution under the criminal sexual conduct law.

Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Sex-based jokes or material is unacceptable at the University and in the ATP. Depending on the seriousness of the action, disciplinary action will result.

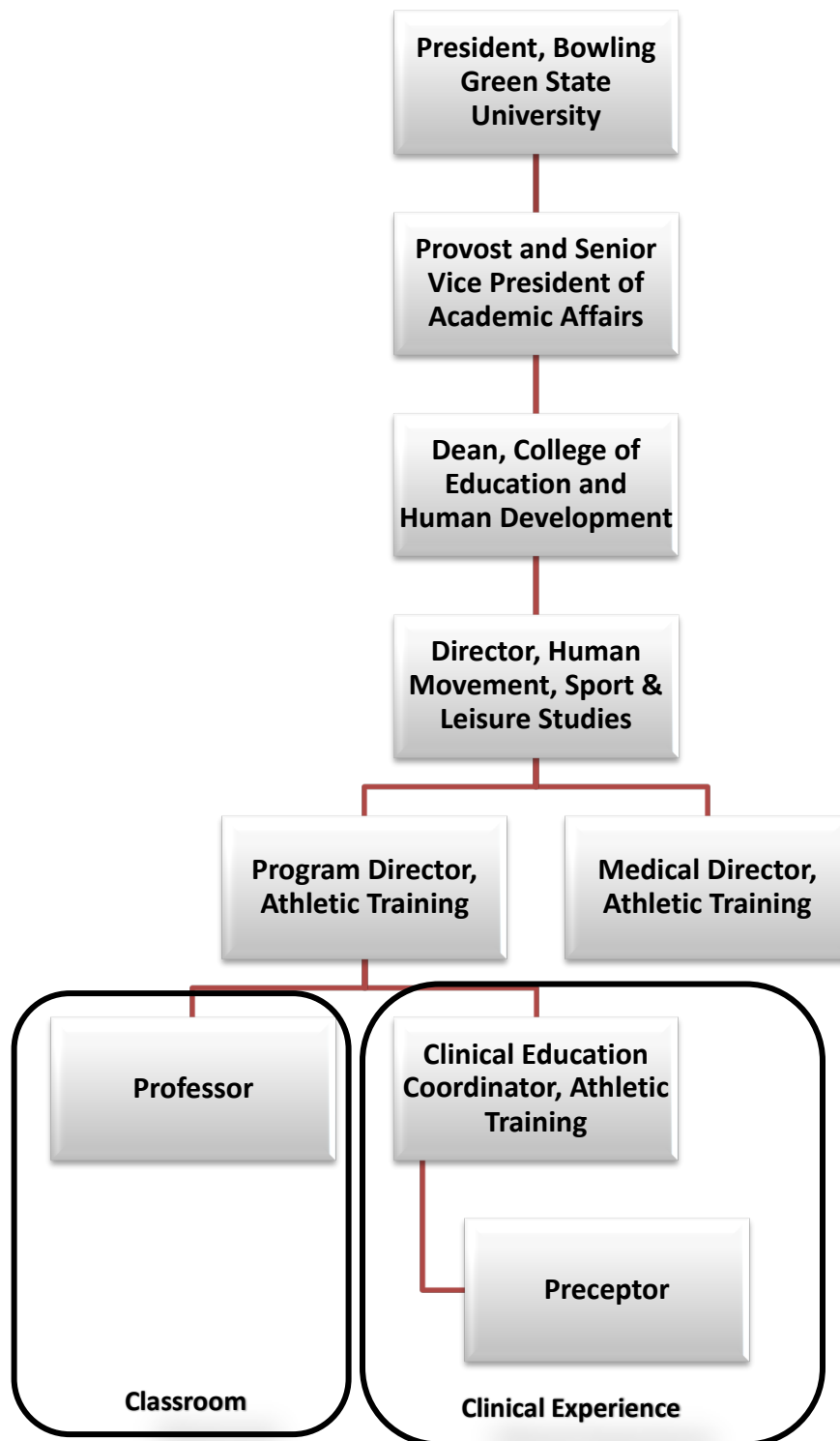
F. Disabilities

The [Accessibility Services Office](#) at Bowling Green State University provides services to the student who may need assistance in completing a needed program requirement, and can assist the student in determining the physical and mental limitations of an athletic training student. If a student or the PD later identifies potential mental, psychological, or physical difficulties in meeting the standards established for the program, the student, with assistance from the Accessibility Services Office, will consult health care providers who are capable of determining the implications of such difficulties on completing the program.

The program's selection committee, along with the Accessibility Services Office, will use this information to determine if the student can meet the technical standards with reasonable accommodation. This review will take into account whether accommodation would jeopardize clinician/patient safety or the educational process of the student or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

V. Appendices

A. MAT Organizational Chart



B. Technical Standards for Admission

The Athletic Training Program (ATP) at Bowling Green State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals. The technical standards set forth by the ATP establish the essential qualities considered necessary for admitted students to achieve knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the ATP. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodations, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam.

Candidates for selection to the ATP must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the ATP as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that are related to professional education and quality patient care.

Candidates for selection to the ATP will be required to verify they understand and meet these technical standards or that they believe that, with reasonable accommodations, they can meet these standards.

Accessibility Services, located at 38 College Park Office Building, will evaluate a candidates who states s/he could meet the program’s technical standards with accommodations. Each candidate should submit a Request for Accommodation and a Disability Verification Form, available at <https://www.bgsu.edu/accessibility-services/students.html>.

If a candidate has been determined to be eligible, then Accessibility Services and the ATP faculty will engage in an interactive process with the candidate to determine whether there are reasonable accommodations that will enable the candidate to meet the technical standards; this includes review of whether the accommodations requested are reasonable, taking into account whether an accommodation will jeopardize clinical/patient safety or lower academic standards or require substantial program alteration.

Statement for candidates:

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards with or without reasonable accommodations. If needed, I will contact the Accessibility Services Office to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without reasonable accommodations, I will not be admitted into the program.

Signature of Applicant _____

Date _____

C. Clinical Site Orientation Checklist

BGSU MAT Clinical Site Orientation

Student: _____ Preceptor: _____

Per CAATE Standards, students must demonstrate evidence of completing the following orientation items PRIOR to performing any client/patient care.

Topic	ATS Initials	Preceptor Initials	Date Completed	Comments
Hours/Schedule				
Venue Specific EAP				
BBP Exposure Plan				
Communicable and Infectious Disease Policy				
Patient Privacy and Confidentiality Protections				
Evidence of Equipment Calibration/Maintenance				
Radiation Exposure Policy (if applicable)				

Student Signature

Date

Preceptor Signature

Date

Clinical Education Coordinator Signature

Date

D. NATA Code of Ethics

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulations.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

E. BOC Standards of Professional Practice

Introduction: the BOC Standards of Professional Practice is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public Member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director, and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The BOC Standards of Professional Practice consists of two sections:

I. Practice Standards

Preamble:

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

Standard 2: Prevention

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness, and long-term disability.

Standard 3: Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment and Diagnosis

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

Standard 7: Organization and Administration

The Athletic Trainer documents all procedures and services in accordance with local, state, and federal laws, rules and regulations.

II. Code of Professional Responsibility**Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke, or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Care Responsibilities

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law.
- 1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice.
- 1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies.
- 1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's programs, while maintaining privacy and confidentiality of patient information in accordance with applicable law.
 - 1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values.
- 1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient.
- 1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient.

1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan.

1.7.1 Does not make unsupported claims about the safety or efficacy of treatment.

Code 2: Competency

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence.
- 2.2 Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

- 7.1 Practices in accordance with the most current BOC Practice Standards.
- 7.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.
- 7.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties.
- 7.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services.
- 7.5 Does not misrepresent in any manner, either directly or indirectly, their skills, professional credentials, identity, or services or the skills, training, credentials, or services of athletic training.
 - 7.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state, and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.
- 7.6 Does not guarantee the results of any athletic training service.
- 7.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.
- 7.8 Does not possess, use, copy, access, distribute, or discuss certification exams, score reports, answer sheets, certificates, or applicant files, documents, or other materials without proper authorization.
- 7.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape, sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or scope of an athletic contest or event.
- 7.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training.

- 7.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training.
- 7.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information.
- 7.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law.
- 7.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.

Code 4: Research

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions.
- 4.2 Protects the human rights and well-being of research participants.
- 4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery.

Code 5: Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large.
- 5.2 Advocates for appropriate health care to address societal health needs and goals.

Code 6: Business Practices

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices.
- 6.2 Maintains adequate and customary professional liability insurance.
- 6.3 Acknowledges and mitigates conflicts of interest.