

APA-1
07/04

**TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION**

Control No. 140 Department or Agency Alabama Board of Athletic Trainers

Rule No. Appendix A Continuing Education Guidelines and Forms

Rule Title: _____

New Amend Repeal Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? No

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.

Signature of certifying officer *Leah Taylor*

Date April 6, 2017

(DATE FILED)
(STAMP)

ALABAMA BOARD OF ATHLETIC TRAINERS

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Board of Athletic Trainers

RULE NO. & TITLE: Appendix A – Continuing Education Guidelines
And Form

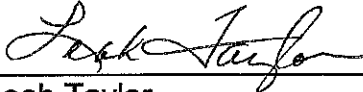
INTENDED ACTION: Repeal Obsolete Guidelines and Form;
Provide new Guidelines and Forms

SUBSTANCE OF PROPOSED ACTION: Remove guidelines and form containing obsolete information, allowing for replacement with current guidelines and forms, and provide current guidelines and forms to replace those repealed.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Interested persons may present their views in writing at the address listed below. Those wishing to present views in writing or in person should contact the Board of Athletic Trainers at 334/264-1929 Tuesday through Friday between the hours of 8:00 a.m. and 4:00 p.m. by June 1, 2017, or attend a public hearing scheduled for Noon on Friday, June 2, 2017, in Birmingham, Alabama, at Samford University, College of Health Sciences Building.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:
Friday, June 2, 2017

CONTACT PERSON AT AGENCY: Leah Taylor
Executive Secretary
Board of Athletic Trainers
P.O. Box 243011
Montgomery, AL 36124
334/264-1929
athletictrainers@bellsouth.net



Leah Taylor
Executive Secretary

"REPEALED"

Appendix A

Athletic Trainers

CONTINUING EDUCATION GUIDELINES

Introduction

The Alabama Board of Athletic Trainers requires that a Licensed Athletic Trainer obtain and document 26 contact hours to renew his/her State license. Contact hours must be earned before the end of each "renewal" year and during the time period of December 1 - November 30. Contact hours cannot be carried over into the next renewal period for renewing an Alabama license.

The purpose of Continuing Education requirements for Licensed Athletic Trainers is as follows:

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

Continuing Education Guidelines

Contact hours are the number of actual clock hours spent in direct participation in a structured education format, as a learner. A contact hour is one hour of actual participation in a continuing education activity, exclusive of registration, breaks, lunches, exhibits, or business meetings. In a college or university program, one (1) college credit hour is equivalent to ten (10) contact hours. Contact hours completed prior to initial licensure will not be accepted toward renewal of license. Contact hours must be completed within the "renewal" year to be accepted as the contact hours needed for license renewal.

Qualifying Categories for Continuing Education

Continuing education must be directed toward the professional field of Athletic Training. The focus should increase the knowledge and skills of the Athletic Trainer. Activities taken exclusively for self-help are not eligible, i.e. gardening, cooking, photography. To qualify for credit, part of the activity must focus on content related to role delineation of the domains of athletic training.

Except as set forth below (Category E), contact hours will only be accepted for credit if they are approved by the Alabama Board of Athletic Trainers or the BOC. If you are considering taking a course that is not BOC approved, ask the Provider to contact the Alabama Board of Athletic Trainers for course approval.

Category A

NATA Annual Symposium
NATA District Conferences
Athletic Training Conferences
ALATA Athletic Training Conferences
*Other recognized Association Conferences:
NSCA-APTA-Alabama EMS-SPTS
BOC-approved courses
ABAT-approved courses
BOC-approved workshops
ABAT-approved workshops

Documentation = Proof of Participation

Category limited to 25 Contact Hours

Category B

Leadership

Clinical Symposium Speaker – 10 Contact Hours
Clinical Symposium Panelist – 5 Contact Hours
USOC Participant Development Program – 20 Contact Hours
NATA Certification Examiner/Model – 5 Contact Hours

Documentation = Proof of Participation

Publication Activities

Article Author in Reference Journal – 15 Contact Hours
Contributing Article Author in Reference Journal – 5 Contact Hours

Documentation = Copy of Cover or Index

NATA Journal Quiz – 5 Contact Hours

Documentation = Verification of Completion

Other

ABAT/BOC home study course

Documentation = Proof of Participation

Video tape viewing/purchase – 1 Contact Hour per Tape

Documentation = Statement of Video Tapes Viewed/Purchased

Category limited to 25 Contact Hours

Athletic Trainers

Appendix A

Category C

Post certification education – In a college or university program, one college credit is equivalent to 10 contact hours. Courses must be within the domains of Athletic Training. Courses do not have to be at the graduate level for the Board to accept them.

*Documentation = Copy of a Transcript or Grade Report
Category limited to 25 Contact Hours*

Category D

Certifications

Emergency Medical Response Certification (EMRC)
Mandated Annually – 7 Contact Hours (a 2-year card is valid only in the year it is issued.) (Instructor cards will be accepted if submitted with proof of having taught 1 Board-approved course, including all required components, within the renewal year.)

EMRC must include the following components:

- Adult/Pediatric CPR with AED
- Airway Obstruction
- 2nd Rescuer CPR
- Barrier devices (i.e. pocket mask, bag valve mask)

Acceptable EMRC courses approved by the Alabama Board of Athletic Trainers include those listed below:

- Professional Rescuer + AED by American Red Cross
- BLS Healthcare Provider CPR by American Heart Association

EMT Certification – 10 Contact Hours

First Aid – 7 Contact Hours

Acceptable First Aid Providers: American Red Cross, American Heart Association, National Safety Council, EMP America (Sports Medicine Medic First Aid)

Documentation = Copy (front and back) of Card or Certificate

Category limited to 10 Contact Hours

Category E

Individualized Options – You can claim Contact Hours for attendance at a program that is not given by an approved provider.

Courses/programs must be within the domains of Athletic Training, and you are responsible for documenting and demonstrating the acceptability of any given program.

Category limited to 6.5 Contact Hours

Providers

BOC-approved providers have completed a formal application process for suitability of content and format for continuing education activities. BOC-approved providers include regionally accredited academic institutions with Athletic Training education programs and public agencies, private organizations, athletic-training-related associations, medical institutions, and academic institutions offering relevant course work. BOC-approved providers ensure that ATCs have access to appropriate, high-quality continuing education.

Continuing Education Documentation

It is the responsibility of the Athletic Trainer to obtain documentation for verification of participation for all continuing education activities if they are to be used for license renewal.

All original CE documentation used for license renewal or BOC certification should be kept by the Athletic Trainer in a personal continuing education file for reference and audits. Copies of documentation must be submitted annually with the Continuing Education Reporting Sheet.

Documentation must indicate the name of a provider, the name of attendee, name and date of course, number of contact hours, signature and title of provider representative who can verify participation in the activity, list four-digit provider number from BOC-approved provider. Exceptions would be transcripts, grade reports, and EMRC cards. When certificates are not awarded, a letter or report containing the required information should be obtained from the sponsor.

Continuing Education Reporting Sheet

The Continuing Education Reporting Sheet is for the reporting period beginning December 1 and ending November 30. The reporting sheet must be submitted with copied documentation of contact hours earned. Current year EMRC card (copied front and back), if certified, should be stapled to a sheet of paper and submitted with the CE Reporting Sheet.

All Alabama-licensed Athletic Trainers will be required to submit verification of 26 contact hours in order to renew their license. **Annual EMRC certification is mandatory for all Alabama-licensed athletic trainers.**

If you are unsure of whether a course offering is approved, call the Board Office for verification.

"REPEALED"

Please type or print information
 State License Number: _____

Renewal Year December 1, 20____ - November 30, 20____
 Continuing Education Reporting Sheet
 Complete, Sign, and Return with Documentation

Notice: This form must be used to list and **attach** the required Continuing Education documentation for State license renewal. **All hours must be earned between December 1, 20____ and November 30, 20____**, to be acceptable. Any hours classified as late CEUs for last year's renewal period are not acceptable and may not be used again. Attach additional sheets as necessary.

Name: _____ Address: _____ City/State/Zip _____

Keep all category reports together on Reporting Form: A B C D E

Category	Course/Activity	Provider Name	Type of Documentation (Attach Documentation)	# of Contact Hours	Approval

Important Reminder: Attach front and back copy of BOC card or on-line verification and front and back copy of current year EMRC card on separate sheet.

- _____ I have conducted myself as a licensed athletic trainer in accordance with the Alabama Athletic Trainers Act.
- _____ The information contained on this report is a true and accurate statement of my continuing education activities.
- _____ I am aware that falsification of this report may result in the revocation of my Alabama Athletic Training License.

Date: _____ Signature: _____

"NEW"

CONTINUING EDUCATION GUIDELINES

Introduction

The Alabama Board of Athletic Trainers requires that a Licensed Athletic Trainer obtain and document annual continuing education to renew his/her State license. Reportable contact hours must be earned before the end of each "renewal" year during the time period of December 1 - November 30. Contact hours cannot be carried over into the next renewal period for renewing an Alabama license.

The purpose of Continuing Education requirements for Licensed Athletic Trainers is as follows:

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

Continuing Education Guidelines

Contact hours are the number of actual clock hours spent in direct participation in a structured education format, as a learner. A contact hour is one hour of actual participation in a continuing education activity, exclusive of registration, breaks, lunches, exhibits, or business meetings. In a college or university program, one (1) college credit hour is equivalent to ten (10) contact hours. Contact hours must be completed within the "renewal" year to be accepted as the contact hours needed for license renewal.

Qualifying Categories for Continuing Education

Continuing education must be directed toward the professional field of Athletic Training. The focus should increase the knowledge and skills of the Athletic Trainer. Activities taken exclusively for self-help are not eligible, i.e. gardening, cooking, photography. To qualify for credit, part of the activity must focus on content related to role delineation of the domains of athletic training.

Except as set forth in Category E, contact hours will only be accepted for credit if they are approved by the Alabama Board of Athletic Trainers or the BOC. If you are considering taking a course that is not BOC approved, ask the Provider to contact the Alabama Board of Athletic Trainers for course approval.

Category A

NATA Annual Symposium
NATA District Conferences
Athletic Training Conferences
ALATA Athletic Training Conferences
*Other recognized Association Conferences:
NSCA-APTA-Alabama EMS-SPTS
BOC-approved courses
ABAT-approved courses
BOC-approved workshops
ABAT-approved workshops

Documentation = Proof of Participation

Category limited to 25 Contact Hours

Category B

Leadership

Clinical Symposium Speaker – 10 Contact Hours
Clinical Symposium Panelist – 5 Contact Hours
USOC Participant Development Program – 20 Contact Hours
NATA Certification Examiner/Model – 5 Contact Hours

Documentation = Proof of Participation

Publication Activities

Article Author in Reference Journal – 15 Contact Hours
Contributing Article Author in Reference Journal – 5 Contact Hours

Documentation = Copy of Cover or Index

NATA Journal Quiz – 5 Contact Hours

Documentation = Verification of Completion

Other

ABAT/BOC home study course

Documentation = Proof of Participation

Video tape viewing/purchase – 1 Contact Hour per Tape

Documentation = Statement of Video Tapes Viewed/Purchased

Category limited to 25 Contact Hours

continued...

Category C

Post certification education – In a college or university program, one college credit is equivalent to 10 contact hours. Courses must be within the domains of Athletic Training. Courses do not have to be at the graduate level for the Board to accept them.

Documentation = Copy of a Transcript or Grade Report
Category limited to 25 Contact Hours

Category D

Certifications

Emergency Medical Response Certification (EMRC)
Mandated Annually – 7 Contact Hours (a 2-year card is valid only in the year it is issued.) (Instructor cards will be accepted if submitted with proof of having taught 1 Board-approved course, including all required components, within the renewal year.)

EMRC must include each of the following components:

- Adult/Pediatric CPR with AED
- Airway Obstruction
- 2nd Rescuer CPR
- Barrier devices (i.e. pocket mask, bag valve mask)

Acceptable EMRC courses approved by the Alabama Board of Athletic Trainers shall include all above-listed components, contain a live component, and be currently accepted by the BOC. Common courses that meet these requirements are:

- American Heart Association: BLS Healthcare Provider and ACLS
- American Red Cross: CPR/AED for Professional Rescuer
- American Safety & Health Institute: CPR for Professionals
- Emergency Care & Safety Institute: Health Care Provider CPR
- National Safety Council: Basic Life Support for Health Care and Professional Rescuers

EMT Certification – 10 Contact Hours

Documentation = Copy of Card or Certificate of Completion

Category limited to 10 Contact Hours

Category E

Individualized Options – You can claim Contact Hours for attendance at a program that is not given by an approved provider.

Courses/programs must be within the domains of Athletic Training, and you are responsible for documenting and demonstrating the acceptability of any given program.

Category limited to 14 Contact Hours

Providers

BOC-approved providers have completed a formal application process for suitability of content and format for continuing education activities. BOC-approved providers include regionally accredited academic institutions with Athletic Training education programs and public agencies, private organizations, athletic-training-related associations, medical institutions, and academic institutions offering relevant course work. BOC-approved providers ensure that ATCs have access to appropriate, high-quality continuing education.

Continuing Education Documentation

It is the responsibility of the Athletic Trainer to obtain documentation for verification of participation for all continuing education activities if they are to be used for license renewal.

All original CE documentation used for license renewal or BOC certification should be kept by the Athletic Trainer in a personal continuing education file for reference and audits. Copies of documentation must be submitted annually with the Continuing Education Reporting Sheet.

Documentation must indicate the name of a provider, the name of attendee, name and date of course, number of contact hours, signature and title of provider representative who can verify participation in the activity, list four-digit provider number from BOC-approved provider. Exceptions would be transcripts, grade reports, and EMRC cards. When certificates are not awarded, a letter or report containing the required information should be obtained from the sponsor.

Continuing Education Reporting Sheet

The Continuing Education Reporting Sheet is for a one-year period beginning December 1 and ending November 30 of each year. The reporting sheet must be submitted with copied documentation of contact hours earned. Current year EMRC card (copied front and back), if certified, should be submitted with the CE Reporting Sheet. Proof of BOC certification, showing status as “certified” must be submitted along with other documentation.

All Alabama-licensed Athletic Trainers are required to obtain and document continuing education annually for license renewal. Licensees who were “grandfathered” and are not required to be BOC certified must report and submit verification of 26 contact hours in order to renew their license. **Documentation of annual EMRC certification is mandatory for all Alabama-licensed athletic trainers.** (Except where limited exceptions are made in administrative rules for new licensees licensed between July 1 and December 31.)

"NEW"

Please type or print information
State License Number: _____

LICENSE RENEWAL FOR 2018
Renewal Year December 1, 2016 – November 30, 2017
Continuing Education Reporting Sheet
(For BOC-Certified Athletic Trainers)
Complete, Sign, and Return with Documentation

For BOC-Certified
Athletic Trainers Only

Notice: This form must be used to list and attach the required Continuing Education documentation for State license renewal.
All hours must be earned between December 1, 2016 and November 30, 2017, to be acceptable.

***** Include documentation that your BOC certification is active/current. *****

Name: _____ Address: _____ City/State/Zip _____

Report below and provide documentation of certification between 12/1/2016 - 11/30/2017 in a BOC-approved Emergency Cardiac Care course.

Category	Course/Activity	Provider Name	Type of Documentation	# of Contact Hours	Approval
D					

Important Reminder: Attach a copy of your BOC card or on-line verification documenting your active BOC status.

_____ I have conducted myself as a licensed athletic trainer in accordance with the Alabama Athletic Trainers Act.

_____ The information contained on this report is a true and accurate statement of my continuing education activities.

_____ The documentation of my active/certified BOC status contained herein, coupled with the documentation of the above-listed Emergency Cardiac Care annual certification, demonstrate my compliance with the Board of Certification's continuing education requirements, thus satisfying the annual continuing education requirements of the Alabama Board of Athletic Trainers.

_____ I am aware that falsification of this report may result in the revocation of my Alabama Athletic Training License.

Date: _____ Signature: _____

Please type or print information
State License Number: _____

LICENSE RENEWAL FOR 2018
Renewal Year December 1, 2016 – November 30, 2017
Continuing Education Reporting Sheet
Complete, Sign, and Return with Documentation

For Non-BOC-Certified
Athletic Trainers

Notice: This form must be used to list and attach the required Continuing Education documentation for State license renewal.
All hours must be earned between December 1, 2016, and November 30, 2017, to be acceptable. Any hours classified as late CEUs for last year's renewal period are not acceptable and may not be used again. Attach additional sheets as necessary.

Name: _____ Address: _____ City/State/Zip _____

Keep all category reports together on Reporting Form: A B C D E

Category	Course/Activity	Provider Name	Type of Documentation (Attach Documentation)	# of Contact Hours (26 Required)	Approval

_____ I have conducted myself as a licensed athletic trainer in accordance with the Alabama Athletic Trainers Act.
 _____ The information contained on this report is a true and accurate statement of my continuing education activities.
 _____ I am aware that falsification of this report may result in the revocation of my Alabama Athletic Training License.

Date: _____ Signature: _____

NEW!!

Please type or print information
State License Number: _____

LICENSE RENEWAL FOR 2018
Renewal Year December 1, 2016 – November 30, 2017

For Athletic Trainers
Licensed July 1 or Later

Continuing Education Reporting Sheet
(For Athletic Trainers Licensed 7-1-17 or Later)
Complete, Sign, and Return with Documentation

Notice: You do not have to report additional CEUs for this year only; therefore, ignore the reporting grid. Please complete the top portion of the form and attest to the statements at the bottom of the form before signing and dating.

***** Include documentation that your BOC certification is active/current. *****

Name: _____ Address: _____ City/State/Zip _____

Category	Course/Activity	Provider Name	Type of Documentation	# of Contact Hours	Approval
NO ADDITIONAL CEUs REQUIRED THIS YEAR ONLY					

Important Reminder: Attach a copy of your BOC card or on-line verification.

_____ I have conducted myself as a licensed athletic trainer in accordance with the Alabama Athletic Trainers Act.

_____ The information contained on this report is a true and accurate statement of my continuing education activities.

_____ The documentation of my active/certified BOC status contained herein demonstrates my compliance with the Board of Certification's continuing education requirements, thus satisfying the annual continuing education requirements of the Alabama Board of Athletic Trainers.

_____ I am aware that falsification of this report may result in the revocation of my Alabama Athletic Training License.

Date: _____ Signature: _____