Minutes of the Meeting of the Board of Athletic Trainers
July 27, 2021
Briarwood Christian School, Birmingham, Alabama

**Members Present**
Stephen Guthrie
Clarke Jackson
Chris King
Eric Law, MD
Wes Richardson
James Robinson, MD
Kyle Southall
Ciara Taylor
Lydia Thurston

**Members Absent**
Robert Agee, MD

**Others Present**
R. T. Floyd
Leah Taylor, Executive Secretary

Chairman King declared a quorum present and called the meeting to order at 7:05 p.m., apologizing for the late start due to the previous meeting running longer than expected. He welcomed everyone and thanked them for their attendance. He then wished Ciara Taylor a happy birthday, and the Board serenaded her with their best rendition of Happy Birthday.

Chairman King then called for consideration of the minutes of the May 29, 2021, Board Meeting contained in the meeting folder and called for discussion or corrections. (Attachment 1) _A motion was made by Lydia Thurston to approve the minutes of the May 29, 2021, meeting as written. The motion was seconded by Ciara Taylor and was unanimously approved._

Chairman King called on Leah Taylor to present the Financial Report. (Attachment 2) _A motion was made by Lydia Thurston and seconded by Dr. James Robinson to accept the Financial Report as submitted. Motion approved unanimously._

Chairman King then reported on the status of the emergency contract for Board Services expiring January 31, 2022, and the lack of direction available at the present time regarding the proper procedures for securing contract bids. It will be necessary to have a Board representative willing to interface with the Purchasing Department along with Matt Bledsoe to determine the next and most appropriate steps to get the process underway in order to award a contract at the Board’s December meeting and avoid an interruption in Board services.
A motion was made by Dr. Eric Law to designate Chris King as the Board’s additional representative to work with the Purchasing Department in understanding the procedures and coordinating the activities necessary to secure bids and award a contract at the December meeting. Wes Richardson seconded the motion, and it passed unanimously.

Chairman King then discussed the bid specifications (Attachment 3) and other aspects of the bidding process noting that the bid specs might require some changes based on State Purchasing requirements. Discussion followed. Dr. Eric Law moved that the Board authorize bidding of a contract utilizing a like or similar version of the bid specifications as furnished and by the method deemed appropriate, adhering to a timeline to allow for a bid opening and contract award during the December, 2021, Board Meeting. Wes Richardson seconded the motion, and it passed unanimously.

Chairman King provided a verbal report on the July 1, 2021, and July 27, 2021, meetings of the ABAT-ABME Advisory Council. He asked the members to review the minutes from the July 1, 2021, meeting (Attachment 4) contained in the meeting folder. Her stated the minutes has been approved by the ABAT-ABME Advisory Council during their earlier meeting. Discussion followed. Dr. Eric Law moved that the minutes be accepted as written, and Clarke Jackson seconded the motion. The motion passed unanimously.

Chairman King then reported that a new General Protocol (Attachment 5) as approved and recommended by the ABAT-ABME Advisory Council has now been approved by the Alabama Board of Medical Examiners. Discussion followed. A motion was made by Kyle Southall and seconded by Dr. Eric Law to accept and approve the new General Protocol as furnished. There was further discussing regarding the implementation of the new General Protocol as well as the development of specific protocols in the future. Stephen Guthrie moved that the new general protocol become effective immediately and be implemented as soon as feasible through an updated Physician Consent Form being incorporated into the Board’s initial Application for Licensure and Renewal Application. Dr. Eric Law seconded the motion, and it passed unanimously.

Chairman King stated that he had spoken recently with a Blue Cross representative who was inquiring about the scope of practice for athletic trainers. Mr. King brought him up-to-date on the recent changes to the law, the formation of the ABAT-ABME Advisory Council, and the development of a general protocol and setting-specific protocols. Mr. King reported that the representative made favorable comments regarding the path the Board was taking and the coordination between the two Boards. A discussion regarding scope of practice followed. The Board agreed that in the absence of specific protocols, only an opinion can be offered at this time, and also agreeing that certain routine clinical procedures fall outside the traditional scope of practice of athletic training but fall into the scope of a medical assistant and would not be supported by his/her athletic training license. If an Athletic Trainer is working outside of scope in such capacities, the Athletic Trainer moves out of the Athletic Trainer role and into the role of a Medical Assistant. This can happen if and when he/she falls under the direct supervision of a licensed on-site physician (not necessarily the AT’s licensing physician) who is accepting the responsibility for the training and actions of the Athletic Trainer who moved into the Medical Assistant role.
Moving into New Business, Chairman King reported that our renewal period begins October 15, 2021. He reminded the members that we had relaxed our CPR requirement for the last renewal period due to COVID-related complications. Discussion followed and it was agreed that, due to the recent rise in COVID cases, we are likely to encounter the same difficulties in finding live CPR classes and should extend the relaxed requirement through the 2022 renewal period. *A motion was made by Dr. Eric Law and seconded by Dr. James Robinson to amend the Board’s Emergency Cardiac Care standard for the 2022 renewal period beginning October 15, 2021, by allowing and accepting any completely online (non-contact) certification with no requirement of voice-activated mannequin or skills demonstration. The motion was approved unanimously.*

Anticipating more information being required in the future regarding supervisory physician ratios of athletic trainers, Chairman King suggested that we make the Physician NPI Number a required entry as part of the Physician Consent process in both the renewal applications and initial applications, explaining that NPI Number is the most accurate way to identify and track physician registrations. *A motion was made by Wes Richardson to make the physician NPI Number a required entry as part of the Physician Consent registration process by incorporating a mandatory entry into the online process as well as the paper Physician Consent Form. Clarke Jackson seconded the motion, and it passed unanimously.*

Following further discussion regarding different, outdated versions of the Physician Consent Form being available to applicants, it was recommended that the ability to upload a paper Physician Consent Form be removed from the online platform so that we can collect the same information from each applicant. This will not eliminate the ability to execute a paper form, but the form will have to be requested from the Board Office. *Dr. James Robinson moved that the ability to upload a paper Physician Consent Form be removed from the online application platform. Lydia Thurston provided the second, and the motion passed unanimously.*

Chairman King called the Board’s attention to two seals in the meeting folder. (Attachment 6) He explained that the Board has never adopted a seal and would like consideration given to the seal samples. Discussion followed, and the members favored the seal without the year. *Dr. Eric Law moved that the Board approve and adopt for use the board seal without the year of establishment. Kyle Southall provided the second to the motion, and it passed unanimously.* Ms Taylor will have the artwork done and begin to incorporate the new seal into the Board’s documents.

Recognizing Ciara Taylor, Chairman King asked her to deliver a report from the PP&D Committee. She verbally reported that the PP&D Committee had been convened and met on July 16th to review two complaints. It was determined that Matt Bledsoe would conduct a further investigation to determine more facts. Through his investigation and conversations with the licensee, Mr. Bledsoe was informed by the licensee that he had surrendered his license on July 12, 2021, via email to the Board. His language in the email was vague and not apparent to Ms. Taylor that he was surrendering his license. She corresponded through email with the
licensee to seek confirmation of his intention to surrender his license on July 12, 2021. He confirmed that this is what he was doing; therefore, the Board’s records were changed to reflect his license surrender effective July 12, 2021.

Due to the date of the license surrender and the receipt of the first complaint on July 13, 2021, the complaints could not be pursued due to the Board’s lack of jurisdiction. The complainants will be notified of this determination regarding their complaints.

A great deal of discussion followed over the Board’s lack of jurisdiction and concern over the inability to take action against the now-former licensee. Both Ciara Taylor and Leah Taylor were limited with the details they could provide, so only very general information regarding the nature of the complaints was reported. Leah Taylor was asked to follow-up with Matt Bledsoe to see if he could provide more details for the Board regarding the Board’s legal and ethical responsibility in such matters.

Chairman King stated that the recent complaint process pointed out that the current Complaint Form was confusing regarding the requirement for a notarized signature and asked that they review the revised Complaint Form (Attachment 7) contained in the meeting folder. He directed them to the signature statement and notary requirement now appear on Page 3 of the Complaint Form. Discussion followed. A motion was offered by Dr. James Robinson to accept the modified Complaint Form as presented. Dr. Eric Law provided the second to the motion, and it passed unanimously.

Chairman King then presented the names of 54 new licensees for license confirmation/ratification, a list of whom is attached hereto and made a part hereof. (Attachment 8) Dr. James Robinson moved that the Board ratify the licenses of all 54 licensees presented. Clarke Jackson provided the second to the motion, and it carried unanimously.

Chairman King recognized Kyle Southall to bring the ALATA report. He verbally reported on membership growth and new committees being formed. ALATA is encouraging its membership to participate on the committees and get more involved with the various activities of the Association. Mr. King complimented the ALATA Executive Council and congratulated them for all the phenomenal work they’ve done and their success in getting young people involved.

Chairman King called for any other business. There being none, he set the next meeting date as December 7, at 6:30 p.m., at Briarwood Christian School in Birmingham.
There being no further business Dr. James Robinson moved and Kyle Southall seconded that the meeting be adjourned. The motion carried unanimously. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

______________________________
Chris King, Chairman

______________________________
Lydia Thurston, Secretary
AGENDA
ALABAMA BOARD OF ATHLETIC TRAINERS
BOARD MEETING
JULY 27, 2021

Call to Order

Approval of Minutes
May 29, 2021, Meeting

Financial Report

Old Business
  ➢ Contract for Board Services
  ➢ ABAT-ABME Advisory Council Report

New Business
  ➢ 2022 License Renewal
  ➢ Adoption of Board Seal
  ➢ Report from PP&D Committee
  ➢ Complaint Form
  ➢ Ratification/Confirmation of New Licenses

Other Business
  ➢ ALATA Report

Next Meeting Date

Adjourn
Attachment 1
Minutes of the Meeting of the Board of Athletic Trainers
May 29, 2021
The Lodge, Gulf Shores, Alabama

Members Present
Stephen Guthrie
Clarke Jackson
Chris King
Wes Richardson
James Robinson, MD
Kyle Southall
Ciara Taylor
Lydia Thurston

Members Absent
Robert Agee, MD
Eric Law, MD

Others Present
Rodney Brown
R. T. Floyd
Leah Taylor, Executive Secretary

Chairman King declared a quorum present and called the meeting to order at 1:00 p.m. He welcomed everyone and thanked them for their attendance.

Chairman King then called for consideration of the minutes of the February 23, 2021, Board Meeting contained in the meeting folder and called for discussion or corrections. (Attachment 1)  
A motion was made by Dr. James Robinson to approve the minutes of the February 23, 2021, meeting as written. The motion was seconded by Stephen Guthrie and was unanimously approved.

Chairman King called on Leah Taylor to present the Financial Report. (Attachment 2)  
A motion was made by Lydia Thurston and seconded by Dr. James Robinson to accept the Financial Report as submitted. Motion approved unanimously.

Chairman King then called the Board’s attention to the License Renewals for Confirmation listing contained in the meeting materials, the list of whom is attached hereto and made a part hereof. (Attachment 3) He explained that these are renewed licenses which were submitted during the period between the last Board Meeting and the expiration of the grace period for renewing on March 31, 2021. Wes Richardson moved that the Board confirm the renewed licenses of all 39 licensees as presented. Stephen Guthrie seconded the motion, and it carried unanimously.
Moving into New Business, Chairman King reported that ALATA held the Board Member Elections during the Town Hall Meeting on May 28. Lydia Thurston and Ciara Taylor were both re-elected for additional four-year terms.

Chairman King referred to the notice from the Examiners of Public Accounts regarding the Board/Commission Member Training for 2021. (Attachment 4) He stated that the training availability was extended from May 31, 2021, until June 11, 2021, and he encouraged anyone who had not participated to do so before June 11. Discussion followed, and Ms. Taylor will resend the notice via email so that everyone will have quick access to the links and login information. Participants were asked to notify Ms. Taylor when they had completed the training.

Chairman King reported that Act 2021-113 (Attachment 5) goes into effect July 1, 2021. He explained that some of the changes will be immediate (Attachment 6), but other changes will occur more slowly through the work of the newly created Advisory Council. He explained the role of the Advisory Council and reported that the Alabama Board of Medical Examiners had already appointed their physician members who are Dr. Eric Law (3-year term), Dr. James Robinson (2-year term), and Dr. Beverly Jordan (1-year term). He explained that a priority item for the Advisory Council will be to develop a general AT protocol, followed by employment-setting-specific protocols in the near future; however, there will be several levels of approvals required before any proposed changes can ever be submitted for publication, public comment, final approvals, and certification.

Chairman King discussed the current protocol and other protocols (Attachment 7) contained in the meeting folder. He reported that R. T. Floyd had studied the references on our currently approved protocol and updated them with the BOC’s “Practice Analysis, 7th Edition,” the most current information available. Utilizing the current “Practice Analysis” information as provided to each Board Member, a recommendation for the “2021 Licensed Athletic Training Protocol” was developed. (Attachment 8) Discussion followed. Chairman King explained that this protocol is what he would like to present to the Advisory Council for adoption and requested that each member review the material prior to the July Board Meeting at which time there will be further discussion.

Following discussion, Chairman King presented his recommendations for the athletic trainers to represent the Board on the Advisory Council. Explaining that each candidate had been very involved in the development of the legislation and would transition easily into the Advisory Council role, he recommended R. T. Floyd (3-year term), Chris King (2-year term), and Kyle Southall (1-year term). Discussion followed. A motion was made by Wes Richardson to appoint to the Advisory Council R. T. Floyd for a 3-year term, Chris King for a 2-year term, and Kyle Southall for a 1-year term. Stephen Guthrie provided the second to the motion, and it carried unanimously.

Chairman King then presented the names of 18 new licensees for license confirmation/ratification, a list of whom is attached hereto and made a part hereof. (Attachment
9) Clarke Jackson moved that the Board ratify the licenses of all 18 licensees presented. Ciara Taylor provided the second to the motion, and it carried unanimously.

Chairman King recognized Kyle Southall to bring the ALATA report. He reported that the Annual Meeting had been very successful thus far and was well attended. He also reported that ALATA was one of only two states that had experienced an increase in membership. He also discussed future meetings stating that the rotation will place the meeting in Birmingham next year and Montgomery the following before being back at the beach. There was discussion regarding membership at the state level only versus NATA membership, and more discussion followed.

Ms. Taylor was recognized by Chairman King, and she provided information regarding travel reimbursement. She answered a few questions and emphasized that receipts are required for reimbursement of hotel, parking, tolls, and conference registration.

Chairman King called for any other business. There being none, he set the next meeting date as July 27, at 6:30 p.m. The tentative location for the meeting is Briarwood Christian School in Birmingham. Further information will be provided at a later date.

There being no further business Clarke Jackson moved and Ciara Taylor seconded that the meeting be adjourned. The motion carried unanimously. The meeting adjourned at 2:55 p.m.

Respectfully submitted,

__________________________
Chris King, Chairman

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Lydia Thurston, Secretary
Attachment 2
# ALABAMA BOARD OF ATHLETIC TRAINERS
## FINANCIAL REPORT

### May 1, 2021 – May 31, 2021

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<td>$ 300,204.99</td>
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<td>Beginning Fund Balance</td>
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Attachment 3
INVITATION TO BID
ON AN ADMINISTRATIVE SERVICES CONTRACT TO
PROVIDE ADMINISTRATIVE MANAGEMENT AND LOGISTICAL SUPPORT FOR
THE ALABAMA BOARD OF ATHLETIC TRAINERS

PART I GENERAL INFORMATION

1.0 Bids will be considered as specified herein or attached hereto under the terms
and conditions of the Request to Bid.

2.0 Bids must be made in the official name of the firm or individual under which
business is conducted (showing official business address) and must be signed in ink by
a person duly authorized to legally bind the person, partnership, company or corporation
submitting the bid. Firm or individual under whom business is conducted must hold a
current license issued by the City of Montgomery to conduct such business in the City of
Montgomery and be in compliance with Federal and State immigration laws.

PART II INTRODUCTION

It is the intent of the State of Alabama and the Alabama Board of Athletic
Trainers (herein referred to as the Board) to solicit bids for an Administrative Services
Contract to provide administrative management, legislative monitoring, and logistical
support services to the Board.

PART III SCOPE OF WORK

The Contractor will provide the following services:

1.0 Office Space and Communications

   1.1 Office Facilities

       1.1.1 Provide administrative office space and on-site conference space
       for meetings and special meetings, as needed by the Board. Facilities
       must be located in the Montgomery metropolitan area, preferable near the
       Capitol Complex area in Montgomery. The Board reserves the right to
visit and inspect all operations of the Contractor dedicated to the Board's business at any time during the Contractor's regular working hours.

1.1.2 Office facilities should include, but are not limited to, standard office equipment: desks, chairs, tables; computers; copier machine; telephone; and other equipment normally required to conduct such business.

1.2 Telephone, E-mail, and Other Communications Services

1.2.1 Contractor will provide information to the public on request, create a communication link between registrants and the Board, establish and maintain e-mail communication to all Board members, and maintain the Board's website in a timely manner.

1.2.2 Contractor will provide for a dedicated Montgomery telephone and fax line in the name of the Board in the Contractor's office with service during regular business hours and a minimum of 8:30 AM to 3:00 PM local time Tuesday through Friday, exclusive of established state holidays. The fax line to operate 24 hours per day, seven days a week. The telephone number will be listed on the Board's web site and searchable databases under the name "ALABAMA BOARD OF ATHLETIC TRAINERS". Board will be responsible for operational costs of telephone, fax, web site, and other communication services.

1.2.3 Contractor will maintain a mailing address through the United States Postal Service for Montgomery, Alabama, in the name of the "ALABAMA BOARD OF ATHLETIC TRAINERS." Mail will be checked regularly. Board will be responsible for postal and mailing costs associated with sending and receiving mail.

2.0 Correspondence and Records Concerning Applicants, Registrants, and Disciplinary Actions

The Contractor will act as the primary clearing house and repository for all correspondence, records, and actions of the Board.

2.1 Correspondence

The Contractor will receive all correspondence submitted in the name of
the Board and provide access to such correspondence during regular business hours to authorized individuals, as determined by the Board. The Contractor will provide secretarial services and routinely prepare responses to correspondence. Board correspondence requiring action by Board members will be forwarded to the appropriate Board member(s) in a manner to be determined by the Board.

2.2 Records

The Contractor will receive all applications for licensure and requests for renewal and provide access to these records during regular business hours to authorized individuals, as determined by the Board. The Contractor shall:

2.2.1 Maintain a secure filing system with separate files for license classifications, disciplinary actions, and other categories as required. Official records must be retained and maintained in accordance with state regulations.

2.2.2 Develop and maintain a system for record retention that ensures that confidential information will not be improperly released to unauthorized individuals or to the public at large. The record retention system utilized by the Contractor shall be subject to the approval of the Board.

2.2.3 Develop and maintain database and word processing program capabilities from commercially available software for handling various activities as required to ensure the proper operation of the Board. Use of other proprietary software programs or programs with limited availability will not be considered. All software programs purchased to support all records and databases generated by use of the aforementioned programs are the property of the Board.

2.2.4 Maintain records of complaints and Board investigations in a secure facility with a record-keeping system separate and apart from all other Board records or correspondence.

2.2.5 Maintain individual records in database format for applications, annual renewals, and other information as required for all persons licensed by the Board. The Contractor shall not disclose any information concerning any applicant’s or licensee’s file except as required to Board members or as directed by them.
2.2.6 Maintain database file(s) suitable for the preparation of an annual directory of all licensees.

2.3 Security

Contractor must maintain a "clean desk policy" with respect to paper records of the Board. At the end of each workday, all correspondence, applicant's files, licensed Athletic Trainer files, and disciplinary files or records are to be re-filed and placed in a secure file case or vault. In no instance should any applicant, licensee, or disciplinary file be left out for any reason. Should any applicant file be removed from the Board's possession for any reason, a chain of custody document must be affixed to said file, and a transmittal record must be retained by the Contractor for that file.

3.0 General Administrative Support

Contractor will function as the "Administrative Office" for the Board by providing these services:

3.1 Prepare and disseminate notices, agendas, and minutes for meetings of the Board in a timely manner and as required by law.

3.2 Provide administrative support necessary to ensure the proper operation of the Board, including but not limited to:

3.2.1 Handling and routing of general correspondence related to the operation and performance of the Board.

3.2.2 Handling complaints and applications for licensure, renewal, and reinstatement as specified in the laws or the rules and regulations of the Board.

3.2.3 Compiling files as appropriate containing each applicant's application, renewal applications, and correspondence, together with any supporting data, to be considered by the Board. All files must be complete before being submitted to the Board for review if so requested.

3.2.4 Printing, updating, and/or distributing the most current correspondence of the Board to include notices for license renewals, application packets, licenses, directories, legal notices, etc. Board will be responsible for printing, postage, and any other costs associated with
fulfilling this requirement.

3.2.5 Establishing appropriate accounts with the State of Alabama and private vendors for payment by the Board through the State of Alabama Comptroller's Office for provision of services, supplies, and equipment necessary for carrying out Board's responsibilities to include but not be limited to communications services, printing services, graphic arts services, mail services, office and equipment supplies, etc.

3.2.6 Attending Board meetings.

3.2.7 Doing other work as may be necessary for the operation of the Board.

3.3 Maintain all records of the Board and provide access to these records during regular business hours according to policies established by the Board. All computer records, including databases and correspondence, will be "backed-up" by utilizing a professional-grade on-line backup program on a regular basis, but on no less than a weekly basis, to ensure security and safety. At least one copy of all computer records will be kept off-site at a secure facility to be determined by the Board.

3.4 Receive all revenue due and owing to the Board in the form of license fees, application fees, or any other fees or payment in accordance with the laws and regulations of the State of Alabama and transmit such funds to the State Treasurer on a timely basis. Persons handling monies in the name of the Board shall be bonded in the amount of $100,000.

3.5 Establish an independent set of computer-based accounting books or records if and when needed and in accordance with the laws and regulations of the State of Alabama and, together with the State Finance Office, provide any necessary bookkeeping services for the Board. All vouchers and payments will be prepared for signature by the designated Board official in accordance with standard State auditing procedures. Commercially available computer accounting programs may be used by the Contractor if needed but must be approved in advance by the State Treasurer and State Auditor. The accounting program procured and records generated by said program are the property of the Board. The Board will require documentation of bookkeeping experience and/or experience and proficiency in the state accounting requirements.

3.6 Prepare and submit utilizing data from the state accounting system a
financial report by month for review by the Board at regularly scheduled Board meetings. Should an audit be scheduled, the Contractor will be responsible for providing all information requested by the Examiners of Public Accounts.

3.7 Prepare budget, financial, and performance reports to be sent to the State Budget Officer in accordance with current requirements; maintain a record of continuing education earned for all licensees; post any other information as required by the Board in the performance of its duties in each registrant's file; keep licensees informed as to their status before the Board; and perform other tasks as requested by the Board.

3.8 Prepare and submit on behalf of the Board through the state's electronic program the annual budget and spending plan, operations plan, performance reports, and any other reports and documents as may be required.

3.9 Maintain sufficient liability insurance to protect the Board from any loss or irregularity incurred by the Contractor dealing with the maintenance, storage, and handling of applicant records, licensee records, complaints, and disciplinary actions pending before or resolved by the Board, and any other records or files maintained by the Contractor on behalf of the Board. A copy of the insurance form must be presented to the Board.

3.10 Maintain sufficient insurance to cover the loss of any records and equipment owned by the Board in the possession of the Contractor. A copy of the insurance form must be presented to the Board.

3.11 Assist the Board in the promulgation and adoption of rules in compliance with the provisions of Section 34-40-3(e) of the Code of Alabama.

3.12 Assist the Board in the development of continuing education and license renewal requirements in accordance with the statutory requirements set forth in Section 34-40-8 of the Code of Alabama.

3.13 Submit changes in legislation and/or the rules and regulations of the Board to the Legislative Reference Service in accordance with state law.

3.14 Perform other duties as requested and agreed upon by the Board, i.e., provide logistical support for regular and emergency meetings of the Board, monitor legislation introduced in the Alabama Legislature, consult with the Board's legal counsel as needed, and perform any other work necessary to ensure the continued operation of the Board.
PART IV    COMPENSATION AND EXPENSES

1.0    Compensation and Expenses

1.1    An annual fee, broken into monthly payments, for the performance of services should be submitted for provision of services set forth in Part III, Scope of Work.

1.2    An annual amount for travel and miscellaneous expenses incurred in carrying out services set forth in Part III, Scope of Work, should be submitted. Contractor shall be reimbursed for board-related travel, food, lodging, educational expenses as well as various other expenses as may be incurred on behalf of the Board.

2.0    Invoice for Payment

2.1    Payment will be approved by the Board's authorized representative for services performed upon submittal of a monthly invoice.

2.2    Payment shall be made only to the Contractor, and the Board shall have no obligation to any other person or corporation for expenses incurred by the Contractor. The Contractor has no authority to make any contracts, oral or written, in the name of the Board.

PART V    INDEPENDENT CONTRACTOR

1.0    Introduction

The Contractor is an independent contractor; neither the Contractor nor its agents or employees shall be deemed employees of the State of Alabama or of the Alabama Board of Athletic Trainers. The Contractor shall be a management firm with at least five (5) years of state regulatory or licensing board experience. The Contractor must possess a working knowledge of the laws affecting state boards in the State of Alabama. The Contractor shall provide the executive and administrative services described in the aforementioned scope of work. The Contractor shall have no power or authority to bind or otherwise obligate the Board in any manner, except that the Board shall make payment to the Contractor for services and expenses incurred as provided herein. The Contractor should have five (5) years of experience in the administration of a board of licensure in a healthcare or similar type of board.
2.0 Status

It is understood that neither the Contractor nor his/her employees are state employees and, as such, are not entitled to the merits of the State Merit System under this contract.

In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail and the dispute involves the payment of money, the Contractor's sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama. For any and all other disputes arising under the terms of this contract, which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall be in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar.

PART VI CONTRACT TERM

1.0 Contract Term

1.1 This contract shall be for a term of twelve (12) months with the option to renew for four (4) additional 12-month periods, beginning on the date of award and shall expire on the corresponding anniversary date. It is understood by both parties that this administrative services contract may be terminated at any time by either party upon 60 days' written notice to the other party.

1.2 The provisions, conditions, and terms of this contract are dependent upon the availability of funds to the Board. In the event that insufficient funds are available for the services requested herein, termination or reduction of work effort may be required of the Contractor.

1.3 Notwithstanding any provision to the contrary, this contract may be terminated immediately for cause. Cause shall mean theft, defalcation, unprofessional behavior, misuse and/or abuse of alcohol, drugs, or any act of fraud or misrepresentation.

1.4 The Board may, upon their agreement, increase the compensation of the yearly contract up to five percent (5%) per year without rebidding such contract.
PART VII  BID CONTENT

1.0  **Content**

Each bid must be submitted in writing and include the following:

1.1  A summary of the Submitter's experience in providing administrative and logistical support services.

1.2  A statement of the qualifications and related experience of the personnel who will perform the services.

1.3  A description of the management system to be utilized by the Contractor, to include a security system to protect the Board's files and records.

1.4  A statement indicating which computer database, word processing, and accounting systems, if needed, will be used for maintaining and managing the Board's records.

1.5  A description of the Submitter's physical facilities and equipment available to the Board.

1.6  A copy of the Submitter's current license issued by the City of Montgomery to conduct such business in the City of Montgomery.

1.7  A copy the Submitter’s Memorandum of Understanding cover and signature pages documenting enrollment in the E-Verify Program for Employment Verification.

1.8  Completed State of Alabama Disclosure Statement

1.9  A copy of the last Sunset Review Audit Report(s) and Legal Compliance Audit Report(s) of each licensing program administered by the Contractor if applicable.

1.8  Submitter's annual fee, broken into monthly payments, for provision of services set forth in Part III, Scope of Work, along with an annual amount for travel and miscellaneous expenses incurred in carrying out services set forth in Part III, Scope of Work.
Attachment 4
Minutes
Alabama Board of Athletic Trainers
Alabama State Board of Medical Examiners
Advisory Council
July 1, 2021
Microsoft Teams Virtual Meeting

**ABAT Members Present**
R. T. Floyd
Chris King
Kyle Southall

**ABME Members Present**
Beverly Jordan, M.D.
Eric Law, M.D.
James Robinson, M.D.

**Members Absent**

**Others Present**
William Perkins (ABME)
Matt Hart (ABME)
Leah Taylor (ABAT)

Chris King, acting as the meeting’s facilitator, declared a quorum present and called the meeting to order at 5:32 p.m. He welcomed everyone and thanked them for their attendance at this inaugural meeting of the newly formed Advisory Council of the Alabama Board of Medical Examiners and Alabama Board of Athletic Trainers. Following his remarks, William Perkins gave welcoming remarks on behalf of the ABME.

Mr. King then addressed the need to elect a chairperson for the group and called for nominations.  *A motion was made by R.T. Floyd to nominate Chris King as Chairman of the Advisory Council. Dr. Beverly Jordan provided the second to the motion and moved to close the nominations. The motion passed with a roll-call vote of five in favor and one abstention by Chris King.*

Chris King reported that Matt Hart had been working on draft rules (Attachment 1) and requested that he lead the Council through them. Mr. Hart explained that he was presenting a broad draft of rules which would create stronger relationships between supervisory physicians and athletic trainers for future expansion as well as establish a set of standard and expanded protocols for various areas of practice. Discussion followed with many thoughts and ideas exchanged on the topics of supervisory physician registration and minimum requirements, minimum physician presence, and quality assurance. A great deal of emphasis was placed on having an emergency action plan in place as soon as possible but within 30 days of a new collaborative agreement between a supervisory physician and athletic trainer. Other topics
discussed included the concept of a “covering” physician, the ratio of athletic trainers to supervisory physician, the need to change a supervisory physician, the need of more than one supervisory physician based upon AT’s different areas of practice, and having the same physician across different venues. Mr. Hart will update the draft document based upon the feedback and guidance given during the discussions.

Mr. King then presented the “2021 Licensed Athletic Trainer Protocol” (Attachment 2) for discussion. He stated that it was prepared based upon the latest practice analysis prepared by the BOC, which is updated about every 5 years. This general protocol would replace the one which has been in place since being approved by ABME on May 4, 1994. Discussion followed. Kyle Southall made a motion that the Advisory Committee accept the 2021 Licensed Athletic Trainer Protocol document as written and presented for recommendation to each Board for approval. Dr. James Robinson seconded the motion, and it passed unanimously.

The discussions then moved to the various protocols which will be needed now that new practice settings are recognized by the updates to the law. The new practice settings will include clinical areas, secondary schools, collegiate/professional leagues, and industrial/occupational areas.

Chairman King called for any other business. There being none, the next meeting date was discussed. It was decided to delay setting the date and location until later. Further meeting information will be announced once more information is available regarding the completion of updates to the draft rules.

Dr. Robinson moved and Dr. Law seconded that the meeting be adjourned. The motion carried unanimously. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Chris King, Chairman
Athletic Trainers Advisory Council Inaugural Meeting Agenda

July 1, 2021, 5:30pm via Microsoft Teams

I. Welcome and Introduction – Chris King, Chairman, Board of Athletic Trainers
II. Remarks on Behalf of BME – William Perkins, Executive Director, BME
III. Election of Chairperson of Advisory Council
   a. Call for Nominations
   b. Rollcall Vote
IV. Review and Discussion of Draft Rules
V. Discussion and Adoption of 2021 Proposed AT Protocol
VI. Discussion of Protocols
   a. Hospital/Physician Clinic ATs
   b. Secondary Schools ATs
   c. Collegiate/Professional League ATs
   d. Industrial ATs
VII. Other Business
    a. Next Meeting Date
VIII. Adjournment
ATTACHMENT 1
540-k__-01 Definitions

The following definitions will apply to these rules:

1. ADVISORY COUNCIL. The Advisory Council of the State Board of Medical Examiners and the Alabama Board of Athletic Trainers, established pursuant to Code of Alabama 1975, as amended, § 34-40-3.2.

2. ATHLETIC TRAINER. A person who is licensed by the State Board of Athletic Trainers as an athletic trainer in Alabama.


4. BOARD OF MEDICAL EXAMINERS. The State Board of Medical Examiners established pursuant to Code of Alabama 1975, as amended, § 34-24-53.

5. PHYSICIAN SUPERVISION. A formal relationship between an athletic trainer and a licensed physician under which the athletic trainer is authorized to practice as evidenced by a written protocol approved by the State Board of Medical Examiners. Physician supervision requires that there shall at all times be a direct, continuing, and close supervisory relationship between the athletic trainer and the physician to whom that athletic trainer is registered. The term does not require direct on-site supervision of the athletic trainer; however, supervision does include the professional oversight and direction required by these rules and by the written guidelines established by the Board of Athletic Trainers and the Board of Medical Examiners.

6. QUALITY ASSURANCE. Documented evaluation of the practice of the athletic trainer against defined quality outcome measures, using a selected, meaningful sample of patient records which will identify areas needing improvement, set performance goals, and assess progress towards meeting established goals, with a summary of findings, conclusions, and, if indicated, recommendations for change. The supervising physician’s signature on the patient record does not constitute quality improvement monitoring. (I do not know how we can do this in most AT settings.)

7. PROTOCOL. A document approved by the Board of Athletic Trainers and the Board of Medical Examiners establishing the permissible functions and activities that an athletic trainer may perform under the supervision of a physician.

8. SUPERVISING PHYSICIAN. A physician licensed by the Medical Licensure Commission of Alabama who agrees in writing to supervise one or more athletic trainers.
pursuant to the rules, regulations, and protocols established by the Board of Medical Examiners and Board of Athletic Trainers.

540-X-.02 Advisory Council

(1) The purpose of the Advisory Council is for enabling a mechanism for the exchange of information between the Board of Medical Examiners and Board of Athletic Trainers on matters related to the physician supervision of athletic trainers.

(2) The Advisory Council shall consist of the following:

   (a) Three (3) physicians appointed by the Board of Medical Examiners. For the initial term, one member shall be appointed to a term concluding on July 1, 2022, one member shall be appointed to a term concluding on July 1, 2023, and one member shall be appointed to a term concluding on July 1, 2024. Thereafter, each appointee shall serve a term of three (3) years.

   (b) Three (3) athletic trainers appointed by the Board of Athletic Trainers. For the initial term, one member shall be appointed to a term concluding on July 1, 2022, one member shall be appointed to a term concluding on July 1, 2023, and one member shall be appointed to a term concluding on July 1, 2024. Thereafter, each appointee shall serve a term of three (3) years.

(3) Members of the Advisory Council shall be eligible for reappointment. Should a vacancy occur on the Advisory Council, a successor shall be appointed by the original appointing authority to serve the unexpired term.

(4) The Advisory Council shall select one of its members to serve as chairperson for a term of one year. The office of chair shall alternate between a physician member and an athletic trainer member of the council. (Duties of the chair?)

(5) Meetings of the Advisory Council shall be considered official functions of the Board of Athletic Trainers and Board of Medical Examiners. Any member of the Board of Athletic Trainers or Board Medical Examiners attending or participating in a meeting of the Advisory Council shall be entitled to their regular compensation as board members, pursuant to 34-40-3 and 34-24-54, respectively. Any member of the Advisory Council who is not a member of the Board of Athletic Trainers or Board of Medical Examiners shall receive per diem at a rate of one hundred dollars ($100) per day or any portion thereof that the Advisory Council member is attending an official meeting or function of the Advisory Council. All members of the Advisory Council shall receive reimbursement for subsistence and travel in accordance with state law as provided for state employees. Compensation of the members of the Advisory Council shall be paid by the appointing authority.

(6) The Advisory Council may exercise the following functions and responsibilities:
(a) Recommend model practice protocols to be used by athletic trainers;
(b) Review and/or recommend additions, deletions, or amendments to existing model practice protocols;
(c) Recommend rules establishing the ratio of physicians to athletic trainers;
(d) Recommend rules governing the ability to designate an alternate supervising physician when the supervising physician is temporarily unavailable;
(e) Review and/or recommend changes to the current rules and regulations governing the physician-athletic trainer relationship; and
(f) Serve in an advisory role regarding issues related to required education, renewal, and other matters concerning the physician-athletic trainer relationship.

(7) Notwithstanding any other provision of this Chapter, the Advisory Council shall serve in an advisory capacity only and any recommendation made by the Council shall be subject to approval by both the Board of Athletic Trainers and the Board of Medical Examiners.

540-X-_.-03 Protocols

(1) There shall be a model practice protocol for each of the following areas of practice for athletic trainers:

(a) Hospital/Physician Clinic Athletic Trainers;
(b) Secondary Education Schools Athletic Trainers;
(c) Post-Secondary Collegiate/Professional League Athletic Trainers; and
(d) Industrial/Institutional Athletic Trainers.

(2) In developing and evaluating model practice protocols, the Advisory Council shall consider the level of education, training, and experience required to safely perform the duties/procedures, the risks associated with the duties/procedures, the effectiveness and necessity of the duties/procedures, and the likelihood of positive patient outcomes.

(3) A physician and an athletic trainer may submit to the Advisory Council requests to deviate from their approved model practice protocol(s). The Advisory Council may review and evaluate these requests and make a recommendation to the Board of Athletic Trainers and Board of Medical Examiners. The Advisory Council may not grant deviations from protocols, but may only make a non-binding recommendation to the Board of Athletic Trainers and Board of Medical Examiners. Both the Board of Athletic Trainers and the Board of Medical Examiners must approve any request to deviate from the model practice protocol.

(4) Protocols deviating from the standard protocols shall be submitted to the Advisory Council for review and recommendation for approval or denial. When evaluating
whether to recommend the approval or denial of a non-standard protocol, the Advisory Council shall consider certain factors, including, but not limited to:

(a) The supervising physician's and athletic trainer(s)'s education, training, experience, and specialty;
(b) The supervising physician's and athletic trainer(s)'s disciplinary history and any licensure restrictions;
(c) FDA approved usages and recommendations;
(d) Whether a proposed protocol is within the current standard of care for treatment of the disease or condition specified in the protocol, including usages known as "off-label," and whether the use is supported by evidence-based research;
(e) Whether the proposed protocol creates an undue risk of harm to patients; and
(f) The routine scope of practice and services provided by the collaborating physician and the athletic trainer(s).

After consideration of the factors listed herein, the Advisory Council may make a non-binding recommendation of approval or denial of a non-standard protocol in whole or in part.

540-X--.04 Limitations on the Physician Supervision of Athletic Trainers

(1) A physician shall not supervise athletic trainers exceeding four full time equivalent positions (one hundred sixty (160) hours) per week. "One full time equivalent" (FTE) is herein described as an athletic trainer collectively working forty hours a week, excluding time on call.

(2) A physician shall maintain independent medical judgment related to the practice of medicine at all times, irrespective of employment structure or business model.

(3) A physician shall complete quarterly quality assurance with each athletic trainer. Documentation of any quality assurance review required by this chapter shall be maintained by the supervising physician for _____.

ADDITIONAL QUESTIONS/TBD

-Any specific advanced training, qualifications, or CMEs required of ATs to be able to work in physician registration?
- Requirements of physicians to work with ATs (years of experience, Board certified, specialty limitations, specific CMEs)?

- Minimum physician presence requirements?

- Voluntary and involuntary termination procedures?
2021 LICENSED ATHLETIC TRAINER PROTOCOL

I. Injury and Illness Prevention and Wellness Promotion

Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness.

A. Identify risk factors by administering assessment, pre-participation examination and other screening instruments, and reviewing individual and group history and injury surveillance data.
B. Implement plans to aid in risk reduction using currently accepted and applicable guidelines.
C. Educate individuals and stakeholders about the appropriate use of personal equipment.
D. Minimize the risk of injury and illness by monitoring and implementing plans to comply with regulatory requirements and standard-operating procedures for physical environments and equipment.
E. Facilitate individual and group safety by monitoring and responding to environmental conditions (e.g., weather, surfaces and client work setting).
F. Optimize wellness (e.g., social, emotional, spiritual, environmental, occupational, intellectual, physical) for individuals and groups.

II. Examination, Assessment and Diagnosis

Following an evidence-based model, the AT conducts examinations and assessments of injuries and illnesses to form relevant related diagnoses. Evidence-based clinical decision-making relies on clinical expertise that integrates athletic training knowledge and skills, clinical experience, current best evidence, clinical circumstances and patient and societal values. As part of the examination, assessment and diagnosis process, the AT utilizes clinical acumen to obtain a thorough patient history, problem-solve through confounding data, exclude and confirm varied presentations of injury and illness, and prioritize relevant examination, assessment and diagnostic techniques.

A. Obtain an individual’s history through observation, interview and review of relevant records to assess injuries and illnesses and to identify comorbidities.
B. Perform a physical examination that includes diagnostic testing to formulate differential diagnoses.
C. Formulate a clinical diagnosis by interpreting history and the physical examination to determine the appropriate course of action.
D. Interpret signs and symptoms of injuries, illnesses or other conditions that require referral, utilizing medical history and physical examination to ensure appropriate care.
E. Educate patients and appropriate stakeholders about clinical findings, prognosis and plan of care to optimize outcomes and encourage compliance.

III. Immediate and Emergency Care

Integrating best practices in immediate and emergency care for optimal outcomes.

A. Establish Emergency Action Plans to guide appropriate and unified response to events and optimize outcomes.
B. Triage to determine if conditions, injuries or illnesses are life-threatening.
C. Implement appropriate emergency and immediate care procedures to reduce the risk of morbidity and mortality.
D. Implement referral strategies to facilitate the timely transfer of care.
IV. Therapeutic Intervention

Rehabilitating and reconditioning injuries, illnesses and general medical conditions with the goal of achieving optimal activity level based on core concepts (i.e., knowledge and skillsets fundamental to all aspects of therapeutic interventions) using the applications of therapeutic exercise, modality devices and manual techniques.

A. Optimize patient outcomes by developing, evaluating and updating the plan of care.
B. Educate patients and appropriate stakeholders using pertinent information to optimize treatment and rehabilitation outcomes.
C. Administer therapeutic exercises to patients using appropriate techniques and procedures to aid recovery to optimal function.
D. Administer therapeutic devices to patients using appropriate techniques and procedures to aid recovery to optimal function.
E. Administer manual techniques to patients using appropriate methods and procedures to aid recovery to optimal function.
F. Administer therapeutic interventions for general medical conditions to aid recovery to optimal function.
G. Determine patients' functional status using appropriate techniques and standards to return to optimal activity level.

V. Healthcare Administration and Professional Responsibility

Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being.

A. Evaluate organizational, personal and stakeholder outcomes.
B. Develop policies, procedures and strategies to address risks and organizational needs.
C. Practice within local, state and national regulations, guidelines, recommendations and professional standards.
D. Use established documentation procedures to ensure best practice.

REFERENCE

Attachment 5
2021 LICENSED ATHLETIC TRAINER PROTOCOL

I. Injury and Illness Prevention and Wellness Promotion

Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness.

A. Identify risk factors by administering assessment, pre-participation examination and other screening instruments, and reviewing individual and group history and injury surveillance data.
B. Implement plans to aid in risk reduction using currently accepted and applicable guidelines.
C. Educate individuals and stakeholders about the appropriate use of personal equipment.
D. Minimize the risk of injury and illness by monitoring and implementing plans to comply with regulatory requirements and standard-operating procedures for physical environments and equipment.
E. Facilitate individual and group safety by monitoring and responding to environmental conditions (e.g., weather, surfaces and client work setting).
F. Optimize wellness (e.g., social, emotional, spiritual, environmental, occupational, intellectual, physical) for individuals and groups.

II. Examination, Assessment and Diagnosis

Following an evidence-based model, the AT conducts examinations and assessments of injuries and illnesses to form relevant related diagnoses. Evidence-based clinical decision-making relies on clinical expertise that integrates athletic training knowledge and skills, clinical experience, current best evidence, clinical circumstances and patient and societal values. As part of the examination, assessment and diagnosis process, the AT utilizes clinical acumen to obtain a thorough patient history, problem-solve through confounding data, exclude and confirm varied presentations of injury and illness, and prioritize relevant examination, assessment and diagnostic techniques.

A. Obtain an individual's history through observation, interview and review of relevant records to assess injuries and illnesses and to identify comorbidities.
B. Perform a physical examination that includes diagnostic testing to formulate differential diagnoses.
C. Formulate a clinical diagnosis by interpreting history and the physical examination to determine the appropriate course of action.
D. Interpret signs and symptoms of injuries, illnesses or other conditions that require referral, utilizing medical history and physical examination to ensure appropriate care.
E. Educate patients and appropriate stakeholders about clinical findings, prognosis and plan of care to optimize outcomes and encourage compliance.

III. Immediate and Emergency Care

Integrating best practices in immediate and emergency care for optimal outcomes.

A. Establish Emergency Action Plans to guide appropriate and unified response to events and optimize outcomes.
B. Triage to determine if conditions, injuries or illnesses are life-threatening.
C. Implement appropriate emergency and immediate care procedures to reduce the risk of morbidity and mortality.
D. Implement referral strategies to facilitate the timely transfer of care.
IV. Therapeutic Intervention

Rehabilitating and reconditioning injuries, illnesses and general medical conditions with the goal of achieving optimal activity level based on core concepts (i.e., knowledge and skillsets fundamental to all aspects of therapeutic interventions) using the applications of therapeutic exercise, modality devices and manual techniques.

A. Optimize patient outcomes by developing, evaluating and updating the plan of care.
B. Educate patients and appropriate stakeholders using pertinent information to optimize treatment and rehabilitation outcomes.
C. Administer therapeutic exercises to patients using appropriate techniques and procedures to aid recovery to optimal function.
D. Administer therapeutic devices to patients using appropriate techniques and procedures to aid recovery to optimal function.
E. Administer manual techniques to patients using appropriate methods and procedures to aid recovery to optimal function.
F. Administer therapeutic interventions for general medical conditions to aid recovery to optimal function.
G. Determine patients' functional status using appropriate techniques and standards to return to optimal activity level.

V. Healthcare Administration and Professional Responsibility

Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being.

A. Evaluate organizational, personal and stakeholder outcomes.
B. Develop policies, procedures and strategies to address risks and organizational needs.
C. Practice within local, state and national regulations, guidelines, recommendations and professional standards.
D. Use established documentation procedures to ensure best practice.

REFERENCE

• Henderson, J. The 2015 Athletic Trainer Practice Analysis Study. Omaha, NE: Board of Certification; 2015. (Effective for April 2017 Exam and January 1, 2018 Continuing Education)
Attachment 6
Attachment 7
# ALABAMA BOARD OF ATHLETIC TRAINERS

Post Office Box 243011 * Montgomery, Alabama 36124  
Voice: (334) 264-1929 or (877) 271-3399  
Fax: (334) 262-2663  * AthleticTrainers@bellsouth.net

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## Complaint Form

(Please type or print)

### Person Registering Complaint:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
</tr>
</thead>
</table>

Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

Home Phone (please include area code)  
Business Phone (please include area code)

Email Address

If you are a license holder, please provide your license number:

---

### Complaint Registered Against:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
</tr>
</thead>
</table>

Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

Home Phone (please include area code)  
Business Phone (please include area code)

License Number (if known):  
Date of Birth (if known):

Employer

Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

Phone (please include area code)
Please state your complaint. Include the sequence of events surrounding your complaint, dates of occurrences, names of witnesses, and copies of documents relevant to your complaint.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(If additional space is needed, please attach additional paper.)
Have you voiced your complaint to the person or their employer?

_____ Yes _____ No

If Yes, When? __________________________

What was the response of the person/employer?

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

I attest that the statements contained in this complaint are true, correct, and complete to the best of my knowledge and understanding.

____________________________________
Signature of Complainant

__________________________
Date

Subscribed and sworn to before me, a Notary Public, this _____ day of
________________, _____, in the County of
________________, State of ____________.

Signature of Notary:_________________

My Commission Expires: ____________

(Affix Seal)

Please submit completed complaint forms and supporting documentation to the address below:

Alabama Board of Athletic Trainers
Attn: PP&D Committee
Post Office Box 243011
Montgomery, Alabama 36124

For Office Use Only

Date Received: __ __/ __ __/ __ __________ Case Number Assigned: ___ - ___ ___ ___

Date Investigative Process Initiated: __ __/ __ __/ __ __________

Date Investigative Process Completed: __ __/ __ __/ __ __________

Please attach investigative report and all supporting documentation.
ALABAMA BOARD OF ATHLETIC TRAINERS
Release of Information Authorization

I authorize any person, including, but not limited to, hospitals, educational institutions, health care providers, mental health providers, clinics, employers (past and present), laboratories, attorneys, insurance companies, government agencies, or other public or private agencies to release to the Alabama Board of Athletic Trainers, their representatives, agents or employees, any and all information about me, including documents, reports, records, files, testimony, or any other documents regardless of form or content.

A copy of this authorization shall be valid as the original.

Name ______________________________ Date of Birth _____________
(Print or type)
Signature ______________________________ Date _________________

To Be Completed By A Notary Public

Sworn and subscribed before me this _______day of ______________________, ________
in the County of ______________________ in the State of ______________________

My Commission Expires: ______________ Notary Public Signature ______________

Affix Seal: 

DO NOT WRITE BELOW THIS LINE

To: _____________________________________________
Address: _________________________________________

Please submit copies of all records indicated below regarding the above release of information authorization. Thank you.

Record #1: _______________________________________

Record #2: _______________________________________

Record #3: _______________________________________

Please send all information to:
Alabama Board of Athletic Trainers
Attn: PP&D Committee
Post Office Box 243011
Montgomery, Alabama 36124
Attachment 8
LICENSES FOR CONFIRMATION/RATIFICATION
JULY 27, 2021

Abbott, Evan Joseph
Adami, Rebecca Jean
Allison, Tyler Scott
Barrett, Dynaish NaNa
Baxter, Cailin Faith
Bentley, Camden Oakes
Blaxton, Cheryl
Brekke-Diaz, Alejandra
Bustos, Louis Angel
Cason, Ricardo Michael
Coppus, Troy Andrew
Corland, Morgan Cheyenne
Cyr, Mary Catherine
Dickey, Rachael Camille
Dolan, Katelyn
Duck, Bailey Nicole
Falcone, Samantha Marie
Genthner, Brianna Leslie
Hansen, Garrett Ray
Hebbard, Brian Lee
Hiatt, Madison Paige
Hokanson, Morgan Carr *
Holt, Kathryn Grace
Hudson, Paige Marie
Hutzul, Jessica Leigh *
Ikert, Carla Jane
King, Keonna Shadie
LaFoy, Ryan Daniel *
Lewis, Mallory Ashelin
Locus, Alaina Billie Noel
Lyons, Devon
Mathers, Zachary William
McCory, Alex Joseph
McLain, Stephanie Kristine
Merritt, Victoria Leigh
Page, Jeremy Thomas
Perrin, Lindsay Alice
Phillips, Zachary James
Powell, Tierra C.
Ramsdell, James Robert
Richards, McCayla Hope
Stelly, Alicia Renee
Sullivan, Dara E
Sun, DongMin
Switzer, Jordan A
Themel, Emma Marie
Turner, Hannah Marie
Valovich, Caroline
Williams, Whitley Che
Williams, Benjamin Douglas
Woll, Collin
Woolf, Alissa Marie
Yamashita, Tomoki
Yance, Micah

* Previously Licensed