

# CONTINUING EDUCATION GUIDELINES For Athletic Trainers Exempt from BOC Certification

## Introduction

The Alabama Board of Athletic Trainers requires that a Licensed Athletic Trainer exempt from BOC Certification obtain and document 26 contact hours each year to renew his/her State license. 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 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*

*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 for AHA BLS Healthcare Provider Instructor or AHA BLS Instructor card 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
- 2<sup>nd</sup> 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 skills demonstration 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; BLS for Healthcare Providers
- 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.

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All Alabama-licensed Athletic Trainers who are not BOC-certified or otherwise exempt 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.**

*(Except where limited exceptions are made in administrative rules for new licensees licensed between July 1 and December 31.)*

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