

# **Professional Credential Services, Inc.**

P.O. Box 198689 - Nashville, TN 37219-8689  
[www.pcshq.com](http://www.pcshq.com)

**Licensure Application for  
Athletic Trainers  
For the  
Massachusetts Board of  
Allied Health Professionals**

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**If you have ever held a Massachusetts license as an Athletic Trainer, please contact the Allied Health Board office at (617) 727-3071 for information about, and an application for reinstatement of your original license.**

The Massachusetts Board of Allied Health Professionals has authorized Professional Credential Services (PCS) to process all of its applications for licensure of athletic trainers. **Applicants for an athletic trainer's license must submit all of their information, as indicated in these instructions, directly to PCS.** The Massachusetts Board of Allied Health Professions is the final authority with respect to issuance of the license.

## **INSTRUCTIONS**

The application must be typewritten or printed in blue or black ink. Include all components of the requested information, especially names and addresses of institutions. All documents must have original signatures. All questions on the application **must** be answered.

## **REQUEST FOR INFORMATION**

Applicants may contact PCS to obtain information, ask questions about application processing, or receive status updates by telephone or email.

Toll-free: (877) 887-9727

Email: [atlicense@pcshq.com](mailto:atlicense@pcshq.com)

PCS Staff is available Monday through Friday, 8 a.m. to 4:30 p.m., Central Standard Time. *Please allow two weeks for processing of application.*

## **LICENSURE REQUIREMENTS**

- Graduation from a CAAHEP accredited (undergraduate or graduate) or NATA accredited (graduate) Athletic Training educational program. [\*Applicants who completed an internship program and were NATABOC certified or certificate eligible on or before January 1, 1998 are eligible for licensure as well.]
- Completion of course requirements as specified in the Board's regulations at 259 CMR 4.03.
- Certification by NATABOC examination [see exception above].
- Proof of current certification in CPR (current American Red Cross or American Heart Association certificate) and First Aid (current American Red Cross or equivalent certificate or advanced emergency care certificate). Graduates of an accredited CAATE program are not required to submit proof of first aid certification.
- Documentation of all academic and fieldwork requirements and date of graduation must also be submitted before a temporary or permanent license will be issued. Official transcripts must be sent from any and all schools where the applicant has completed the coursework required for licensure. **Proof of current certification in CPR and First Aid must also be enclosed.**

ALL APPLICANTS ARE ALLOWED TO PRACTICE **ONLY AFTER** A TEMPORARY OR PERMANENT LICENSE HAS BEEN ISSUED.

## **TEMPORARY LICENSE INFORMATION**

Temporary licenses are issued to applicants who meet the requirements for licensure with the understanding that the applicant is taking the NEXT scheduled examination. Applicants who have already received a passing score on the National Athletic Trainers Association Board of Certification (NATABOC) examination are NOT eligible for temporary licenses. If an applicant for temporary licensure does not take the next scheduled examination or fails the examination, he/she may petition the Board to issue another temporary license. However, it will be considered a second temporary license, and the applicant must take the NEXT scheduled examination. If the applicant does not take the examination or fails the examination, he/she may request a third temporary license from the Board. First and second temporary licenses are required to practice under supervision.

A third temporary license is the FINAL temporary license. Temporary licensees working under their third temporary license must practice under DIRECT SUPERVISION.

## **TEMPORARY LICENSE INFORMATION (continued)**

If you have already taken the NATABOC examination and failed prior to filing an application with PCS, a temporary license may be issued. However, it will be considered a **SECOND** temporary license even though the applicant never applied for a first temporary license. With two failures on the examination, a temporary license may be issued. However, it will be considered a **THIRD** and **FINAL** temporary license.

To obtain more information on-line about Athletic Training Licensure requirements, visit:

[www.mass.gov/dpl/boards/ah](http://www.mass.gov/dpl/boards/ah)

or

[www.bocatc.org](http://www.bocatc.org)

## **FEES**

Application fee for an AT license for the state of Massachusetts is **\$167.00**. To apply for a temporary license, applicants must pay an additional **\$28.00**. Applicants who currently hold an Athletic Trainer's license in another U.S. jurisdiction are considered endorsement applicants and must pay **\$218.00**. Payment can be made with check or money order made payable to Professional Credential Services or with a Visa or MasterCard. **FEES SUBMITTED ARE NON-REFUNDABLE.**

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## ***MATERIALS TO BE SUBMITTED***

1. Completed licensure application;
2. Official transcripts with degree posting, or Certification of Completion only if transcripts have not been conferred (submitted in a school-sealed envelope);
3. Proof of current certification of CPR and First Aid (Graduates of an accredited CAATE program are not required to submit proof of first aid certification);
4. Verification of Certification from NATABOC or proof of intent to take the next scheduled examination;
5. Verification of Licensure Status in other U.S. jurisdiction (if currently licensed in another state) directly from the State Board; and
6. Check or money order for **\$167.00** for initial license or **\$218.00** for endorsement license made payable to PCS (submit additional **\$28.00** if temporary license is requested).

## **MAIL COMPLETED APPLICATION MATERIALS TO:**

**Professional Credential Services, Inc.**

**Attn: AT Coordinator**

**P.O. Box 198689**

**Nashville, TN 37219-8689**

# Professional Credential Services, Inc.

P.O. Box 198689 - Nashville, TN 37219-8689 (877) 887-9727

## Application for a Massachusetts Athletic Trainer's License

### Type of Applicant:

(check one)

- Licensure by Examination without temporary license - **\$167.00**  
 Licensure by Examination with temporary license - **\$195.00**  
 Licensure by Reciprocity/Endorsement - **\$218.00**

### A. Biographical Information.

Provide your full name and mailing address. It is very important that this section be completed in full.

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name                      Other (Maiden)

\_\_\_\_\_  
Print your name, as it should appear on your license

### Mailing Address and Contact Information

\_\_\_\_\_  
Street or PO Box

\_\_\_\_\_  
City    State    Zip Code

\_\_\_\_\_  
Telephone Number with Area Code                      Fax Number                      Email address

### B. Education.

Provide undergraduate and graduate college/university information, major, degree, and date of graduation. Be sure to include your AT College. Transcripts must be included in school-sealed envelopes.

\_\_\_\_\_  
**College/University                      Location                      Major                      Degree & Date of Graduation**

**C. NATABOC Certification.** If you have taken the certification examination, a verification letter from NATABOC is required. Use the enclosed verification form. If you have not taken the NATABOC examination or are awaiting results of the examination, you are allowed to practice under supervision upon receipt of your temporary license. Once PCS receives your final passing scores directly from NATABOC, a permanent license will be issued. The privilege of practicing with a temporary license may be used up to three times.

Have you taken the NATABOC Certification Examination?     Yes     No

If no, when and where are you scheduled to take the examination? \_\_\_\_\_

If yes, when and where did you take the examination? \_\_\_\_\_

Please provide examination score: \_\_\_\_\_ NATABOC Certification Number: \_\_\_\_\_

Is your NATABOC Certification current?     Yes     No

*If your certification is not current, you must attach a detailed explanation.*

Are you applying for a temporary licensure to practice under supervision?

Yes                       No

**D. Licensure by Endorsement.**

This section is applicable to persons holding a current or lapsed license as an Athletic Trainer or Assistant issued by another state and/or is certified by NATABOC.

List all states in which you hold or held a license, including Massachusetts. If additional space is needed, please attach a separate sheet.

State	License Number	Date Licensed	Current	Lapsed	Revoked/Suspended	Probation

If you have ever been licensed to practice as an Athletic Trainer in another state, you must make arrangements with each state to send verification of licensure status, either current or expired, directly to Professional Credential Services (PCS). It is the applicant's responsibility to notify the state and pay any fees required by another licensing state. *A copy of your license is NOT acceptable as verification.* The verification must have the official state seal.

**E. Questions.** Answer each of the questions listed. If you answer yes to any, please attach an explanation. All questions must be answered.

"The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board."

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Has any disciplinary action been taken against you by a licensing or certification board located in the United States or any country or foreign jurisdiction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you the subject of pending disciplinary action by any licensing or certification board located in the United States or any country or foreign jurisdiction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you voluntarily surrendered or resigned a professional license to a licensing or certification board in the United States or foreign jurisdiction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever applied for and been denied a professional license in the United States or foreign jurisdictions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$100.00 was assessed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you presently practicing / working as an Athletic Trainer? If yes, please state where you are working, when you started, and what your duties include.<br>_____<br>_____                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been named in a malpractice suit? If yes, please attach an explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |

**F. General Questions – Chapter 66.7. ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION.**

The following questions are a sample of the information contained in Massachusetts General Laws, Chapter 112, Sections 23A-23Q and the Rules and Regulations of the Board. The purpose of these questions is to heighten your awareness of the laws and regulations in which you are required to practice.

**“To protect the health, safety, and well-being of the public”** – this is the goal of the licensure boards. Licensure is only one means by which this goal is implemented. Complaint investigation; interaction with other governmental agencies, professional associations and other states; interpretations of the law and its regulations; promoting continuing education and competence; these are some means by which licensure boards serve the public.

1. The requirements for renewal of an athletic trainer license include:
  - a. Payment of the renewal fee
  - b. Current CPR certification
  - c. Current NATABOC certification
  - d. All of the above
  
1. An athletic trainer is required to work under the direction of:
  - a. A school Athletic Director
  - b. A physician or dentist
  - c. A coach
  - d. There is no requirement for an Athletic Trainer to work under direction of another professional
  
2. An Athletic Trainer in Massachusetts:
  - a. Must limit his practice to schools, teams or organizations with whom he is associated
  - b. May provide physical therapy under the supervision of a physical therapist
  - c. May treat clients at a private health club without physician direction
  - d. Can practice on anyone
  
3. An AT must renew his license:
  - a. Every 2 years, on the even year, by his birth date
  - b. Annually, according to the date on which the license was first issued
  - c. Every 2 years, by January 31 of every even year
  - d. Every 5 years
  
5. The continuing education (CE) requirement for AT license renewal is:
  - a. Fifteen (15) contact hours of each renewal period
  - b. Fifteen (15) contact hours annually
  - c. Thirty (30) contact hours every 2 years
  - d. The amount of CE required by NATABOC for maintaining current certification

**G. Athletic Trainer Questions.** To be completed by all applicants for Athletic Training licensure.

6. In an emergency, an AT may render emergency care:
  - a. That is necessary to avoid disability or death of an injured athlete
  - b. Until he/she transfers responsibility for care to a physician, dentist or EMS personnel
  - c. For which he has the knowledge, skills and competence to provide
  - d. All of the above
  
7. An AT's scope of practice includes:
  - a. Supervising physical therapist assistants
  - b. Providing massage therapy under the supervision of a PT
  - c. The application of principles, methods, and procedures of evaluation and treatment of athletic injuries
  - d. Application of selected orthotic and prosthetic devices or selected adaptive equipment
  
8. Grounds for discipline against an AT's license include:
  - a. Receiving 2 traffic violations in a six month period
  - b. Failing to notify an Athletic Director that a student athlete may have a substance abuse problem
  - c. Teaching physicians about prevention of athletic injuries
  - d. Violating the Code of Ethics of the NATA
  
9. Under a temporary AT license, an AT:
  - a. Must practice under the supervision of a fully licensed AT
  - b. Must work under the direct supervision of the team physician
  - c. Must practice under the supervision of either an AT or an EMT
  - d. May practice independently if approved by a school's Athletic Director
  
10. An AT who supervises a student AT as part of the student's clinical affiliation:
  - a. May only allow the student to perform those activities that could be performed by an aide
  - b. May let the student work independently if the student is also an EMT
  - c. May supervise the student's performance of activities commensurate with the student's level of education
  - d. Should not permit the student to use electrical stimulation

**H. Affidavit.** By signing this application, the applicant attests that this section has been read and fully understood. The application must be signed by the applicant and in the presence of a Notary Public in order to be processed.

By my signature below, I certify, under the pains and penalties of perjury, that:

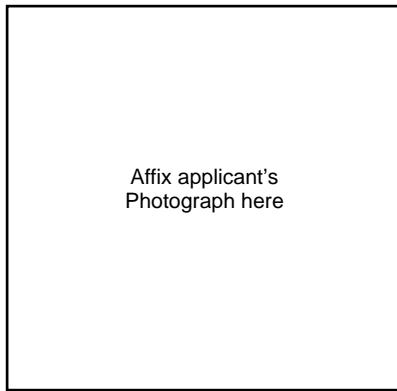
1. I am the applicant named in this application and by date of birth is \_\_\_\_MM \_\_\_\_DD\_\_\_\_YY
2. My Social Security Number issued by the US Social Security Administration \_\_\_\_-\_\_\_\_-\_\_\_\_\*
3. The information that I have provided pursuant to this application is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Board of Allied Health Professionals to deny, suspend, or revoke a license to practice as an Athletic Trainer, in accordance with Massachusetts law.
4. I shall abide by the rules and regulations of the Board of Allied Health Professionals, as contained in Chapter 259 of the Code of Massachusetts Regulations.
5. Pursuant to M.G.L.c. 119, s. 51A, and M.G.L.c. 112, s.1A, I understand my obligation to report the abuse or neglect of children.
6. Pursuant to M.G.L.c 62C, s. 49A, I have filed all Massachusetts State income tax returns and paid all taxes required by law.
7. The Massachusetts Board of Registration of Allied Health Professions, Division of Professional Licensure, has been certified by the Criminal History Systems Board for access to all criminal case data. As an applicant for AT license, I acknowledge a criminal record check may be conducted for any existing criminal case information and that it will not necessarily disqualify me from licensure.
8. I understand that all fees are non-refundable and non-transferable.
9. I understand that if I submitted a Certification of Completion in lieu of an official transcript, I must ensure that the Board of Allied Health Professionals receives an official transcript within seven (7) business days of degree conferral. I further acknowledge that failure to do so will cause a delay in renewing my license and/or effectuate disciplinary action.
10. I am aware that under Massachusetts law, athletic trainer can only work in licensed or licensed exempt facilities

**I. Applicant Signature.** Applicant **MUST** sign in the presence of a Notary Public and list date of birth.

\_\_\_\_\_  
Applicant's Signature (signed in the presence of a Notary Public) & Date of Birth (MM/DD/YYYY)

\*Pursuant to G.L. c. 62C, s. 47A, the Division of Registration is required to obtain your Social Security Number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security Number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

**J. Applicant Photo.** Applicant must attach a 2"x2" passport size photograph to the application. Photographs or computer generated photographs **are not** acceptable.



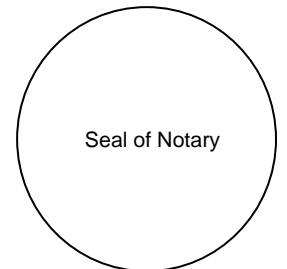
On \_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

My Commission expires on \_\_\_\_\_  
Date

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (Applicant's name), proved to me through satisfactory government issued evidence of identification, which was \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief.



\_\_\_\_\_  
(Official signature)

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## Certification of Completion of Educational Requirements

Licensure applicants for the Commonwealth of Massachusetts who are currently enrolled in an academic program, and whose degree in athletic trainer has not yet been conferred, must have the school registrar complete this to be submitted to PCS.

**NOTICE TO REGISTRAR:** This form is **not** to be signed, dated or submitted **prior to** completion of academic and clinical requirements by the candidate. Further, the Registrar certifies that the institution will forward an official transcript within seven (7) business days of degree conferral to the Mass. Board of Allied Health Professionals c/o PCS, AT Coordinator; P.O. Box 198689, Nashville, TN 37219.

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### TO BE COMPLETED BY REGISTRAR ONLY

Applicant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name of Educational Institution \_\_\_\_\_ Degree & Date of Degree Conferral \_\_\_\_\_

Street Address \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

\_\_\_\_\_  
Date of Completion of Academic Requirements

\_\_\_\_\_  
Date of Completion of Clinical Requirements

I certify, under penalty of perjury, that the applicant named above has **completed all requirements** and there are no impediments to confer the degree stated above. Upon payment of required fees and permission from the applicant, I certify that an official transcript will be forwarded to the Mass. Board of Allied Health Professionals, c/o PCS, AT Coordinator; P.O. Box 198689, Nashville, TN 37219 within seven (7) business days of degree conferral.

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Print Name

**School Seal  
(Embossed)**

\_\_\_\_\_  
Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

Send this completed form in sealed envelope to **PCS, AT Coordinator, P.O. Box 198689, Nashville, TN 37219**  
Send official transcript in sealed envelope to **PCS, AT Coordinator, P.O. Box 198689, Nashville, TN 37219**



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## ATHLETIC TRAINER LICENSE CHECKLIST

Before applying for licensure, the applicant must ensure that he/she has completed all of the following required courses. The Board will review the applicant's transcript(s). The application will be denied if the applicant has not completed EACH course listed below.

Name \_\_\_\_\_

SUBJECT	Yes/No (Circle One)	Semester Completed
Prevention of Athletic Injuries/Illnesses	Y N	_____
Evaluation of Athletic Injuries/Illnesses	Y N	_____
Therapeutic Modalities	Y N	_____
Therapeutic Exercise	Y N	_____
Administration of Athletic Training	Y N	_____
Human Anatomy	Y N	_____
Human Physiology	Y N	_____
Exercise Physiology	Y N	_____
Kinesiology/Biomechanics	Y N	_____
Nutrition	Y N	_____
Psychology	Y N	_____
Personal/Community Health	Y N	_____
Cardiopulmonary Resuscitation	Y N	_____
Current American Red Cross or American Heart Association Certificate		_____ Expiration Date
First Aid	Y N	_____
Current American Red Cross or equivalent certificate Or advanced emergency care certificate		_____ Expiration Date

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## VERIFICATION OF NATABOC CERTIFICATION

Applicant: Complete this section entirely. Mail this form along with payment of \$25.00 (do not send cash) for completion by NATABOC.

MAIL TO:  
1415 Harney St.  
Suite 200  
Omaha, NE 68102

**DO NOT SEND THIS FORM  
TO PCS WITHOUT THE  
NATA SEAL.**

\_\_\_\_\_  
Last Name First Name Middle Name Maiden

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Street Address Phone Number

\_\_\_\_\_  
City State ZIP Code

This section to be completed by an appropriate official of the NATA Board of Certification (NATABOC) and then mail completed form to PCS.

### NATABOC OFFICE ONLY

I hereby certify that the aforementioned certified Athletic Trainer took and achieved a passing score on the written, written simulation, and oral practical portions of the NATABOC Certification Examination.

\_\_\_\_\_  
Name of Applicant Certification Number

\_\_\_\_\_  
Date of Certification Expiration Date

\_\_\_\_\_  
Signature (NATABOC Official)

**NATABOC Seal**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### ATTENTION NATABOC OFFICIAL

Please return the completed form to:

Professional Credential Services, Inc.  
ATTN: AT Coordinator  
PO Box 198689  
Nashville, TN 37219-8689

**Payment Form**

Three payment options are available: Certified Check, Money Order or Credit Card. If paying by Certified Check or Money Order, please make it payable to "PCS" for the total amount of the examination(s) you are applying to take. DO NOT staple your payment to this form.

Please check form of payment below:

- Certified Check
- Money Order
- Credit Card

Authorized payment amount: \$ \_\_\_\_\_ Please check one:  Visa or  MasterCard

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_

Print name as it appears on account: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Return this payment form with Application/Scheduling Form.**

*Note: This document will be shredded after it has been processed.*