

2018 APPLICATION INSTRUCTIONS

INDIANA ATHLETIC TRAINERS BOARD ATHLETIC TRAINER LICENSURE CHECKLIST

Applying by Exam

1. Application
2. \$55.00 application fee
3. Recently taken photo of at least head and shoulders
4. Verification of BOC examination
5. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office
6. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check
 - *If you answered “yes” to any personal background questions on the application you will need to send in the following:*
 1. A notarized detailed statement over the incident and its outcome
 2. Copies of any court documents or official documents showing the incident's status.

Applying for a Temporary Permit

1. Application for Temporary Permit
2. \$25.00 application fee
3. Recently taken photo of at least head and shoulders
4. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office.
5. Verification of Supervision form
6. Verification of Employment form
7. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check.
 - *Please note when applying for the Athletic Trainer's temporary permit it is only applicable before taking the BOC examination. You will also have to apply for full licensure if wanting to apply for the temporary permit.*
 - **A temporary permit expires on the earliest of:**
 - 1.) the date the person holding the permit is issued a license;
 - 2.) the date the board disapproves the person's license application; **or**
 - 3.) ninety (90) days after the date of issuance.
 - *If you answered “yes” to any personal background questions on the application you will need to send in the following:*
 1. A notarized detailed statement over the incident and its outcome
 2. Copies of any court documents or official documents showing the incident's status.

Applying by Endorsement

1. Application
2. \$55.00 application fee
3. Recently taken photo of at least head and shoulders
4. Verification of BOC examination
5. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office.
6. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check.
7. Verification of licensure – We need verifications of licensure for all states you are currently licensed or have been licensed. All verifications must be sent directly to us from the state.
 - *If you answered “yes” to any personal background questions on the application you will need to send in the following:*
 1. *A notarized detailed statement over the incident and its outcome*
 2. *Copies of any court documents or official documents showing the incident's status.*