

**INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE AS A  
LICENSED ATHLETIC TRAINER IN VIRGINIA**

*(This form has been designed to be used as a checklist when preparing to submit your application.)*

***APPLICATION FEES ARE NONREFUNDABLE***

**BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!**

**NOTE**

**AN APPLICATION THAT IS NOT COMPLETE EXPIRES ONE YEAR AFTER IT IS SUBMITTED TO THE BOARD. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL NECESSARY SUPPORTING DOCUMENTS ARRIVE AT THE BOARD PRIOR TO THE EXPIRATION DATE. IF THE ORIGINAL APPLICATION EXPIRES, THE APPLICANT MUST SUBMIT ANOTHER APPLICATION, PAY THE APPLICATION FEE AGAIN AND ENSURE THAT NEW SUPPORTING DOCUMENTS ALSO GET TO THE BOARD.**

A completed application must be submitted, along with the fee of \$130.00. Application and fee must be received together.

Certain forms may be faxed to 804-527-4426. The phone number to the Virginia Board of Medicine is 804-367-4600. The Board's email address is [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov)

**Mailing Address**

Virginia Board of Medicine  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233-1463

- 1. **Application and Fee** – Complete the online application form which includes paying the required application fee of \$130.00. Application fees may only be paid using Visa, MasterCard, American Express or Discover. Application will not be processed unless the fee is paid.
- 2. **Certification of credentials from BOC** - Certification should be requested from the Board of Certification at 1415 Harney Street, Suite 200, Omaha, NE 68102, phone (877) 262-3926 ext. 118 or 114; fax (402) 561-0598, or [www.bocatc.org](http://www.bocatc.org). This documentation **may not** be faxed.
- 3. Provide a copy of documentation supporting any name change, if applicable.
- 4. If you answer “yes” to any question #7-19, provide supporting documentation to the Board, along with a narrative explaining your answer. Please provide court documentation for any convictions.

**Items 5-7 are not required if you have never practiced your profession and you have never held licensure in another jurisdiction. Graduate Student Athletic Trainer is considered practice of the profession and the items are required.**

- 5. **Employment Activity** – List all activities from the date of graduation from your professional school including but not limited to internships, employment, affiliations, periods of non-activity or

unemployment, observerships, and volunteer service in the “Employment Activity” section of the application. Begin with your first activity following professional school graduation. If you are employed by a group practice or locum tenens/traveler company, please list all locations where you have provided service or held privileges. If you need additional space to record your activities, follow the link below to obtain a supplemental form and submit with your application:

**Supplemental Form:** <https://www.dhp.virginia.gov/media/dhpweb/docs/med/forms/SupplementalForm.pdf>

For applicants practicing as travelers or locum tenens, have the company you are affiliated with provide a complete list of all locations and dates where you have provided service.

6. **Jurisdiction Clearance – License verification.** Verification of professional licenses from all jurisdictions within the United States, its territories and possessions or Canada in which you have been issued a full license must be received by the Board. **Please contact the applicable jurisdiction where you have been issued a license to practice athletic training to inquire about having documentation forwarded to the Virginia Board of Medicine.** Verification must come directly from the jurisdiction and may be sent by email to [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), faxed to (804) 527-4426 or mailed.
7. **NPDB Self Query – Complete the online Place a Self-Query Order form at:** <https://www.npdb.hrsa.gov/> . Be ready to provide:
- o Identifying information such as name, date of birth, Social Security number
  - o State health care license information (if you are licensed)
  - o Credit or debit card information for the \$4.00 fee (charged for each copy you request)

**Verify your identity.** This can be done electronically as part of your order or by completing a paper form and having it notarized. You will receive full instructions as you complete your order.

**Wait for your response.** Once your identity is verified, the NPDB will process your order. A paper copy of your response will be sent the next business day by regular U.S. mail.

The Board does not accept emailed copies of the NPDB report. When you receive your report in the mail from NPDB, **DO NOT OPEN IT.** Place your unopened NPDB report in an oversized envelope and forward it to the Virginia Board of Medicine. The Board recommends using Fed EX or UPS for tracking purposes.

**The Board of Medicine is unable to track any mail or other package that is sent via the United States Postal Service.**

**Any NPDB report received for an application not completed within 3 months of receipt of the NPDB report will have to be resubmitted.**

#### **PLEASE NOTE:**

\*Please be aware that consistent with Virginia law and the mission of the Department of Health Professions, public addresses on file with the Board of Medicine are made available to the public. The Board address noted on your application may be different from the public address and is not released to the public. This notice is to reiterate that the Board of Medicine will allow the Board address of record to be a Post Office Box or practice location.

\*Applications will be acknowledged after receipt if items are missing.

\*Applications not completed within 12 months may be purged without notice from the board.

\*Additional information may be requested after review by Board representatives.

***\*Application fees are non-refundable.***

\* Do not begin practice until you have been notified of approval. Submission of an application does not guarantee a license. A review of your application could result in the finding that you may not be eligible pursuant to Virginia laws and regulations.