

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

DO NOT BEGIN PRACTICING BEFORE YOU ARE ISSUED A LICENSE

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of Athletic Training in Virginia. They can be found at:

https://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm#Reg

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board. So plan accordingly if you are pursuing a practice position in Virginia.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 15 business days for your application checklist to be first updated on the Board's website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 15 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at [at-medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), with "Application Question" in the subject line. E-mails will be answered within 3-5 business days.

Your application checklist may be viewed by logging into your application and clicking on the "View Checklist" link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist in the Pending Licensing section, your license may have been issued by the Board. Before calling the Board, please visit

<https://dhp.virginiainteractive.org/Lookup/Index> to view your newly issued license. This website is primary source license verification that meets the Joint Commission's requirements for license verification. If you need technical assistance with your checklist contact the agency's helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

The Board of Medicine discourages the use of the United States Postal Service to send documents. If possible, and if noted below, you are encouraged to have your documents sent by pdf attachment, FAX, FED EX or UPS. The Board is unable to trace documents not delivered by the post office.

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD'S PROCESSES.

**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.)

- ☐ 1. **Complete the Online Application -**
<https://www.dhp.virginia.gov/Boards/Medicine/ApplicantResources/ApplyforLicense/AthleticTrainer/>
which includes paying the nonrefundable application fee of \$130.00. Application fees may only be paid using Visa, MasterCard or Discover. Application **will not** be processed unless the fee is paid.
- ☐ 2. **Verification of BOC Certification -** Certification should be requested from the Board of Certification (BOC) 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. Verification should come directly from BOC and can be emailed to at-medbd@dhp.virginia.gov. This documentation **should not** be faxed.

Items 3-5 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.

- ☐ 3. **License Verification -** Verification of athletic trainer license from a jurisdiction 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 from the jurisdiction and maybe sent by email to at-medbd@dhp.virginia.gov, faxed to (804) 527-4426, or mailed.

- ☐ 4. **Employment Activity –** All applicants must list all activities from the date of graduation from 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 beginning with the first activity following professional school graduation to current. If employed by a group practice or traveler company, please list all locations where you have provided service and dates when service was provided. If you need additional space to record your activities, follow this link to obtain a supplemental form and submit with your application:

Supplemental Form <https://www.dhp.virginia.gov/Forms/medicine/SupplementalForm.pdf>

- ☐ 5. **NPDB Self Query – Complete the online [Place a Self-Query Order](https://www.npdb.hrsa.gov/) 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.

PLEASE NOTE: The Board would accept a digitally-certified electronic copy of your NPDB self-query report, if requested, in lieu of a mailed copy. The digitally-certified copy can be emailed to at-medbd@dhp.virginia.gov.

If you request a paper copy, a paper copy of your response will be sent the next business day by regular U.S. mail. If you choose to mail your NPDB self-query 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.

☐ 6. If you answer “yes” to any question 7-20, submit official documentation to the Board from the location or entity where final action was taken on the incident reported. In addition, please provide a narrative explaining your answer. Court documents should be provided for any reported criminal convictions.

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 180 days 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.

***Website:** www.dhp.virginia.gov