MINNESOTA
BOARD OF MEDICAL PRACTICE

335 Randolph Avenue, Suite 140
St. Paul, MN 55102
612.617.2130 (phone) | 612.617.2166 (fax)
medical.board@state.mn.us | mn.gov/boards/medical-practice

ATHLETIC TRAINER
Application Instructions and Requirements

Please thoroughly review these materials before submitting your application. Any processing fees incurred are your responsibility. The Board reserves the right to reject any outdated applications submitted; therefore, it is recommended that you complete the application in a timely manner. Incomplete applicant files will be destroyed after six months of inactivity.

Methods of Licensure

All applicants must submit a completed application and appropriate fees online at BMP Online Services or by paper to the Medical Board.

Licensure Requirements

- Non-refundable $182.00 fee paid online by credit/debit card or submit paper application with check, money order, or cashier's check payable to the **Minnesota Board of Medical Practice.** Cash will not be accepted. Any cash received will be returned, and processing of your application may be delayed.
- The name on the application and your BOC certificate must be the same. If there has been a name change, submit a copy of the documentation, e.g., marriage certificate.
- Affidavit of Applicant Form A recent, full-face, 2" X 2" color photograph must be affixed as indicated on the form and notarized as a true likeness. Please ensure to fill in and sign all required areas of the form.
- Copy of driver's license or other government issued photo ID.
- Criminal Background Check: applicant will receive emailed instructions once the application is processed. **Use ORI number for Board of Medical Practice: MN920158Z on CBC forms.**
- Any other information requested by the Board.

The following requirements must be sent directly to the Minnesota Board from the facility/person completing the form:

- **Verification of BOC certification:** BOC offers a credential verification service on their website at https://at.bocatc.org/atcs
- **Direct Verification of Active/Expired Licensure/Registration/Certification:** The Verification of Licensure/Registration/Certification Form or the state generated verification of licensure letter can be sent from the state to the Medical Board by email or mail. Verification letters can also be requested through VeriDoc Inc. to the Medical Board. Go to http://www.veridoc.org to have a verification letter sent from another participating state board to the Medical Board. If the state does not do verifications, please forward the email response from state stating they do not do verifications or email the link to the state website showing the verbiage the state does not do verifications and attach the pdf verification from the state website. The Board must receive a separate verification form completed by each state board where you have ever held a healthcare professional license/registration/certification.

The Protocol Form must be completed and kept on file at your workplace:

Have your primary physician complete the Protocol Form establishing evaluation and treatment

protocols and maintain on file to be updated annually at your renewal time.

Application Fees

Please be aware that all fees are non-refundable. Fees submitted will not be refunded if it is determined that you are not eligible for licensure.

Applicants are required to submit written notification to the Board within 30 days of any name or address change. The law takes precedence over any conflicts between these instructions and the law.

APPLICATION FOR ATHLETIC TRAINER LICENSE

MINNESOTA BOARD OF MEDICAL PRACTICE
335 RANDOLPH AVENUE, SUITE 140
ST. PAUL, MINNESOTA 55102
612-617-2130 or mn.gov/boards/medical-practice

Hearing Impaired-Minnesota Relay Service
Metro Area 651-297-5353
Outside Metro Area 1-800-627-3529

FOR BOARD USE ONLY

APPLICATION #: _____

CHECK/RECEIPT #:

AMT PAID: _____

LICENSE # _____

DATE OF APPLICATION:

MONTH	DAY	YEAR

INSTRUCTIONS TO APPLICANT

1. Enter all dates as Month/Day/Year.
2. Please type or print and answer all questions completely and accurately. Failure to answer all questions completely and accurately, and/or omission or falsification of material facts may be cause for denial of your application, or disciplinary action if you are subsequently registered by the Board.
3. Have attached forms completed and submitted to our office, where applicable.
4. Read the attached rules regarding athletic training licensure.
5. See the attached License Instructions for information regarding fees to be submitted with your application.
6. The name you enter must exactly match the name on your Athletic Trainer certificate or documentation of formal name change must be submitted.
7. The application fee is not refundable.
8. Incomplete applications may be destroyed after six months inactivity.

ACCOUNTCODE	AMOUNT
635029 lic	
635030app	
635064 cbc	

YOUR CURRENT NAME AND ADDRESS: **Minn. Stat. 13.41, Subd. 2 requires designated contact information to be PUBLIC and it will be placed on license and Board website. You may change this information online, upon licensure, by following instruction letter issued at that time.**

FULL LEGAL NAME: LAST	FIRST	MIDDLE
STREET ADDRESS:		

CITY:	STATE OR PROVINCE:	ZIP CODE:	COUNTRY:

HOME PHONE:	GENDER ☐ MALE ☐ FEMALE	OTHER NAMES:
SOCIAL SECURITY OR ALIEN REGISTRATION NUMBER:	EMAIL (Required):	

RECORD OF BIRTH

BIRTHDATE (Mo/Day/Year) / /	CITY OF BIRTH:	STATE OF BIRTH:	COUNTRY OF BIRTH:

BOC CERTIFICATION (*)

DATE OF CERTIFICATION (Mo/Day/Year) / /	CERTIFICATION NUMBER:	EXPIRATION DATE (Mo/Day/Year) / /

(*) Attach Notarized Copy of the Board of Certification (BOC) formerly National Athletic Trainers' Association Board of Certification (NATABOC) certificate

PRELIMINARY EDUCATION

NAME OF HIGH SCHOOL:	CITY:	STATE OR PROVINCE:	ZIP CODE:	FROM DATE:	TO DATE:
NAME OF COLLEGE:	CITY:	STATE OR PROVINCE:	ZIP CODE:	FROM DATE:	TO DATE:
TYPE OF DEGREE	NAME OF ISSUING SCHOOL:	CITY:	STATE OR PROVINCE:	DATE DEGREE RECEIVED:	

ATHLETIC TRAINING EDUCATION

INSTITUTION	CITY	STATE	ZIP CODE	FROM DATE Month/Day/Year	TO DATE Month/Day/Year	DEGREE/ CERTIFICATE

OTHER EDUCATION AND TRAINING

INSTITUTION	CITY	STATE	ZIP CODE	FROM DATE Month/Day/Year	TO DATE Month/Day/Year	DEGREE/ CERTIFICATE

STATE/PROVINCES/COUNTRIES IN WHICH YOU ARE OR HAVE BEEN LICENSED OR REGISTERED AS AN ATHLETIC TRAINER

STATE/PROVINCE/COUNTRY	LICENSE NUMBER OR REGISTRATION NUMBER	DATE ISSUED Month/Day/Year	HOW OBTAINED?*

DRIVERS LICENSE

STATE:	LICENSE NUMBER:

Attestation questions: Please answer all questions by selecting Yes or No and provide an explanation when requested. If responses to questions change during the time your application is pending, you must make the board aware of the new information. If additional space is necessary, please attach a separate sheet.

Yes No 1. Do you currently have any condition that is not being appropriately treated which is likely to impair or adversely affect your ability to practice athletic training with reasonable skill and safety in a competent, ethical, and professional manner? If yes, please describe.

_____

_____

Yes No 2. Does your use of alcohol or chemical substance(s), including prescription medications, in any way impair or limit your ability to practice athletic training with reasonable skill and safety? If yes, please describe.

_____

_____

Yes No 3. Are you engaged in the use of illegal controlled substances (e.g. heroin, cocaine) or illegal use of legal controlled substances (i.e. not obtained pursuant to a valid prescription of a licensed health care provider)? If yes, please describe.

_____

_____

Yes No 4. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism, or other sexual behavior disorders? If yes, please describe.

_____

_____

Yes No 5. Have you ever been the subject of an investigation by any federal, state, or local agency having jurisdiction over controlled substances? If yes, please describe.

_____

_____

Yes No 6. Have you ever been denied a license, or the privilege of taking an examination before any athletic training examining board, or has a conditioned license been issued to you by any state board or licensing authority? If yes, please describe.

_____

_____

Yes No 7. Has your license to practice athletic training in any state or country been voluntarily or involuntarily (i.e. by state board order or any other form of disciplinary action) revoked, suspended, restricted, or conditioned by a state board or other licensing authority? If yes, please describe.

_____

_____

Yes No 8. Have you ever been notified of an investigation by a state board, athletic training society, or health facility of any complaints against you relative to the practice of athletic training, or have you been reprimanded or censured by any athletic training society or licensing board? If yes, please describe.

_____

_____

Yes No 9. In the five-year period of active practice preceding the date of filing your application, have you been a defendant in any malpractice lawsuits, had any malpractice settlements, or have any pending? If yes, give a detailed clinical explanation of each case and provide documentation of the outcome (insurance papers or court documents).

Yes No 10. Have you ever been terminated from employment as an athletic trainer? If yes, please describe.

_____

_____

Yes No 11. Have there ever been any criminal charges filed against you, whether the charges were misdemeanor, gross misdemeanor, or felony? This includes any offenses which have been expunged or otherwise removed from your record by executive pardon. If yes, submit a personal statement regarding the date of conduct, state and local jurisdiction in which the charges were filed, date of closure, what role you played, and the outcome. If the charge involved the use of alcohol or other chemicals, include in your personal statement whether a chemical dependency evaluation was done (and if so, submit results) and a description of your current drinking or other substance use habits.

RIGHTS OF SUBJECTS OF DATA

This information is requested by the Minnesota Board of Medical Practice. The purpose and intended use of this information is to enable the Board to determine whether you meet statutory and rule requirements for licensure. The information is classified as private while your application is pending or if your application is denied, and as public if your license is granted. You are required to submit this information. Your application will not be processed without it and the form will be returned to you for completion. This information may be used as the basis for further investigation by the Board into your qualifications. Under some circumstances, the information could become available to other agencies or persons authorized by law to have access. Attach a separate page for detailed explanations, when appropriate. Failure to answer all questions completely and accurately, and/or omission or falsification of material facts may be cause for denial of your application, or disciplinary action if you are subsequently licensed by the Board.

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AFFIDAVIT OF APPLICANT:

State of: _____ County of: _____

I, _____, swear that I am the person described and identified in this application and that I have not engaged in any acts prohibited by Minnesota statutes and rules.

I hereby authorize all educational institutions, hospitals, medical institutions or organizations, clinics, my references, personal physicians, employers (past and present), business and professional associates (past and present), all Governmental agencies and instrumentalities (local, state, federal or foreign) to release to this licensing Board any information, files, or records including (but not limited to) transcripts, medical records, personnel files, and any information, favorable or otherwise, the Board may require for its evaluation of my professional, ethical, and physical qualifications for licensure in Minnesota.

I hereby release, discharge, and exonerate the Board, its agents, and representatives, and any person furnishing information to the Board from any and all liability of every nature and kind arising out of the furnishing of oral information or of documents, records, or other information to the Board.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of my license to practice in Minnesota. I understand that I am required to update my application with pertinent information to cover the time period between date of application and date approved by the Board.

Sworn to before me this _____ day of _____ , _____ . _____
Signature of Applicant

Signature of Notary Public _____

My Commission Expires: _____

Certification of Identification
(Certification of Notary Public is required.)

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document. Sworn to before me by the applicant

on this _____ day of _____ , _____.

Signature of Notary Public _____

Expiration Date _____ / _____ / _____

Paste a recent photo, front-view passport-type photo in this square

_____ Notary Seal _____

_____
Signature of Applicant

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ADDENDUM TO APPLICATION

1. BUSINESS ADDRESS

Effective August 1, 2012, Minn. Stat. §214.073 requires licensees to provide their primary business address at the time of initial application and all subsequent renewals. Your primary business address is public and you are required to submit it for application purposes. Your license will not be issued without it unless you check the box below certifying that you are not currently in the workforce related to your practice.

Facility name _____

Street Address_____

City _____ State_____ Zip_____

☐ I certify that I am not currently in workforce related to my practice, and I don't have a business address related to my practice.

2. MILITARY STATUS

Are you or your spouse returning from active military duty (discharged less than 6 months ago) or still in active military duty?

☐ No ☐ Yes. If discharged, please provide discharge date: _____

3. CRIMINAL CONVICTIONS

Effective July 1, 2013, Minn. Stat. §214.072 requires the Board to collect and post on its website the names and business address of each regulated individual who has be conviction of a felony or gross misdemeanor occurring on or after July 1, 2013 in any state or jurisdiction. This information shall be posted for new licensees issued a license on or after July 1, 2013 and for current licensees upon license renewal occurring on or after July 1, 2013. This information is public and you are required to submit it for application purposes. You must notify the Board if a previously reported conviction has been expunged and provide written documentation of expungement.

If you have more than one item to report please attach additional sheets.

Conviction Date (mm/dd/yyyy): _____

Conviction Type (Check one): ☐ Felony ☐ Gross misdemeanor

Crime Description: _____

City: _____ State: _____ County: _____ Country: _____

Sentence:_____

_____

☐ I certify that I have had no convictions on or after July, 1, 2013

Applicant Name_____ Last 4 digits of SSN_____ Date_____

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ATHLETIC TRAINER
Verification of Licensure/Registration/Certification

This form is for verification of all athletic trainer and other health care professional licenses or registrations from every jurisdiction issuing any type of license, registration or certification including training and temporary permit, even if license is not current. **Each Board completing the form must email or mail directly to the Minnesota Board of Medical Practice**. Any fees are applicant's responsibility. The applicant's signature authorizes release of information, favorable or otherwise**, directly to this Board.**

Print Name_____ SS#_____

Signature_____ Date_____

* *

THE STATE BOARD COMPLETES THE FOLLOWING INFORMATION:

It is hereby certified that: (Name of Applicant)_____

Date of birth: (Month, Day, Year) _____

Was issued license/registration number: _____

By: (State)_____ On: (Month, Day, Year) _____

Expiration date is:(Month, Day, Year)_____

Issued on basis of: (Exam) _____

Disciplinary action ever initiated, pending, or invoked*: Yes_____ No_____

Ever voluntarily relinquished license*: Yes_____ No_____

Print Name_____

Seal** Signature_____

Date _____

Phone_____ Fax_____

***If yes, please attach letter of explanation.**
****If there is no seal, attach letter of explanation on letterhead**.

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LICENSED ATHLETIC TRAINER
PROTOCOL FORM

This protocol form is to be completed by the PRIMARY PHYSICIAN and must be typed or printed except where signatures are required. This protocol form must be updated and reviewed at the athletic trainer's renewal time and kept on file by the athletic trainer. It is recommended that the primary physician also retain a copy.

ATHLETIC TRAINER

Name_____

Street Address_____

City_____ State_____ Zip code_____

License #_____ Phone#_____

Date of Certification by National Athletic Trainers Association – Board of Certification (NATA-BOC) _____

PRIMARY PHYSICIAN

"Primary Physician means a licensed medical physician who serves as a medical consultant to an athletic trainer." (MN Statute 148.7802 Subd. 11) An athletic trainer may have more than one primary physician depending on employment sites. Make additional copies of this form as necessary. "The primary physician shall establish evaluation and treatment protocols to be used by the athletic trainer. The primary physician shall record the protocols on a form prescribed by the board." [MN Statute 148.7806(b)]

Name_____

Street Address_____

City_____ State_____ Zip code_____

License #_____ Phone#_____

ATHLETIC TRAINER SERVICES
EVALUATION AND TREATMENT PROTOCOL

ATHLETIC TRAINERS PRIMARY EMPLOYMENT SITE WHERE PROVISIONS OF THIS PROTOCOL FORM APPLY. EACH PRIMARY EMPLOYMENT SITE MUST BE LISTED BELOW.

PRIMARY EMPLOYMENT SITE

"Primary Employment Site" means the institution, organization, corporation, or sports team where the athletic trainer is employed for the practice of athletic training." (MN Statute 148.7806 Subd. 10)

1. **SITE 1** Facility or Employer Name_____
   Street address_____
   City_____ State_____ Zip code_____
2. **SITE 2** Facility or Employer Name_____
   Street address_____
   City_____ State_____ Zip code_____
3. **SITE 3** Facility or Employer Name_____
   Street address_____
   City_____ State_____ Zip code_____
4. **SITE 4** Facility or Employer Name_____
   Street address_____
   City_____ State_____ Zip code_____

LIMITED EVALUATION AND TREATMENT

"At the primary employment site, except in a corporate setting, an athletic trainer may evaluate and treat an athlete for an athletic injury not previously diagnosed for not more than 30 days or a period of time designated by the primary physician on the protocol form, from the date of the initial evaluation and treatment. Preventative care after resolution of the injury is not considered treatment. This paragraph does not apply to a person who is referred for treatment by a person licensed in this state to practice medicine as defined in section 147.081, to practice chiropractic as defined in section 148.01, to practice podiatry as defined in section 153.01, or to practice dentistry as defined in section 150A.05 and whose license is in good standing." [MN Statute 148.7806(c)]

"In a clinical, corporate and physical therapy setting, when the service provided is, or is represented as being, physical therapy, an athletic trainer may work only under the direct supervision of a physical therapist as defined in section 148.65." [MN Statute 148.7806 (e)]

"Athlete" means a person participating in exercises, sports, games, or recreation requiring physical strength, agility, flexibility, range of motion, speed, or stamina." (MN Statute 148.7802 Subd. 4)

"Athletic injury" means an injury sustained by a person as a result of the person's participation in exercises, sports, games, or recreation requiring physical strength, agility, flexibility, range of motion, speed, or stamina." (MN Statute 148.7802 Subd. 5)

ATHLETIC TRAINER SERVICES
EVALUATION AND TREATMENT PROTOCOL

The PRIMARY PHYSICIAN shall affirmatively state by placing a "yes" in the blank in front of the services enumerated below, those evaluation, treatment and rehabilitative procedures that the athletic trainer may perform in managing athletic injuries. A "no" shall be put in the blank in front of the evaluation, treatment or rehabilitative procedures that the athletic trainer should not perform in the management of athletic injuries.

_____ 1. At the primary employment site, except in a corporate setting, the athletic trainer may evaluate and treat an athlete for an athletic injury not previously diagnosed for not more than _____days. (May not exceed 30 days.)

_____ 2. Take a complete, detailed, and accurate history including history of past problems, history of present problem, mechanism of injury, anatomical location and pain characteristics.

3. Evaluate utilizing the following procedures:

_____ a. palpation for edema, deformity, pain, temperature difference, etc.
_____ b. general observation
_____ c. motion assessment
_____ d. muscle strength and endurance tests
_____ e. neurological assessment
_____ f. joint play assessment
_____ g. functional evaluation
_____ h. other (specify) _____

4. Treat utilizing the following procedures:

_____ a. give emergency care for athletic injuries
_____ b. provide appropriate therapeutic treatment for athletic injuries using the following therapeutic modalities
_____ (1) cryotherapy and thermotherapy
_____ (2) ultrasound
_____ (3) phonophoresis
_____ (4) electrical nerve stimulation
_____ (5) iontophoresis
_____ (6) diathermy (specify type:_____)
_____ (7) intermittent compression
_____ (8) traction
_____ (9) therapeutic massage
_____ (10) other (specify)_____

5. Rehabilitate utilizing the following procedures:

_____ a. progressive resistance exercise
_____ b. range of motion exercise
_____ c. trigger point therapy
_____ d. joint mobilitation for range of motion only
_____ e. proprioceptive neuromuscular facilitation
_____ f. functional exercise
_____ g. cardiovascular exercise
_____ h. other (specify)_____

6. Other approved procedures:

a. _____
b. _____
c. _____
d. _____

ATHLETIC TRAINER SERVICES
EVALUATION AND TREATMENT PROTOCOL

SCOPE OF PRACTICE

"An athletic trainer shall:
(1) prevent, recognize, and evaluate athletic injuries; (2) give emergency care and first aid; (3) manage and treat athletic injuries; and (4) rehabilitate and physically recondition athletic injuries. The athletic trainer may use modalities such as cold, heat, light, sound, electricity, exercise, and mechanical devices for treatment and rehabilitation of athletic injuries to athletes in the primary employment site." [MN Statute 148.7806 (a)]

"An athletic trainer may:
(1) Organize and administer an athletic training program including, but not limited to, educating and counseling athletes;
(2) Monitor the signs, symptoms, general behavior, and general physical response of an athlete to treatment and rehabilitation including, but not limited to, whether the signs, symptoms, reactions, behavior or general response show abnormal characteristics; and
(3) Make suggestions to the primary physician or other treating provider for a modification in the treatment and rehabilitation of an injured athlete based on the indicaters in clause (2) [MN Statute 148.7806 (d)]

LIMITATIONS ON PRACTICE

"If an athletic trainer determines that the patient's medical condition is beyond the scope of practice of that athletic trainer, the athletic trainer must refer the patient to a person licensed in the state to practice medicine as defined in section 147.081, to practice podiatry as defined in section 153.01, or to practice dentistry as defined in section 150A.05, and whose license is in good standing and in accordance with established evaluation and treatment protocols. An athletic trainer shall modify or terminate treatment of a patient that is not beneficial to the patient, or that is not tolerated by the patient." (MN Statute 148.7807)

PRIMARY PHYSICIAN
I have carefully read, understand, and agree to the foregoing Licensed Athletic Trainer Protocol Form and certify that all information I have provided is accurate and correct. I understand that I am responsible for selecting appropriate functions to be performed by the athletic trainer under this protocol.

Signature_____ Date_____ Phone #_____

Note: Be sure to approve only those procedures you know the athletic trainer to be proficient at. This protocol form may be updated at your discretion.

ATHLETIC TRAINER
I have carefully read, understand, and agree to the foregoing Licensed Athletic Trainer Protocol Form and certify that all information I have provided is accurate and correct. I understand that I am responsible and capable for functions delegated, for selecting appropriate functions to be performed under this protocol and for performing them properly.

Signature_____ Date_____ Phone #_____