

## **APPLICATION FOR ORIGINAL REGISTRATION—ATHLETIC TRAINER**

### **APPLICANT INSTRUCTIONS**

**Mandatory Practice Act.** Colorado has a mandatory practice act, which means that you may not practice as an Athletic Trainer in this state without a Colorado registration. Submission of this application does not guarantee registration. Therefore, do not make life or career decisions based on the probability that you may receive a registration. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

**Basic Requirements.** Requirements for registration are outlined in the Colorado Revised Statutes 12-29.7-112, and the Rules and Regulations of the Office of Athletic Trainer Registration. Both are available online at [www.dora.colorado.gov/professions/athletictrainers](http://www.dora.colorado.gov/professions/athletictrainers).

**About the Application.** This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and specific supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

**Application Expiration.** Your application will be kept on file for one (1) year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

**Social Security Number is Required.** Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.

**Disclosure of Addresses.** Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address, phone numbers, and contact information up-to-date in our database. All letters, renewal notices, and registrations are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Online Services at [www.dora.colorado.gov/professions/onlineservices](http://www.dora.colorado.gov/professions/onlineservices).

**Registration Expiration Grace Period for New Applicants.** All new applicants who are issued a registration within 120 days of the upcoming renewal expiration date will be issued a registration with the subsequent expiration date. For example, registrations issued between August 1, 2013, and November 30, 2013, will reflect a registration expiration date of November 30, 2015. Registrations issued prior to August 1, 2013, will reflect an expiration date of November 30, 2013, and must renew in the upcoming renewal period.

- ✓ All Athletic Trainer registrations expire on November 30 of odd-numbered years and must be renewed to continue practicing.

**Checking Your Application Status.** Visit Online Services at [www.dora.colorado.gov/professions/onlineservices](http://www.dora.colorado.gov/professions/onlineservices) to track your application from the date we log it in our database to the date your registration is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

## APPLICANT CHECKLIST

To apply for a Colorado **Athletic Trainer** registration:

- Pass the Board of Certification (BOC) examination or its predecessor prior to submitting this application.** If you have not taken the examination, contact the Board of Certification for Athletic Trainers at [www.bocatc.org](http://www.bocatc.org).
- Complete the attached application.** Return the completed application and all supporting documentation to the Office of Licensing.
- Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S .24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

**If you have never held a license or registration in another state or U.S. territory, or your license or registration in another state or U.S. territory is not active, your registration method is Examination if you:**

- Have maintained BOC certification within three (3) years prior to receipt of the application in the Division of Professions and Occupations.** Contact the BOC at [www.bocatc.org](http://www.bocatc.org) to request that your official BOC Verification of Certification be sent directly to us. We will accept either official written or electronic verifications.

**If you hold an active license or registration in another state or U.S. territory, your registration method is Endorsement:**

- Provide a printout of one of your active athletic trainer registration(s) or license(s) from the state's webpage verifying your registration or license.**
- Attest to one of the following:**
  - Verification of active practice in that state, as an athletic trainer for a minimum of 400 hours per year for the two (2) years immediately preceding receipt of this application in the Division.
  - Maintained competency as an athletic trainer by completing a total of 48 hours of athletic training continuing education courses during the two (2) year period immediately preceding receipt of this application in the Division.
  - Maintained BOC certification within three (3) years prior to receipt of this application in the Division.

**Return your completed application packet and all supporting documentation to:**

Division of Professions and Occupations  
**Office of Licensing—Athletic Trainer**  
1560 Broadway, Suite 1350  
Denver, CO 80202



## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Director of the Division of Professions and Occupations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



**Colorado Department of Regulatory Agencies**  
 Division of Professions and Occupations  
 1560 Broadway, Suite 1350  
 Denver, CO 80202

**Licensee/Applicant Full Legal Name**

Last	First	Middle	Suffix

**Colorado Professional or Occupational License/Certification/Registration Number:** \_\_\_\_\_  
 (if already licensed)

**Professional or Occupational License/Certification/Registration type applying for:** \_\_\_\_\_

**AFFIDAVIT OF ELIGIBILITY**

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure\* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

*\*The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

**Section A: LAWFUL PRESENCE in the United States**

1.  I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2.  I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3.  I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
  - a.  I am a U.S. citizen, not physically present or employed in the United States.
  - b.  I am a Foreign National, not physically present or employed in the United States.

**Section B: SECURE AND VERIFIABLE DOCUMENTS**  
 Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
<input type="checkbox"/> Driver's license or permit				
<input type="checkbox"/> Government issued ID card				
<input type="checkbox"/> Valid U.S. military ID/common access card				
<input type="checkbox"/> Colorado Department of Corrections inmate ID				
<input type="checkbox"/> Tribal ID card				
<input type="checkbox"/> U.S. passport				
<input type="checkbox"/> Certificate of Naturalization				

**Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)**

<b>Government Issued Identification</b>	<b>Name of state agency or federal agency that issued the document</b>	<b>Full name as shown on driver's license or state/federal issued ID</b>	<b>License/ID Number</b>	<b>Expiration Date (mm/dd/yyyy)</b>	
<input type="checkbox"/> Certificate of (U.S.) Citizenship					
<input type="checkbox"/> Valid Temporary Resident card					
<input type="checkbox"/> Valid I-94 issued by Canadian government					
<input type="checkbox"/> Valid I-94 with refugee/asylum stamp					
<input type="checkbox"/> Valid I-766 (Employment Authorization Card)			<b>Issuing federal agency:</b>		
<b>Name on card</b>	<b>Alien Number (A#)</b>	<b>Card Number</b>	<b>Valid from (mm/dd/yyyy)</b>	<b>Expires (mm/dd/yyyy)</b>	
<input type="checkbox"/> Valid I-551 (Resident Alien or Permanent Resident Card)			<b>Issuing federal agency:</b>		
<b>Name on card</b>	<b>Alien Number (A#)</b>	<b>Country of birth</b>	<b>Card expires (mm/dd/yyyy)</b>	<b>Resident since (mm/dd/yyyy)</b>	
<input type="checkbox"/> Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94					
<b>Issuing foreign country</b>	<b>Passport Number</b>	<b>Visa Number</b>	<b>Visa Class (ex.: J-1, P-1, H-1B, etc.)</b>	<b>Date of entry (mm/dd/yyyy)</b>	<b>Until date (mm/dd/yyyy)</b>
<input type="checkbox"/> Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa					
<b>Issuing foreign country:</b>			<b>Passport Number:</b>		

**Section C: ATTESTATION**

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Signature (Full Name)

\_\_\_\_\_  
Date

The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

**Registration Method:**  **EXAMINATION** (if you have never held a license or registration in another state or U.S. territory, or if your license or registration in another state or U.S. territory is not active)  
 **ENDORSEMENT** (if you hold an active license or registration in another state or U.S. territory)

**PART 1—APPLICANT INFORMATION**

<b>Name:</b> Last:	First:	Middle:	Suffix:
<b>Previous Name(s):</b>			
<b>Social Security Number: *</b>	<b>Date of Birth (mm/dd/yyyy):</b>	<b>Gender:</b> <input type="checkbox"/> <i>Male</i> <input type="checkbox"/> <i>Female</i>	
<b>Place of Birth</b> (city and state, or foreign country):			
<b>Mailing Address:</b>		PO Box, Street:	
This is a <input type="checkbox"/> <i>Home</i> <input type="checkbox"/> <i>Business</i>		City, State, Zip:	
<b>Daytime Telephone Number:</b> (     )		<b>E-mail Address:</b>	
		Preferred method for communication: <input type="checkbox"/> <i>Mail</i> <input type="checkbox"/> <i>E-mail</i>	

**PART 2—EDUCATION**

<b>School or college attended:</b>	
<b>Type of degree:</b>	<b>Date granted:</b>

**PART 3—BOC INFORMATION**

<b>Date BOC exam passed:</b>	<b>BOC Certificate Number:</b>
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**PART 4—REGISTRATION/LICENSE INFORMATION**

List each state, U.S. territory, or country in which you are or have ever been registered or licensed as an Athletic Trainer (if needed, attach an additional sheet using the same format). If not applicable, enter N/A.

State	Registration/License Number	Year registration/ license issued	Disciplinary action against registration/license?	Is this registration/license current/active?
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

\*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in Title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's Social Security Number. Disclosure of your Social Security Number is mandatory for purposes of establishing, modifying, or enforcing child support under Section 14-14-113 and Section 26-13-126, C.R.S.; locating an individual who is under an obligation to pay child support as required by Section 26-13-107(3)(a)(I)(A), C.R.S.; and reporting to the Health Integrity and Protection Data Bank as required by 45 CFR Sections 61.1 et seq. Failure to provide your Social Security Number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your Social Security Number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your Social Security Number will not be released for any other purpose not provided for by law.

**PART 5—ENDORSEMENT**

(Complete if you hold an active Athletic Trainer registration or license in another state or U.S. territory)

Provide a printout of **ONE** of your **ACTIVE** Athletic Trainer registration(s) or license(s) from another state's webpage verifying your registration or license.

Attest to at least **ONE** of the following requirements to register by endorsement:

- I actively practiced as an athletic trainer for a minimum of 400 hours per year for the two (2) years immediately preceding the receipt of this application in the Division; **—OR—**  YES  NO
- I maintained competency as an athletic trainer by completing 48 hours of athletic training continuing education courses approved by the BOC during the two (2) years immediately preceding the receipt of this application in the Division; **—OR—**  YES  NO
- I have been certified by the BOC in accordance with C.R.S. 12-29.7-107, within three (3) years prior to the receipt of this application in the Division.  YES  NO

**PART 6—MILITARY QUESTIONS**

1. Are you a Member of the U.S. military?  YES  NO  
 ➤ If **YES**, provide information below:

Branch:	Duty Station:
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2. Are you the spouse of an active duty military member who has been relocated to Colorado and hold a currently valid and active credential to practice your profession in another state?  YES  NO  
 ➤ If **YES**, refer to the *Military Spouse Exemption Form* available on our website at: [www.dora.colorado.gov/professions/military](http://www.dora.colorado.gov/professions/military).

**PART 7—SCREENING QUESTIONS**

**You must provide the following for each "YES" response to the screening questions below:**

- An explanation, signed and dated by you, of your behavior or practice that led to the occurrence, including:
  - Date(s) of event/offense
  - Description of event/offense
  - Location/court
  - Current status/outcome.

**You may be required to provide the following:**

- Copies of legal documents relating to the event/offense
- Copies of legal documents indicating your compliance with any requirements imposed upon you.

1. Are there any pending complaints against you in any other jurisdiction?  YES  NO
2. Has any disciplinary action ever been taken against you as an athletic trainer, or any athletic training registration/license, or any other health care professional license which you now hold or have ever held?  YES  NO
3. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, and that may impair your ability to practice as an athletic trainer safely and competently including but not limited to bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?  YES  NO

**PART 7—SCREENING QUESTIONS (Continued)**

4. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as an athletic trainer safely and competently?  YES  NO
5. Have you ever been convicted of, pled guilty or *nolo contendere* to, or accepted a deferred judgment or deferred prosecution to the following:
- A felony charge?  YES  NO
  - Any conviction, including misdemeanors, related to your practice as an athletic trainer?  YES  NO

**ATTESTATION**

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

Applicant Signature

Date