Section 1160.20 Examination

a) The examination for licensure shall be the certification examination for the National Athletic Trainers Association Board of Certification (BOC) or its successor agency.

b) Candidates shall make application for the examination, and pay the examination fee, directly to the designated testing service.

c) Unsuccessful candidates may retake the examination as many times as they wish. Retake application shall be made to the designated testing service.

d) Application to the designated testing service for purposes of taking the examination shall not constitute application to the Department of Financial and Professional Regulation-Division of Professional Regulation (Division) and shall not entitle an applicant to practice on a temporary basis under the provisions of Section 4(5) of the Illinois Athletic Trainers Practice Act (the Act).

Section 1160.30 Application for Licensure by Examination

a) Any person seeking licensure as an athletic trainer shall file an application with the Division on forms provided by the Division. The application shall include the following:

1) Certification of graduation from an athletic training program approved in accordance with Section 1160.31 or a program approved by the Commission on Accreditation of Athletic Training Education (CAATE) or its successor agency;

2) Verification of successful completion of the examination set forth in Section 1160.20 received directly from the designated testing service;

3) The required fee specified in Section 1160.35(a); and

4) Proof of current certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) for Healthcare Providers and Professional Rescuers or its equivalent based on American Red Cross or American Heart Association standards.

b) An applicant who applies to the Division in accordance with subsection (a) is eligible to practice temporarily in accordance with the provisions of Section 4 of the Act.

1) An applicant who has not yet taken the required examination may practice, under the supervision of a licensed athletic trainer, pending examination in accordance with the provisions of Section 4(5) of the Act, for no longer than 3 months. If an applicant fails the examination, he/she shall cease practice.
immediately. Practicing after failure of an examination or beyond the 3 months shall be considered the unlicensed practice of athletic training.

2) An applicant who has applied in writing to the Division for licensure and has complied with all the provisions of Section 9 of the Act may practice in accordance with the provisions of Section 4(9) for no longer than 6 months or until notification has been given that licensure has been granted or denied. Practicing after denial of an application or beyond the 6 months shall be considered the unlicensed practice of athletic training.

Section 1160.31 Approved Programs

a) In determining whether a program shall be approved, the Division shall take into consideration, but not be bound by, accreditation or approval by CAATE or its successor entity.

b) All athletic training programs accredited or approved by CAATE as of January 1, 2006 meet the minimum criteria set forth in this Section and are, therefore, approved.

c) The Division, upon recommendation of the Illinois Board of Athletic Trainers (the Board), may approve athletic training programs that are not accredited or approved by CAATE, provided the institution:

1) Is legally recognized and authorized by the jurisdiction in which it is located to confer a baccalaureate degree or master's degree;

2) Has a faculty which comprises a sufficient number of full-time instructors to make certain that the educational obligations to the student are fulfilled. The faculty must have demonstrated competence as evidenced by appropriate degrees in their area of teaching from professional colleges or institutions;

3) Has a designated program director;

4) Has a curriculum that covers the domains of athletic training as stated in the Role Delineation Study, 7th Edition, published by the BOC, 1415 Harney St., Ste. 200, Omaha NE 68102, 2006 (this incorporation includes no later amendments or editions), or its successor agency, and provides evidence of completion of the clinical competencies established by CAATE or its successor agency.

d) The Division or Board may require additional information in order to evaluate the program.

e) Programs evaluated under subsection (c) must be approved on a case-by-case basis for each licensure application.

Section 1160.35 Fees

The following fees shall be paid to the Department and are nonrefundable:

a) The fee for application for a license as an athletic trainer is $200.
b) The fee for application for licensure of a person licensed as an athletic trainer in another jurisdiction is $200.

c) The fee for renewal of an athletic trainer license is $100 per year.

d) The fee for application for a sponsor of continuing education (CE) is $500.

e) The fee for renewal as a sponsor of CE is $125 per year.

f) The fee for restoration of a license other than from inactive status is $20 plus payment of all lapsed renewal fees.

g) The fee for issuance of a duplicate license or for the issuance of a replacement license for a license that has been lost or destroyed is $20.

h) The fee for the issuance of a license with a change of name or address other than during the renewal period is $20. No fee is required for name and address changes on Division records when no duplicate license is replaced.

i) The fee for certification of a license for any purpose is $20.

j) The fee for a wall certificate showing licensure is the actual cost of producing the license.

k) The fee for a roster of persons licensed under the Act is the actual cost of producing the roster.

**Section 1160.40 Renewals**

a) Each license issued under the Act shall expire on May 31 of even-numbered years. The holder of the license may renew the license during the month preceding the expiration date by paying the required fee and completing 40 hours of CE in accordance with Section 1160.65.

b) It is the responsibility of each license holder to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to pay the renewal fee.

c) Practice on an expired license shall be considered the unlicensed practice of athletic training and subject to discipline or other penalties set forth in Section 16 of the Act.

**Section 1160.50 Restoration**

a) A person seeking restoration of a license that has expired for less than 5 years shall have the license restored upon payment of $20 plus all lapsed renewal fees as set forth in Section 1160.35(g). A person seeking restoration of a license shall provide evidence of successful completion of 40 hours of CE in accordance with Section 1160.65 earned within the 2 years immediately preceding the restoration.

b) A person seeking restoration of a license that has been placed on inactive status for less than 5 years shall have the license restored upon payment of the current renewal fee specified in Section 1160.35(d). A person seeking restoration of a license shall provide
c) A person seeking restoration of a license after it has expired or been placed on inactive status for more than 5 years shall file an application, on forms supplied by the Division, together with the fees set forth in Section 1160.35, and shall provide evidence of successful completion of 40 hours of continuing education in accordance with Section 1160.65 earned within 2 years immediately preceding the application for restoration. The application shall also include one of the following documents:

1) Sworn evidence of active practice in another jurisdiction. The evidence shall include a statement from the appropriate board or licensing authority in the other jurisdiction that the registrant was authorized to practice during the term of the active practice; or

2) An affidavit attesting to military service as provided in Section 12 of the Act; or

3) Other evidence of continued active participation in athletic training for at least the last 2 years.

A) The evidence shall show that he/she has been:

i) employed in a responsible capacity under the supervision of a licensed athletic trainer; or

ii) an officer or employee of the United States government as a practicing athletic trainer; or

iii) teaching athletic training in a college or university; or

B) The applicant shall submit proof of an additional 20 hours of CE in accordance with Section 1160.65, for a total of 60 hours.

d) Any person seeking restoration of a license within 2 years after discharge from military service pursuant to Section 12 of the Act will be required to pay only the current renewal fee and will not be required to submit proof of meeting the CE requirements.

e) When the accuracy of any submitted documentation, or the relevance or sufficiency of the course work or experience, is questioned by the Division because of lack of information, discrepancies or conflicts in information given or a need for clarification, the person seeking restoration of a license shall be required to:

1) Provide such information as may be necessary; and/or

2) Appear for an interview before the Board to explain the relevance or sufficiency, clarify information or clear up any discrepancies or conflicts in information. Upon recommendation of the Board and approval by the Division, an applicant shall have the license restored.

Section 1160.60 Application for Licensure by Endorsement
a) An applicant seeking licensure in Illinois who is licensed/registered under the laws of another jurisdiction shall file an application with the Division, on forms provided by the Division, that includes:

1) Proof of successful completion of the examination set forth in Section 1160.20;

2) Certification from the state or territory of the United States in which the applicant was originally licensed, and the states in which the applicant is currently licensed, stating:
   A) The time during which the applicant was licensed/registered in that jurisdiction;
   B) Whether the file on the applicant contains any record of disciplinary actions taken or pending;

3) Proof of current certification in CPR and AED or its equivalent based on American Red Cross or American Heart Association standards.

b) An applicant licensed in another state who has applied in writing to the Division for licensure by endorsement may practice in accordance with the provisions of Section 4(8) of the Act. This temporary right to act as an athletic trainer shall expire 6 months after the filing of the written application with the Department, upon the withdrawal of the application for licensure under this Act, when the applicant has received a license from the Department, or upon delivery of a notice of intent to deny the application by the Department, whichever occurs first. Practicing after denial of an application or beyond the 6 months shall be considered the unlicensed practice of athletic training.

c) The Division may request additional information to determine if the requirements in the state or territory of original licensure were substantially equivalent to the requirements then in effect in Illinois or to determine whether the requirements of another state or territory, together with education and professional experience qualifications of the applicant, are substantially equivalent to the requirements in Illinois at the time of application.

d) The Division shall either issue a license by endorsement to the applicant or notify him/her of the reasons for the denial of the application.

Section 1160.64 Supervision

Individuals who are completing a course of study in an approved educational program and who are performing athletic training as a part of their supervised experience, pursuant to Section 4(3) of the Act, shall be supervised by a licensed athletic trainer. If the experience has been completed in another state where licensure is not required, the experience shall be under the supervision of an athletic trainer certified by the Board of Certification for the Athletic Trainer or its successor agency.

Section 1160.65 Continuing Education

a) CE Hour Requirements
1) Renewal applicants shall complete 40 hours of CE relevant to the practice of athletic training during each prerenewal period. The Division may conduct audits, at a level consistent with its resources for conducting such an audit, to verify compliance with this Section. The prerenewal period is the 24 months preceding the expiration date of the license.

2) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.

3) Athletic trainers licensed in Illinois but residing and practicing in another state must comply with the CE requirements set forth in this Section.

b) Activities for which CE credit may be earned are as follows:

1) Verified attendance or participation in any CE course approved by the BOC or CE sponsors approved by the BOC or its successor agency.

2) Verified attendance at or participation in a program given by a sponsor as set forth in subsection (c)(1).

3) A maximum of 26 hours per prerenewal period for:

   A) Papers prepared for or delivered before recognized athletic trainer organizations;

   B) Papers published in nationally recognized athletic training journals; and

   C) Writing a chapter in a book about athletic training.

4) A licensee who has completed an Emergency Medical Technician training program for EMT-B, EMT-I or EMT-P certification in accordance with 77 Ill. Adm. Code 515 or who has taken CE for renewal of those certifications in accordance with 77 Ill. Adm. Code 515.590 may apply up to 10 hours toward meeting the CE hours set forth in this Section, provided the topics covered during these hours are relevant to the practice of athletic training.

5) A licensee who serves as an instructor, speaker or discussion leader of a course given by an approved sponsor will be allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Preparation time shall not be allowed for presentations of the same course. In no case shall credit for actual time of presentation and preparation be given for more than 9 hours during any renewal period.

6) The CE hours used to satisfy the CE requirements for renewal of an athletic trainer license held in another jurisdiction shall be applied toward the CE requirements for renewal of an Illinois athletic trainer license.

7) College course work relevant to athletic training completed at an accredited college or university. One semester hour of course work is equivalent to 15 hours of CE and one quarter hour of course work is equivalent to 10 hours of CE.
8) A CE hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.

9) CPR certification by the American Red Cross, American Heart Association, National Safety Council, or their international affiliates, or AED certification by the American Red Cross or other qualified organization as authorized by the Automated External Defibrillator Act. Five hours of CE may be earned for one CPR and AED certification. No more than 2 certifications may be submitted per renewal.

c) CE Sponsors and Programs

1) Sponsor, as used in this Section, shall mean:

   A) The BOC or CE sponsors approved by the BOC or its successor agency;

   B) Any other school, college or university, State agency, or any other person, firm or association that has been approved and authorized by the Division to coordinate and present CE courses and programs in conjunction with this Section.

2) An entity seeking approval as a CE sponsor, as provided in subsection (c)(1)(B), shall file an application, along with the required fee set forth in Section 1160.35(e), that includes:

   A) Certification:

      i) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (c)(5) below and all other criteria in this Section;

      ii) That the sponsor will be responsible for verifying attendance at each course or program and provide a certificate of completion as set forth in subsection (c)(7); and

      iii) That, upon request by the Division, the sponsor will submit evidence as is necessary to establish compliance with this Section. The evidence shall be required when the Division has reason to believe that there is not full compliance with the Act and this Part and that this information is necessary to ensure compliance;

   B) A copy of a Certificate of Attendance or Participation that meets the requirements set forth in subsection (c)(7); and

   C) A sample of a CE course that includes, but is not limited to, course materials, books, instructor credentials.

3) Each sponsor shall submit by May 31 of even-numbered years a renewal application along with the required renewal fee set forth in Section 1160.35(f).
4) State agencies, colleges and universities shall submit a sponsor application in accordance with subsections (c)(2) and (3); however, they shall be exempt from payment of the fee.

5) All courses and programs shall:
   A) Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of athletic training;
   B) Specify the course objectives, course content and teaching methods to be used;
   C) Be developed and presented by persons with education and/or experience in the subject matter of the program;
   D) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal; and
   E) Include some mechanism whereby participants evaluate the overall quality of the program.

6) All programs given by sponsors shall be open to all licensed athletic trainers and not be limited to the members of a single organization or group.

7) Certificate of Attendance or Participation. It shall be the responsibility of the sponsor to provide each participant in an approved program or course with a certificate of attendance or participation that shall contain the following information:
   A) The name, address and license number of the sponsor;
   B) The name and license number of the participant;
   C) A brief statement of the subject matter;
   D) The number of clock hours actually attended in each program;
   E) The date and place of the program; and
   F) The signature of the sponsor.

8) The sponsor shall maintain course materials and attendance records containing all information in subsection (c)(7) for not less than 5 years, except for the signature of the sponsor.

9) The sponsor shall be responsible for assuring that no renewal applicant shall receive CE credit for time not actually spent attending the program.

10) The Division, upon recommendation of the Board, shall withdraw, suspend or place on probation the approval of a CE sponsor when, at any time, the quality of
the CE fails to meet the established criteria as set forth in this Section or if the sponsorship approval was based upon false or deceptive information or if any other related license of the sponsor or instructor is suspended, revoked or otherwise disciplined.

11) Notwithstanding any other provision of this Section, the Division or Board may evaluate any sponsor of any CE program at any time.

12) The Division shall maintain a list of all approved CE sponsors.

d) CE Earned in Other Jurisdictions

1) If a renewal applicant will be earning or has earned CE hours in another jurisdiction, the applicant is not licensed in that jurisdiction and the course is not presented by an approved sponsor, the applicant shall submit an individual program approval request form, along with a $20 processing fee, to have the program reviewed. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(5). Applicants may seek individual program approval prior to participation in the course or program. All individual program approval requests shall be submitted at least 90 days prior to the expiration date of the license.

2) If a licensee fails to submit an out of state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the $20 processing fee plus a $10 per CE hour late fee not to exceed $150. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3).

e) Certification of Compliance with CE Requirements

1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements set forth in subsection (a).

2) The Division may require additional documentation in order to demonstrate compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance. The additional documentation will be required in the context of a Division audit.

3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board. At that time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].

f) Restoration of Nonrenewed License. Upon evidence of compliance with CE requirements, the Division may restore the license upon payment of the required fee.

g) Waiver of CE Requirements

1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal
application, the required renewal fee, a statement setting forth the facts concerning the noncompliance, and a request for waiver of the CE requirements on the basis of these facts. The applicant may request an interview with the Board at the time of the waiver request. If the Division, upon the written recommendation of the Board, finds from the applicant's affidavit or any other evidence submitted that extreme hardship has been shown to substantiate granting of a waiver, the Division shall waive enforcement of the CE requirements for the renewal period for which the applicant has applied.

2) If an interview with the Board is requested at the time the request for waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.

3) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:

A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;

B) An incapacitating illness, documented by a currently licensed physician; or

C) Any other similar extenuating circumstances (i.e., family illness and prolonged hospitalization).

4) Any renewal applicant who, prior to the expiration date of the license, submits a request for a waiver, pursuant to the provisions of this Section, shall be deemed to be in good standing and may practice until the Division's final decision on the waiver has been made.

Section 1160.70 Annual Report of Board (Repealed)

Section 1160.80 Granting Variances

a) The Director of the Division of Professional Regulation (Director), with authority delegated by the Secretary, may grant variances from this Part in individual cases when he/she finds that:

1) The provision from which the variance is granted is not statutorily mandated;

2) No party will be injured by the granting of the variance;

3) The rule from which the variance is granted would in the particular case, be unreasonable or unnecessarily burdensome.

b) The Director shall notify the Board of the granting of a variance, and the reasons for granting the variance, at the next meeting of the Board.