CHAPTER 1

GENERAL PROVISIONS

Section 1. Authority. The Board is created by W.S. 33-45-101 through 33-45-112, herein after referred to as the Act. The Board is authorized under the Act, specifically W.S. 33-45-106(a)(ii), the Wyoming Administrative Procedure Act (W.S. 16-3-101, et seq.), specifically W.S. 16-3-103(j), and W.S. 33-1-302(a) to promulgate rules.

Section 2. Terms Defined by Statute. Terms defined in W.S. 33-45-101 through 33-45-112 shall have the same meanings when used in these regulations unless the context or subject matter clearly requires a different interpretation.

Section 3. Terms Defined Herein. As used in these regulations, the following terms shall have the following meanings unless the context or subject matter clearly requires a different interpretation.

(a) "BOC" means the Board of Certification for Athletic Training.

(b) "CAATE" means the Commission on Accreditation of Athletic Training Education.

(c) "ECC" means Emergency Cardiac Care.

(d) "NATA" means the National Athletic Trainers Association.

(e) "Official" means issued by and under the original seal of the issuing agency.

Section 4. Board Office. The Board Office is located at 2001 Capitol Ave., Room 104, Cheyenne, Wyoming.

Section 5. Annual Regular Board Meeting. The Board shall have a regular meeting annually on the third Wednesday in April at the Board Office beginning at 10:00 a.m. If the meeting is not held at the Board Office, it will be held via teleconference or video conference at that time.

Section 6. Officers. Officers of the Board shall be elected annually, by a majority vote of the Board, and shall be comprised of a chairperson, a vice-chairperson, and a secretary-treasurer.

CHAPTER 3

LICENSE REQUIREMENTS

Section 1. Requirements for Licensure. It is the sole responsibility of the applicant to ensure that the Board receives all documentation necessary to prove to the Board's satisfaction that the applicant meets all the requirements for licensure herein. The applicant shall provide satisfactory evidence to the Board that they:

(a) are of majority age; and
Section 2. Education. The applicant shall have completed an entry-level athletic training education program accredited by the CAATE, or its successor agency.

(a) Applicants who have completed programs not accredited by CAATE may be deemed to have met the educational requirement provided they have completed the NATA internship program route.

Section 3. Professional Recommendation Requirement for Licensure. Applicants shall demonstrate their integrity, professionalism and character in athletic training through three (3) professional recommendations which attest to applicants' abilities and professional performance.

Section 4. Examination Requirement for Licensure.

(a) The Board shall accept a passing score on the BOC examination.
(b) Examinations shall be scheduled by the BOC.
(c) The Board shall accept the passing score as established by the BOC.
(d) Each applicant shall pass the Board jurisprudence exam.

Section 5. Supervision Requirement. Applicants must provide completed supervision agreement with a physician licensed by the State of Wyoming Board of Medicine.

Section 6. License by Reciprocity. An individual holding a license in good standing to engage in the practice of athletic training under the laws of another state having licensure requirements substantially equal to those required by the Act and these rules may, upon approval of the board, be issued a license in this state.
(A) References shall have been written within six (6) months of the date of application.
(B) References shall not be accepted from relatives of the applicant.
   (iii) Official verification that the applicant has passed the BOC examination.
(b) All documents submitted in support of the application shall contain an original signature and be submitted directly to the office of the Board from the source and not forwarded through the applicant.
(c) Completion of all requirements for licensure shall be documented within one (1) year of the date the application was received by the Board, otherwise the application will be deemed incomplete and closed without further notice.
(d) The Board shall not accept faxed or photocopied documents.

Section 2. Relocation Grace Period to Complete Licensure. An individual who is relocating to Wyoming may, under W.S. 33-45-107(d), engage in the practice of athletic training (without a Wyoming license) for one hundred twenty (120) calendar days from the date the individual physically moves to Wyoming or begins his employment in Wyoming as an athletic trainer, whichever is sooner, if:
   (a) The individual holds a license in good standing to engage in the practice of athletic training under the laws of another state having licensure requirements substantially equal to those required by the Act; and
   (b) The individual begins the Wyoming licensure application process within fourteen (14) calendar days from the date the individual physically moves to Wyoming or begins his employment in Wyoming as an athletic trainer, whichever is sooner.

Section 3. Application for Licensure by Reciprocity. In addition to the documents required in Section 1 of this chapter, the applicant shall request official verification of licensure in good standing from a jurisdiction where the applicant holds or has held a license as an athletic trainer.

Section 4. Notification of Applicants and Right of Appeal. If the applicant's initial application is denied, the reasons for this rejection shall be communicated in writing. The applicant shall have the right to request reconsideration of the application materials, and may further request a hearing before the Board in accordance with the Wyoming Administrative Procedures Act.

Section 5. Issuance of License. Initial licenses shall expire on September 30th of the year following the year of issue. Thereafter, upon renewal, the license shall be valid for one (1) year. The Board shall issue a wall certificate to the successful applicant bearing the full name of the holder, license serial number, date of issuance, expiration date, and appropriate seal.

Section 6. Change of Name, Address or Telephone Number.
   (a) Licensees shall register with the Board any change in their legal name, shall submit documentation demonstrating the change of name, appropriate fee and shall surrender the old wall certificate and a new wall certificate shall be issued by the Board.
   (b) Each applicant and licensee shall file with the Board their current home and professional mailing addresses and telephone numbers and shall report to the Board in writing any change of addresses or telephone numbers, giving both old and new addresses and telephone numbers.

Section 8. Correction and Amendment. Any applicant or licensee may clarify erroneous, inaccurate or misleading information in their file by submitting a written statement to the Board which will be placed in their file.

CHAPTER 5
FEES

Section 1. Fees. This fee schedule is adopted by the Board pursuant to W.S. 33-1-201.

(a) Application Fee: $200.00

(c) Renewal Fee: $200.00 every year

(d) Reinstatement $250.00 for each year, or portion thereof, that the license was expired.

(e) Non-sufficient Funds Fee: in accordance with W.S. 1-1-115

(f) Verification Fee: $15.00

(g) Copy Fee: $.25 per page

Section 2. Refunds. All fees collected by the Board are non-refundable.

Section 3. Applications Unaccompanied by Fees. Applications shall not be considered by the Board unless accompanied by the application fee.

Section 4. Duplicate or Replacement Certificate and Pocket Card. Duplicate or replacement wall certificates and pocket cards may be issued by the Board. All requests for duplicate or replacement certificates shall be in writing and shall be accompanied by a ten dollar ($10.00) fee for each duplicate or replacement. All requests for duplicate or replacement pocket cards shall be in writing and shall be accompanied by a five dollar ($5.00) fee for each duplicate or replacement.

Section 5. Requests for Roster of Licensees. The roster of current licensees shall be updated at least annually and made available electronically at no charge.

CHAPTER 6
RENEWAL

Section 1. Annual Renewal. Licenses may be renewed every year by providing the Board with the following:

(a) Complete application for renewal; and

(b) Payment of the renewal fee; and

(c) On the year that it is due, verification that the licensee has maintained their BOC certification, or other evidence of compliance with the continuing education requirements established below.
Section 2. Late Renewal. An expired license may be renewed within ninety (90) days of its expiration by providing the Board with the following:

(a) Complete application for renewal; and
(b) Payment of the renewal fee; and
(c) On the year that it is due, verification that the licensee has maintained their BOC certification, or other evidence of compliance with the continuing education requirements established below. Continuing education must have been completed within the two (2) years immediately preceding the expiration date.

Section 3. Reinstatement. An expired license may be reinstated within five (5) years of its expiration by providing the Board with the following:

(a) Complete application for renewal; and
(b) Payment of the reinstatement fee; and
(c) Verification of having completed fifty (50) hours of continuing education activities within the two (2) years immediately preceding application for reinstatement, or verification that the licensee is in good standing with the BOC.

Section 4. Continuing Education.

(a) Continuing education (CE) requirements are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice. CE activities must focus on increasing knowledge, skills and abilities related to the practice of athletic training. Each licensee shall earn a minimum of fifty (50) contact hours of continuing education every two (2) years. Continuing Education Units (CEUs) in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification. A license may not be renewed if the holder fails to complete the required number of continuing education credits.

(i) Continuing Education Units (CEUs) shall be the actual number of hours during which instruction was received. A CEU shall consist of not less than fifty (50) minutes of actual instruction or presentation. For academic courses, one (1) semester credit equals fifteen (15) CEUs. One (1) quarter credit equals ten (10) CEUs.

(ii) Only those CEUs acquired during the two (2) years immediately preceding the expiration date will be considered.

(iii) The following standards shall govern acceptability of continuing education activities:

(A) All required CEUs may be earned through BOC approved provider programs. Activities in this category include workshops, seminars, conferences, home study courses, and other programs approved by the BOC.

(B) A maximum of thirty (30) CEUs may be earned through other educational activities such as:

(I) Speaking engagements. May be counted only once per topic for a maximum of 10 CEUs per topic.

(II) Initial training for EMT (Basic) certification.
(III) Serving as a BOC qualified examiner or model. Up to five (5) CEUs can be reported per exam with a limit of ten (10) CEUs per year earned in this category.

(IV) Initial EMT training for a maximum of thirty (30) CEUs.

(V) Serving as a panelist at a conference. May be counted for a maximum of five (5) CEUs per topic. The conference/seminar must be intended for an audience of healthcare professionals (i.e., ATs, PTs, RNs, PAs, PTAs, MDs). The actual content presented by a speaker or panelist must pertain to the domains identified in the Role Delineation Study, Fifth Edition.

(VI) Published publication activities prepared for commercial distribution. A journal refers to a periodical containing scholarly articles and/or current information on research and development in a particular field. Refereed denotes that the manuscript/document has been reviewed by an editor and one or more specialist prior to publication.

1. Primary author of an article in a non-refereed journal. May be counted for a maximum of five (5) CEUs per article.
2. Author of an article in a refereed journal. May be counted for a maximum of fifteen (15) CEUs per article for the primary author, and ten (10) CEUs per article for a secondary author.
3. Author of an abstract in a refereed journal. May be counted for a maximum of ten (10) CEUs per abstract for the primary author, and five (5) CEUs per abstract for a secondary author.
4. Author of a published textbook. May be counted for a maximum of forty (40) CEUs per book for the primary author, and twenty (20) CEUs per book for a secondary author.
5. A contributing author of a published textbook. May be counted for a maximum of ten (10) CEUs per book.
6. Author of a poster presentation which is peer reviewed or referred. May be counted for a maximum of ten (10) CEUs for the primary presentation, and five (5) CEUs for a secondary presentation.
7. Primary author of published multimedia material, such as CD-ROM, audio or video. May be counted for a maximum of fifteen (15) CEUs per publication.
8. Primary author of a home study course. The maximum CEUs is as determined by a BOC reviewer.

(V) Serving as a home study reviewer. This includes BOC home study reviewers and reviewers of refereed publications. Five (5) CEUs per review with a maximum of ten (10) CEUs per year may be counted in this category.
(VI) Serving as an exam item writer. This includes BOC item writers and exam item writers for other healthcare professional exams. A maximum of five (5) CEUs per year may be counted in this category.

(C) All required CEUs may be earned through post-certification college/university coursework provided the content of the course falls within the domains indentified in the Role of Delineation Study, Fifth Edition.

(I) The college/university must be accredited by an agency recognized by the US Department of Education.
(II) The course must be assigned credit hours and be listed on an official transcript.
(III) Practicum courses, clinical and internship experiences are not acceptable for CEU credit.
(IV) Twenty-five (25) CEUs are awarded per year for medical residency.

(D) A maximum of twenty (20) CEUs may be earned through individualized options. The content of the program must fall within the domains identified in the Role Delineation Study, Fifth Edition.

(I) One (1) CEU per contact hour may be earned by attendance at a professional program that is sponsored non-BOC approved providers.
(II) One (1) CEU per contact hour may be earned by reviewing videos, DVDs, audiotapes, and other multimedia.

(iv) Licensees shall attest to the number of continuing education hours completed

(v) Licensees shall report their continuing education activities in a manner determined by the Board.

(A) Licensees shall maintain copies of any certificates of attendance, letters certifying attendance, transcripts, or any official documents which serve as proof of participation or attendance for at least two (2) years from the date submitted for renewal.

(B) Proof of attendance shall contain the activity title, dates, contact hours attended, sponsor, presenter, qualifications of the presenter, the name of the licensee, and shall be signed by the sponsor or the presenter.

(vi) Licensees are responsible for maintaining their own continuing education documentation.

(vii) Approximately one hundred and twenty (120) days prior to the renewal date the Board may send a renewal notice to the licensee's last address of record.

(viii) Renewal applications shall not be accepted more than one hundred twenty (120) days prior to the expiration date.

(ix) Renewal applications received by the Board which are postmarked more than ninety days (90) after the expiration date, or after the next business day in cases when the ninetieth (90) day falls on a weekend or holiday, will not be accepted by the Board, and the license will become null and void for failure to timely and sufficiently secure renewal.
(x) Failure to receive a notice for renewal from the Board does not excuse a licensee from the requirement for renewal under the Act and these rules.

(b) L.A.T.'s must be able to demonstrate ongoing certification in the competencies outlined in the BOC ECC guidelines throughout the reporting period. CEUs are not awarded for maintaining ECC. (NOTE: ECC certification must be current each year.) Depending on the ECC provider, ECC recertification may not be required each year.

ECC must include the following:

(i) Adult CPR
(ii) Pediatric CPR
(iii) 2nd rescuer CPR
(iv) AED
(v) Airway obstruction, and
(vi) Barrier devices (e.g., pocket mask, bag valve mask)

(c) Acceptable ECC providers are those adhering to the most current International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care. Examples of courses that provide the above requirements include, but are not limited to:

(i) CPR/AED for the Professional Rescuer through the American Red Cross
(ii) BLS Healthcare Provider through the American Heart Association
(iii) Online courses are only acceptable if the practical portion is tested with an instructor.

CHAPTER 7
PROFESSIONAL RESPONSIBILITY

Section 1. The Practice of an Athletic Trainer. The practice of an Athletic Trainer consists of the application of the principles and methods of prevention, recognition, evaluation, and assessment of athletic injuries and illnesses, immediate care of athletic injuries including common injuries, medical emergencies, psychosocial intervention and referral, conditioning and rehabilitative exercise, nutritional aspects of injuries and illnesses, the use of therapeutic modalities, proper healthcare administration, professional development and understanding and education of application, precautions, interactions, and contraindications of pharmacology for athletes.

Section 2. Ethical Standards. The Board hereby incorporates into these rules by reference the following ethical standards:


(b) For the code of ethics and professional standards incorporated by reference:

(i) The Board has determined that incorporation of the full text in these rules would be cumbersome or inefficient given the length or nature of the rules;
(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in this section; and
(iii) The incorporated rules are maintained at the Board's office and is available for public inspection and copying at cost at the same location.
Section 3. Where the Code of Ethics and Professional Standards of the NATA conflict with the Act and/or these rules, the Act and rules shall control.

Section 4. Persons licensed by the Board shall:

(a) Use the term "Licensed Athletic Trainer" and/or the initials L.A.T. only after the applicant is granted licensure by the Board.
(b) Practice only under the direction of a physician licensed by the State of Wyoming Board of Medicine.
(c) Practice in a manner that is in the best interest of the public and does not endanger the public health, safety or welfare.
(d) Be able to justify all services rendered to clients as necessary for diagnostic or therapeutic purposes.
(e) Practice only within the competency areas for which they are trained and experienced. The licensee must be able to demonstrate to the Board competency, training, and/or expertise should their ability to practice in a specialty area be called into question.
(f) Report to the Board known or suspected violations of the laws and regulations governing the practice of licensed professionals.
(g) Treat colleagues with respect and should represent accurately and fairly the qualifications, views and obligations of colleagues.
(h) Use only those educational credentials in association with their licensure and practice as a professional that have been earned at an educational institution accredited by one of the regional or national institutional accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA), and that are directly related to their licensed profession, and that are professional in nature, including, but not limited to M.Ed., M.A., M.S., Ph.D., and Ed.D., and shall include the designation of licensure as an LAT (Licensed Athletic Trainer).

(i) Maintain accurate documentation of all professional services rendered to a client in confidential files for each client and ensure that client records are kept in a secure, safe, retrievable and legible condition.
(ii) Each client record must be retained for a minimum of seven (7) years from the date of the last session.
(iii) Records of treatment provided to minor clients must be retained for a minimum of seven (7) years from the date of the last session, or until the client reaches twenty-five (25) years of age, whichever is longer.
(iv) The licensee shall name a qualified person who will retain the client records and properly release the client records upon request.
(j) Not practice, facilitate discrimination on the basis of race, sex, age, religion, nation origin, mental or physical handicap.
(k) Clearly state the person's licensure status by the use of a title or initials such as "licensed athletic trainer" (L.A.T.) or a statement such as "licensed by the Wyoming State Board of Athletic Training" in any advertising, public directory or solicitation, including telephone directory listings.
(l) Seek advice and counsel of colleagues and supervisors when such consultation is in the best interest of the client while taking care to protect the client's confidentiality.
(m) Respond to all requests for information and all other correspondence from the Board.
Display their license or certification at all times in a conspicuous location readily accessible to all clients at the licensee's place of business.
Not permit, or facilitate unlicensed practice or any activity which is a violation of the Act or these rules and regulations.

CHAPTER 8
ADVERSE ACTION

Section 1. Board Authorization. The Board is authorized to censure, suspend, revoke, refuse to renew, impose probationary conditions, or otherwise restrict the license of any person violating provisions of the Act pursuant to W.S. 33-45-111.

Section 2. Grounds. In addition to the grounds outlined in W.S. 33-45-111, the Board may take action for unprofessional or unethical conduct.
(a) Unprofessional conduct shall include, but is not limited to:
   (i) Suspension, revocation, denial, or other disciplinary action imposed upon a license held in another jurisdiction. A certified copy of the disciplinary order shall be conclusive evidence.
   (ii) Representation of oneself as legally authorized to engage in the practice of athletic training without a license issued by this Board.
   (iii) Conviction of a misdemeanor involving moral turpitude. A certified copy of the conviction shall be conclusive evidence.
   (iv) Renting or lending the license issued pursuant to this act to any person;
   (v) Gross incompetence or malpractice.
   (vi) Mental incompetency.
   (vii) Knowingly submitting false information to the Board.
   (viii) Addiction or habitual intemperate use of alcohol, drugs and/or a controlled substance.
   (ix) Violation and conviction of a charge under W.S. 35-7-1001 et. Seq, the Wyoming Controlled Substance Act.
   (x) Sexual exploitation of a client, defined as:
       (A) Offering professional services for some form of sexual gratification;
       or
       (B) Sexual contact with a client.
(b) Unethical conduct shall be a violation of any provision of the adopted Ethical Standards as set forth in these Rules.

CHAPTER 9
COMPLAINTS: PRACTICE AND PROCEDURE

Section 1. Complaints. All complaints shall be filed with the Board in writing and shall contain:
(a) Name and address of licensee;
(b) Name, address and telephone number of complainant;
(c) Nature of alleged violations;
Section 2. Investigation.
(a) The Board shall assign an investigation committee comprised of one (1) Board member or other individuals with assistance from a representative of the Attorney General's Office.
(b) Upon completion of the investigation, the committee may:
   (i) Prepare and file a formal notice and complaint with the Board, setting the matter for a contested case hearing; or
   (ii) Recommend to the Board that the complaint be dismissed.
(c) The Board may resolve a complaint at any time by:
   (i) Sending a written letter of reprimand/warning to the licensee;
   (ii) Accepting a voluntary surrender of a license or certification;
   (iii) Accepting conditional terms for settlement; or
   (iv) Dismissal.

Section 3. Service of Notice and Formal Complaint. Notice and Complaint shall be sent by certified or registered mail with return receipt thereof to the licensee's last known address on file with the Board. It is the licensee's responsibility to update their address with the Board.

Section 4. Answer or Appearance. The licensee shall file an Answer to the Notice and Complaint within twenty (20) calendar days of receipt of the Notice and Complaint or within twenty five (25) days from the date that the Notice and Complaint was mailed to the licensee, whichever is longer. The Answer shall contain specific responses and defenses to the allegations in the Notice and Complaint.

Section 5. Default in Licensee Answering or Appearing. In the event of the failure of a licensee to file an answer within the time allowed or otherwise appear at any schedule hearing, a default may be entered and the allegations as set forth in the Notice and Complaint shall be taken as true and an Order of the Board entered accordingly.

Section 6. Contested Case Process. The Board hereby incorporates by reference the following uniform rules outlining the entire contested case process and practice that will be followed:
(b) For these rules incorporated by reference:
   (i) The Board has determined that incorporation of the full text in these rules would be cumbersome or inefficient given the length or nature of the rules;
   (ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (a) of this section; and
   (iii) The incorporated rules are maintained at the Board's office and is available for public inspection and copying at cost at the same location.
Section 7. Appeals to District Court. Appeals from Board decisions shall be taken to the district court having jurisdiction and proper venue in accordance with applicable statutes and the Wyoming Rules of Appellate Procedure.