

CHAPTER 351
LICENSURE OF ATHLETIC TRAINERS
[Prior to 4/17/02, see rules 645—350.6(147,152D) to 645—350.10(147,152D)]

645—351.1(152D) Definitions. For purposes of these rules, the following definitions shall apply:
“*Active engagement*” or “*actively engaged*” in the practice of athletic training, for the purposes of Iowa Code sections 152D.3(2) and 152D.3(3), means that a person is either:

1. Currently certified by the National Athletic Trainers Association Board of Certification; or
2. Practicing athletic training as verified by notarized signatures from:
 - The athletic director or administrator of the institution, facility, or agency for which the person is currently providing services; and
 - The supervising physician for the institution, facility, or agency for which the person is currently providing services.

“*Board*” means the board of athletic training examiners.

“*Lapsed license*” means a license that a person has failed to renew as required or the license of a person who failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as an athletic trainer in the state of Iowa.

“*License expiration date*” means February 28 of each odd-numbered year.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice athletic training to an applicant who is currently licensed in another state.

“*NATA*” means the National Athletic Trainers Association.

“*NATABOC*” means the National Athletic Trainers Association Board of Certification or its successor organization.

“*Physical reconditioning*” means the part of the practice of athletic training which combines physical treatment and exercise and is carried out under the orders of a physician or physician assistant. Physical treatment is part of a service plan which includes but is not limited to the continued use of any of the following: cryotherapy, thermotherapy, hydrotherapy, electrotherapy, or the use of mechanical devices.

“*Physician*” means a person licensed to practice medicine and surgery, osteopathic medicine and surgery, osteopathy, chiropractic, or podiatry under the laws of this state.

“*Practice of athletic training*” means the prevention, physical evaluation, emergency care, and physical reconditioning relating to injuries and illnesses incurred through sports-induced trauma, which occurs during the preparation for or participation in a sports competition or during a physical training program, either of which is sponsored by an educational institution, amateur or professional athletic group, or other recognized sponsoring organization, by a person who uses the title of licensed athletic trainer.

“*Reciprocal license*” means the issuance of an Iowa license to practice athletic training to an applicant who is currently licensed in another state which has a mutual agreement with the Iowa board of athletic training examiners to license persons who have the same or similar qualifications to those required in Iowa.

“*Supervising physician*” means a physician who supervises the athletic training services provided by a licensed athletic trainer.

“*Supervision*” means that a supervising physician directs the performance of a licensed athletic trainer in the development, implementation, and evaluation of an athletic training service plan as set out in 645—351.6(152D). Supervision shall not be construed as requiring the personal presence of a supervising physician at each activity of the licensed athletic trainer. It is the responsibility of the licensed athletic trainer to ensure that the practice of athletic training is carried out only under the supervision of a licensed physician.

645—351.2(152D) Requirements for licensure. The following criteria shall apply to licensure:

351.2(1) The applicant shall complete a board-approved application packet. Application forms may be obtained from the board's Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Athletic Training Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

351.2(2) The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

351.2(3) Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Athletic Training Examiners. The fees are nonrefundable.

351.2(4) No application will be considered by the board until official copies of academic transcripts have been sent directly from the school to the board of athletic training examiners.

351.2(5) The applicant shall successfully complete the National Athletic Trainers Association Board of Certification (NATABOC) examination. It is the responsibility of the applicant to make arrangements to take the examination and have the official results submitted to the Iowa board of athletic training examiners.

351.2(6) Licensees who were issued their licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

351.2(7) Incomplete applications that have been on file in the board office for more than two years shall be:

- a. Considered invalid and shall be destroyed; or
- b. Maintained upon written request of the candidate. The candidate is responsible for requesting that the file be maintained.

645—351.3(152D) Educational qualifications.

351.3(1) A new applicant for licensure to practice as an athletic trainer shall possess a baccalaureate degree or postbaccalaureate degree from a U.S. regionally accredited college or university with proof of completion of the following courses:

- a. Advanced athletic training;
- b. Basic athletic training;
- c. Health;
- d. Human anatomy;
- e. Human physiology;
- f. Kinesiology; and
- g. Physiology of exercise.

351.3(2) Foreign-trained athletic trainers shall:

- a. Provide an equivalency evaluation of their educational credentials by International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site www.ierf.org or E-mail at info@ierf.org. The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.
- b. Provide a notarized copy of the certificate or diploma awarded to the applicant from an athletic training program in the country in which the applicant was educated.
- c. Receive a final determination from the board regarding the application for licensure.

645—351.4(152D) Examination requirements.

351.4(1) The examination required by the board shall be the National Athletic Trainers Association Board of Certification (NATABOC) examination. Application and information may be obtained from the NATABOC Offices, 4223 S. 143rd Circle, Omaha, NE 68137, telephone (402)559-0091, Web site www.nataboc.org.

351.4(2) The applicant has responsibility for:

- a. Making arrangements to take the national examination; and
- b. Arranging to have the examination scores sent directly to the board from NATABOC.

645—351.5(152D) Documentation of physician supervision. Each licensee must maintain documentation of physician supervision. It is the responsibility of the licensee to ensure that documentation of physician supervision is obtained and maintained, including the following:

1. Athletic training service plan as set out in 645—351.6(152D);
2. Dates and names of physician and physician assistant orders or referrals;
3. Initial evaluations and assessments;
4. Treatments and services rendered, with dates; and
5. Dates of subsequent follow-up care.

645—351.6(152D) Athletic training service plans. Athletic training service plans shall be composed of the following components as taken from the NATA Board of Certification 2000 Standards of Athletic Training for Direct Service and for Service Programs.

351.6(1) Standards for athletic training—direct service.

a. *Standard 1—direction.* The athletic trainer renders service or treatment under the direction of a physician or dentist.

b. *Standard 2—injury and ongoing care services.* All services shall be documented in writing by the athletic trainer and shall become part of the athlete's permanent records.

c. *Standard 3—documentation.* The athletic trainer shall accept responsibility for recording details of the athlete's health status. Documentation shall include:

- (1) Athlete's name and any other identifying information.
- (2) Referral source (doctor, dentist).
- (3) Date, initial assessment, results and database.
- (4) Program plan and estimated length.
- (5) Program methods, results and revisions.
- (6) Date of discontinuation and summary.
- (7) Athletic trainer's signature.

d. *Standard 4—confidentiality.* The athletic trainer shall maintain confidentiality as determined by law and shall accept responsibility for communicating assessment results, program plans, and progress with other persons involved in the athlete's program.

e. *Standard 5—initial assessment.* Prior to treatment, the athletic trainer shall assess the athlete's level of functioning. The athlete's input shall be considered an integral part of the initial assessment.

f. *Standard 6—program planning.* The athletic training program objectives shall include long- and short-term goals and an appraisal of those which the athlete can realistically be expected to achieve from the program. Assessment measures to determine the effectiveness of the program shall be incorporated into the plan.

g. *Standard 7—program discontinuation.* The athletic trainer, with the collaboration of the physician or dentist, shall recommend discontinuation of the athletic training service when the athlete has received optimal benefit of the program. The athletic trainer, at the time of discontinuation, shall note the final assessment of the athlete's status.

351.6(2) Standards for athletic training—service program. The following are minimal standards. Each one is essential to the practice of athletic training. It is intended that these standards be used by administrators as well as by athletic training personnel in the development of their service programs and to assess the effectiveness of the programs.

a. Standard 1—objectives. Basic to the development of any program are its intended purposes. Objectives and applicable policies should be clearly outlined for each activity, such as athletic treatment, education of personnel, supervision and interdisciplinary relations. The objectives of the service program should implement those of the institution itself.

b. Standard 2—planning. Each objective should be supported by detailed plans for its implementation.

c. Standard 3—evaluation. Objective methods of data collection and analysis should be used in relation to each component of the program to determine the need for service, assess its effectiveness and indicate a need for change.

d. Standard 4—types of services offered. Athletic training is appropriately a health service offered under the direction of a physician or dentist for the prevention, immediate care, management/disposition and reconditioning of athletic injuries.

e. Standard 5—personnel. The service program should be directed by a NATA-certified athletic trainer who has met the qualifications established by NATABOC. Education, qualifications and experience of all other personnel should meet existing standards and should be appropriate to their duties.

f. Standard 6—facilities and budget. Space, equipment, supplies and a continuing budget should be provided by the institution and should be adequate in amount, variety and quality to facilitate the implementation of the service program.

g. Standard 7—records. Objective, permanent records of each aspect of the service program should indicate:

- (1) Date and name of referring physician or dentist;
- (2) Initial evaluation and assessment;
- (3) Treatment or services rendered, with date; and
- (4) Dates of subsequent follow-up care.

h. Standard 8—reports. Written reports on each aspect of the service program should be made annually.

645—351.7(152D) Licensure by endorsement. An applicant who has been a licensed athletic trainer under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the board a completed application;
2. Pays the licensure fee;
3. Has the academic transcript(s) sent directly from the school(s) to the board;
4. Shows evidence of licensure requirements that are similar to those required in Iowa;
5. Provides verification of license(s) from every state in which the applicant has been licensed, sent directly from the state(s) to the board office; and
6. Submits evidence:
 - From NATABOC of current certification status sent directly from NATABOC to the board, or
 - Of a passing score on the examination of the NATABOC sent directly from NATABOC to the board.

645—351.8(147) Licensure by reciprocal agreement. The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of athletic trainers. The applicant shall take the examination required by the board.

645—351.9(147) License renewal.

351.9(1) The biennial license renewal period for a license to practice athletic training shall begin on March 1 of each odd-numbered year and end on February 28 of the next odd-numbered year. The board shall notify the licensee at the address on record at least 60 days prior to expiration of the license. Failure to receive the renewal application shall not relieve the licensee of the obligation to pay the biennial renewal fee(s) on or before the renewal date.

351.9(2) An individual who was issued an initial license within six months of the license renewal date will not be required to renew the license until the subsequent renewal two years later.

351.9(3) A licensee shall:

a. Meet the continuing education requirements of rule 645—352.2(152D) and the mandatory reporting requirements of subrule 351.9(4); and

b. Submit the completed renewal application, continuing education report form and renewal fee before the license expiration date.

351.9(4) Mandatory reporter training requirements.

a. A licensee who, in the scope of professional practice or in the licensee's employment responsibilities, examines, attends, counsels or treats children in Iowa shall indicate on the renewal application completion of two hours of training in child abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

b. A licensee who, in the course of employment, examines, attends, counsels or treats adults in Iowa shall indicate on the renewal application completion of two hours of training in dependent adult abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

c. A licensee who, in the scope of professional practice or in the course of employment, examines, attends, counsels or treats both adults and children in Iowa shall indicate on the renewal application completion of training in abuse identification and reporting for dependent adults and children in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

Training may be completed through separate courses as identified in paragraphs "a" and "b" or in one combined two-hour course that includes curricula for identifying and reporting child abuse and dependent adult abuse. The course shall be a curriculum approved by the Iowa department of public health abuse education review panel.

d. The licensee shall maintain written documentation for five years after mandatory training as identified in paragraphs "a" to "c," including program date(s), content, duration, and proof of participation.

e. The requirement for mandatory training for identifying and reporting child and dependent adult abuse shall be suspended if the board determines that suspension is in the public interest or that a person at the time of license renewal:

(1) Is engaged in active duty in the military service of this state or the United States.

(2) Holds a current waiver by the board based on evidence of significant hardship in complying with training requirements, including an exemption of continuing education requirements or extension of time in which to fulfill requirements due to a physical or mental disability or illness as identified in 645—Chapter 352.

f. The board may select licensees for audit of compliance with the requirements in paragraphs "a" to "e."

351.9(5) When all requirements for license renewal are met, the licensee shall be sent a wallet card by regular mail.

351.9(6) A person licensed to practice as an athletic trainer shall keep the license certificate and wallet card displayed in a conspicuous public place at the primary site of practice.

351.9(7) Late renewal. The license shall become late when the license has not been renewed by the expiration date on the wallet card. The licensee shall be assessed a late fee as specified in 645—subrule 354.1(3). To renew a late license, the licensee shall complete the renewal requirements and submit the late fee within 30 days following the expiration date on the wallet card.

645—351.10(272C) Exemptions for inactive practitioners.

351.10(1) A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must hold a current license to apply for exempt status. The licensee shall apply for inactive status prior to the license expiration date.

351.10(2) Reinstatement of exempted inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—352.10(152D,272C).

351.10(3) Licensees shall renew at the next scheduled renewal. Licensees whose licenses were reinstated within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

351.10(4) A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Fifty hours of continuing education will be required for every renewal thereafter.

351.10(5) Verification of license(s) sent directly from the state to the board office is required from every state in which the licensee has practiced since the Iowa license became inactive.

351.10(6) Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement of an inactive license.

An applicant shall satisfy the following requirements:	
Submit written application for reinstatement to the board	Required
Pay the renewal fee	\$100
Pay the reinstatement fee	\$50
Submit verification(s) from every state in which the licensee has practiced since obtaining inactive status	Required
Furnish evidence of good standing with NATABOC for the previous two bienniums	Submit copy of credentials
OR	
Furnish evidence of satisfactory completion of continuing education requirements within the last two bienniums prior to the date of application for reinstatement	50 hours
Total fees and continuing education hours required for reinstatement:	\$150 and 50 hours

645—351.11(147) Duplicate certificate or wallet card.

351.11(1) A duplicate wallet card or duplicate certificate shall be required if the current wallet card or certificate is lost, stolen or destroyed. A duplicate wallet card or a duplicate certificate shall be issued only under such circumstances.

351.11(2) A duplicate wallet card or duplicate certificate shall be issued upon receipt of the completed application for duplicate license and payment of the fee as specified in rule 645—354.1(147,152D).

351.11(3) If the board receives a completed application for a duplicate license stating that the wallet card or certificate was not received within 60 days after being mailed by the board, no fee shall be required for issuing the duplicate wallet card or duplicate certificate.

645—351.12(147) Reissued certificate or wallet card. The board shall reissue a certificate or current wallet card upon receipt of a written request from the licensee, return of the original document and payment of the fee as specified in rule 645—354.1(147,152D).

645—351.13(272C) Lapsed licenses.

351.13(1) If the renewal fee(s) and continuing education report are received more than 30 days after the license expiration date, the license is lapsed. An application for reinstatement accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration must be filed with the board. The licensee may be subject to an audit of the licensee's continuing education report.

351.13(2) Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of athletic training.

351.13(3) In order to reinstate a lapsed license, a licensee shall comply with all requirements for reinstatement as outlined in 645—352.6(152D).

351.13(4) Verification of license(s) sent directly from the state to the board office is required from every state in which the licensee has practiced since the Iowa license lapsed.

351.13(5) After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

351.13(6) Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 renewals	4 or more renewals
Submit written application for reinstatement	Required	Required	Required	Required
Pay the renewal fee(s)	\$100	\$200	\$200	\$200
Pay the late fee	\$50	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Submit verification(s) from every state in which the licensee has practiced since the license lapsed	Required	Required	Required	Required
Furnish evidence of satisfactory completion of continuing education requirements during the period since the license lapsed OR Furnish evidence of good standing with NATABOC for the previous two bienniums	50 hours Submit copy of credentials	100 hours Submit copy of credentials	150 hours Submit copy of credentials	200 hours Submit copy of credentials
Total fees and continuing education hours required for reinstatement:	\$200 and 50 hours	\$300 and 100 hours	\$300 and 150 hours	\$300 and 200 hours

645—351.14(17A,147,272C) License denial.

351.14(1) An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

351.14(2) If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147, 152D and 272C.

[Filed 3/29/02, Notice 10/3/01—published 4/17/02, effective 5/22/02]

[Filed 9/26/02, Notice 7/10/02—published 10/16/02, effective 11/20/02]

[Filed 6/17/04, Notice 4/14/04—published 7/7/04, effective 8/11/04]