OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

APPLICATION INSTRUCTIONS FOR LICENSURE

An applicant for licensure as an **Athletic Trainer (AT)** must successfully pass a competency examination and meet ONE of the following requirements:

1. Successfully complete the athletic training curriculum requirements of an accredited college or university approved by the State Board of Medical Licensure and Supervision.
2. Be licensed or certified in physical therapy, having spent at least 800 hours working under the direct supervision of a licensed athletic trainer.
3. Hold a four-year degree from an accredited college or university and have completed at least two consecutive years as an apprentice athletic trainer directly supervised by a licensed athletic trainer - military duty excepted.

An Athletic Trainer may only practice under the supervision of a team or consulting physician upon written protocol.

Fees – All fees are non-refundable. Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer's financial institution must be replaced by a certified check or money order and include a $30 returned check processing fee.

Initial Application Fee - $145	Annual License Renewal Fee - $55

APPLICATION

1) All sections of the online application must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information. For those items that do not apply to you, mark N/A (Not Applicable).
2) Any "yes" answer in the Attestation section of the application must have an explanation in comments section. If you answer "yes" to the question regarding previous arrests, you **must provide all available police reports, arrest records, and court documents.**
3) A detailed chronological history is required. Begin with listing the education/degree required for the license you are applying for to present. All employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) must be provided.

Forms – All forms can be found in the Forms tab of the Resources section.

EXAMINATIONS -The Board of Certification for the Athletic Trainer (BOC) Certifying Examination is recognized as a valid competency examination. Athletic Trainers may request official verification of their current certification status for state licensure by submitting a formal request through ATC Online™ (www.bocatc.org).

VERIFICATION OF LICENSURE - Evidence of all current or previously issued licenses or certificates to practice as an Athletic Trainer, Apprentice Athletic Trainer, or other medical professional must be verified. Applicant must contact the respective Licensing Board and request verification to be sent directly to the Oklahoma Medical Board by email to licensing@okmedicalboard.org.

EXTENDED BACKGROUND CHECK - Applicants for licensure are required to request an Extended Background Check from the Board's approved provider. The link to the approved provider can be found Forms tab of the Resources section.

EVIDENCE OF STATUS - In order to verify citizenship or qualified alien status, applicants for licensure or for reinstatement of their license, must upload the required supporting documentation with their application.

SUPERVISION - An applicant for licensure as an Athletic Trainer must provide evidence of supervision by either a Team Physician or Consulting Physician. Applicant must submit a supervision relationship. An established practice protocol signed by both the supervising physician and applicant must also be submitted for approval to the State Board of Medical Licensure and Supervision. If the supervising physician is an MD, applicant must submit the License Relationship in their online profile. If the supervising physician is a DO, the applicant must submit a Form 5, found in the Forms tab of the Resources section.

GENERAL APPLICATION PROCESS - The Athletic Trainers Advisory Committee will review all applications by individuals for licensure and submit recommendations to the Board for action. Applications for licensure will be approved by the Board approximately two weeks after the Committee meeting.

TEMPORARY LETTER TO PRACTICE - A temporary letter to practice may be authorized prior to licensure provided all requirements for licensure have been met and verified. Either a Team Physician or Consulting Physician must supervise an Athletic Trainer. This temporary letter is valid until the next meeting of the Board. The applicant CANNOT practice without a Temporary Letter to Practice.

RENEWALS - Licenses are renewed annually by application PRIOR to September 1 for the subsequent year beginning September 1 and ending August 31. Licenses issued BEFORE September 1 must be renewed for the next occurring renewal period most immediately subsequent to the date of issue of the license. Unrenewed licenses become inactive as of September 1 and if reactivated after September 1 a late payment fee is assessed in addition to the renewal fee.

PRACTICE MAY NOT BEGIN UNTIL A LETTER GRANTING PERMISSION TO PRACTICE IS ISSUED BY THE BOARD SECRETARY OR A FULL LICENSE IS GRANTED BY THE BOARD.