



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

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GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A1

Category: Applications **Policy:** ■
Title: Board of Certification (BOC) for Athletic Trainers **Procedure:** □
and Transcripts

Statutory Basis: OCGA § 43-5-6
Rule Basis: BR 53-3; 53-4

It is the policy of the Georgia Board of Athletic Trainers to not require applicants who submit current, active certification from BOC to submit their educational transcript due to the following BOC's requirement:

In order to attain certification, an individual must graduate from an athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) with a Bachelor's or Master's degree.

Date Adopted: 06/19/2012
Date Effective: 06/19/2012
Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A2

Category: Applications **Policy:** ■
Title: Continuing Education Credit for Volunteer Service **Procedure:** ■
Hours with Renewal/Reinstatement Applicants

Statutory Basis: OCGA § 43-5-6
Rule Basis: BR 53-6-.01; 53-6-.03; 53-6-.05

It is the policy and procedure of the Georgia Board of Athletic Trainers to grant up to ten (10) Continuing Education Hours for volunteer services provided if obtained within the criteria set forth in Board Rule 53-6-.01 and 53-6-.05. The scale of four (4) hours of volunteer service will be equivalent to one (1) hour credit of the Board required Continuing Education will be used by the Board in consideration of the hours.

Date Adopted: 12/03/2012
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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A3

Category: Applications **Policy:** ■
Title: Duties of the Cognizant Board Member **Procedure:** □

Statutory Basis: OCGA § 43-5-6; § 43-5-9
Rule Basis: BR 53-3; 53-4; 53-6

It is the policy of the Georgia Board of Athletic Trainers to all the Cognizant Member review problematic applications as they arise and make administrative decisions concerning those applications in order to expedite the application process.

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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A4

Category: Applications **Policy:**
Title: Graduate Assistant Applicants for Licensure **Procedure:**
Statutory Basis: OCGA § 43-5-6
Rule Basis: BR 53-3; 53-4; 53-6

It was determined by a majority of the Board members that an individual who has graduated with an Athletic Trainer's degree and has passed the exam and is working under a contract for compensation should be licensed. It was also noted that tuition credit would qualify as financial compensation.

Date Adopted: 06/03/2013
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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A5

Category: Applications
Title: Inactive Status Applications

Policy: ■
Procedure: ■

Statutory Basis: OCGA § 43-5-6
Rule Basis: BR 53-6-.04

It is the policy and procedure of the Georgia Board of Athletic Trainers to give the Executive Director express permission to accept and process requests for inactive status when Board Rule 100-2-.08 Inactive Status is adhered to by the licensee. The Board further requests that the Executive Director present to the Board those licenses placed in Inactive Status between regularly scheduled meetings for ratification during the next regularly scheduled Board meeting.

Date Adopted: 07/14/2006
Date Effective: 07/14/2006
Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY A6

Category: Applications **Policy:** ■
Title: Reinstatement of Lapsed Licenses and Continuing Education **Procedure:** ■
Hours with Renewal/Reinstatement Applicants

Statutory Basis: OCGA § 43-5-6
Rule Basis: BR 53-6-.01; 53-6-.03; 53-6-.05

Effective immediately, the Georgia Board of Athletic Trainers authorizes the administrative staff to issue between Board meetings, those applications for reinstatement of a lapsed license subject to the following conditions:

1. All supporting documents and/or requirements must be received and the reinstatement application considered by staff as “complete”;
2. A designated Board Member has approved the Continuing Education Hours as meeting the requirements for reinstatement pursuant to Board Rules 53-6-.03 and 53-6-.05;
3. All applications for reinstatement may be subject to the Board’s authority to discipline an athletic trainer licensee with actions ranging from an administratively issued letter of concern to the denial of reinstatement which would be done by a vote of the full Board and not determined administratively; and,
4. The Board will ratify the listing of reinstated licenses administratively issued or take disciplinary actions, as recommended by the reviewing Board member, during their next scheduled Board meeting.

Date Adopted: 03/04/2013
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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D1

Category: Discipline **Policy:**
Title: Board Actions on Expired Licenses **Procedure:**
Statutory Basis: OCGA § 43-19-1(h)(2); § 43-5-6; § 43-5-7; § 43-5-10
Rule Basis: BR 53-6

If a license has expired, it is the policy of the Georgia Board of Athletic Trainers to allow a one (1) month grace period without the issuance of a sanction or reprimand from the Board.

Date Adopted: 08/19/2005
Date Effective: 08/19/2005
Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D2

Category: Discipline **Policy:** ■
Title: Deadline for Payment of Fines **Procedure:** □

Statutory Basis: OCGA § 43-19-1(h)(2); § 43-5-6; § 43-5-7; § 43-5-10
Rule Basis: BR 53-5-.01; 53-8-.01

It is the policy of the Georgia Board of Athletic Trainers to require payment of all fines within ninety (90) days from the docket date of the consent order/agreement.

Date Adopted: 08/19/2005
Date Effective: 08/19/2005
Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D3

Category:	Discipline	Policy: ■
Title:	Issuance of Consent Orders/Agreements with Unlicensed Practice	Procedure: ■
Statutory Basis:	OCGA § 43-19-1(h)(2); § 43-5-6; § 43-5-7; § 43-5-9; § 43-5-10	
Rule Basis:	BR 53-3; 53-4; 53-6-.03	

It is the policy and procedure of the Georgia Board of Athletic Trainers to present applications for licensure, reinstatement or reactivation to the Board for disciplinary action at the next scheduled Board meeting following the receipt of the application if it has been determined the applicant practiced without a license.

If a Consent Order/Agreement is decided upon and a monetary fine levied by the Board, the applicant will be mailed the Consent Order/Agreement by the PLB Legal Section. Upon the receipt of the signed and notarized Consent Order/Agreement from the applicant, the Executive Director has the express permission to sign the order on behalf/in absence of the Board Chair or Vice Chair for submission to the Division Director and the PLB Legal section for docketing.

If there are no additional sanctions or restrictions in the Consent Order/Agreement, the license may be administratively issued prior to the next Board meeting. The Board will be notified of any applicant Consent Orders received and signed by the Executive Director at the next scheduled Board meeting.

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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D4

Category: Discipline **Policy:** ■
Title: Release of Investigative Materials **Procedure:** ^

Statutory Basis: OCGA § 43-19-1(h)(2); OCGA § 43-5-6; § 43-5-10
Rule Basis: N/A

Pursuant to the provisions of OCGA § 43-19-1(h) (2), it is the policy of the Georgia Board of Athletic Trainers to allow staff to release the records of an investigation to another enforcement agency or lawful licensing authority without a Board vote.

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Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D5

Category: Discipline **Policy:** ■
Title: Unlicensed Practice Fine Schedule **Procedure:** ■

Statutory Basis: OCGA § 43-19-1(h)(2); OCGA § 43-5-6; § 43-5-10
Rule Basis: BR 53-8

It is the policy of the Georgia Board of Athletic Trainers to issue a Private Reprimand with a fine when reviewing applications depicting unlicensed practice as follows:

- a. Thirty-one (31) Days – Up to Three (3) Months = \$100.00
- b. Over Three (3) Months – Up to One (1) Year = \$500.00
- c. Over One (1) Year = \$500.00 plus \$50.00 per month thereafter.

Date Adopted: 08/19/2005
Date Effective: 08/19/2005
Date Revised: _____
Date of Last Review: 09/08/2014
Date Repealed: _____



GEORGIA BOARD OF ATHLETIC TRAINERS

POLICIES AND PROCEDURES

POLICY D6

Category: Discipline **Policy:** ■
Title: Medical Malpractice Complaint Cases **Procedure:** ■

Statutory Basis: OCGA § 43-19-1(h)(2); OCGA § 43-5-6; § 43-5-10
Rule Basis: BR 53-5

It is the policy of the Georgia Board of Athletic Trainers to grant the Cognizant Board Member the authority to initiate an investigation into medical malpractice complaints submitted to the Board on a case by case basis provided that the following criteria are met:

- 1) The malpractice complaint is accompanied by a copy of the medical malpractice payment report submitted to the National Practitioner Data Bank (NPDB);
- 2) The judgement or settlement in the case is equal to or greater than \$10,000; and,
- 3) The allegations made in the case violate the standards of care outlined in Rule 53-5-.01.

Upon finding that all criteria are met, the Cognizant may direct staff to subpoena the records for the purpose of peer review.

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Date of Last Review: _____
Date Repealed: _____