



# Credentialing Information for Athletic Trainer Applicants

## Athletic Trainers Affiliated Credentialing Board

Form No	Title	DSPS or Outside fee(s)	Required, Optional, If applicable, etc.	Submitted by
-	Starting 5/16/2022, apply and pay fee(s) online via LicensE.	\$60	Required	Applicant
<b>EDUCATION</b>				
-	Official transcripts	Outside fee	Required	School
<b>EXAMINATION</b>				
-	<a href="#">Board of Certification for Athletic Trainer</a> (Visit the BOC website and select "Official Verification.")	Outside fee	Required	<a href="#">BOC</a>
<b>INSURANCE</b>				
-	Copy of current Certificate of Malpractice Liability Insurance (Must include <a href="#">amounts of coverage and expiration date.</a> )	Outside fee	Required	Applicant
<b>LIFE SAVING CERTIFICATION</b>				
-	Copy of current CPR/AED certificate (taken from an <a href="#">approved provider.</a> )	N/A	Required	Applicant
<b>OTHER DOCUMENTS, if applicable</b>				
<a href="#">2252</a>	Convictions and Pending Charges	\$8	If applicable	Applicant
<a href="#">2829</a>	Malpractice Suits or Claims	N/A	If applicable	Applicant
<a href="#">3217</a>	Application for Fee Reduction	N/A	Optional	Applicant
-	Name verification (if name differs on documents) (ex., certified copy of marriage certificate, divorce decree)	N/A	If applicable	Applicant
-	Letters/verifications from all state boards/jurisdictions where licensed (active and inactive licenses)	Outside fee(s)	If applicable	Other state(s)
<b>HELPFUL DSPS LINKS</b>	<a href="#">Athletic Trainer webpage</a>	<a href="#">License Customer Information</a>	<a href="#">Exam Information</a>	<a href="#">Statute and Administrative Code</a>
	<a href="#">License Application Status</a> You will need your app# "PAR-____".	<a href="#">Military Licensure Benefits</a>	<a href="#">Self-Service</a>	<a href="#">License Portal</a>

**Reciprocity:** If applicant has a similar active credential in another state or jurisdiction, applicant may submit an application via reciprocity. You do not need to provide transcripts or BOC certification. However, all other requirements are required including letters/verifications from all state boards/jurisdictions where licensed (active and inactive licenses). Credential must remain current until the Department's reciprocity review is complete. (See [Reciprocity Information](#) for details.)

**Late Renewal:** If applying for late renewal (WI license expired over 5 years) you do not need to provide transcripts or BOC certification. However, you will need to submit an additional late renewal fee (\$25) and 30 hours of continuing education approved by [BOC](#) for the previous biennium (7/1 – 6/30 in even-numbered years).