



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
EDUCATION				
-	Official transcripts	Outside fee	Required	School
EXAMINATION				
2497	Board of Certification for Athletic Trainer	Outside fee	Required	BOC
INSURANCE				
-	Copy of current Certificate of Malpractice Liability Insurance (Must include amounts of coverage and expiration date.)	Outside fee	Required	Applicant
LIFE SAVING CERTIFICATION				
-	Copy of current CPR/AED certificate (taken from an approved provider.)	N/A	Required	Applicant
OTHER DOCUMENTS, if applicable				
2252	Convictions and Pending Charges	\$8	If applicable	Applicant
2829	Malpractice Suits or Claims	N/A	If applicable	Applicant
3217	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)
HELPFUL DSPS LINKS	Athletic Trainer webpage	Credentialing Process Information (coming soon)	Exam Information	Statute and Administrative Code
	Application Status (coming soon)	Military Licensure Benefits	Self-Service	LicensE (coming 5/16/2022)

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.

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).