



**VIRTUAL/TELECONFERENCE**  
**ATHLETIC TRAINERS AFFILIATED CREDENTIALING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**September 24, 2025**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of April 29, 2025 (4-5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
  - 1) Introduction: Christopher Geiser, Athletic Trainer Member (Succeeds: Jack Johnsen)
  - 2) Recognition: Jack Johnsen, Athletic Trainer Member (Replaced: 7/30/2025)
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Board Members – Board Member Status
    - a. Atkins, Stephanie – 7/1/2027
    - b. Davide, Jay J. – 7/1/2026
    - c. Geiser, Christopher F. – 7/1/2029
    - d. Moll, Michael K. – 7/1/2028
    - e. Roberge, Erin C. – 7/1/2027
    - f. Wedro, Benjamin C. – 7/1/2027
  - 3) Wis. Stat. § 15.083(3)(b) Biannual Meeting with the Medical Examining Board
- F. Administrative Rule Matters – Discussion and Consideration (6-7)**
  - 1) Pending or Possible Rulemaking Projects
- G. Legislative and Policy Matters – Discussion and Consideration**
- H. Discussion and Consideration of Items Added After Preparation of Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Nominations, Elections, and Appointments
  - 3) Administrative Matters

- 4) Election of Officers
- 5) Appointment of Liaisons and Alternates
- 6) Delegation of Authorities
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislative and Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Public Health Emergencies
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

## **I. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 448.02(8), Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

## **J. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 25 ATB 0002 – Brian J.P. McWilliams (8-13)

## **K. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs

- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

N. Open Session Items Noticed Above Not Completed in the Initial Open Session

O. Delegation and Ratification of Licenses Issued Between Meetings

**ADJOURNMENT**

**NEXT MEETING: TBD (2026)**

\*\*\*\*\*  
MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
ATHLETIC TRAINERS AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
APRIL 29, 2025**

**PRESENT:** Stephanie Atkins, John Johnsen, Michael Moll, Erin Roberge

**ABSENT:** Jay Davide, Benjamin Wedro

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin; Administrative Rule Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff

**CALL TO ORDER**

Michael Moll, Chairperson, called the meeting to order at 9:01 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** John Johnsen moved, seconded by Stephanie Atkins, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES MARCH 12, 2025**

**MOTION:** John Johnsen moved, seconded by Erin Roberge, to approve the Minutes of March 12, 2025, as published. Motion carried unanimously.

**9:00 A.M. PUBLIC HEARING – CLEARINGHOUSE RULE 25-020 ON AT 4, RELATING TO  
PROTOCOL REQUIREMENTS**

**MOTION:** John Johnsen moved, seconded by Stephanie Atkins, to authorize the Chairperson to work with DSPS staff on responding to the Clearinghouse Report and drafting the Final Rule and Legislative Report for Clearinghouse Rule 25-020 (AT 4), Relating to Protocol Requirements. Motion carried unanimously.

**MOTION:** Erin Roberge moved, seconded by John Johnsen, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 25-020 (AT 4), Relating to Protocol Requirements for submission to the Governor's Office and Legislature. Motion carried unanimously.

**DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION  
OF LICENSES AND CERTIFICATES**

**MOTION:** John Johnsen moved, seconded by Erin Roberge, to delegate ratification of examination results to DSPS staff and to delegate and ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** John Johnsen moved, seconded by Stephanie Atkins, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:31 a.m.

DRAFT

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Nilajah Hardin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 9/10/25 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>									
<b>3) Name of Board, Committee, Council, Sections:</b> Athletic Trainers Affiliated Credentialing Board											
<b>4) Meeting Date:</b> 09/24/25	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters Discussion and Consideration 1. Pending or Possible Rulemaking Projects									
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A									
<b>10) Describe the issue and action that should be addressed:</b> Attachments: 1. Rule Projects Chart											
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><b>11) Authorization</b></td> <td style="width: 40%; border: none;"></td> </tr> <tr> <td style="border: none;"> <div style="display: flex; justify-content: space-between;"> <div>             Signature of person making this request         </div> <div>           09/24/25            Date         </div> </div> </td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Supervisor (if required)</td> <td style="border: none;">Date</td> </tr> <tr> <td colspan="2" style="border: none;">           Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date         </td> </tr> </table>				<b>11) Authorization</b>		<div style="display: flex; justify-content: space-between;"> <div>             Signature of person making this request         </div> <div>           09/24/25            Date         </div> </div>		Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
<b>11) Authorization</b>											
<div style="display: flex; justify-content: space-between;"> <div>             Signature of person making this request         </div> <div>           09/24/25            Date         </div> </div>											
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date											
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

**Athletic Trainers Affiliated Credentialing Board**  
**Rule Projects (updated 09/10/25)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Current Stage</b>	<b>Next Step</b>
25-020	097-22	06/12/2025	AT 4	Protocol Requirements	Effective 10/1/25	N/A