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FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

Policy and Procedure Manual Acknowledgement

I, ________________________________, have read and understand the Athletic Training Education Program Policy and Procedure Manual. I agree to abide by all of the policies and procedures stated therein during my matriculation through the Athletic Training Education Program. I understand that this is a working document and policies and procedures are subject to change. If I fail to adhere to the policies and procedures set forth in the Policy and Procedure Manual, I am aware that I may be disciplined in accordance with the Athletic Training Program, College of Nursing and Health Sciences, and Florida International University policies.

____________________________________________  _________________
Student Signature       Date

Please return this form to the Program Director by the assigned due date. Students who do not submit this form to the Program Director will be removed from their clinical education setting until the signed form is submitted.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

NOTIFICATION THAT THE
ATHLETIC TRAINING EDUCATION PROGRAM
IS NOT ACCREDITED

The Athletic Training Education Program at the Florida International University is not accredited at this time. Notation that the Athletic Training Education Program is seeking accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) is noted on the web site cnhs.fiu.edu/at.

Florida International University intends to offer an entry-level Master of Science degree in Athletic Training in which a student may also earn a Bachelor of Science degree in Health Sciences with a Pre-Athletic Training sub-plan. The program is designed to provide a structured classroom and clinical experience to prepare a student for eligibility to sit for the Board of Certification (BOC) exam. The didactic courses and clinical education experiences are sequenced to maximize student learning.

Completion of the Bachelor of Science in Health Sciences does not prepare a student to be eligible to sit for the BOC exam. A student must complete the Master of Science degree in Athletic Training to be eligible to sit for the BOC exam (pending accreditation status). In the event that the Athletic Training Education Program is not accredited by CAATE, the Athletic Training students will be notified and advised of their options which may include: transfer to another institution, change of major, or change of career goals.

I certify that I have read and understand the above mentioned statements concerning that the Athletic Training Education Program is not currently accredited by CAATE and that I may not be eligible to sit for the BOC Exam at the end of my degree program.

____________________     ___________________
Print Name       PantherSoft ID

____________________     ___________________
Signature of Applicant     Date

Please return this form to the Program Director by the assigned due date. Students who do not submit this form to the Program Director will be removed from their clinical education setting until the signed form is submitted.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM

Acknowledgement of Formal Agreements with Athletic Training Education Programs

Formal agreements have been developed with other Athletic Training Educational Programs to address the needs of the students enrolled in the ATEP should accreditation not be awarded at the end of the Candidacy process. Formal agreements have been developed with the Athletic Training Education Programs at Florida State University and the University of South Florida. These formal agreements indicate that the Athletic Training Education Programs at Florida State University and the University of South Florida will consider athletic training students from Florida International University as transfer students for admission to their respective Bachelor of Science Athletic Training Education Programs contingent upon satisfactory completion of all pre-requisites and documented compliance with the required admissions process. The formal agreement with the Bachelor of Science Athletic Training Education Program at Florida State University outlines the pre-requisites and required admissions process that students from Florida International University must satisfy and document compliance with to be eligible to transfer into the program. The formal agreement with the Bachelor of Science Athletic Training Education Program at the University of South Florida outlines the pre-requisites and required admissions process that students from Florida International University must satisfy and document compliance with to transfer into the program. Students selecting one of these options will be eligible to sit for the BOC examination upon successful completion of the accredited Athletic Training Education Program at either Florida State University or the University of South Florida.

I, ________________________________, have read and understand the formal agreements with the Athletic Training Education Programs at Florida State University and the University of South Florida. I acknowledge that I must satisfy and document compliance with the pre-requisites and required admissions process to be eligible to transfer into the aforementioned accredited Athletic Training Education Programs. I understand that selecting one of these options may require me to repeat athletic training major courses; however, I will be eligible to sit for the BOC examination upon successful completion of the accredited Athletic Training Education Program at either Florida State University or the University of South Florida.

________________________________________  __________________
Athletic Training Student’s Signature      Date
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM

Acknowledgement of Formal Agreements with the Exercise Physiology Education Program at Florida International University

A formal agreement has been developed within Florida International University to address the needs of the students enrolled in the ATEP should accreditation not be awarded at the end of the Candidacy process. A formal agreement has been developed with the Bachelor/Master of Science in Exercise Physiology Education Program at Florida International University. This formal agreement indicates that the Bachelor/Master of Science in Exercise Physiology Education Program will consider athletic training students as transfer students contingent upon satisfactory completion of the common core of courses that exist in both the Bachelor/Master of Science in Exercise Physiology Education Program and the Entry-Level Athletic Training Education Program. The Academic Program Director of the Bachelor/Master of Science in Exercise Physiology Education Program has agreed to conduct course-by-course substitutions for athletic training students transferring to the Bachelor/Master of Science in Exercise Physiology Education Program with the expressed written consent from the Chair of the Department of Health, Physical Education, and Recreation. Athletic training students transferring to the Bachelor/Master of Science in Exercise Physiology Education Programs will have the option to select one or two areas of specialization: Adult Fitness/Strength and Conditioning or Adult Fitness/Cardiac Rehabilitation. Students selecting this option will not be eligible to sit for the BOC examination.

____________________________________________  __________________
Athletic Training Student’s Signature    Date

I, _____________________________________, have read and understand the formal agreement with the Bachelor/Master of Science in Exercise Physiology Education Programs at Florida International University. I acknowledge that I must satisfy and document the common core of courses that exist in both the Bachelor/Master of Science in Exercise Physiology Education Program and the Entry-Level Athletic Training Education Program. I understand that by selecting this option I will not be eligible to sit for the BOC examination.

____________________________________________  __________________
Athletic Training Student’s Signature    Date
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
WAIVER TO VIEW STUDENT FILES

STUDENT WAIVER FORM

Date:
Name:
Student I.D. #
Institution:

I, ____________________, give permission for the members of the CAATE Evaluation Team to view my personal academic file relating to the athletic training program. I understand that this viewing will be for informational purposes only and that my confidentiality will be maintained.

Signed:
Date:
Witness:
Date:
INTRODUCTION

The Entry-Level Athletic Training Education Program (ATEP) at Florida International University is a Master of Science in Athletic Training degree program. The program is designed to provide a structured classroom and clinical experience to prepare a student to become eligible to sit for the Board of Certification (BOC) examination. Didactic courses and clinical education experiences are sequenced to maximize student learning.

The Master of Science in Athletic Training degree program is a comprehensive Graduate Athletic Training Education Program with Entry-Level and Post-Professional sub-plans. The Entry-Level professional education sub-plan includes two options (Option A and Option B).

Option A - Accelerated Bachelor of Science/Entry-Level Master of Science (5 years total, 144 credits): This option is for entering freshman, transfer students, or students who change majors in his/her undergraduate degree. Option A is for undergraduate students who have been admitted into the College of Nursing and Health Sciences and the BS in Health Sciences plan with the Pre-Athletic Training sub-plan. Following admission into the University Graduate School in the fourth year of study, students are admitted into the MS in Athletic Training plan with the Entry-Level professional education sub-plan. To continue into the MS in Athletic Training plan with the Entry-Level professional education sub-plan, students must apply to the University Graduate School (upon completion of 90 credits towards the BS degree, during the first semester of the fourth year of study). Option A is a professional education program with the first two years of full-time study consisting of general education and pre-requisite courses followed by three years of full-time study in the "Pre-Professional Preparation" and "Professional Preparation" phases.

Students, who pursue a BS degree and are in their first semester of the senior year (completed 90 credits toward bachelor’s degree), with at least a 3.2 GPA on both overall and upper division courses may apply to the department to enroll in the combined BS/MS (Option A) program. Students must also submit an on-line application to the University Graduate School for admission (http://gradschool.fiu.edu) to the MS program. In addition to the admission requirements of the combined BS/MS program, students must meet all the admission requirements of the University Graduate School.

The combined BS/MS program has been designed to be a continuous program. However, upon completion of all the requirements of the undergraduate program, students will receive their BS degrees (upon completion of 120 credits). For each of the graduate courses counted as credits for both BS and MS degree, a minimum grade of B is required. Students enrolled in the program may count up to 12 credit hours of Entry-Level Master of Science in Athletic Training graduate courses toward the elective BS requirements as well as toward the MS degree. Only graduate courses with formal lectures at the 5000 level can be counted for both degrees. The students are responsible for confirming the eligibility of each course with the undergraduate advisor.

Students pursuing Option A will receive Bachelor of Science in Health Sciences and Master of Science in Athletic Training degree. Upon completion of 120 credits, students may choose to discontinue study and obtain only the BS in Health Sciences degree with the Pre-Athletic Training sub-plan; however, these students will NOT be eligible for the BOC examination.
**Option A Admission Requirements**: These students must have completed:

1. Admission to the College of Nursing and Health Sciences BS in Health Sciences plan with the Pre-Athletic Training sub-plan.
   - Must have a 3.2 (on a 4.0 scale) cumulative GPA
   - Complete the Entry-Level pre-requisite courses and earn a grade of “C” or better in the following:
     - BSC 2023 Human Biology (or BSC 1010 General Biology)
     - CHM 1045 General Chemistry
     - PET 3325 Anatomy
     - PET 3353 Physiology

2. Admission to the Entry-Level GATEP through the competitive-entry process.
   - Earn a grade of “B” or better in the Entry-Level professional education sub-plan pre-professional phase courses
   - Submission of a writing sample
   - Submission of required program documentation
   - Completion of an interview with the Competitive-Entry Committee

3. Admission to the University Graduate School (upon completion of 90 credits toward the BS degree, during the first semester of the fourth year of study) and the MS in Athletic Training plan with the Entry-Level professional education sub-plan.
   - Apply online at University Graduate School website: [http://gradschool.fiu.edu](http://gradschool.fiu.edu)
   - Must have a 3.2 (on a 4.0 scale) GPA on both overall and upper division courses
   - No GRE required

Students interested in **Option A - Accelerated Bachelor of Science/Entry-Level Master of Science** should consult with the undergraduate advisor on their eligibility to the program. The students should also meet the graduate advisor to learn about the graduate program and available courses before completing the application form and submitting it to the undergraduate advisor. Applicants will be notified by the department and the University Graduate School of the decision on their applications.

To be eligible for graduation from **Option A: Accelerated BS/Entry-Level MS**, a student must complete a total of 144 credits (87 undergraduate and 57 graduate) and the degrees awarded upon completion will be the Bachelor of Science in Health Sciences (Pre-Athletic Training sub-plan) and the Master of Science in Athletic Training with the Entry-Level professional education sub-plan. In addition, the student must complete 800 clinical education experience hours and be in compliance with the University Graduate School graduation requirements to be eligible for graduation from **Option A: Accelerated BS/Entry-Level MS**.

**Option B - Entry-Level Master of Science (3 years total, 84 credits)**: This option is for students who have completed their Bachelor degree and the Florida SUS required Athletic Training Pre-requisites. **Option B** is intended for students admitted into the University Graduate School and the MS in Athletic Training plan with the Entry-Level professional education sub-plan. **Option B** is a professional education program consisting of three-years of full-time study in the "Pre-Professional Preparation" and "Professional Preparation" phases. Students pursuing **Option B** will receive a Master of Science in Athletic Training degree.
Option B Admission Requirements: These students must have completed:

1. Admission to the University Graduate School and the MS in Athletic Training plan with the Entry-Level professional education sub-plan.
   - Apply online at University Graduate School website: http://gradschool.fiu.edu
   - Must have a 3.2 (on a 4.0 scale) GPA on both overall and upper division courses
   - No GRE required

2. Admission to the Entry-Level GATEP through the competitive-entry process.
   - Earn a grade of “B” or better in the Entry-Level professional education sub-plan pre-professional phase courses
   - Submission of a writing sample
   - Submission of required program documentation
   - Completion of an interview with the Competitive-Entry Committee

To be eligible for graduation from Option B: Entry-Level MS, a student must complete a minimum of 84 credits (27 undergraduate and 57 graduate) beyond a baccalaureate degree in a related field that included all of the necessary pre-requisite credits required by the state of Florida Common Pre-Requisite system and the degree awarded upon completion will be the Master of Science in Athletic Training with the Entry-Level professional education sub-plan. In addition, the student must complete 800 clinical education experience hours and be in compliance with the University Graduate School graduation requirements to be eligible for graduation from Option B: Entry-Level MS.
FLORIDA INTERNATIONAL UNIVERSITY  
ATHLETIC TRAINING EDUCATION PROGRAM  
POLICIES AND PROCEDURES  

GENERAL DESCRIPTION OF THE  
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM  

The Master of Science in Athletic Training degree is housed in the College of Nursing and Health Sciences. The professional preparation courses in this program encompass the athletic training professional domains. The overall objectives of the ATEP are to instruct, evaluate, and provide learning-over-time for the students in the following domains.

1. **Prevention** - Students identify injury, illness, and risk factors associated with participation in sport and implement all components of a comprehensive athletic injury prevention program.

2. **Clinical Evaluation and Diagnosis** - Students conduct a thorough initial clinical evaluation of injuries and illnesses commonly sustained by the athlete and formulate an impression of the injury and or illness for the primary purposes of administering first aid or making appropriate referrals to physicians for diagnosis and medical treatment.

3. **Immediate Care** - Students provide appropriate first aid and emergency care for acute athletic injuries according to accepted standards and refers injured or all participants to appropriate personnel for evaluation, diagnosis and follow up care.

4. **Treatment, Rehabilitation and Reconditioning** – Students plan and implement a comprehensive treatment, rehabilitation and/or reconditioning program for injuries and illnesses, including long and short-term goals.

5. **Organization and Administration** - Students plan, coordinate and supervise the administrative components of an athletic training program and address legal issues pertaining to the Athletic Training profession, such as, but not limited to, medical documentation.

6. **Professional Responsibility** - Students understand and practice safe and ethical health care practice, develop a commitment to life-long learning and evidence-based clinical practice, and comply with the most current BOC practice standards and state/federal regulations pertaining to the athletic training profession.
MISSION STATEMENT

The mission of the Entry-Level Athletic Training Education Program involves a comprehensive educational approach in preparing students for a successful career in the athletic training profession. The mission is consistent with the mission of Florida International University. The following are components of the Entry-Level Athletic Training Education Program mission:

1. To teach the basic and advanced knowledge and skills required to be successful in the athletic training profession through didactic and clinical education components.

2. To instill critical thinking, problem solving, ethical reasoning abilities, and interpersonal skills required to be successful in the athletic training profession with regard to working with the physically active population.

3. To develop scholarly practitioners who appreciate advancing knowledge and critically examine the body of knowledge for evidence-based practice as a foundation for the delivery of athletic training care.

4. To encourage students to become dedicated and professionally involved in the athletic training profession in terms of continuing education, leadership, and professional responsibility.

5. To cultivate knowledgeable Athletic Training Students who qualify to sit for the Board of Certification (BOC) exam.

GOALS AND OBJECTIVES

To accomplish the mission of the ATEP, a number of goals and objectives have been developed to allow for continuous assessment of the program. The goals and objectives of the ATEP are:

1. To create a positive and stimulating learning environment in both the didactic and clinical educational components of the program by providing high quality faculty and clinical instructors committed to promoting research and scholarship in athletic training.

2. To prepare students as athletic training professionals by offering a variety of clinical education experiences under the direct supervision of experienced and competent Approved Clinical Instructors and/or Clinical Instructors who serve as educators and mentors with regard to working with the physically active population.
3. To promote the dedication to life-long learning by exposing students to the need for continually advancing the knowledge of athletic training practice through inquiry and research.

4. To facilitate student involvement in the athletic training profession by assisting and encouraging participation in national, district, and state conventions/meetings.

5. To develop an athletic training curriculum that exceeds the educational standards and guidelines for didactic and clinical course work as set forth by the national accrediting body (CAATE), and the state of Florida.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
ADMISSION AND RETENTION PROCESS

Athletic Training Students must make formal application to Florida International University and follow the prescribed course of study for the Entry-level Athletic Training Education Program (ATEP). Online admissions applications are available for Florida's public community colleges and universities on www.FACTS.org. A paper copy of the admissions application form may also be downloaded from this website.

UNIVERSITY AND DEPARTMENT ADMISSION CRITERIA

PURPOSE: To establish minimum admission standards

AUTHORITY/SOURCE:
Provost and Vice President for Academic Affairs
Florida Administrative Code 6C8-3.003

POLICY: Applicants for admission to an undergraduate degree program of the University must meet the minimum standards set forth by the Florida Board of Regents and the University as well as the specific requirements set by the program into which they seek admission.

MINIMUM GPA AND EXAMINATION ADMISSION REQUIREMENTS

PURPOSE: To explain requirements for freshman admission

AUTHORITY/SOURCE:
Provost and Vice President for Academic Affairs
Florida Administrative Code 6C8

POLICY (Freshman Applicants): High school students seeking admission into the undergraduate program of the University must submit proof of graduation from an accredited secondary school, official secondary school transcripts and appropriate test scores: Scholastic Aptitude Test (SAT) or the American College Test (ACT)/American College Test/Enhanced (EACT).

The minimum SUS admission requirements are:

1. Graduation from an accredited secondary school or the equivalent (G.E.D., etc.).

2. Completion of nineteen (19) academic units in college preparatory courses. The following distribution of the 19 academic units is required.

- Four units of English (at least three must include a substantial amount of writing)
- Three units of mathematics (Algebra I or higher)
- Three units of natural sciences (at least two with laboratories)
- Three units of social sciences
- Two units of the same foreign language
- Four units of academic electives

3. Submission of official Scholastic Aptitude Test (SAT) or American College Test (ACT)/Enhanced American College Test (EACT) scores.

4. Meeting the appropriate levels within the State University System Minimum Eligibility Index. If a student's GPA is between 2.0 and 2.9, that student must achieve a test score corresponding to that GPA in the following table:

<table>
<thead>
<tr>
<th>GPA</th>
<th>ACT Composite</th>
<th>SAT Total</th>
<th>EACT Composite</th>
</tr>
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<tbody>
<tr>
<td>2.9</td>
<td>18</td>
<td>860</td>
<td>20</td>
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<td>2.8</td>
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<td>18</td>
<td>880</td>
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<td>890</td>
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<td>23</td>
<td>1020</td>
<td>24</td>
</tr>
<tr>
<td>2.0</td>
<td>24</td>
<td>1050</td>
<td>25</td>
</tr>
</tbody>
</table>

*Please note: Competition for places is created by the quality and extent of the applicant pool. Preference will be given to those students whose credentials indicate the greatest promise for academic success. Admission to our lower division program is a selective process and satisfying the requirements listed above does not guarantee acceptance. For specific admissions requirements for a given term, please contact the Director of Admissions.
GRADUATE UNIVERSITY AND DEPARTMENT ADMISSION CRITERIA

PURPOSE: To establish minimum graduate admission standards

AUTHORITY/SOURCE:
Provost and Executive Vice President

POLICY: Applicants for admission to a graduate degree-granting program of the University must meet the minimum standards set forth by the Florida Board of Regents and the University as well as the specific requirements set by that program.

MINIMUM GPA AND EXAMINATION REQUIREMENTS FOR GRADUATES OF U.S.INSTITUTIONS

AUTHORITY/SOURCE:
Provost and Executive Vice President

POLICY: A college graduate seeking admission into a graduate program of the University must have a bachelor's degree or equivalent from a regionally accredited institution with a minimum of a "B" average in upper level work, or a graduate degree from an accredited institution.

Appropriate nationally-normed examinations will be required for all Ph.D. programs. Scores must be at or above the 60th percentile (e.g., 1120 combined Verbal and Quantitative on the GRE or 570 composite on the GMAT).

Master's degree programs and professional doctoral degree programs individually determine admission requirements with respect to requiring nationally-normed examinations and the required scores with the proviso that if nationally-normed examinations are required, scores must be at or above the 40th percentile (e.g. 1000 combined Verbal and Quantitative on the GRE or 500 composite on the GMAT). Individual units may place greater weight on either the verbal or quantitative portion of the examination and are encouraged to set higher requirements than University minimums. Admissions at the graduate level are competitive and meeting minimum program requirements does not guarantee admission.

Students may also seek admission through the University's 10% Waiver Policy.

REQUIREMENTS FOR GRADUATES OF NON-U.S. INSTITUTIONS

AUTHORITY/SOURCE:
Provost and Executive Vice President

POLICY: In addition to the minimum SUS admission requirements, graduates of non-U.S. institutions must be academically eligible for further study in the country where the degree was earned. International graduate student applicants whose native language is not English are required to submit a score for the TOEFL. Most FIU graduate programs require a minimum score of 550 for admissions. Individual programs require a minimum score of 550 for admission. Individual programs may have different TOEFL score requirements.
Applicants should consult the University catalog for the minimum TOEFL requirement in the program of interest.

10% ADMISSION WAIVERS

AUTHORITY/SOURCE:  
Provost and Executive Vice President

POLICY: A BOR policy allows up to 10% of graduate students admitted in any given academic year to be admitted as exceptions to the minimum requirements. To facilitate dissemination of this policy each graduate program must have the 10% waiver policy included in its graduate policies and procedures manual. An applicant who is denied admission because of failure to meet minimum GPA and examination requirements for admission must be informed of the 10% waiver policy. Admissions under this policy must be requested by the applicant and are subject to approval by the appropriate faculty admissions committee and by the academic dean.

ACADEMIC UNIT OR DEPARTMENT ADMISSION EXCEPTIONS

AUTHORITY/SOURCE:  
Provost and Executive Vice President

POLICY: In those cases where the admission standards of specific graduate programs are higher than SUS standards, the academic unit or department must have published policies and procedures specifying the basis on which exceptions from the higher standard may be made.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
GRADUATE DEGREE REQUIREMENTS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: The University faculty recommends the granting of degrees. To receive a graduate degree from the University, students must meet the minimum requirements set forth by the SUS and the University and the specific requirements established by the degree program. (See also Section 8.) The following minimum conditions are required to receive a graduate degree. Additional requirements may be set and must be specified in policies and procedures manuals of each individual degree granting program.

ACADEMIC

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Students must meet residency requirements, where applicable, and time limits for degree completion. Students also must satisfactorily complete all University and program requirements including: maintenance of acceptable grade requirements as defined in Section 4.2.1, successful completion of all required examinations, successful defense of a dissertation for doctoral students or a thesis, if required, for master students.

MASTERS DEGREE

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Programs leading to a master degree will normally require at least 30 credit hours of non-thesis course work.

COURSES AT OTHER INSTITUTIONS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Following admission to the University, admitted students may take a maximum of 6 credit hours at other institutions. Courses taken within the SUS or affiliated programs may exceed this limit, provided the student has the prior approval of the program director and the academic dean.
COURSE LEVELS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Doctoral programs normally make use of courses at the 6000 level and above. Courses at the 5000 level may be included in a doctoral degree program in appropriate cases. Masters programs normally make use of courses at the 5000 and 6000 levels. A maximum of 6 credits of advanced undergraduate courses (4000 level) may be included in a master degree program if they are needed in order to fulfill program requirements. No course counted toward a student's undergraduate degree may be included in that student's master degree program.

GRADUATE STUDENT STATUS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Degree-seeking students are those who have been admitted to a graduate degree program. Students who have applied and are admissible to such programs, but who have not yet been admitted, may take courses for one semester while their applications are being processed.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

POLICY FOR MAINTAINING GRADUATE STATUS

GRADE POINT AVERAGE (GPA)

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: To remain in good standing, students must maintain a graduate GPA of 3.0. Only courses required by the graduate program will be counted in the GPA. Undergraduate prerequisites taken after the bachelor's degree will not count toward the graduate GPA. More stringent grade expectations may be required by individual programs. These more stringent requirements must be published in a policies and procedures manual and be available to students.

FULL TIME STATUS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: The University requires (9) credit hours, or its equivalent, for Fall and Spring and six (6) credit hours, or its equivalent, for Summer of graduate enrollment for full-time status.

The number of hours which a graduate student may carry without special permission is 15. A heavier load must be approved by both the department chairperson and the appropriate academic dean.

Recipients of stipends from the University, whether holders of fellowships or assistantships, must be full-time students. Academic deans may grant exceptions to this policy for teaching assistants in those departments which conform to national course load policies in their disciplines.

ACTIVE STATUS

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Active status entitles students to utilize the University's resources. Doctoral programs require a minimum of 3 credit hours per semester to maintain active status in the program. Masters programs require a minimum of 1 credit hour per semester to maintain active status in the program.

Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria and policies in effect at the time the reapplication is made (see sections 2.5.1. and 4.2.9.).
TRANSFER OF UNDERGRADUATE CREDITS FROM OTHER INSTITUTIONS

Transfer students seeking admission into the undergraduate program of the University must submit official transcripts from all previous post secondary institutions. Transfer applicants from a Florida community college or University to the upper division must present scores on the College Level Academic Skills Test (CLAST). All other upper division transfers must participate in the Pre-CLAST testing program during their first term of enrollment.

Degree seeking applicants with fewer than 60 semester hours of transfer credits must meet the same admissions requirements as beginning freshmen. In addition, they must demonstrate satisfactory performance in their college work.

Applicants who receive an Associate of Arts (A.A.) degree at a Florida public community college or state university in Florida will be considered for admission without restriction except for published limited access programs within the University.

Applicants from Florida public community colleges or state universities in Florida who do not hold an Associate of Arts (A.A.) degree must have completed 60 semester hours from a regionally accredited institution, have a minimum grade point average of 2.00 and have taken the College Level Academic Skills Test (CLAST).

Students transferring from independent Florida and out-of-state colleges into the University's upper division program must have maintained a minimum 2.00 grade point average based on a 4.00 scale.

Applicants who have met the above admission requirements, but have not completed the general education requirements, or the prerequisites of their proposed major, may complete this college work at FIU. Students may also fulfill general education requirements through the College Level Examination Program (CLEP).

All applicants must meet the criteria published for limited access programs. Limited access program admissions requirements are higher than the minimum SUS admission requirements. Students may also seek admission through the University's 10% Waiver Policy.

PROCEDURE: An admissions application along with official transcripts of all previous academic work must be submitted to the Office of Admissions. Once the evaluation of all academic work is completed, students are informed accordingly. The academic department will receive a copy of the student's records (course-by-course) along with the Student Academic Support System (SASS) audit (a SASS audit will indicate completion of general education and program prerequisites).
TRANSFER CREDITS

PURPOSE: To establish transfer credit applicability

AUTHORITY/SOURCE:
Provost and Vice President for Academic Affairs
Florida Administrative Code 6C8-3.007

POLICY (Transfer Applicants): Students must meet the University's requirements in order to be eligible for admission to their chosen major. Degree-seeking applicants with fewer than forty-eight (48) semester-hours of transfer credits must meet the same Core Curriculum requirements as beginning freshmen.

A maximum of sixty (60) lower-division semester-hours taken at a two- or four-year accredited institution (physical education and basic-skills preparation courses not included) may be transferred. Additional upper division hours taken at a four-year institution may be counted towards a degree at the university at the discretion of the individual department, providing that the student completes the last 30 semester hours at the university. Any exceptions must be approved by the Dean of the school or college.

Students may include up to forty-five (45) lower division credits through the College Level Examination Program (CLEP) and Advanced Placement.

Credits from military schools can be transferred in accordance with the recommendation of the American Council of Education (ACE). Credits from foreign institutions will be considered on an individual basis.

PROCEDURE: The Office of Admissions will evaluate and determine the total number, not to exceed 60, of lower division credits transferable to the university, including foreign credits. It must specify whether General Education requirements have been met. The academic advisor will determine additional lower division courses, and upper division credits that will apply toward the degree, especially the undergraduate prerequisite courses to the student's major. Transfer credits are posted on SASS audit generated by the Registrar's Office and available to the students prior to the end of the first academic term in which they are enrolled.
TRANSFER OF GRADUATE CREDITS FROM OTHER INSTITUTIONS

PURPOSE: To establish graduate transfer credit applicability

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Doctoral programs may accept a maximum of 6 semester hours of graduate credit earned from another institution beyond a bachelor's degree. An exception is made for courses contained within an earned master's or doctoral degree. For such courses, the maximum is one fewer than half of the total credits required for the program. (See Section 3.3.1. for total number of credit hours required in doctoral programs.)

Acceptance of transfer credits for a course is dependent upon the following provisions:

- the student received a grade of 3.0 or better on a 4.0 scale
- the course was taken at an accredited institution
- the course was relevant, as judged by an appropriate committee of the department or program, to the graduate program in which the student is accepted
- the course is listed on an official transcript received by the Graduate Admissions
- the course will be no older than 6 years or 9 years at the time of graduation with a master's or doctoral degree, respectively (does not apply to credits earned as part of a completed graduate degree)

TRANSFER OF GRADUATE CREDIT HOURS EARNED AT FIU BY NON-DEGREE SEEKING STUDENTS

PURPOSE: To establish graduate transfer credit applicability for non-degree seeking students

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Non-degree-seeking students include students seeking admission to graduate degree programs who enroll prior to completing the requirements for admission. Enrollment as a non-degree-seeking student does not imply a right to future admission as a regular degree-seeking student. A maximum of 12 graduate level credit hours earned at FIU as a non-degree-seeking student may be counted toward a graduate degree provided they were earned within the six years preceding admission to the degree program.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
TRANSFER STUDENT POLICY

Transfer students are welcome to enter the Entry-Level Athletic Training Education Program (ATEP) at Florida International University under the following guidelines:

♦ All required core athletic training classes must be taken at Florida International University.
♦ All students will be required to complete a minimum of 800 clinical education hours and Clinical Education courses I, II, III, IV, and V at Florida International University.
♦ All students will be required to meet the Competitive-Entry Criteria of the ATEP.
♦ Students attempting to transfer lower division (1000 - 2000) courses to Florida International University must submit a completed Transient Student Form (available at www.facts.org) to an Academic Advisor in the University Registrar’s Office for evaluation and determination of transfer credit approval.
♦ Students attempting to transfer upper division (3000 - 6000) courses to Florida International University must submit course syllabi to the Program Director of the Entry-Level ATEP for evaluation and determination of transfer credit approval.
♦ Transfer students will only be accepted during the fall semester.
AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Undergraduate students are subject to the following types of academic status based on cumulative FIU GPA:

a) Warning: A student whose cumulative GPA falls below a 2.0, indicating academic difficulty.

b) Probation: A student on WARNING whose cumulative GPA remains below 2.0 will be placed on PROBATION indicating serious academic difficulty. The College/School of the student on PROBATION may communicate in writing conditions which must be met in order to continue to enroll. As long as a student maintains a term GPA of 2.0, he/she will not be dismissed.

c) Dismissal: A student on PROBATION whose cumulative and semester GPA falls below a 2.0 will be automatically dismissed from his/her program and the University for one academic year. Transcripts will be notated accordingly.

Effective: June 29, 1994

PROCEDURE
Automatic based on semester and cumulative GPA.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
GRADUATE ACADEMIC DISMISSAL AND READMISSION POLICY

DISMISSAL

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: Failure to maintain an acceptable GPA, as defined in 4.2.1, will result in academic warning, probation or dismissal according to University rules. A regularly admitted graduate student who has not been registered for three consecutive semesters (including the summer semester) is deemed dismissed unless a leave of absence has been approved (See Section 3.2.9.). A student who does not complete all requirements for a graduate degree within the time limit (See Section 2.6.) is dismissed.

RE-ADMISSION

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: A student who has been academically dismissed from a graduate program may apply for readmission to the same or any other graduate program at F.I.U. under the regulations in force at the time of reapplication. A period of at least one calendar year must elapse after the date of dismissal before an application for readmission will be accepted for consideration. When the application is for readmission to the same program, admissions criteria shall include consideration of previous performance in that graduate program in addition to the normal admission requirements.
The forgiveness policy is a method by which students may repeat a limited number of courses to improve their grade point average (GPA). Only the grade received on the last repeat is used in the GPA calculation. Under the University’s forgiveness policy, students must file a Repeated Course Form with the Office of the Registrar. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree is posted. All courses taken with the grades earned will be recorded on the student’s transcript. The repeated course form will not be processed if the first or repeated grade received is ‘DR’, ‘DP’, ‘IF’, ‘W’, ‘WI’, ‘WP’, ‘AU’, ‘NR’, or ‘EM’. Repeated courses will be appropriately designated (T: attempted; R: last repeat).

Undergraduate students may use the forgiveness policy a maximum of three times for the purpose of improving their GPA.

The same course may be repeated up to three times or the student may use the three opportunities to apply to three different courses. Only the final grade for the three courses repeated under the forgiveness policy will be counted in computing the student’s GPA. In order for a course to be considered as repeated and adjusted in the GPA, the course must be the same and must be repeated at the University. Students who have used their three options under the forgiveness policy may still repeat courses; however, both the original grade and any additional grades received through repetitions of the course will be used in computing the GPA. A course taken on a letter grade basis must be repeated on the same basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.).

Students not using the forgiveness policy may still repeat a course. All attempts will apply to computation of the GPA but credit for one attempt will apply toward graduation. Students must check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.
FORGIVENESS AND REPEATED COURSES

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: A forgiveness policy is a way in which a student may repeat a limited number of courses to improve his or her grade point average by having only the grade received on the last repeat used in its calculation. Graduate students must follow procedures described in the catalog to utilize the University's forgiveness policy.

Graduate students may repeat no more than two courses with no course being repeated more than once. The course shall be repeated on a letter grade basis. Only the grade and credit received on the second attempt shall be used in computing the graduate GPA. The original grade will remain posted on the student's permanent record.

INCOMPLETE GRADES

AUTHORITY/SOURCE: Provost and Executive Vice President

POLICY: An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade is not to be assigned to dissertation or thesis credits to indicate that the work is in progress.

An incomplete must be made up within two semesters or it will automatically default to the grade that the student earned in the course. There is no extension of the two semester deadline. To complete the course, the student must consult with the instructor. The student must not register again for the course. Individual departments may have more stringent requirements.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
RETENTION AND ACADEMIC PROBATION POLICY

Students enrolled in the Entry-Level Athletic Training Education Program (ATEP) must maintain a university cumulative grade point average of 3.2 or higher on a 4.0 scale. Athletic Training is an allied health care profession and academic performance should be a priority in the ATEP. The Athletic Training Student (ATS) must maintain a cumulative grade point average of 3.2 or higher on a 4.0 scale in the athletic training major.

A student may repeat a course in accordance with the Florida International University undergraduate and graduate forgiveness policies (refer to p. 31 and p. 32, respectively). Athletic training courses in which the ATS earns a grade of “C-“ (1.7) or below must be retaken. The initial grade and the repeat grade are included in the computation of the cumulative grade point average for both the university and the ATEP. If the initial grade was a “C-“ (1.7) and the repeat grade is passing, the number of credits required for graduation will be increased by the number of credits repeated.

Athletic Training Students that fail to meet these standards will be placed on academic probation for one semester during which time the clinical education hours will be restricted to those required by athletic training courses in which the ATS is currently enrolled. A student that is placed on probation will be given a verbal and written warning, including possible disciplinary action, if not corrected. The ATS must also meet with the Program Director on a regular basis to ensure academic improvement. The probationary student should continue to see the Program Director periodically throughout the semester for study hall assignments, tutoring services and other counseling. Mid semester grade reports will be collected and sent directly to the Program Director by all students within the ATEP.

If a student is placed on academic probation for a total of 2 semesters, either consecutively or inconsecutively, he/she is then subject to removal from the ATEP. The student will meet with the Program Director of the ATEP and will be given a written dismissal verification notice. A copy will be filed in the student’s academic file maintained by the Program Director. The student does have the right to follow a formal appeals process and seek options other than athletic training or transfer to another institution. Any student in the ATEP has the right to appeal or petition any decision made by the ATEP Action Committee. The appeals process is as follows: The student will appeal in writing to the Program Director. If a student is not satisfied, he/she can appeal to the ATEP Selection Committee. The student may then appeal to the Dean of the College of Nursing and Health Sciences.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
WITHDRAWAL POLICY

PURPOSE: To inform students how to withdraw from the University.

AUTHORITY/SOURCE: Provost and Vice President for Academic Affairs

POLICY: A student who registers for the Fall or Spring semester and subsequently decides during first eight weeks of the semester, not to attend must officially withdraw from the University. A currently registered student may officially withdraw from the University only during the first eight weeks of the semester. In all other terms, withdrawal deadlines are adjusted accordingly. The transcript of a student who withdraws during the first week of classes will contain no record of enrollment. If tuition has already been paid, an automatic refund will be processed by the Cashier's Office. If a student withdraws from the University prior to the fourth week of classes, a 25% refund will be issued. The transcript of a student who officially withdraws after the first week of classes and before the end of the eighth week of the term will contain a WI for each course. The transcript of a student who stops attending the University without officially withdrawing from the University will contain an >F= grade for each course.

PROCEDURE: To withdraw from the University, the student must fill out a withdrawal form with the Registrar's Office. Dropping all courses is considered a withdrawal, and a withdrawal form must be submitted. The student can obtain a withdrawal form from the Registrar's Office and get the necessary signatures from the Cashier’s Office, Financial Aid Office and the Library Circulation Desk, and return it to the Registrar's Office for final processing. Refunds, if any, will be automatically processed and sent to the student's local address on file. A currently registered student may withdraw from the University only during the first eight weeks of the semester. In the summer semester, withdrawal deadlines will be adjusted accordingly. A Withdrawal Form must be completed and submitted to the Office of the Registrar. Non-attendance or non-payment will not constitute a withdrawal. (Refer to the Academic Calendar for the deadline dates.) The transcript of a student who withdraws before or during the first week of classes will contain no record of enrollment and no tuition fee will be assessed. If the tuition has already been paid, a refund will be generated by the Cashier’s Office and mailed to the local address on file. If a student withdraws from the University prior to the end of the fourth week of classes, a 25 percent refund, will be issued.

The transcript of a student who officially withdraws after the Drop/Add period and before the end of the eighth week of the term will receive a ‘WI’ for each course. The transcript of a student who stops attending the University without officially withdrawing from the University will receive an ‘F’ grade for each course. A student may appeal the deadline for a late withdrawal (from all courses) by submitting the Appeal to Drop/Withdraw Without Refund form. A withdrawal after the deadline will be approved only in cases where Rules & Regulations 53 circumstances beyond the student’s control make it impossible for the student to continue. The student must provide appropriate documentation. Upon approval of the appeal, course instructors will designate whether the student was passing or failing the courses at the time of the appeal to withdraw. A ‘WP’ grade indicates the student withdrew from classes with a passing grade. A ‘WF’ grade indicates the student withdrew from the classes with a failing grade. The ‘WF’ grade is calculated in the student’s term and cumulative GPA. The deadline to submit this appeal is one year after the end of the term in which the course was taken.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
COMPETITIVE ENTRY POLICY

Those students interested in the ATEP must meet the competitive-entry criteria during the first semester of the program prior to initiating the clinical education component of the program. The competitive-entry criteria are listed below. The competitive-entry policy requires students to earn a 3.2 (on a 4.0 scale) cumulative GPA, to complete all pre-requisite courses, to earn a grade of “C” or better in the foundational pre-requisite courses, to obtain a grade of “B” or better in the introductory courses, to submit an essay on career goals and objectives, to submit completed Clinical Proficiency Evaluation forms, to submit completed Clinical Education Hours Evaluation forms, to submit Clinical Education Performance Evaluation forms, and to submit documentation of successful completion of: CPR/First Aid/AED for the Professional Rescuer, Blood Borne Pathogens/OSHA training certificate, Hepatitis B vaccination record or waiver, criminal background check/fingerprinting, and the Technical Standards Form with physical clearance signed by an approved health care provider. Additionally, the Athletic Training Student must interview with the Competitive-Entry Committee, which includes the Academic Program Director, Clinical Coordinator, two Clinical Faculty representatives, and one outside Faculty member.

The 30 observational clinical education hours obtained in the Florida International University Athletic Training Room as a requirement for the Introduction to Clinical Education course will not be counted towards the 800 clinical education hours required for graduation. Once the competitive-entry process has been completed, the students will be notified in approximately mid-December as to their status in the ATEP.

Students that are not successful in meeting the Competitive Entry Criteria to the ATEP will be given another opportunity by restarting the program during the next fall semester term. If, after the second attempt, the student does not meet the competitive entry criteria to the ATEP, he/she will be strongly encouraged to seek other academic options rather than Athletic Training. Students may want to look at other options such as physical therapy, occupational therapy, physician assistant, nursing, or medical school.
Competitive-Entry Criteria

Option A – Accelerated Bachelor of Science, Pre-Athletic Training Sub-Plan

Students interested in the Entry-Level professional education sub-plan must meet the competitive-entry criteria during the first semester of the program prior to initiating the clinical education component of the program. The competitive-entry policy requires students to:

- Must have a 3.2 (on a 4.0 scale) cumulative GPA
- Complete the Entry-Level pre-requisite courses, which include:
  - *BSC 2023 Human Biology (or BSC 1010 General Biology)
  - *CHM 1045 General Chemistry
  - PHY 2053 Physics without Calculus
  - *PET 3325 Anatomy
  - *PET 3353 Physiology
  - STA 2122 Introduction to Statistics I
  - HUN 2201 Introduction to Nutrition
  - PSY 2020 Introductory Psychology
  - *Must obtain a grade of “C” or better

Option A and B – Master of Science, Entry-Level Professional Education Sub-Plan

- Earn a grade of “B” or better in the Entry-Level professional education sub-plan pre-professional phase courses, which include:
  - HSC 4406 Management of Medical Emergencies
  - PET 4520 Introduction to Clinical Education in Athletic Training
  - PET 4639C Acute Care and Injury Prevention
  - PET 4148 Medical Documentation and Pharmacology
- Submit a one-page writing sample describing career goals and objectives with regard to the Athletic Training profession
- Submit completed *Observational Athletic Training Student Clinical Proficiency Evaluation* forms
- Submit completed *Observational Athletic Training Student Clinical Education Hours Evaluation* forms
- Submit completed *Observational Athletic Training Student Clinical Education Performance Evaluation* forms
- Submit documentation of successful completion of the following:
  - CPR/First Aid/AED for the Professional Rescuer
  - Blood Borne Pathogens/OSHA training certificate
  - HBV vaccination record or waiver
  - Criminal Background check/Fingerprinting
  - The *Technical Standards Form* and *Physical Examination Form* with physical clearance signed by an approved health care provider
- Interview with the Competitive-Entry Committee, which includes the Academic Program Director, Clinical Coordinator, two Clinical Faculty representatives, and one outside Faculty member.
Once students complete the competitive-entry process, they will be notified in approximately mid-December as to their status in the Entry-Level professional education sub-plan. Students failing to meet the competitive-entry criteria will be afforded another opportunity to meet the criteria by restarting the program the following fall semester. If the student fails to meet the competitive entry criteria after the second attempt, they will be strongly encouraged to seek academic options other than Athletic Training, such as physical therapy, occupational therapy, physician assistant, nursing, or medical school.

**Competitive-Entry Score:** Each component of the competitive-entry criteria will be analyzed by the Competitive-Entry Committee. The student must pass each *pass/fail* component of the competitive-entry criteria to be permitted to continue in the Entry-Level professional education sub-plan. The *pass/fail* components of the competitive-entry criteria are:

- Submit completed *Observational Athletic Training Student Clinical Proficiency Evaluation* forms
- Submit completed *Observational Athletic Training Student Clinical Education Hours Evaluation* forms
- Submit completed *Observational Athletic Training Student Clinical Education Performance Evaluation* forms
- Submit documentation of successful completion of the following:
  - CPR/First Aid/AED for the Professional Rescuer
  - Blood Borne Pathogens/OSHA training certificate
  - HBV vaccination record or waiver
  - Criminal Background check/Fingerprinting
  - The *Technical Standards Form* and *Physical Examination Form* with physical clearance signed by approved health care provider

In addition to passing all of the *pass/fail* components of the competitive-entry criteria, the student must achieve an 80% (80 out of 100 points), or higher, on the scored components of the competitive-entry criteria to be considered eligible for acceptance in the ATEP. Of the eligible students meeting the competitive-entry criteria, the 25 top scoring students will be admitted to the ATEP. Space permitting, probationary acceptance in the ATEP may be granted if the student achieves a score of at least 75% (75% out of 100 points) on the scored components of the competitive-entry criteria. Students with probationary acceptance in the ATEP will have one semester to raise their competitive-entry score to 80% (80 out of 100 points). Failure to achieve a competitive-entry score of 80% (80 out of 100 points) after one semester leads to suspension from the ATEP.
The scored components of the competitive-entry criteria are:

<table>
<thead>
<tr>
<th>Competitive-Entry Criterion</th>
<th>Grade Scale</th>
<th>Points</th>
</tr>
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</table>
| Must have a 3.2 (on a 4.0 scale) cumulative GPA | 4.0 Cumulative GPA = 20 points  
3.9 Cumulative GPA = 19 points  
3.7 – 3.8 Cumulative GPA = 18 points  
3.5 – 3.6 Cumulative GPA = 17 points  
3.3 – 3.4 Cumulative GPA = 16 points  
3.2 Cumulative GPA = 15 points  
Below 3.2 = 0 points | 20 |
| Must earn a grade of “C” or better in the four ATEP foundational pre-requisites courses | Each grade of A/A- = 5 points  
Each grade of B+/B = 4 points  
Each grade of B-/C+ = 3 points  
Each grade of C/C- = 2 points  
Each grade below a C- = 0 points | 20 |
| Must earn a grade of “B” or better in the four ATEP introductory courses | Each grade of A = 10 points  
Each grade of A- = 9 points  
Each grade of B+ = 8 points  
Each grade of B = 7 points  
Each grade below a B = 0 points | 40 |
| Submit a one-page writing sample describing career goals and objectives with regard to the Athletic Training profession | Completed = 10 points  
Incomplete = 0 points | 10 |
| Interview with the Competitive-Entry Committee | 75 on Interview Evaluation = 10 points  
70 – 74 on Interview Evaluation = 9 points  
65 – 69 on Interview Evaluation = 8 points  
60 – 64 on Interview Evaluation = 7 points  
55 – 59 on Interview Evaluation = 6 points  
50 – 54 on Interview Evaluation = 5 points  
Below 50 Interview Evaluation = 0 points | 10 |

TOTAL 100 points
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

Competitive-Entry Interview Evaluation
for the
Entry-Level Athletic Training Education Program

Personal Attributes / Interview Climate
1. What are your most enjoyable courses? Least enjoyable courses?
2. Do you perform better independently or with others?
3. What characteristics do you have which would make you a good leader?
4. Give 1-2 examples of your greatest accomplishments to date.

Maturity / Emotional Stability
1. What goals have you set for yourself following graduation from the ATEP? How are you planning to achieve these goals?
2. Where do you see yourself working in 10 years (setting, type of patients)?
3. After successful completion of the ATEP and the BOC exam, what do you hope to gain from this learning experience?

Motivation for Athletic Training
1. What interests you the most about the Athletic Training profession? The least?
2. What attracted you to the Florida International University’s ATEP?

Clinical Education
1. Since the ATEP requires a great deal of commitment to academics and clinical education, how many clinical experience hours do you expect to complete each day or week in the athletic training room?
2. How do you balance academic classes with extra-curricular activities?

Additional Questions
1. Why should you be retained in the ATEP? What can you bring to the ATEP?
2. If you are not retained in the ATEP, what are your plans?
3. Do you have any questions?
Competitive-Entry Interview Evaluation
for the
Entry-Level Athletic Training Education Program

Athletic Training Student: _____________________________________ Date: ___/___/___
Interviewer: _________________________________________________ Time: ____________

As an interviewer, you are asked to evaluate each Athletic Training Student in each area identified below. Please make an effort to compare each Athletic Training Student with other students currently interviewing for retention in the ATEP (do not compare the Athletic Training Student to those already retained in the ATEP or to alumni of the ATEP). Each category should be scored by using a 5-point rating scale (1 = less than usual, 2 = needs improvement, 3 = average or normal, 4 = meets expectations, 5 = superior in every aspect) – circle the MOST appropriate score. Also, please provide supporting comments in each category.

1. **Personal Attributes / Interview Climate**

   a. Sense of Humor 1 2 3 4 5
   b. Friendly 1 2 3 4 5
   c. Confidence and self-image 1 2 3 4 5
   d. Basic intelligence 1 2 3 4 5

   Comments: _______________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________

2. **Maturity / Emotional Stability**

   a. Responsibility 1 2 3 4 5
   b. Ability to decide 1 2 3 4 5
   c. Well thought-out and defined goals 1 2 3 4 5
   d. Desire to learn 1 2 3 4 5

   Comments: _______________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
3. Motivation for Athletic Training

a. Enthusiasm 1 2 3 4 5
b. Medically related experiences 1 2 3 4 5
c. Service oriented 1 2 3 4 5

Comments: _______________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

4. Clinical Education

a. Ability to interact well with others (cooperative) 1 2 3 4 5
b. Willingness to engage in clinical learning 1 2 3 4 5
c. Commitment 1 2 3 4 5

Comments: _______________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

5. Overall Impression 1 2 3 4 5

1 = do not retain, 2 = probably not, 3 = average ATS for retention, 4 = retain, 5 = retain immediately

TOTAL POINTS _________ / 75

I have evaluated this candidate relative to the current retention criteria for the ATEP and believe that he/she qualifies in the areas as assessed above. (Circle your answer) YES NO

Primary Rationale for Decision:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature: ________________________________________________________
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
TECHNICAL STANDARDS POLICY

The Entry-Level Athletic Training Educational Program (ATEP) at Florida International University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the ATEP establishes the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam. The following abilities and expectations must be met by all students admitted to the ATEP. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Candidates for selection to the ATEP must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.

2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.

3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.

4. The ability to record the physical examination results and a treatment plan clearly and accurately.

5. The capacity to maintain composure and continue to function well during periods of high stress.

6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.

7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
Candidates for selection to the ATEP will be required to verify they understand and meet these technical standards or that they believe that, with reasonable accommodations, they can meet the standards. The Florida International University Office of Disability Services will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation as required by law.

For students not requesting accommodations:

I certify that I have read and understood the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards, with or without reasonable accommodation, I will not be admitted into the program. I agree to report, in writing, to the Director of Athletic Training any changes in my ability to meet these standards within 30 days of the occurrence of any change in my ability to meet these technical standards. If such a change in my ability to meet these standards occurs, I understand that I may be required to obtain a physician’s endorsement that I am capable of meeting the technical standards.

________________________  ____________
Name (please print)      Panther ID

________________________
Signature of Applicant      Date

________________________  ____________
Parent’s Signature (if student is under 18 years old)  Date

Alternative statement for students requesting accommodations:

I certify that I have read and understood the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with reasonable accommodations. I will contact the Florida International University Office of Disability Services to determine what accommodations may be available. I understand that if I am unable to meet these standards, with or without reasonable accommodations, I will not be admitted into the program. I agree to report, in writing, to the Director of Athletic Training any changes in my ability to meet these standards within 30 days of the occurrence of any change in my ability to meet these technical standards. If such a change in my ability to meet these standards occurs, I understand that I may be required to obtain a physician’s endorsement that I am capable of meeting the technical standards.
Name (please print) ___________________________ Panther ID ____________

Signature of Applicant ___________________________ Date ____________

Parent’s Signature (if student is under 18 years old) ___________________________ Date ____________

Physician Endorsement:
I certify that I have examined the above student to determine his/her ability to meet the technical standards as listed above. According to my examination, this student (check one)

_____ is capable of meeting the technical standards without accommodation.

_____ is capable of meeting the technical standards with reasonable accommodation.

_____ is not capable of meeting the technical standards, with or without reasonable accommodation.

Physician Remarks: ____________________________________________________________

Name (please print) ___________________________ Medical License Number ____________

Address ___________________________ City, State, Zip ____________

Phone ___________________________ Fax ____________

Physician Signature ___________________________ Date ____________
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
PHYSICAL EXAMINATION POLICY

All students enrolled in the Entry-Level Athletic Training Education Program (ATEP) are required to complete a physical examination utilizing the form (form may be downloaded from the website cnhs.fiu.edu/at) adopted by the ATEP. This physical examination is used in part to demonstrate that the student is able to meet the technical standards required by the ATEP. The cost of the physical examination is the student’s responsibility. The physical examination form is maintained by the ATEP and the immunization records are maintained by University Health Services. The Technical Standards form containing the signature of the Athletic Training Student documenting acknowledgement of this requirement is maintained by the Academic Program Director of the ATEP. All records are kept confidential and will not be released without the student’s permission or court order.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

PHYSICAL EXAMINATION FORM

NAME: __________________________

PANTHER ID: __________________________

This form is used, in part, to demonstrate the ability of the athletic training student to meet the technical standards of the program. This physical examination must be conducted by a MD/DO/NP/PA to verify that the student is able to meet the physical and mental requirements – with or without reasonable accommodation – of an athletic trainer.

**Medical History**

The following information is kept confidential and will not be released to any individual without your authorization.

**Family History**

<table>
<thead>
<tr>
<th>If living: Age</th>
<th>Health</th>
<th>If Deceased: Age at death</th>
<th>Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brother/Sister</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has any blood relative ever had any of the following?

<table>
<thead>
<tr>
<th>Cancer</th>
<th>Yes No if yes, who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Heart Trouble</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Sudden Death</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>High Blood Pressure</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Stroke</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Epilepsy</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Mental Illness</td>
<td>Yes No if yes, who</td>
</tr>
<tr>
<td>Suicide</td>
<td>Yes No if yes, who</td>
</tr>
</tbody>
</table>

**Are you allergic to:**

<table>
<thead>
<tr>
<th>Penicillin</th>
<th>Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sulfá</td>
<td>Yes No</td>
</tr>
<tr>
<td>Aspirin</td>
<td>Yes No</td>
</tr>
<tr>
<td>Mycins/ other antibiotics</td>
<td>Yes No</td>
</tr>
<tr>
<td>Tetanus antitoxin /serums</td>
<td>Yes No</td>
</tr>
<tr>
<td>Hay fever</td>
<td>Yes No</td>
</tr>
<tr>
<td>Asthma</td>
<td>Yes No</td>
</tr>
<tr>
<td>Bee Stings</td>
<td>Yes No</td>
</tr>
<tr>
<td>Quinine</td>
<td>Yes No</td>
</tr>
<tr>
<td>Codeine</td>
<td>Yes No</td>
</tr>
<tr>
<td>Adhesive tape</td>
<td>Yes No</td>
</tr>
<tr>
<td>Latex</td>
<td>Yes No</td>
</tr>
<tr>
<td>Any other drug</td>
<td>Yes No Please list</td>
</tr>
<tr>
<td>Any foods</td>
<td>Yes No Please list</td>
</tr>
<tr>
<td>Others</td>
<td>Yes No Please list</td>
</tr>
</tbody>
</table>
Personal History
Have you ever had:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/ German Measles</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Infectious Mononucleosis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rheumatic Fever</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Mumps</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cancer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Pneumonia</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequent colds/ sore throat</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequent/ severe headaches</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Nervous Breakdown</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Palpitations/ Irregular Heart Beat</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Heart Murmur</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Chest Pain</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Heart trouble</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dizziness or Syncope (fainting)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Heart Disease</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Shortness of Breath/ Wheezing</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>High/ Low Blood Pressure</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Loss of consciousness</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Polio/ meningitis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Stomach trouble/ ulcer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gallbladder problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Depression or anxiety</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bladder/ urinary tract problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequent diarrhea</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gonorrhea / syphilis / herpes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Constipation</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Colitis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Liver problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Leg Cramps</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Paralysis</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Enlarged Glands</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Kidney problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Birth defects</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rectal bleeding/ hemorrhoids</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Arthritis/ rheumatism</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Heat exhaustion/ Heat stroke</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Night Sweats</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Anemia</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gout</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Skin problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequent infections/ boils</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Problems with nose/sinuses</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Food / chemical /drug poison</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Eating disorders</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
**Physical Examination**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Training Student Name</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panther ID</td>
<td>Date of Birth</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>Race</th>
<th>Height (Ft)</th>
<th>Weight (Current) &amp; Weight (1 year ago)</th>
<th>Build: (Circle One)</th>
<th>Tetanus Toxiod (within 5 yrs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slender Medium Heavy Obese</td>
<td></td>
</tr>
<tr>
<td>B.P.</td>
<td>Pulse</td>
<td>Allergies</td>
<td>Note: Describe abnormally in detail; use additional sheets if necessary.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>(Check each item in appropriate column; enter “NE” if not evaluated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Head, face, neck, scalp</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Nose</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Mouth, throat</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Ears, tympanic membranes</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Eyes (general)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Lungs, chest</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Heart (PMI, rate, rhythm, sounds)</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Abdomen, hernia</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Skin, lymphatics</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Identifying body marks</td>
</tr>
</tbody>
</table>

Notes:_______________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Special Test(s) Required

Referred To: ____________________________ For: ____________________________

Referred To: ____________________________ For: ____________________________

Athletic Training Student’s Signature Date

Physician’s Signature Date

Pass F ail (Circle One)
## Orthopedic Exam

<table>
<thead>
<tr>
<th>INJURY</th>
<th>YES/NO</th>
<th>DESCRIBE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCUSSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NECK INJURY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOULDER INJURY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ELBOW INJURY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>WRIST INJURY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAND INJURY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FINGER INJURY</td>
<td></td>
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<tr>
<td>SPINE INJURY</td>
<td></td>
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<tr>
<td>HIP INJURY</td>
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<td></td>
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</tr>
<tr>
<td>HAMSTRING INJURY</td>
<td></td>
<td></td>
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<tr>
<td>GROIN INJURY</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>KNEE INJURY</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FOOT INJURY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANKLE INJURY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATHLETIC TRAINING STUDENT SIGNATURE __________________________ DATE ____________

PHYSICIAN REMARKS:

PASS       FAIL
(CIRCLE ONE)

PHYSICIAN’S SIGNATURE __________________________ DATE ____________
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
HEPATITIS B VACCINATION POLICY

All Athletic Training Students (ATS) in the Entry-Level Athletic Training Program (ATEP) are required
to submit proof of Hepatitis B vaccination completion or a signed and dated Hepatitis B vaccination waiver
form prior to admission to the program. The Hepatitis B vaccination provides protection from acquiring this
virus as an ATS is at risk for exposure to blood and other potentially infectious materials while completing
clinical education hours under the direct supervision of an Approved Clinical Instructor/Clinical Instructor.

A Hepatitis B infection may cause death. Most people infected with the Hepatitis B virus recover
completely, but they may become chronic carriers of the virus. Most of these people have no symptoms, but can
continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. The
Hepatitis B virus also appears to be a causative factor in the development of liver cancer.

The Hepatitis B vaccination includes a series of injections (normally three) required for full
immunization. There are contraindications to Hepatitis B vaccination which include, but are not limited to: (1)
hypersensitivity to any component of the vaccine (hypersensitivity to yeast is a contraindication) and (2)
pregnancy or lactation. Additional information regarding the Hepatitis B vaccination will be available by the
healthcare provider at the time of vaccination.

The Hepatitis B vaccination may be obtained through the University Health Services at Florida
International University. The cost of the Hepatitis B Vaccination is the student’s responsibility. The University
Health Services Complex is located between the Public Safety/Police Department and the Recreation Center.

Phone Number: (305) 348-2401
Fax: (305) 348-3336
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
HEPATITIS B VACCINATION WAIVER

I understand that due to my clinical education exposure to blood or other potentially infectious materials I may be at risk of acquiring a Hepatitis B virus infection. I understand that obtaining the Hepatitis B vaccination, which includes a series of injections (normally three) required for full immunization to the Hepatitis B virus, is recommended by the Entry-Level Athletic Training Education Program (ATEP). I understand the nature of a Hepatitis B viral infection may cause death. Most people with Hepatitis B recover completely, but they may become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. The Hepatitis B virus also appears to be a causative factor in the development of liver cancer. I understand that there are contraindications to the Hepatitis B vaccination which include, but are not limited to: (1) hypersensitivity to any component of the vaccine (hypersensitivity to yeast is a contraindication) and (2) pregnancy or lactation. I understand that additional information regarding the Hepatitis B vaccination will be provided to me by the healthcare provider at the time of vaccination.

I understand that failure to receive the Hepatitis B vaccination may increase my risk of acquiring a preventable infectious disease and I am willing to accept such medical risk.

_______________________________________________   ___________________
Athletic Training Student Name (print)    Panther ID

_______________________________________________   ___________________
Athletic Training Student Signature      Date

_______________________________________________   ___________________
Parent’s Signature (if student in under 18 years old)    Date
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
TUBERCULOSIS VACCINATION POLICY

All Athletic Training Students (ATS) in the Entry-Level Athletic Training Program (ATEP) are encouraged to consider receiving the tuberculosis vaccination. Tuberculosis (TB) is a highly infectious disease that usually affects the lungs, but it can also affect the glands, brain or even the bones of the body. The bacille Calmette-Guérin (BCG) vaccine is usually administered shortly after birth and provides protection from acquiring this disease. According to the Center of Disease Control, the BCG vaccine is used in many countries with a high prevalence of TB in children. However, BCG is not generally recommended for use in the United States because of the low risk of infection with *Mycobacterium tuberculosis*, the variable effectiveness of the vaccine against adult pulmonary TB, and the vaccine’s potential interference with tuberculin skin test reactivity. The BCG vaccine should be considered only for very select persons who meet specific criteria and in consultation with a TB expert. For more information, visit the Center for Disease Control website at [www.cdc.gov/tb](http://www.cdc.gov/tb).

NOTE: The University requires international students to submit proof of a tuberculosis (TB) test within 12 months prior to registration.
Objective & Purpose: To establish a uniform procedure should an outbreak of a communicable disease occur on any campus of Florida International University.

Definition: Communicable disease (for the purpose of this policy & procedure statement) is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), Measles (Rubella), German measles (Rubella), Hepatitis, and Meningitis. Refer to the HIV/AIDS policy for specifics concerning HIV/AIDS. Other potentially less serious infectious diseases, such as chicken pox, influenza, and pneumonia, will be handled on a case-by-case basis.

Authority: Section 240.227(1), Florida Statutes and Florida International University Rule 6C8-11.004, F.A.C.

Policy: The University will administer a uniform procedure to ensure that all students, faculty, and staff of FIU will receive appropriate notification regarding diagnostic services and medical care which will be provided at the Student Health Clinic and/or medical facilities in the community.

Communicable diseases which can potentially threaten the health of the campus community as an epidemic include:

- Measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)
- Hepatitis
- Meningitis

The Director of the Student Health Services shall be notified about all known acute and suspected cases of any of the above diseases involving any member of the FIU community (students, faculty, or staff).

PROCEDURE: University Health Services: After receiving this information, the Director of the Student Health Services will convey only the necessary information to:

- Vice President of Student Affairs, or designee
- Provost or designee (if any faculty member could be affected by this disease)
- V.P. of Business and Finance, or designee (Human Resources)
- Director of Public Safety
- Director of Environmental Health and Safety
- Director of Media Relations
- Director of University Housing (if student lives on campus)
- Director of Athletics (if student athlete is involved)
- The Director of Student Health Services
The Director of Student Health Services will also contact the Miami-Dade County Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health professionals will be asked to assist the Student Health Clinic staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality: roommates, classmates, co-workers.

Students, faculty, and staff will be told to report any signs and symptoms of the illness to their private physician or to the professionals at the Student Health Clinic, where they can be seen, to receive a confidential medical consultation, appropriate prophylaxis, treatment, and/or referral to community health organizations, as medically indicated.

Media Relations: The Director of Student Health Services will work with the Office of Media Relations to provide medical information concerning the communicable disease to the media, students, staff, and family members. Establishing a 24-hour hotline by using the FIU-HELP line may be advisable. When appropriate, such as in cases involving meningococcal meningitis, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, prophylactic measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Clinic, public health clinics, hospital emergency rooms, private offices, etc.).

Human Resources: The staff of the Office of Human Resources will coordinate efforts with the Department supervisors and the Student Health Clinic staff to identify employees who have reported signs and symptoms of the disease or may have been exposed to the infectious agent. Working with the staff of the Student Health Clinic, the Office of Human Resources will assist these employees on how they may obtain treatment or prevention (if appropriate).
University Housing: The Department of University Housing will immediately notify the Director of Student Health Services or his/her designee, if any student living in University Housing has signs or symptoms suggestive of one of the above communicable diseases. These students will be seen at the Student Health Clinic. In case of emergency, Public Safety is to be called.

The staff of University Housing will work with the staff of the Student Health Clinic to identify and educate all students at risk for contracting the communicable disease. They will also assist the staff of the Student Health Clinic by working with all affected resident students in their compliance with the treatment and prophylactic directives, including isolation housing arrangements, if medically indicated.

Division of Academic Affairs: The Office of the Provost, or the appropriate Dean, will notify the Director of the Student Health Services, or his/her designee of any known cases of faculty member(s) who have contracted a communicable disease or have potentially been exposed to the infectious agent(s). They will work with the Student Health Clinic and the Office of Human Resources to ensure that faculty will receive appropriate treatment and/or prophylaxis, as well as follow up care prior to returning to the workplace.

Public Safety: Public Safety is to be contacted for all emergency cases involving students, faculty, staff, and/or visitors, as outlined in the FIU "Emergency Medical Assistance" Policy and Procedures.

Environmental Health and Safety: The staff of Environmental Health and Safety will investigate the campus environment for potential single source of the outbreak, and will assist the health professionals in determining the members of the University community who have been exposed and are potentially at risk.

Department of Athletics and Campus Recreation: The Director of Athletics and Campus Recreation, or his/her designee, will notify the Student Health Clinic if any student athlete has, or is suspected of having, any of the above communicable diseases. The Department will assist the Student Health Clinic medical staff by working with the affected student athletes in their compliance with all treatment and prophylaxis directives.

Person with diagnosis of one of the communicable diseases: Before returning to work or school, members of the FIU community who have been diagnosed as having a communicable disease listed above MUST receive a letter from his/her physician or primary care provider documenting that he/she is medically cleared (i.e., is no longer infectious to others) and is therefore able to return to school or work as of a specified date. This information should be presented to the Student Health Clinic (for students) and the Office of Human Resources (for employees) where such records will be filed and kept confidential.

For additional information visit www.fiu.edu/~health/clinicalservices/communicPolicy
PURPOSE: To implement the State University System policy on immunization.

AUTHORITY/SOURCE:
FAC 6C-6.001(4)
Chancellors Memorandum CM 92-01

POLICY: The State University System of Florida has mandated that all new degree and non-degree seeking students under the age of 40 attending any of the ten State Universities in Florida must provide documentation of both measles (two shots) and rubella immunization. Students who have maintained continuous enrollment (either as degree or non-degree seeking basis) are exempt from this policy.

PROCEDURE: To register for classes, students must provide this documentation to the University Health Services prior to registration.

Please visit the University Health Services website for more information at www.fiu.edu/~health.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
HIV/AIDS POLICY

Students and employees of the University who may become infected with the HIV/AIDS virus will not be excluded from enrollment or employment or restricted in their access to University services or facilities, unless individual medically-based judgments establish that exclusion or restriction is necessary for the welfare of the individual or for other members of the University community. The University has established an HIV/AIDS Committee which includes representatives from major University divisions and other staff as appropriate. The Committee, which meets regularly, is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the University’s Policy on HIV/AIDS in specific cases, and coordinating the University’s efforts in educating the University community on the nature of the disease. In addition, the Committee will meet as needed to consider individual occurrences of the disease which require University action.

Persons who know or suspect they are sero-positive are expected to seek expert medical advice and are obligated, ethically and legally, to conduct themselves responsibly for the protection of others. The University has designated HIV/AIDS counselors on both campuses who are available to provide further information on this subject. The entire HIV/AIDS policy is located on the FIU University Health Services web site: http://www.fiu.edu/~health/clinicalservices/HIVpolicy.htm. Contact the University Health Services for more information at the University Park Campus, (305) 348-3080 or at the Biscayne Bay Campus, (305) 919-5620.
PURPOSE
To protect employees from the risks of infection with the Human Immunodeficiency Virus (HIV), Hepatitis B virus, or other bloodborne pathogens; and to comply with the requirements of the OSHA Standard 29 CFR, 1910.1030 Bloodborne Pathogens.

DEFINITIONS

Bloodborne Pathogens: means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other Potentially Infectious Materials means:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

3. HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Occupational Exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

SCOPE
These guidelines apply to all University personnel, employees, students and visitors, who are exposed to blood or other potentially infectious materials while on University premises or involved in University sponsored activities.

GUIDELINES
A. Each Dean, Director or Department head, in consultation with the Department of Environmental Health & Safety and the FIU Office of Human resources is responsible for determining the job classifications that are subject to regulation by the OSHA Bloodborne Pathogens Standard, hereafter referred to as the Standard.
B. The Department of Environmental Health & Safety shall maintain a current Exposure Control Plan (ECP) for the University.

C. Deans, directors, chairpersons, principal investigators, laboratory instructors, and line supervisors shall assure compliance with the requirements established in the University ECP. Individuals responsible for assuring compliance with this policy shall correct violations and modify inappropriate practices upon detection. Disciplinary actions shall be taken as needed.

D. Hepatitis B vaccinations shall be offered to all individuals who are occupationally exposed to bloodborne pathogens. Vaccines shall be provided free of charge to employees who are subject to regulation by the Standard. Payment shall be made by the employee’s department.

For further information or copies of the FIU Exposure Control Plan, please contact the Department of Environmental Health & Safety at 348-2621.

**Blood Borne Pathogen Online Training**

[http://www.fiu.edu/~ehs/safety_training/training_course_list.htm](http://www.fiu.edu/~ehs/safety_training/training_course_list.htm)
PURPOSE: To notify registered students about health care

AUTHORITY/SOURCE:
Provost and Vice President for Academic Affairs
Vice President for Student Affairs

POLICY: To be eligible to use the Student Health Services, students must be fee-paying and registered at the University (including the student health fee). Exceptions may be made for exchange programs. The clinic provides consultation and referrals for day-to-day health concerns, including gynecological services. If lab tests are ordered by the care provider, they are performed for a nominal fee. There is a small pharmacy on the premises for filling most common prescriptions. At pre-registration time, immunization services are also provided for a fee. Additional Student health Insurance is available for a reasonable price from an approved insurance provider. Brochures are available at the office.

PROCEDURE: Students call the Student University Health Services to make an appointment.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
STUDENT HEALTH SERVICES

University Health Services encompasses the General Medical Clinic, Women’s Health Clinic, the Wellness Center, a full-service pharmacy, and the Office of Employee Assistance. The health clinics provide quality, cost-effective, confidential, and professional primary medical care services to registered students for the prevention, diagnosis, and treatment of disease and injury.

The Wellness Center promotes healthy lifestyle choices to ensure holistic health and provides health education to enable all members of the FIU community to achieve their optimal wellness potential. The FIU Pharmacy provides services to university students as well as faculty and staff members.

Clinical Services: General Medical Clinic and Women’s Health Clinic

The following services are covered by the student health fee and therefore, are free to registered students:

1. Routine primary medical care, including office visits with registered nurses and primary care nurse practitioners and physicians
2. Family planning counseling
3. Podiatry
4. Health education and personal health assessment services
5. Health screening
6. Workshops and presentations sponsored by University Health Services

Some of the clinic services available for a nominal charge to registered students include:

1. Nutrition counseling with registered dietician.
2. Laboratory tests (blood, urine, and cultures)
3. EKGs, vision, and hearing tests
4. Complete physical examinations
5. Sexually transmitted diseases – testing and treatment
6. HIV testing and counseling
7. Respiratory therapy
8. Immunizations
9. Women’s Health Clinic services: physical exams and diagnostic tests including pap smears, pregnancy tests, ultrasounds, and more.
10. Nutrition / diet /weight management consultations
Additional Information

- Students must present a current, valid FIU photo ID at the time of the office visit.
- Appointments are strongly recommended.
- Payment is required at the time of service. Cash (at University Park only), checks, money orders, Master Card/Visa/Discover credit cards, and the FIU debit card are accepted as forms of payment.
- Services not available include: X-ray, dental care, specialty physicians, and emergency care after clinic hours and on weekends.

Visit the University Health Services web site for a comprehensive list of clinic services and charges: http://www.fiu.edu/~health.

Pharmacy

Conveniently located on the first floor of the University Health Services Complex, the FIU Pharmacy provides the following services to FIU students, faculty, and staff: prescription and over-the-counter medications, dietary supplements, vitamins, and herbs; feminine hygiene products; first aid supplies; medical equipment; dental products; health and beauty products; aromatherapy; relaxation products; and more. Most types of health insurance plans will be accepted.

Health Insurance

The student health fee does not cover diagnostic and therapeutic medical visits to outside physicians, clinics, or hospitals. Students are strongly encouraged to purchase supplemental health insurance. A health insurance policy is available at a low group rate for students who take 5 or more credits hours a semester.

Emergency Care

In case of emergency on either campus, call the Public Safety - Campus Police Department (24 hours a day) at 305-348-5911. Emergency care after clinic hours and on weekends is not offered at the Health Care & Wellness Center.

The Wellness Center

The Wellness Center advocates healthy lifestyles to maintain holistic wellness. We provide a variety of health promotion services to assist students, faculty, and staff in achieving their maximum potential.

Services

1. Lifestyle workshops, lectures, and activities for groups or individuals are provided on a variety of topics, such as: Wellness, Stress Management, Nutrition, Fitness, Sexual Health, Substance Use/Abuse Prevention, Preventive Health Issues/Self-Care, Sexual Health (HIV/AIDS, STD, etc), and Aromatherapy
2. TriFit Fitness Assessment (Weight, body composition, blood pressure/heart rate, flexibility, cardiovascular fitness)
3. Health Education consultations on nutrition, fitness, smoking cessation, wellness, stress management, aromatherapy, and sexual health
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4. Multimedia Wellness Resource Center, featuring textbooks, pamphlets, visual displays, brochures, videos, DVDs, audio-tapes, CD’s, and the following interactive computer programs such as “Dine Healthy” personal diet assessment & “Alcohol 101 Plus”

5. Student clubs (STRIKE)

6. Free HIV Testing

7. Mind/Body Conditioning Classes featuring both Hatha and Prana yoga

8. “Cloud 9” Stress Free Zone featuring a relaxation room and free massages from 1-3 PM on Wednesdays

9. Massage therapy (nominal fee)

10. Registered Dietician appointments (nominal fee)

To be eligible to use the University Health Service, students must be fee-paying and registered at the University (including the student health fee). Exceptions may be made for exchange programs. The clinic provides consultation and referrals for day-to-day health concerns, including gynecological services. If lab tests are ordered by the care provider, they are performed for a nominal fee. There is a small pharmacy on the premises for filling most common prescriptions.

At pre-registration time, immunization services are also provided for a fee.

Additional Student health Insurance is available for a reasonable price from an approved insurance provider. Brochures are available at the office.

University Park
Location: University Health Services Complex Located between Public Safety/Police Department and the Recreation Center.
Phone Number: (305) 348-2401
Fax: (305) 348-3336
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
FACULTY ACKNOWLEDGEMENT OF EDUCATIONAL COMPETENCIES

I, ________________________________, hereby acknowledge receiving the National Athletic Trainers’ Association (NATA) Athletic Training Educational Competencies as they pertain to my respective teaching area. I agree to the best of my ability to teach and evaluate the NATA Athletic Training Educational Competencies that are included in the courses that I am responsible for and as listed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Furthermore, I will be asked to provide a course syllabus with a daily/weekly schedule to show the appropriate documentation of inclusion of such Educational Competencies in my area of responsibility. I will be asked to keep this documentation updated with the Academic Program Director on a timely basis.

Failure to appropriately document the teaching and evaluation of the NATA Athletic Training Educational Competencies in classroom and labs will result in a non-compliance of standards. These standards are required to obtain and maintain national accreditation of the Athletic Training major through the Commission on Accreditation of Athletic Training Education (CAATE).

Instructor’s Signature                   Date

___________________________________________ ___________________

Academic Program Director’s Signature   Date

___________________________________________ ___________________

Department Chair’s Signature            Date

___________________________________________ ___________________
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
PERSONNEL DESCRIPTIONS

For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Approved Clinical Instructor/Clinical Instructor should know and understand the responsibilities of the Program Director and Clinical Coordinator. Also, the Medical Director should be aware of the responsibilities of the Program Director, Clinical Coordinator, and Approved Clinical Instructor/Clinical Instructor. This section outlines the responsibilities of each position.

Program Director
Division: Nursing and Health Sciences
Unit: Athletic Training
Reports To: Dean
Positions Supervised: Clinical Coordinator (Director of Clinical Education)
Approved Clinical Instructors
Clinical Instructors
Graduate Assistant/Teaching Assistant
Athletic Training Students

Basic Function: The Academic Program Director is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the ATEP. This individual must be an excellent leader, have a broad based knowledge of the Athletic Training profession, have excellent management skills, and posses the necessary qualifications to perform the functions as identified in the CAATE standards. The Academic Program Director must be a full-time teaching faculty member of Florida International University, have current BOC certification and licensure as an Athletic Trainer in the State of Florida, and shall fulfill the following duties and responsibilities:

♦ Provide updated information to the students, staff, and Athletic Training faculty with regard to the ATEP.
♦ Determine necessary curriculum changes and institute new academic and clinical courses.
♦ Determine appropriate affiliated sites and authorize clinical instructors at those sites.
♦ Review the clinical hour commitment of each student on a regular basis.
♦ Serve as the liaison with the Department Chair and Department Committees on the ATEP and its students.
♦ Serve as the liaison with CAATE, the NATA, and/or the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
♦ Document compliance of CAATE standards on an annual basis including the completion of recertification reports, self-studies, and coordination of site visits.
♦ Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
♦ Maintain Athletic Training Students’ files.
For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Approved Clinical Instructor/Clinical Instructor should know and understand the responsibilities of the Program Director and Clinical Coordinator. Also, the Medical Director should be aware of the responsibilities of the Program Director, Clinical Coordinator, and Approved Clinical Instructor/Clinical Instructor. This section outlines the responsibilities of each position.

Clinical Coordinator (Director of Clinical Education)
Division: Nursing and Health Sciences
Unit: Athletic Training
Reports To: Program Director
Positions Supervised: Approved Clinical Instructors
Clinical Instructors
Graduate Assistant Athletic Trainers
Athletic Training Students

Basic Function: To provide the coordination, supervision, and evaluation of the clinical educational program in consultation with the Program Director. This individual must demonstrate adequate leadership and clinical skills in student based learning and competency based education. The Clinical Coordinator (Director of Clinical Education) must have current BOC certification and licensure as an Athletic Trainer in the State of Florida, and shall fulfill the following duties and responsibilities:

♦ Provide a manual for Approved Clinical Instructors (ACIs) and Clinical Instructors (CIs) which details the CAATE program and their responsibilities as an extension of the academic program.
♦ Identifies the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
♦ Assign students to clinical rotations and provide the ACI/CI with the names and phone numbers of students assigned to that site.
♦ Determine authorized absences in the clinical setting by the Athletic Training Students and inform the ACI/CI of the intended absence.
♦ Contact each affiliated site instructor at least twice during the student’s clinical rotation to review the student’s progress and determine student competence in their clinical skills and identify areas that need improvement.
♦ Provides Athletic Trainer Student evaluation forms to ACIs/CIs and ensures that completed forms are maintained in student’s official file.
♦ Meet with each Athletic Trainer Student at least twice per semester to discuss clinical evaluations and experiences.
♦ Assess ACIs/CIs and provide feedback to improve clinical education.
♦ Serve as a moderator when problems arise in the clinical setting.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
PERSONNEL DESCRIPTIONS

For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Approved Clinical Instructor/Clinical Instructor should know and understand the responsibilities of the Program Director and Clinical Coordinator. Also, the Medical Director should be aware of the responsibilities of the Program Director, Clinical Coordinator, and Approved Clinical Instructor/Clinical Instructor. This section outlines the responsibilities of each position.

**Medical Director**
Division: Nursing and Health Sciences
Unit: Athletic Training
Reports To: Program Director
Positions Supervised: Approved Clinical Instructors, Clinical Instructors, Graduate Assistant Athletic Training Students, Athletic Training Students

Basic Function: To provide competent direction and/or guidance to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet current acceptable performance standards. This individual must be involved in the athletic training education program and encourage other physician(s) to be involved in the athletic training education program as well. The Medical Director must have a sincere interest in the professional preparation of the athletic training student and should be willing to share his/her knowledge through ongoing informal discussion, clinics, in-service educational sessions, and shall fulfill the following duties and responsibilities:

- To serve as a Courtesy Professor in the Athletic Training Education Program.
- To participate in the education of athletic training students in both the didactic and clinical components of the athletic training education program.
- To develop and maintain a clinical affiliation agreement between his/her office and Florida International University to provide supervision and clinical education experience for Athletic Training Students.
- To provide surgery observation opportunities for students enrolled in the following courses: Clinical Education I, II, III, IV, and V.
- To conduct annual guest lectures in didactic courses as agreed upon with the Program Director.
- To assist with medical and other health care personnel involvement in the formal instruction of Athletic Training students.
For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Athletic Training Student should know and understand the responsibilities of the Approved Clinical Instructor. Also, the Approved Clinical Instructor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

**Approved Clinical Instructor**
Division: Nursing and Health Sciences
Unit: Athletic Training
Reports To: Program Director/Clinical Coordinator (Director of Clinical Education)
Positions Supervised: Graduate Assistant Athletic Training Students

Basic Function: An Approved Clinical Instructor (ACI) is a BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed Approved Clinical Instructor training. BOC certified athletic trainers who wish to be an ACI (e.g., graduate assistant), but who have less than one year of clinical experience, must be supervised by a more experienced ACI. An ACI provides formal instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of athletic training students.

Note that other content experts (e.g., exercise physiologists, nutritionists, mental health counselors, physicians) can be used to teach and evaluate those Clinical Proficiencies that fall within the domain of their professional expertise. However, an ACI must evaluate the students' ability to integrate these skills into professional practice.

The role of an ACI as an educator and a mentor is a critical component in the education of Athletic Training Students (ATS). The ACI will assist the ATS in developing and refining his/her athletic training clinical proficiency skills and foundational knowledge in the field of athletic training according to his/her level in the Athletic Training Education Program. All ACIs utilized by the Florida International University Athletic Training Education Program (ATEP) will be expected to:

- Complete initial ACI training and attend the annual update sessions conducted by the Florida International University Clinical Instructor Educator.
- Read and abide by the policies and procedures set forth in the Athletic Training Education Program Manual.
- Provide the Athletic Training Student with adequate orientation to the policies and procedures of the affiliated clinical site.
- Provide equal opportunities for the instruction and evaluation of the Athletic Training Student with regard to the appropriate clinical proficiency skills relative to the academic level of the student.
- Provide accurate and timely documentation of the Athletic Training Student’s clinical education experience and clinical proficiency skills.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
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♦ Evaluate the Athletic Training Student with regard to his/her general performance and clinical proficiency skills and submit the forms to meet the deadlines established by the ATEP.
♦ Establish regularly scheduled meetings with the Athletic Training Student to take place every three weeks throughout the semester to review his/her progress relative to the goals and objectives of the clinical experience.
♦ Review all evaluation materials submitted by the Athletic Training Student.
♦ Provide direct supervision to the Athletic Training Student at all times during his/her clinical experience.
♦ Immediately report any misconduct or gross clinical proficiency skill deficiencies to the Clinical Coordinator.
♦ Attend all clinical education meetings as requested by the ATEP.
♦ Provide a current vita, a copy of current BOC card, a copy of current CPR/Emergency Response/AED certification as a professional rescuer, proof of professional liability insurance, proof of Florida Licensure and proof of bloodborne pathogen training on an annual basis.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
PERSONNEL DESCRIPTIONS

For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Athletic Training Student should know and understand the responsibilities of the Approved Clinical Instructor. Also, the Approved Clinical Instructor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

Clinical Instructor
Division: Nursing and Health Sciences
Unit: Athletic Training
Reports To: Program Director/Clinical Coordinator (Director of Clinical Education)
Positions Supervised: Graduate Assistant Athletic Training Students
Athletic Training Students

Basic Function: A clinical Instructor (CI) is a BOC certified athletic trainer or other qualified health care professional with a minimum of one year of work experience in their respective academic or clinical area. Clinical instructors teach, evaluate, and supervise athletic training students in the field experiences. A clinical instructor is not charged with the final formal evaluation of athletic training students' integration of clinical proficiencies. A clinical instructor may also be an ACI.

The role of a CI as an educator and a mentor is an asset to the clinical education of Athletic Training Students (ATS). The CI will assist the ATS in refining his/her athletic training clinical proficiency skills and broadening his/her knowledge in the field of athletic training according to his/her level in the Athletic Training Education Program. All CIs utilized by the Florida International University Athletic Training Education Program (ATEP) will be expected to:

♦ Read and abide by the policies and procedures set forth in the Athletic Training Education Program Manual.
♦ Provide the ATS with adequate orientation to the policies and procedures of the affiliated clinical site.
♦ Provide equal opportunities for the instruction of the Athletic Training Student with regard to the field of athletic training relative to the academic level of the student.
♦ Provide accurate and timely documentation of the Athletic Training Student’s clinical education experience.
♦ Evaluate the Athletic Training Student with regard to his/her general performance and submit the forms to meet the deadlines established by the ATEP.
♦ Establish regularly scheduled meetings with the Athletic Training Student to take place every three weeks throughout the semester to review his/her progress relative to the goals and objectives of the clinical experience.
♦ Review all evaluation materials submitted by the Athletic Training Student.
♦ Provide direct supervision to the Athletic Training Student at all times during his/her clinical experience.
♦ Immediately report any misconduct or gross clinical proficiency skill deficiencies to the Clinical Coordinator.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
PERSONNEL DESCRIPTIONS

For an Athletic Training Education Program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Athletic Training Student should know and understand the responsibilities of the Approved Clinical Instructor. Also, the Approved Clinical Instructor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

Athletic Training Education Program Clerical Staff
Division: Education (Nursing and Health Sciences beginning Fall 2009)
Unit: Athletic Training
Reports To: Program Director

Basic Function: To provide administrative support to the faculty members in the Athletic Training Education Program (ATEP), to assist the Program Director and Clinical Coordinator (Director of Clinical Education) in tending to the day-to-day operation, coordination, supervision, and evaluation of all aspects of the ATEP. The Clerical Staff shall fulfill the following duties and responsibilities:

♦ Order supplies for the ATEP and maintain inventory records of instructional supplies, program supplies, and equipment for educational purposes.
♦ Maintain current list of income and expenditures.
♦ Maintain student files, faculty files, approved clinical instructor files, and clinical instructor files by monitoring the receipt of required documentation for the ATEP and accreditation; including but not limited to: current vitas, transcripts, BOC certification, Florida licensure, and A-1 forms.
♦ Complete and follow-up on the necessary paperwork, documentation, correspondence, and fees required for the ATEP and accreditation.
♦ Process affiliation agreements for affiliated clinical sites, affiliated faculty (adjuncts and teaching assistants), and clinical faculty.
♦ Obtain and maintain current floor plans of classrooms and affiliated clinical sites utilized by the ATEP.
♦ Compile inventory lists of supplies and equipment for affiliated clinical sites utilized by the ATEP.
♦ Mail letters, brochures, or other correspondence to current students, prospective students, faculty, clinical faculty, accreditation personnel, or other individuals as stipulated by faculty in the ATEP.
♦ Complete forms necessary for timely payment of affiliated faculty (adjuncts and teaching assistants), and clinical faculty.
♦ Secure on-time payment for accreditation fees and other invoices as necessary.
ATEP ADVISOR CHECKLIST

Initial

_____ I am aware that the Athletic Training Education Program (ATEP) is not CAATE accredited at this time. See http://nata.org/education/index.htm for more information on Athletic Training Education.

_____ I am aware that in the event the Athletic Training Education Program does not become accredited I must have a contingency plan. My contingency plan is: _____________________________________ [(your options are to graduate from another degree program at FIU (please identify program), transfer to an accredited ATEP (identify program), or to apply to an accredited Entry-Level Masters ATEP (please identify Masters program) you can find a list of accredited programs at http://nata.org/education/index.htm).]

_____ I am aware that I must graduate from a CAATE accredited program to be eligible to sit for the BOC certification exam. See http://www.bocatc.org/ for BOC exam information.

_____ I am aware that I must be advised by the College of Nursing and Health Sciences Advising Center on the required General Education Courses necessary for graduation (for students without an Associates’ Degree) Advising Center Appointment – College of Nursing and Health Sciences Advising Center, HLS II, 305-348-3446

_____ I am aware that the Athletic Training Program is a tuition-plus program.

_____ I am aware that time I spend in the Athletic Training Room is a requirement to fulfill the clinical component of the program and that I will receive academic credit for these clinical education hours.

_____ I am aware that I am not an Athletic Training Student until I obtain 60 credits and I am formally accepted into the College of Nursing and Health Sciences.

_____ I am aware that I must provide documentation of successful completion of the CLAST.

_____ I am aware that I must meet the technical standards of the Athletic Training Education Program.

_____ I am aware that I must meet the competitive entry criteria of the Athletic Training Education Program.

_____ I am aware that I must maintain a current Program of Study with my advisor.

_____ I am aware that I must maintain an FIU email address (you can forward your FIU email to the email address of your choice), notify the Academic Program Director of any changes, and check my email on a weekly (minimum) basis.

_____ I am aware that all Athletic Training Major courses must be completed at the Florida International University.

_____ I am aware that all Athletic Training Major courses must be taken in the prescribed sequence.

_____ I understand that I must submit unofficial transcripts and update my Program of Study with the Academic Program Director every semester.

_____ I understand that intercollegiate student athletes or students that must work part-time/full-time may require an extended program to be eligible for graduation.

_____ I am aware that I must complete 800 hours of clinical experience to be eligible for graduation.

_____ I am aware that I must maintain a cumulative GPA of 3.2 to be eligible for graduation.

_____ I am aware that I must apply for Graduation during my last semester.

_____ I am aware that Commencement ceremonies for the Florida International University are in April only.

I understand that the role of an Academic Advisor is to advise me on such matters as course offerings and graduation requirements, but I am solely responsible for ensuring that I have taken all courses and complete all other requirements necessary to the completion of a Florida International University degree. I further understand that it is my responsibility to read the University Catalog, which contains all rules and requirements pertaining to the completion of a Florida International University degree. I have been advised about my options in the event the ATEP does not become accredited and all my questions have been answered to my satisfaction.

___________________________________________________ __________________
Student’s Signature      Date

___________________________________________________ __________________
Advisor’s Signature      Date
### REQUIRED STEPS FOR MATRICULATION THROUGH THE ATEP

<table>
<thead>
<tr>
<th>ACTION</th>
<th>WHEN</th>
<th>HOW</th>
<th>CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete state prerequisites</td>
<td>As soon as possible</td>
<td>Register for the classes</td>
<td>Grade on Transcript (GPA of 3.2 is required)</td>
</tr>
<tr>
<td>Meet the health requirements of the Athletic Training Education Program</td>
<td>As soon as possible</td>
<td>Obtain a physical exam (form available from the Program Director) and submit proof of required immunizations</td>
<td>Documentation of Completed and signed physical exam and immunization forms</td>
</tr>
<tr>
<td>Read the Policy and Procedure Manual</td>
<td>As soon as possible</td>
<td>Obtain a copy from the Program Director or the website cnhs.fiu.edu/at</td>
<td>Sign the form indicating that you have read the manual and submit to the Program Director</td>
</tr>
<tr>
<td>Take the following courses: BSC 2023 (or BSC 1010), CHM 1045, PET 3325, PET 3353</td>
<td>As soon as possible</td>
<td>Register for the classes</td>
<td>Grade on Transcript (Grade of C or better required)</td>
</tr>
<tr>
<td>Obtain and maintain CPR, First Aid, AED, and Bloodborne Pathogen training/certification</td>
<td>Initial certification provided in HSC 4406, re-certification offered during the fall semester in subsequent years</td>
<td>Re-certification offered through the Athletic Training Room Staff, Bloodborne Pathogen training available on-line at <a href="http://www.fiu.edu/~ehs/onltrain">www.fiu.edu/~ehs/onltrain</a></td>
<td>CPR, First Aid, AED, and Bloodborne Pathogen Training/Certification Cards</td>
</tr>
<tr>
<td>Complete the CLAST</td>
<td>After obtaining 18 credits and prior to obtaining 60 credits</td>
<td>Register for the CLAST or provide documentation for exemption</td>
<td>Score on Transcript</td>
</tr>
<tr>
<td>Apply to the College of Nursing and Health Sciences and declare Athletic Training as major</td>
<td>After obtaining 60 credits</td>
<td>Complete Application</td>
<td>Letter of Acceptance</td>
</tr>
<tr>
<td>Complete the competitive entry criteria for the Entry-Level ATEP</td>
<td>By the end of December while enrolled in Introduction to Clinical Education in Athletic Training</td>
<td>Submit the required materials to the Program Director</td>
<td>Written confirmation from the Program Director</td>
</tr>
<tr>
<td>Complete the Entry-Level ATEP courses in the appropriate sequence</td>
<td>Throughout the program</td>
<td>Register for the classes</td>
<td>Grade on Transcript (GPA of 3.2 in the Athletic Training Major courses is required for graduation)</td>
</tr>
<tr>
<td>Apply to the Graduate School</td>
<td>After obtaining 90 credits toward the BS degree, during 4th year of study</td>
<td>Complete Application</td>
<td>Letter of Acceptance (GPA of 3.2 required for admission)</td>
</tr>
<tr>
<td>Complete the required 800 hours of clinical experience</td>
<td>Throughout the Entry-Level ATEP</td>
<td>Register for Clinical Education I, II, III, IV, and V</td>
<td>Grade on Transcript and submit signed hours log to the Program Director</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>Last semester</td>
<td>Forms are available online and in the Registrar’s Office</td>
<td>Completed Transcript and Diploma</td>
</tr>
<tr>
<td>Sit for the BOC Examination</td>
<td>As close to graduation as possible</td>
<td>Forms available online at <a href="http://www.bocatc.org">www.bocatc.org</a></td>
<td>Examination results or Athletic Training Certification</td>
</tr>
<tr>
<td>Apply for a job</td>
<td>Last semester</td>
<td>Submit resume and other required paperwork</td>
<td>Contract with new employer</td>
</tr>
</tbody>
</table>
**FLORIDA INTERNATIONAL UNIVERSITY**  
**ATHLETIC TRAINING EDUCATION PROGRAM**  
**POLICIES AND PROCEDURES**

**ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM**  
**PROGRAM OF STUDY**

**Option A Program of Study - Accelerated BS/Entry-Level MS: YEARS I - V**

YEARS I – II: Program Pre-requisites (30 UG credits) PLUS YEARS III-V

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Clinical</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BSC 2023/L Human Biology with Lab</td>
<td>4</td>
<td></td>
<td>*CHM 1045/L General Chemistry with Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PET 3325/L Anatomy for Exercise and Sport Sciences with Lab</td>
<td>4</td>
<td></td>
<td>*PET 3353/L Physiology for Exercise and Sport Sciences with Lab</td>
<td></td>
<td></td>
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<tr>
<td>*PHY 2053/L Physics without Calculus with Lab</td>
<td>5</td>
<td></td>
<td>*STA 2122 Introduction to Statistics I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*HUN 2201 Principles of Nutrition</td>
<td>3</td>
<td></td>
<td>*PSY 2020 Introductory Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>14</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

* Denotes course meets Florida Center for Advising and Academic Support - Common Pre-requisites for Athletic Training  
Additional General Education Requirements 30

**Option A and B Program of Study - Entry-Level MS: YEARS III – V**

YEAR III: Pre-Professional Phase (13 UG credits)  
Begin Professional Phase (14 UG and 57 G credits)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Clinical</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>^*HSC 4406 Management of Medical Emergencies</td>
<td>2</td>
<td></td>
<td>^*PET 4643C Orthopedic Assessment I – Lower Extremity with Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>^*PET 4520 Introduction to Clinical Education in Athletic Training</td>
<td>1</td>
<td>30 hrs.</td>
<td>^*PET 4642C Therapeutic Modalities with Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>^*PET 4639C Acute Care and Injury Prevention with Lab</td>
<td>4</td>
<td></td>
<td>^*PET 4672L Clinical Education I</td>
<td>3</td>
<td>160 hrs.</td>
</tr>
<tr>
<td>^*PET 4148 Medical Documentation and Pharmacology</td>
<td>3</td>
<td></td>
<td>^^PET 3351 Exercise Physiology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 3310 Kinesiology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13</strong></td>
<td><strong>30 hrs.</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>160 hrs.</strong></td>
</tr>
</tbody>
</table>

^Denotes courses that must be taken in prescribed sequence, ^^Course must be completed prior to Clinical Education II, *Courses will be assessed a fee of $112 per credit hour in addition to the standard per credit fee.
## YEAR IV: Professional Phase continued

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Clinical</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>^*PET 5312C Orthopedic Assessment II – Upper Extremity with Lab</td>
<td>4</td>
<td></td>
<td>^*PET 5609C Orthopedic Assessment III - Head, Spine, and Trunk with Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>^*APK 6118C Rehabilitation Techniques in Athletic Training with Lab</td>
<td>4</td>
<td></td>
<td>^*PET 5624 Intervention and Referral for the Physically Active</td>
<td>3</td>
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<tr>
<td>^*PET 5678 Clinical Education II</td>
<td>3</td>
<td>160 hrs.</td>
<td>^*PET 5672L Clinical Education III</td>
<td>3</td>
<td>160 hrs.</td>
</tr>
<tr>
<td>Approved Elective at 5000 level</td>
<td>3</td>
<td></td>
<td>^*PET 5608 Diseases and Disabilities in the Physically Active</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Approved Elective at 5000 level</td>
<td>3</td>
<td></td>
<td>PET 5625 Sports Medicine</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>160 hrs.</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>160 hrs.</strong></td>
</tr>
</tbody>
</table>

^Denotes courses that must be taken in prescribed sequence, *Courses will be assessed a fee of $112 per credit hour in addition to the standard per credit fee.

## YEAR V: Professional Phase continued

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Clinical</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>^*PET 5673L Clinical Education IV</td>
<td>3</td>
<td>160 hrs.</td>
<td>^*PET 6675 Clinical Education V</td>
<td>3</td>
<td>160 hrs.</td>
</tr>
<tr>
<td>^*PET 5405 Administration and Professionalism in Athletic Training</td>
<td>3</td>
<td></td>
<td>PET 6558 Human Performance in Extreme Environments</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 5355 Advanced Exercise Physiology</td>
<td>3</td>
<td></td>
<td>PET 6535 Masters of Science Research in Exercise and Sports Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 6535 Masters of Science Research in Exercise and Sports Sciences</td>
<td>3</td>
<td></td>
<td>PET 6312 Advanced Orthopedic and Biomechanical Assessment of the Upper Extremity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td><strong>160 hrs.</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td><strong>160 hrs.</strong></td>
</tr>
</tbody>
</table>

^Denotes courses that must be taken in sequence, *Courses will be assessed a fee of $112 per credit hour in addition to the standard per credit fee.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM COURSE DESCRIPTIONS

Athletic Training Core Courses:

**HSC 4406: Management of Medical Emergencies**  2 credits
The purpose of this course is to introduce students to the basic principles of managing medical emergencies utilizing immediate first aid techniques. Students will become familiar with accident, injury and illness situations, as well as the legal parameters involved when administering immediate first aid techniques and managing medical emergencies.

**PET 4520: Introduction to Clinical Education in Athletic Training**  1 credit
The purpose of this course is to introduce the basic principles of managing medical emergencies using first aid techniques. Students become familiar with accident, injury and illness situations, as well as the legal parameters involved in administering first aid while completing 30 clinical education experience hours. Students earn American Red Cross Certification in CPR and Emergency Response for the Professional Rescuer. This course is intended for students majoring in athletic training. The co-requisite for this course is Management of Medical Emergencies.

**PET 4639C: Acute Care and Injury Prevention with Lab**  4 credits
The purpose of this course is to introduce students to the basic principles of acute care of athletic-related or exercise-related injuries and to introduce the basic principles of injury prevention. Students will become familiar with safety precautions, physical and environmental risk factors, and contraindications associated with participation in athletics/exercise. The purpose of the laboratory component of this course is to allow students to apply the basic principles of acute care and injury prevention of athletic- or exercise-related injuries.

**PET 4148: Medical Documentation and Pharmacology**  3 credits
The purpose of this course is twofold: 1) to introduce students to terminology, note writing, and documentation techniques utilized in athletic training, and 2) to introduce students to the basic principles of pharmacology as it relates to the Certified Athletic Trainer.

**PET 3310: Kinesiology with Lab**  3 credits
Students study the anatomical and mechanical principles of movement and apply this knowledge in the analysis of physical education and athletic sport activities. Prerequisite: PET 3325/L.

**PET 3351: Exercise Physiology**  3 credits
Students study the immediate physiological responses to exercise and the long-term adaptations that occur as a result of training.

**PET 4643C: Orthopedic Assessment I – Lower Extremity with Lab**  4 credits
The purpose of this course is to introduce students to the common types of orthopedic injuries and/or dysfunctions that occur to the lower extremity during physical activity and/or athletics. Injuries will be discussed from the following viewpoints: etiology and mechanism of injury; pathology; recognition and evaluation techniques; protocols; and prevention. The purpose of the laboratory component of this course is to
allow students to apply the techniques of orthopedic injury prevention, recognition, and evaluation. This course is intended for students majoring in athletic training. Pre-requisites: PET 3325, Management of Medical Emergencies, Acute Care and Injury Prevention with Lab, and Medical Documentation and Pharmacology. Co-requisite: Clinical Education I

**PET 5312C: Orthopedic Assessment II – Upper Extremity with Lab** 4 credits
The purpose of this course is to introduce students to the common types of orthopedic injuries and/or dysfunctions that occur to the upper extremity during physical activity and/or athletics. Injuries will be discussed from the following viewpoints: etiology and mechanism of injury; pathology; recognition and evaluation techniques; protocols; and prevention. The purpose of the laboratory component of this course is to allow students to apply the techniques of orthopedic injury prevention, recognition, and evaluation. This course is intended for students majoring in athletic training. Pre-requisites: PET 3325 and Orthopedic Assessment I – Lower Extremity with Lab. Co-requisite: Clinical Education II.

**PET 5609C: Orthopedic Assessment III – Head, Spine, and Trunk with Lab** 4 credits
The purpose of this course is to introduce students to the common types of orthopedic injuries and/or dysfunctions that occur to the head, spine, and trunk during physical activity and/or athletics. Injuries will be discussed from the following viewpoints: etiology and mechanism of injury; pathology; recognition and evaluation techniques; protocols; and prevention. The purpose of the laboratory component of this course is to allow students to apply the techniques of orthopedic injury prevention, recognition, and evaluation. This course is intended for students majoring in athletic training. Pre-requisites: PET 3325, Orthopedic Assessment I – Lower Extremity with Lab and Orthopedic Assessment II – Upper Extremity with Lab. Co-requisite: Clinical Education III.

**PET 4642C: Therapeutic Modalities with Lab** 4 credits
The purpose of this course is to introduce students to the basic principles of theory and application of various modalities encountered in athletic training practice, including but not restricted to: thermotherapy, cryotherapy, ultrasound, electrical stimulation, mechanical modalities, and hydrotherapy. The purpose of the laboratory component of this course is to allow students to apply the basic principles of theory and application of various modalities. This course is intended for students majoring in athletic training. Co-requisite: Clinical Education I.

**APK 6118C: Rehabilitation Techniques with Lab** 4 credits
The purpose of this course is to introduce students to the basic principles of rehabilitation of athletic injuries including, but not limited to, range of motion, edema and pain control, balance, proprioception, strengthening, endurance, and skill acquisition. Various methods of application of the aforementioned areas will be discussed and demonstrated. The purpose of the laboratory component of this course is to allow students to apply the basic principles of rehabilitation of athletic injuries. This course is intended for students majoring in athletic training. Co-requisite: Clinical Education II.

**PET 5624: Intervention and Referral for the Physically Active** 3 credits
This course introduces the student to the field of sport psychology by examining both psychological theories and research related to sport behavior.
PET 5405: Administration and Professionalism in Athletic Training  3 credits
The purpose of this course is to introduce the student to the basic concepts of legal liability, budget/financial management, inventory control, facilities design and maintenance. The student will discuss the day to day supervision, scheduling and general administration of an athletic training room. In addition, profession involvement and responsibilities will be discussed.

PET 5608: Diseases and Disabilities in the Physically Active  3 credits
The purpose of this course is to introduce the student to the clinical signs and symptoms of general medical conditions, diseases, and disabilities that will present to the Certified Athletic Trainer. Emphasis will be placed on the techniques and instrumentation used for performing appropriate evaluation procedures.

PET 4672L: Clinical Education I  3 credits
The purpose of this course is to provide students with the opportunity to apply the athletic training techniques associated with the management of medical emergencies; acute care and injury prevention; and medical documentation and pharmacology in selected clinical education settings. The student must complete approximately 15 clinical education hours per week under the direct supervision of an Approved Clinical Instructor/Clinical Instructor, which apply toward the clinical education hour requirement for graduation. This course is intended for students majoring in athletic training. Pre-requisites: Management of Medical Emergencies, Acute Care and Injury Prevention with Lab, and Medical Documentation and Pharmacology.

PET 5678: Clinical Education II  3 credits
The purpose of this course is to provide students with the opportunity to apply the athletic training techniques associated with orthopedic assessment of the lower extremity and therapeutic modalities in selected clinical education settings. The student must complete approximately 15 clinical education hours per week under the direct supervision of an Approved Clinical Instructor/Clinical Instructor, which apply toward the clinical education hour requirement for graduation. This course is intended for students majoring in athletic training. Pre-requisites: Orthopedic Assessment I – Lower Extremity with Lab, Therapeutic Modalities with Lab, and Clinical Education I.

PET 5672L: Clinical Education III  3 credits
The purpose of this course is to provide students with the opportunity to apply the athletic training techniques associated with the orthopedic assessment of the upper extremity and rehabilitation in selected clinical education settings. The student must complete approximately 15 clinical education hours per week under the direct supervision of an Approved Clinical Instructor/Clinical Instructor, which apply toward the clinical education hour requirement for graduation. This course is intended for students majoring in athletic training. Pre-requisites: Orthopedic Assessment II – Upper Extremity with Lab, Rehabilitation Techniques with Lab, and Clinical Education II.

PET 5673L: Clinical Education IV  3 credits
The purpose of this course is to provide students with the opportunity to apply the athletic training techniques associated with the orthopedic assessment of the head, spine, and trunk, intervention and referral, and diseases and disabilities in the physically active in selected clinical education settings. The student must complete approximately 15 clinical education hours per week under the direct supervision of an Approved Clinical Instructor/Clinical Instructor, which apply toward the clinical education hour requirement for
graduation. This course is intended for students majoring in athletic training. Pre-requisites: Orthopedic Assessment III – Head, Spine, and Trunk with Lab, Intervention and Referral for the Physically Active, Diseases and Disabilities in the Physically Active, and Clinical Education III.

PET 6675: Clinical Education V  3 credits
The purpose of this course is to provide students with the opportunity to apply the athletic training techniques associated with administration and professionalism in allied health care in selected clinical education settings. The student must complete approximately 15 clinical education hours per week under the direct supervision of an Approved Clinical Instructor/Clinical Instructor, which apply toward the clinical education hour requirement for graduation. This course is intended for students majoring in athletic training. Pre-requisites: Administration and Professionalism in Athletic Training and Clinical Education IV.

PET 6558: Human Performance in Extreme Environments  3 credits
This course is designed to prepare the student with the skills in maintaining optimal health, fitness, and performance during physical work in stressful environments including heat, altitude, cold, and underwater pressure. Pre-requisites: PET 3325, PET 3353, PET 3351

PET 5355: Advanced Exercise Physiology  3 credits
This course provides a detailed examination of the acute and chronic responses to exercise and training. Particular attention is given to responses at the systems and cellular level. Pre-requisite: PET 3351

PET 6535: Masters of Science Research in Athletic Training  3 credits
This seminar is designed to introduce the graduate student to basic science concepts and hands on experience with scholarly inquiry in the sport and leisure science.

PET 5625: Sports Medicine  3 credits
This course includes topics related to the prevention and treatment of non-traumatic athletic injuries. Practical allied health experiences are required. Pre-requisite: PET 3351

PET 6312: Advanced Orthopedic and Biomechanical Assessment of the Upper Extremity  3 credits
This course addresses topics relevant to the orthopedic and biomechanical assessment of upper-extremity function and dysfunction. Students develop skills and study the principles and procedures used in advanced evaluation techniques. Students examine the basic components of upper-extremity function from biomechanical, neuromuscular and anatomical perspectives. Topics include orthopedic special tests, 3-dimensional motion analysis, contemporary diagnostic tests and treatment of pathology/dysfunction and critical reviews of related research.
Pre-Approved Electives (Other electives may be taken with approval from faculty advisor and department offering the course):

PET 4389: Advanced Concepts in Strength and Conditioning 3 credits
This course is designed to prepare the student for the National Strength and Conditioning Association’s (NSCA) Certified Strength and Conditioning Specialist (CSCS) examination. The course will present the most up-to-date information regarding strength training, conditioning practices, and injury prevention. The goal of the course is to prepare professionals who will design and supervise programs which will enhance performance and reduce injuries.

PET 5386: Exercise, Diet, and Weight Management 3 credits
This course prepares students to compare the effectiveness of exercise and several popular diets on weight control and body composition. Pre-requisite: HUN 2201 and PET 3351

PET 5521: Exercise Testing Technology 3 credits
This course provides the knowledge and skills required to conduct an EKG monitored graded exercise test. Pre-requisite: PET 3351

PEP 5115: Health/Fitness Instructor 3 credits
This course provides the knowledge and skills to evaluate and prescribe health and fitness enhancement programs for health adults.

PET 5391C: Comprehensive Conditioning of Elite Athletes 3 credits
The course prepares a student to develop a comprehensive conditioning program including metabolic, speed, flexibility, plyometric, and resistance training.

PET 5052C: Motor Learning for Sport Performance 3 credits
The emphasis in this course is on current and advanced topics related to motor skill acquisition. Laboratory practices and applied techniques related to teaching are examined.

PET 5216: Sports Psychology 3 credits
This course provides an analysis of psychological variables that influence physical performance. This course is intended for prospective physical educators, coaches, and others interested in motor performance.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
CLINICAL EDUCATION COMPONENT

Students will be provided with the opportunity to gain clinical education experiences at the collegiate level, at local high schools, at sports medicine clinics, and at community/special events while enrolled in the Clinical Education I-V courses. The clinical education gained during the Clinical Education I-V rotations will count towards the 800 total hours necessary to be eligible for graduation. In all clinical education rotations, students will be supervised by a BOC certified and Florida licensed Athletic Trainer who is an Approved Clinical Instructor (ACI) or a Clinical Instructor (CI) associated with the Athletic Training Education Program. Students are required to complete 160 clinical education hours (approximately 15 hours per week) for academic credit while enrolled in the Clinical Education I-V courses. The majority of the clinical education hours obtained by the Athletic Training Student will be accumulated during team coverage that occurs between the hours of noon and 7:00 p.m., Monday through Friday. Athletic events also occur on the weekend, so these clinical education rotations may include Saturday and Sunday events as well as traveling. Students are not required to obtain clinical education hours outside of the normal academic schedule. Therefore, it is not compulsory to obtain clinical education hours during pre-season practices or practices/games/tournaments during semester breaks or holidays.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
MENTORING PROGRAM

An Approved Clinical Instructor will supervise each Athletic Training Student (ATS) and evaluate each student on his/her performance and clinical proficiency. The Athletic Training Education Program also utilizes a mentoring program. Graduate Assistants pursuing a Post-Professional Master of Science degree at Florida International University have the opportunity to serve as mentors for ATSs. This mentoring program provides an additional source, other than the ACI’s and CI’s, from whom students may seek guidance and education. The roles and responsibilities of a mentoring Graduate Assistant include the following:

1) To serve as a contact person with whom the ATS is able to discuss all matters regarding the ATEP,
2) To demonstrate and document contact and interaction with the ATS via phone or e-mail once a month,
3) To ensure that the ATS is appropriately applying the knowledge gained through coursework into the clinical education setting,
4) To serve as a role-model for the ATS by demonstrating professional involvement and ethic behavior,
5) To attend monthly ATEP program meetings, and
6) To observe and evaluate the overall performance and clinical proficiency skills of the ATS.

Graduate Assistants that choose to serve as a mentor in the ATEP will be assigned a group of ATSs. This opportunity to serve as a mentor demonstrates the initiative to fulfill a leadership role in the area of athletic training education. The Graduate Assistant Mentor will be able to place the following documents in his/her professional portfolio:

1) Evaluation forms completed by each ATS assigned to the mentor group,
2) A letter of support completed by each ATS assigned to the mentor group, and
3) An official letter of thanks from the Academic Program Director of the ATEP
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
EVALUATION OF ATHLETIC TRAINING STUDENTS

The clinical performance and the clinical proficiency of each Athletic Training Student (ATS) will be evaluated by his/her assigned supervising Approved Clinical Instructor and Athletic Training Student Mentor. This evaluation will be included for academic credit. The evaluation of clinical performance will be conducted at least three times throughout a semester (clinical rotation) to provide the ATS with continuous feedback regarding his/her performance (Refer to the program website, cnhs.fiu.edu/at.). Definitions of the performance criteria are as follows:

- **Demonstrates a professional attitude:** The ability to exhibit appropriate conduct that represents the profession of athletic training effectively.
- **Demonstrates emotional maturity:** The ability to relate to other people in a consistent manner with mutual satisfaction and helpfulness.
- **Demonstrates reliability and dependability:** The ability to exhibit professional attitude and conduct at a high and consistent level.
- **Demonstrates self initiative:** The ability to internally motivate oneself to learn and acquire new knowledge about the athletic training profession.
- **Demonstrates positive communications skills:** The ability to sensitively and effectively convey one’s thoughts to both peers and superiors alike.
- **Demonstrates ability to manage stress:** The ability to identify stressors and their causes while developing coping strategies in order to minimize the effects of said stressors.
- **Demonstrates confidence in abilities:** The ability to exhibit the self-assurance in one’s own skills and talents (athletic training or otherwise).
- **Demonstrates good moral character:** The ability to exhibit behavior that is in accordance with the NATA Code of Ethics and is representative of the athletic training profession.
- **Demonstrates the ability to cooperate:** The ability to collaborate well with others for the betterment of the clinical education environment and the athletic training profession.
- **Dresses appropriately and professionally:** Dresses in accordance to the guidelines set forth in the Florida International University Athletic Training Education Program’s Policies and Procedures Manual.
- **Develops good rapport with athletic training staff:** The ability to effectively and freely interact with the members of the clinical education staff (staff certified athletic trainers, graduate assistant certified athletic trainers, team physicians, etc.)
- **Develops good rapport with fellow ATSs:** The ability to effectively and freely interact with fellow observational athletic training students within the confines of the clinical education setting.
- **Shows respect for opinions of others:** Demonstrates a genuine consideration and respect for the beliefs, attitudes, and judgment with in the confines of the clinical education setting.
- **Responds appropriately to constructive criticism:** The ability to recognize constructive feedback and utilize it for the purpose of self-improvement.
• **Puts forth effort to gain valuable clinical experience:** Demonstrates the initiative to utilize available resources in an attempt to maximize the benefits of the clinical education setting.

• **Follows the athletic training room policies and procedures:** Exhibits conduct that is in compliance with the regulations set forth in the Florida International University Athletic Training Education Program’s Policies and Procedures Manual as well as those set forth by the Florida International University Athletic Training Room.

• **Applies classroom information to the clinical setting:** Demonstrates an ability to utilize the knowledge acquired in the didactic environment in order to increase one’s level of skill and competency in the clinical education setting.

The clinical proficiency of each Athletic Training Student (ATS) will be evaluated for academic credit according to the course syllabi. The ATS may be evaluated by an Approved Clinical Instructor during formal examination in the laboratory setting or by demonstrating clinical proficiency in the clinical setting. In addition to being evaluated by an Approved Clinical Instructor, the clinical proficiency of each ATS will be evaluated by a Graduate Assistant Athletic Trainer. The evaluation of clinical proficiency will be conducted throughout a semester (clinical rotation) according to course syllabi. The evaluation tools utilized for assessing clinical proficiency are located on the program website, cnhs.fiu.edu/at.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
REQUIREMENTS FOR DIRECT SUPERVISION

Definition of Direct Supervision: This applies to the instruction and evaluation of the clinical proficiencies by an ACI. Constant visual and auditory interaction between the student and the ACI must be maintained. The instructor shall be physically present for proficiency instruction and evaluation.

All students obtaining clinical experiences as a requirement for the Florida International University Athletic Training Education Program must be directly supervised by an ACI/CI. Direct Supervision of Athletic Training Students is required as set forth by the Committee on Accreditation of Athletic Training Education guidelines and as mandated by the Florida State Practice Act (Florida Law 468.701.8 “Direct Supervision means the physical presence of the supervisor on the premises so that the supervisor is immediately available to the trainee when needed). At no time during the clinical experiences shall an athletic training student be expected to perform tasks that would be in violation of Florida Licensure or the BOC Standards of Practice. The requirements for direct supervision include:

- Constant visual and auditory interaction between the athletic training student and the ACI.
- The physical presence of the ACI/CI alongside the athletic training student to provide direct supervision in the form of aid, direction, and instruction when clinical skills and procedures are performed by the student while obtaining clinical experience at the clinical affiliate site or while traveling.
- Multiple opportunities for the ACI/CI to provide feedback to the athletic training student through regularly scheduled meetings.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

Requirements for Direct Supervision Acknowledgement

I, ________________________________, acknowledge that I have read and understand the requirements for the direct supervision of Athletic Training Students while completing clinical experiences as outlined in the Florida International University Athletic Training Education Program Manual.

Signature: ________________________________
Printed Name: ________________________________
Date: ________________________________

Clinical Coordinator Signature: ________________________________
Printed Name: ________________________________
Date: ________________________________

ACI/CI Responsibilities Acknowledgement

I, ________________________________, acknowledge and agree to function as an Approved Clinical Instructor / Clinical Instructor (circle one) in the Florida International University Athletic Training Education Program according to the responsibilities outlined in the Athletic Training Education Program Manual.

Signature: ________________________________
Printed Name: ________________________________
Date: ________________________________

Clinical Coordinator Signature: ________________________________
Printed Name: ________________________________
Date: ________________________________
Clinical Education Experience

**Definition**: A clinical education experience provides an opportunity for integration of psychomotor, cognitive and affective skills; and clinical proficiencies within the context of direct patient care. An ACI/CI must directly supervise formal clinical education experiences.

The purpose of the clinical experiences as utilized in the Florida International University ATEP is to promote, reinforce, and transfer the athletic training knowledge that is gained in the didactic component into the clinical setting to enhance student learning. The following recommendations may be utilized by the ACI/CI to enhance learning regardless of the educational level of the student.

- Provide appropriate and timely feedback to the Athletic Training Student with regard to his/her performance while completing the clinical experience.
- Develop weekly educational topics to review with the Athletic Training Student.
- Discuss daily and/or weekly athlete injury reports (or patient status reports) with the Athletic Training Student.
- Assist the Athletic Training Student in presenting an athlete/patient injury case to the team physician.
- Promote critical thinking skills and problem solving skills in the Athletic Training Student.

Clinical Experience Requirements

All Athletic Training Students shall be provided ample opportunity to be directly supervised while obtaining clinical experience during athletic practices and competitive events in both men's and women's sports. There shall be exposure to upper extremity, lower extremity, equipment intensive and general medical experiences of both genders.

- **Upper Extremity**: A high-risk sport to the upper extremity based upon injury statistics. Traditionally this would include throwing sports, swimming, gymnastics, etc. that require extensive stresses of the upper extremity of both genders.
- **Lower Extremity**: A high-risk sport to the lower extremity based upon injury statistics. Traditionally this would include soccer, cross-country running, track, basketball, etc. that require extensive stresses of the lower extremity of both genders.
• **Equipment Intensive:** A high-risk sport where all participants are required to wear protective equipment for the head and the shoulders. Traditionally this would include football, ice hockey, and men's lacrosse.

• **General Medical:** General medical experiences of both genders are those associated with physicians, physician assistants, or nurse practitioners.
<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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</thead>
<tbody>
<tr>
<td><strong>Observational Student</strong></td>
<td><strong>Level I ATS</strong></td>
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<tr>
<td>7-8 week rotations at EACH of the following affiliated clinical sites:</td>
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<tr>
<td>- FIU Athletic Training Room</td>
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<tr>
<td>- Belen Jesuit Preparatory High School</td>
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<tr>
<td>Tour of a physical therapy clinic:</td>
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<td>- Pinecrest Physical Therapy</td>
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<tr>
<td>- Memorial Hospital Fitness and Rehabilitation Center</td>
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<td>Possible Clinical Education Experiences:</td>
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<tr>
<td>1) Equipment Intensive Sport at FIU or high school</td>
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<tr>
<td>2) Upper Extremity Sport at FIU or high school</td>
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<tr>
<td>3) Lower Extremity Sport at FIU or high school</td>
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<tr>
<td>Level II ATS</td>
<td>Level III ATS</td>
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<td>(Different than Level I or II experience)</td>
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<td>Possible Clinical Education Experiences:</td>
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<tr>
<td>1) Equipment Intensive Sport at FIU or high school</td>
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<td>2) Upper Extremity Sport at FIU or high school</td>
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<td>3) Lower Extremity Sport at FIU or high school</td>
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<tr>
<td>Level IV ATS</td>
<td>Level V ATS</td>
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<td>(Different than Level I, II, or III experience)</td>
<td>(Different than Level IV experience)</td>
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<tr>
<td>Possible Clinical Education Experiences:</td>
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</tr>
<tr>
<td>1) Equipment Intensive Sport at FIU or high school</td>
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<tr>
<td>2) Upper Extremity Sport at FIU or high school</td>
<td></td>
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<tr>
<td>3) Lower Extremity Sport at FIU or high school</td>
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</tr>
<tr>
<td>4) Sports Medicine/Physical Therapy Rehab Center</td>
<td></td>
</tr>
<tr>
<td>5) Hospital/General Medicine</td>
<td></td>
</tr>
</tbody>
</table>

Athletic Training Students (ATS) will gain experience with general medical personnel, such as physicians, physician assistants, or nurse practitioners while accompanying athletes to various physician appointments. In addition, ATS interested in more experience in this area may have the opportunity to interact with general medical personnel while gaining clinical experience in a Sports Medicine/Physical Therapy Rehabilitation Center and/or Hospital.
I, ________________________________, understand that I am an Observational Athletic Training Student and that I must meet the Competitive-Entry Criteria to gain admission to the Entry-Level Athletic Training Education Program (ATEP). I understand that I must abide by the Policy and Procedure Manual for the ATEP and maintain a 3.2 cumulative grade point average at Florida International University.

I also accept the responsibilities included while completing the observational clinical education hours in partial fulfillment of the Competitive-Entry Criteria. I understand that I am assigned to an Approved Clinical Instructor, _____________________________, not to a sport. I am aware that I must complete and document a minimum of 30 clinical education hours, which is a requirement for the PET 4520: Introduction to Clinical Education in Athletic Training course. I am aware that my Approved Clinical Instructor and I will determine my clinical education schedule together. I accept the commitment to obtain approximately 2 clinical education hours a week. I understand that I am not required to obtain clinical education hours outside of the normal academic schedule. Therefore, it is not compulsory to obtain clinical education hours during pre-season practices or practices/games/tournaments during semester breaks or holidays.

I know that I must act professionally while completing observational clinical education hours (for example, adhering to the Dress Code Policy and the Unsafe Athletic Training Practice Policy). I am aware that my performance evaluations completed by my Approved Clinical Instructor are a factor in determining my grade for the clinical education course as outlined on the syllabus.

I accept all responsibilities as an Observational Athletic Training Student in the Florida International University Athletic Training Education Program as published in the Policy and Procedure Manual and as discussed with my Approved Clinical Instructor.

______________________________________________  _______________
ATS - Print Name        Date

______________________________________________
ATS - Signature

______________________________________________  _______________
Program Director’s Signature      Date
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
CLINICAL EXPERIENCE CONTRACT

I, ___________________________________________________, will/will not (please circle) retain my position in the Athletic Training Education Program. I understand that I must abide by the Policy and Procedure Manual for the Athletic Training Education Program to remain in good standing in the athletic training major. I am aware that I must continue to maintain a 3.2 cumulative grade point average at Florida International University to remain in good standing in the athletic training major.

I also accept the responsibilities included with completing the clinical education component of the athletic training major. I understand that I am assigned to an Approved Clinical Instructor and/or a Clinical Instructor, _____________________________________________________, not to a sport. I am aware that I must complete and document a minimum of 160 clinical education hours, which is a requirement for the Clinical Education I, II, III, IV, V (circle one) course. I am aware that my Approved Clinical Instructor/Clinical Instructor and I will determine my clinical education schedule together. I accept the commitment to obtain approximately 15 clinical education hours a week. I understand that I am not required to obtain clinical education hours outside of the normal academic schedule. Therefore, it is not compulsory to obtain clinical education hours during pre-season practices or practices/games/tournaments during semester breaks or holidays.

I know that I must act professionally in the clinical education component to remain in good standing in the athletic training major (for example, adhering to the Dress Code Policy and the Unsafe Athletic Training Practice Policy). I am aware that my performance evaluations completed by my Approved Clinical Instructor/Clinical Instructor are a factor in determining my grade for the clinical education course as outlined on the syllabus.

I accept all responsibilities as an Athletic Training Student in the Florida International University Athletic Training Education Program as published in the Policy and Procedure Manual and as discussed with my Approved Clinical Instructor/Clinical Instructor.

______________________________________________  _______________
ATS - Print Name        Date

______________________________________________
ATS - Signature

______________________________________________  _______________
Program Director’s Signature      Date
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
CLINICAL EXPERIENCE CONTRACT
Equipment Intensive Rotation

I, ___________________________________________________, will/will not (please circle) retain my position in the Athletic Training Education Program. I understand that I must abide by the Policy and Procedure Manual for the Athletic Training Education Program to remain in good standing in the athletic training major. I am aware that I must continue to maintain a 3.2 cumulative grade point average at Florida International University to remain in good standing in the athletic training major.

I also accept the responsibilities included with completing the clinical education component of the athletic training major. I understand that I am assigned to an Approved Clinical Instructor and/or a Clinical Instructor, _____________________________________________________, not to a sport. I am aware that I must complete and document a minimum of 160 clinical education hours, which is a requirement for the Clinical Education I, II, III, IV, V (circle one) course. I am aware that my Approved Clinical Instructor/Clinical Instructor and I will determine my clinical education schedule together. I accept the commitment to obtain approximately 20 clinical education hours a week and travel to away games as determined by my assigned Approved Clinical Instructor/Clinical Instructor. I understand that I am not required to obtain clinical education hours outside of the normal academic schedule. Therefore, it is not compulsory to obtain clinical education hours during pre-season practices or practices/games/tournaments during semester breaks or holidays.

I know that I must act professionally in the clinical education component to remain in good standing in the athletic training major (for example, adhering to the Dress Code Policy and the Unsafe Athletic Training Practice Policy). I am aware that my performance evaluations completed by my Approved Clinical Instructor/Clinical Instructor are a factor in determining my grade for the clinical education course as outlined on the syllabus.

I accept all responsibilities as an Athletic Training Student in the Florida International University Athletic Training Education Program as published in the Policy and Procedure Manual and as discussed with my Approved Clinical Instructor/Clinical Instructor.

______________________________________________  _______________
ATS - Print Name        Date

______________________________________________
ATS - Signature

______________________________________________  _______________
Program Director’s Signature      Date
The Florida International University Athletic Training Education Program is dedicated to providing all Athletic Training Students with the opportunity to be successful in their studies, both academically and clinically. The clinical experiences for all Athletic Training Students will adhere to the following:

- Clinical experience hours for all Athletic Training Students are limited to fifteen (15) hours per week. Those Athletic Training student assigned to an equipment intensive sport may be expected to commit to a total of twenty (20) clinical experience hours per week.
- To obtain more than fifteen (15) to twenty (20) hours of clinical experience per week (based on clinical experience assignment), the Request for Additional Clinical Experience form must be completed and approved by the Academic Program Director and the Clinical Coordinator.
- The Athletic Training Student Hours Log must be completed and signed by the ACI/CI each month and submitted to the Clinical Coordinator by the deadline established by the ATEP.
- Athletic Training Students are not permitted to obtain clinical experience during the week preceding final exams or during final exams week.
- Athletic Training Students are not permitted to obtain clinical experience while Florida International University classes are not in session.
- To obtain clinical experience while Florida International University classes are not in session, the ACI/CI or ATS must complete the Request for Additional Clinical Experience form (these additional hours do not count towards course credit).
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
REQUEST FOR ADDITIONAL CLINICAL EXPERIENCE

Name: _______________________________________________ Date: ______________

Please check one:

☐ Athletic Training Student
☐ Approved Clinical Instructor/Clinical Instructor

I am requesting additional clinical education experience from:

Date: __________________________ to Date: __________________________

The purpose(s) for requesting additional clinical education experience is (are)…

☐ Approved    ☐ Not Approved

__________________________________________________________________________
Signature, Clinical Coordinator

☐ Approved    ☐ Not Approved

__________________________________________________________________________
Signature, Program Director
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
DOCUMENTATION OF CLINICAL EDUCATION HOURS

Clinical education hours accumulated under the direct supervision of an ACI/CI must be recorded by the ATS on the Athletic Training Hours form as verification of meeting class requirements. This form requires the documentation of the month, the year, the type of Athletic Training experience, and the Athletic Training hours accumulated for each day. At the end of each day, the ATS must total the hours and obtain the signature of the ACI/CI. At the end of each month, the ATS must then submit a copy of the signed Athletic Training Hours form to the Program Director and to the instructor of the course requiring clinical hours by the third business day of the following month.

Only the Athletic Training clinical education hours obtained under the direct supervision of an ACI or a CI may be counted towards the required 800 hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, team meals, or hours working as a First Responder.

With this being said, clinical hours may be recorded during the following:

♦ Set-up for practice/competition and clean-up after practice/competition
♦ Preparing the athletes for practice/competition
♦ Treatments before and after practice/competition
♦ Injury evaluation/Clinic with a team physician
♦ Rehabilitation
♦ Escorting an athlete to an appointment with a physician or to the emergency room
♦ Observing surgery
♦ In-services
♦ Administrative duties
♦ Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits

Clinical hours may NOT be recorded for the following:

♦ Traveling with a team
♦ Team meetings
♦ Team meals
♦ Hours working as a First Responder
♦ Hours working with an ACI on clinical proficiencies
## Clinical Education Hour Log

**FLORIDA INTERNATIONAL UNIVERSITY**  
**ATHLETIC TRAINING EDUCATION PROGRAM**  
**POLICIES AND PROCEDURES**  

### Entry-Level Athletic Training Education Program  
**Athletic Training Student**  
**Clinical Education Hour Log**

**NAME:** ________________________________________________________

**Clinical Affiliate Site:** ___________________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th># HOURS</th>
<th>OBSERVATION AND EDUCATION EXPERIENCE(S)</th>
<th>ACI or CI INITIALS</th>
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ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
FIRST RESPONDER POLICY

A First Responder is an individual that has been formally trained and certified in basic first aid and CPR skills by a nationally recognized organization, which may include but is not limited to the American Red Cross or the National Heart Association. The roles and responsibilities of a First Responder include:

- Activating the emergency medical system as deemed appropriate
- Performing emergency procedures that he/she is certified to perform (i.e. Assessing ABCs, CPR, Rescue breathing).
- Control bleeding, cleaning and dressing wounds
- Splint an injured body part, if qualified
- Apply ice, compression, and elevation to an injured body part

The First Responder may not perform the following:

- Apply any therapeutic modalities other than ice
- Perform an evaluation, other than for emergency referral
- Perform any rehabilitation procedures
- Make any decisions regarding the disposition or prognosis of an athlete, including return to play
- Perform any other procedures or techniques that would be a violation of the Florida Statutes governing the practice of Certified Athletic Trainers

All ATSs enrolled in the ATEP are required to be certified as Professional Rescuers through the American Red Cross. While obtaining the required 800 hours of clinical education experience, each ATS will be directly supervised by an Approved Clinical Instructor or Clinical Instructor that is recognized by the ATEP. All ATSs are covered under the Florida International University liability insurance policy only when he/she is completing the clinical education experiences required by the ATEP.

The ATEP does not recognize or endorse Athletic Training Students (ATS) acting as First Responders in an unsupervised capacity while enrolled in the program. If a student chooses to seek employment as a First Responder (i.e., sport camps during the summer months), this time will not be recognized by the ATEP and will not be permitted to count toward the 800 hours of clinical education experience required for graduation. In addition, students acting as First Responders are no longer considered to be acting as an ATS enrolled in the ATEP; therefore, are not covered under the Florida International University liability insurance policy.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
DRESS CODE POLICY

It is important that all Athletic Training Students (ATS) representing the ATEP be readily identified and professionally dressed at all times. Athletic Training Education Program uniforms will be issued to ATSs at the beginning of each academic year. Slacks and an ATEP issued polo shirt are generally worn in the Athletic Training Room during the morning rehabilitation hours. In the afternoon or during team practice hours, shorts of a professional length may be worn with an ATEP issued polo shirt or T-shirt. The Athletic Training uniform is to be clean, presentable, and worn in a professional manner at all times. If an ATS is not in uniform or looks unprofessional, he/she will be asked to leave the clinical site and he/she will subsequently lose those clinical experience hours. The following list outlines the dress code.

♦ Blue jeans material, tights, or cycling shorts are not permitted.
♦ Observational students may wear shorts of a professional length that contain pockets or slacks with a T-shirt or polo shirt, which is to be tucked in at all times.
♦ Clothing is not permitted if it contains the following: an advertisement for alcohol or tobacco, fraternity or sorority letters, logos from other colleges/universities. The only exception is for student interns from other universities; they are permitted to wear their school logo.
♦ Florida International University nylon wind suits may be worn.
♦ Florida International University sweatshirts may be worn.
♦ Shoes that enclose the toes must be worn with socks (sandals or sandal-type shoes are not permitted).
♦ Hats are not permitted inside buildings. Hats may be worn for outdoor events only.
♦ When traveling, students are required to adhere to the team dress code.
♦ Game day dress will be determined by the sport covered.
♦ Clothing issued by the ATEP or by the Athletic Training Staff is not permitted for social events and should not be worn outside of Athletic Training or Athletic Department events.
♦ Personal hygiene is necessary while working as a health care professional, therefore; the athletic training student must be clean-shaven and showered with the hair combed.
♦ Athletic Training Students must adhere to this dress code while completing their clinical education experience and when working any event sponsored by the Florida International University, the ATEP, or the Clinical Affiliate Site.
♦ Jewelry should be tasteful, professional, conservative, and safely allow the application of athletic training health care. Any jewelry that may interfere with the application of athletic training health care is not permitted.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
ADDITIONAL PROGRAM EXPENSES

There will be additional costs (above tuition and fees) while completing the required clinical education component of the ATEP. Costs may include, but are not limited to:

* Professional liability insurance
* Physical examination
* Immunizations/vaccinations
* Professional association fees
* Uniforms
* Fingerprinting
* Criminal background check
* Tuition Plus

The Athletic Training Student (ATS) is also responsible for obtaining and ensuring reliable transportation to and from his/her assigned off-campus clinical affiliate site as determined by the ATEP. Each ATS will have a minimum of one off-campus clinical education experience. The ATS is responsible for all additional expenses that accrue to meet the requirements of the ATEP.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
Acknowledgment of Additional Program Expenses

I acknowledge that I have read and understand the additional program expenses associated with the Entry-level Athletic Training Education Program as outlined in the Florida International University Athletic Training Education Program Policy and Procedure Manual.

Signature:  ______________________________________________
Printed Name:  ______________________________________________
Date:  ___________________

Acknowledgment of Tuition-Plus Program

I acknowledge that I understand the tuition-plus program associated with the Entry-level Athletic Training Education Program. The tuition-plus program consists of an additional $112.00 fee per credit for the following courses:

HSC 4406 Management of Medical Emergencies
PET 4520 Introduction to Clinical Education in Athletic Training
PET 4639C Acute Care and Injury Prevention with Lab
PET 4148 Medical Documentation and Pharmacology
PET 4643C Orthopedic Assessment I – Lower Extremity with Lab
PET 4642C Therapeutic Modalities with Lab
PET 4672L Clinical Education I
PET 5312C Orthopedic Assessment II – Upper Extremity with Lab
APK 6118C Rehabilitation Techniques in Athletic Training with Lab
PET 5678 Clinical Education II
PET 5609C Orthopedic Assessment III - Head, Spine, and Trunk with Lab
PET 5624 Intervention and Referral for the Physically Active
PET 5672L Clinical Education III
PET 5608 Diseases and Disabilities in the Physically Active
PET 5405 Administration and Professionalism in Athletic Training
PET 5673L Clinical Education IV
PET 6535 Masters of Science Research in Athletic Training
PET 6675 Clinical Education V
PET 6558 Human Performance in Extreme Environments
PET 6535 Masters of Science Research in Athletic Training
PET 6312 Advanced Orthopedic and Biomechanical Assessment of the Upper Extremity

Signature:  ______________________________________________
Printed Name:  ______________________________________________
Date:  ___________________
Each student enrolled in the Entry-Level Athletic Training Education Program must purchase professional liability insurance coverage as a student prior to initiating his/her clinical education experiences. The insurance company, Marsh Affinity Group, is recommended (www.proliability.com); however, the student may seek other options. The estimated cost for a one-year student policy is approximately $40.00. Each student must submit proof of professional liability insurance coverage by the due date provided by the Academic Program Director.

<table>
<thead>
<tr>
<th>Title</th>
<th>Marsh Affinity Group Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1776 West Lakes Parkway</td>
</tr>
<tr>
<td></td>
<td>West Des Moines, IA 50398</td>
</tr>
<tr>
<td>Phone</td>
<td>1-800-503-9230</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:plsvc@seabury.com">plsvc@seabury.com</a></td>
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<tr>
<td>Hours</td>
<td>8 am to 5 pm M-F (Central)</td>
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<td>Website</td>
<td><a href="http://www.seaburychicago.com/carriers/aboutMARSH.htm">http://www.seaburychicago.com/carriers/aboutMARSH.htm</a></td>
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Apply by Mail or Phone

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<th>Title</th>
<th>Allied Health Professional Liability</th>
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<td>Phone</td>
<td>1-800-503-9230</td>
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Insurance Company

| Title                  | Chicago Insurance Company          |
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
CRIMINAL BACKGROUND CHECK/FINGERPRINTING POLICY

Each student pursuing the Entry-Level Athletic Training Education Program must complete the criminal background check and fingerprinting process through American DataBank as a requirement to meet the competitive entry criteria. The cost for the background check and fingerprinting process is the student’s responsibility.

To complete this requirement, log onto www.fiuexpress.com and register for the following:

**Package 1: Criminal Background Check** ($59.00)
**Package 2: FBI Fingerprinting** ($30.00)

Download the *Disclosure and Release Form* as directed. Complete this form and fax it to American DataBank at 303-573-1779.

Next, obtain the following documents from the Academic Program Director:

a. **1 FBI Fingerprint Card**
   
b. **1 Authorizations for Release of Information**
   
c. **1 Letters to the FBI**

a. **FBI Fingerprint Card**
   Please take the fingerprint card to local law enforcement or to another authorized individual/agency to have your fingerprints taken. Please make sure to fill out all the blanks.
   NOTE: The FIU Public Safety Office will take fingerprints free of charge. Call (305) 348-2623 to schedule an appointment.

b. **Authorizations for Release of Information**
   This form needs to be “Notarized” for your signature verification; this can usually be done at a bank.

c. **Letters to the FBI**
   This form is the authorization for American DataBank to receive the results from the FBI; you need to print your name, sign and date the form.

The above 3 forms need to be mailed to:

American DataBank  
820 Sixteenth St. 8th Fl.  
Denver, CO 80202

If you have any questions, please call 1-800-200-0853 or visit www.americandataback.com
Mission Statement: Career Services partners with students and alumni to help them develop, implement, and evaluate their career plans. Using high-tech, high touch operations, Career Services facilitates the career search process by providing access to internship and employment opportunities with local, national and global employers.

Vision Statement: Career Services at Florida International University will be a global leader in providing high-tech and high-touch career programs that enhance retention, career identification, and success in the work world.

We seek to accomplish our mission through offering a variety of programs and services. Our Basic Services are offered at no charge and provide the foundation skills for career development, effective job search skills, and general access to employers. Our Golden Panther Services, offered for a registration fee of $20, are more focused for those immediately seeking internships and full-time career employment. Career Services provides reasonable accommodations for students with disabilities. Students requesting reasonable accommodation(s) must contact Career Services at least 3 business days prior to the service/program or event.

Services and Fees:

We offer many programs and services for currently enrolled students at no charge – these are called Basic Services. Our Basic Services provide the foundation skills for career development, effective job search skills, and general access to employers.

We also offer our more specialized “Golden Panther Services.” Golden Panther Services, offered for a one time fee of $20, are more focused for those immediately seeking internships and full-time career employment. Career Services has established relationships with over 750 employers ranging from local, to national to multi-national employers.

How do you take advantage of what we have to offer? The answer is simple! Register with us by completing an online user profile in the Career Services system (known as PanthLink) and you are ready to take advantage of our Basic Services! When you are ready for Golden Panther Services, pay your $20 fee in Career Services (check, money order or visa/mastercard only) at any of our locations: GC 230, EAS 2780, WUC 255.

For more information, call (305) 348-2423.
AMERICANS WITH DISABILITIES ACT (ADA)

The Director for Equal Opportunity Programs is the University’s ADA Coordinator, and has responsibility for ensuring access to employment, academic, and public programs for persons with disabilities. The office of Disability Services for Students administers a central budget used to fund the costs of reasonable accommodations for University employees and applicants for employment. These accommodations include the provision of auxiliary aids and services to ensure access to academic programs and University public events.

FLORIDA INTERNATIONAL UNIVERSITY
EQUAL OPPORTUNITY PROGRAMS

This office provides leadership and direction in the administration of the University’s equalization programs for women and minorities in several ways. It prepares the University’s annual Affirmative Action Plan and the State Equity Accountability Plan, assists University units in implementing and monitoring affirmative action procedures; provides oversight to the University Diversity Program; provides a channel for employee and student grievances regarding discrimination, or issues indicating a need for additional affirmative actions; administers implementation of the Policy to Prohibit Sexual Harassment; coordinates University compliance with the Americans with Disabilities Act and with Title IX of the Education Amendments of 1972, and promotes effective relationships between the University and community organizations. Equal Opportunity Programs also administers the State University System’s scholarship programs funded for the purpose of increasing minority enrollment. In addition, the Office maintains a liaison relationship with State and Federal agencies dealing with EEO and affirmative action. The Office is located in PC 511, University Park, (305) 348-2785.
The Ombudsman Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the University, particularly problems or concerns not adequately addressed through normal channels. This may include correcting processes or procedures, which are incapable of resolving the issue, or are causing an inordinate delay. The Ombudsman may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate University department for review. The Ombudsman should be utilized in situations where all areas of appeal have been exhausted or proven unsuccessful.

For more information or services, please contact the Office of the Ombudsman at (305) 348-2797 located in Graham Center 219 at University Park Campus.
FLORIDA INTERNATIONAL UNIVERSITY
OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION

The mission of Judicial and Mediation Services is to promote concepts of respect, civility, fairness, and conflict resolution on campus by enforcing community standards (FIU policies, federal, state, and local laws) and holding students accountable for their behavior in a fair, yet developmental manner, through the involvement of the campus community and educational development of students. Infringement of an academic nature should be directed to the Office of the Vice President of Academic Personnel. Complaints that are non-academic should be directed to the Office of Student Conduct and Conflict Resolution. The Office of Student Conduct and Conflict Resolution also provides the following:

• Mediation as an avenue to foster mutual respect and understanding when differences arise. Mediation through the Office of Student Conduct and Conflict Resolution is an informal, voluntary, and confidential way to resolve minor conflicts, disputes, or disagreements without going through formal charges or judicial proceedings.
• Background checks for various agencies (Secret Service, FBI, CIA, State Department, DEA, Federal Marshals, Law Enforcement Agencies, Military, Graduate Schools, Law Schools, Dean Certifications, Florida Bar Examiners).
• Selection and training of judicial board members and hearing officers.
• Admissions clearances – The University reserves the right to review the case of any student who has been involved in misconduct prior to admission to determine eligibility for admission.
• Educational programs for faculty, staff, and students regarding the student judicial process; ethics and integrity; and conflict resolution.

Please refer to the Student Code of Conduct section in the FIU Student Handbook for more information regarding Student Conduct and Conflict Resolution processes and procedures. The Office of Student Conduct and Conflict Resolution is located in GC 331 at the University Park Campus, (305) 348-3939.
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

FLORIDA INTERNATIONAL UNIVERSITY
SEXUAL HARASSMENT, NON-DISCRIMINATION, EDUCATIONAL EQUITY

All members of the University Community are entitled to study and work in an atmosphere free from illegal discrimination. Florida International University’s equal opportunity policy prohibits discrimination against students and employees on the basis of their race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, or national origin. Under the policy, it does not matter whether the discrimination was intended or not; the focus is on whether students or employees have been treated differently or subjected to intimidation, or a hostile or offensive environment as a result of their belonging to a protected class or having a protected status. Illegal sexual harassment includes unwelcome physical contact of a sexual nature, overt or implied threats to induce performance of sexual favors, verbal harassment, use of sexually suggestive terms, or display or posting of sexually offensive pictures.

Any employee, applicant, or student who believes that he or she may be a victim of unlawful discrimination may file a complaint with the Office of Equal Opportunity Programs, PC 511, University Park, (305) 348-2785.

Sexual Harassment, Non-discrimination, Educational Equity Grievance Procedures

Florida International University believes in equal opportunity practices which conform to all laws against discrimination and is committed to non-discrimination with respect to race, color, creed, age, disability, sex, religion, marital status, or national origin. Any employee, applicant, or student who believes that he or she was the victim of unlawful discrimination may file a complaint with the Office of Equal Opportunity Programs. Grievances or complaints filed under the Educational Equity Act or under the University Policy to prohibit sexual harassment also shall be filed with the Office of Equal Opportunity Programs.

Each complaint filed by a student will be reviewed prior to action by the Office of Equal Opportunity Programs to ensure that the complaint is processed within the Divisions of Students Affairs and Academic Affairs. The student will be referred to the appropriate office.

Employees who seek to file a complaint may do so under the applicable union agreement, or, under the applicable University faculty, A&P or USPS grievance procedure. In all instances, complainants will be instructed to select one grievance or complaint procedure. The Office of Equal Opportunity Programs will not act to concurrently investigate a grievance or complaint which is being pursued through another internal or external process.
Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of the University community are entitled to work and study in an atmosphere free from sexual overtures or innuendos that are unsolicited and unwelcome. It is the particular responsibility of those members of the University community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional.

It shall be a violation of this rule on sexual harassment for any officer, employee, student or agent to sexually harass, as sexual harassment is hereinafter defined, any other officer, employee, student, visitor or agent. Sexual harassment is a type of misconduct which shall result in disciplinary or other action as provided by the rules of the University (see Rules 6C8-4.006 and 6C8-4.019, Florida Administrative Code).

When an individual evaluates or supervises another individual with whom he or she has an amorous or sexual relationship, a conflict is created. The University discourages amorous or sexual relations between employees and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment. They may also lead to charges of sexual harassment. The University requires the resolution of any conflict of interest created by these relationships.

Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including removing himself or herself from evaluative decisions concerning the other individual. If he or she is unable to resolve personally the conflict of interest, he or she is required to inform the immediate supervisor promptly and seek advice and counsel in dealing with the conflict. The employee, along with the supervisor, is responsible for taking steps to ensure unbiased supervision or evaluation of the employee or student. Failure to resolve potential or actual conflict of interest situations as described in this rule may result in disciplinary action, in accordance with Rules 6C8-4.006 and 6C8-4.019, Florida Administrative Code.

Definitions

For the purpose of this rule, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which: (1.) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or, (2.) unreasonably interferes with the individual’s employment or academic performance by creating an intimidating, hostile or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to: (1.) unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching, (2.) overt or implied threats against an individual to induce him or her to provide sexual favors or to engage in an unwelcome sexual relationship, (3.) verbal harassment or abuse of a sexual nature, including intimating by way of suggestion a desire for sexual relations, or making jokes or remarks of a sexual nature which are not germane to academic course content, (4.) use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities, or (5.) displaying or posting through any medium, including, but not limited to, electronic communication, offensive sexually suggestive pictures or materials in the workplace.
Procedures for Reporting Violations and Conducting Investigations and Complaints

The procedures described in Rule 6C8-1.009 shall be followed.

Prohibition of Retaliation

No University employee shall retaliate against a complainant. Any attempt to penalize a student, employee or agent for initiating a complaint through any form of retaliation shall be treated as a separate allegation of discrimination.

Frivolous or Malicious Complaints

In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions shall be taken against the complainant, including disciplinary action where appropriate. Disciplinary action against students shall be taken in accordance with the University’s code of conduct for students.

General University Responsibility

It is expected that vice presidents, deans, chairs, department heads, directors and other supervisors shall continue to monitor and take corrective action whenever instances of sexual harassment are either observed or reported to them. While the decision regarding resolution remains within the unit, all allegations of sexual harassment are to be immediately reported to the Office of Equal Opportunity Programs, which will provide advice and monitor the administrator’s actions and/or take appropriate action.

There may be instances in which a potential complainant is unable or unwilling to pursue a complaint of sexual harassment, but where the University administration is aware of the behavior and may incur liability if action is not taken. In such instances, the Office of Equal Opportunity Programs may choose to pursue an investigation of the alleged offense. The decision of whether or not to pursue an administrative complaint will be based on the egregiousness of the alleged offense, the bases for the aggrieved party’s decision not to pursue a complaint, and the apparent evidence supporting the allegations. The decision to pursue an administrative complaint shall be made by the director of the Office of Equal Opportunity Programs in consultation with the Vice President in charge of the aggrieved party’s unit and the Vice President in charge of the alleged offender’s unit, in the event that the two parties are in different units. An administrative complaint must be filed within 60 days of the alleged act(s) of discrimination and shall follow the same procedures and time-lines as formal complaints except that no complainant will be named.

Education and Notification

Copies of this rule shall be widely disseminated in order that faculty, staff and students clearly understand which acts constitute sexual harassment and recognize that the University regards sexual harassment as a serious offense.

The rule shall also be made available to vice presidents, deans, chairs, department heads and directors and other supervisors. Requests for additional copies of this rule should be directed to the Office of Equal Opportunity Programs. Abbreviated versions shall be made available to students, faculty and staff. Additionally, this rule shall be included in the University catalog, the student handbook, and other available University media. Periodic workshops and other educational programs shall be offered to University personnel regarding the topic of sexual harassment.
The rule will be reviewed on a periodic basis to ensure responsiveness to campus needs. This review may include follow-up interviews with complainants, persons complained against, and administrators who have used the process.

Florida International University affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, national origin, marital status, and veteran status. The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for an applicant or a member of the University community to file a complaint of alleged discrimination or harassment.

It shall be a violation of this rule for any officer, employee or agent to discriminate against or harass, as here in after defined, any other officer, employee, student, agent, or applicant. Discrimination and harassment are forms of conduct which shall result in disciplinary or other action as provided by the rules of the University (see Rules 6C8-4.006, and 6C8-4.019, Florida Administrative Code).

Definitions

For the purpose of this rule, discrimination or harassment is defined as treating any member of the University community differently than others are treated based upon race, color, religion, age, disability, sex, national origin, marital status and/or veteran status. Conduct which falls into the definition of discrimination includes, but is not limited to:

1. Disparity of treatment in recruitment, hiring, training, promotion, transfer, reassignment, termination, salary and other economic benefits, and all other terms and conditions of employment on the basis of membership in one of the listed groups.
2. Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.
3. Limitation in access to housing, or to participation in athletic, social, cultural or other activities of the University because of race, color, religion, age, disability, national origin, marital status and/or veteran status.
4. Discrimination of the foregoing types on the basis of sex, unless based on bona fide requirements or distinctions, in housing, restrooms, athletics and other such areas.
5. Retaliation for filing complaints or protesting practices which are prohibited under this rule.

Conduct which falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, gender, national origin, marital status or veteran status. (For harassment on the basis of sex, see 6C8-1.010.) Within the content of this rule, harassment is defined as conduct which unreasonably interferes with an employee’s, student’s or applicant’s status or performance by creating an intimidating, hostile, or offensive working or educational environment. It includes offensive or demeaning language or treatment of an individual, where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.

Scope of prohibitions: Activities covered under this rule include, but are not limited to, all educational, athletic, cultural and social activities occurring on a campus of or sponsored by Florida International University,
housing supplied by the University, and employment practices between the University and its employees, including Other Personnel Services ("OPS") employees. When referred to in this rule, days means calendar days unless otherwise noted.

**Procedures for Reporting Violations and Conducting Investigations and Complaints**

*Administration and Consultation.* The Office of Equal Opportunity Programs shall administer the policies and procedures outlined in this rule. The Office of Equal Opportunity Programs shall answer inquiries regarding the procedures contained in this rule and may provide informal advice regarding issues of discrimination. In cases where the potential complainant chooses not to file a formal complaint, action will be taken to inform the alleged offender of the concerns, suggesting that the individual monitor and modify (if necessary) his/her behavior.

*Complaints.*

1. A complaint must be made in writing to the Office of Equal Opportunity Programs. The complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s).

2. A complaint must be filed within one hundred (100) days of the alleged act(s) of discrimination, or in the case of a student complaint against a faculty member, within ten (10) University business days of the beginning of class of the following semester.

3. The Office of Equal Opportunity Programs shall investigate the complaint. This investigation may include, but shall not be limited to, interviewing the person complained about regarding the allegations, interview of other persons who may have information relevant to the allegations, preparation of witness statements for all persons interviewed, and review of any relevant documents. Upon completion of the investigation, a report shall be prepared which includes a summary of the complaint, a description of the investigation, the findings, and recommendations.

*Conciliation.*

The Office of Equal Opportunity Programs may attempt conciliation during the course of an investigation of a complaint. If conciliation is not achieved, then the Office of Equal Opportunity Programs shall continue to investigate the complaint, and shall issue a written finding concerning probable cause within a maximum of one hundred (100) days. If conciliation of the complaint was achieved between the parties in cooperation with the Office of Equal Opportunity Programs, and the alleged offender fails to abide by the agreement or retaliates against the complainant, the complainant or supervisor should notify the Office of Equal Opportunity Programs. The Vice President for Business & Finance or a designee may then require the complaint to proceed as if conciliation had not been reached.

*Findings.*

The report of the Office of Equal Opportunity Programs shall be made known to the Vice President for Business & Finance or designee, the complainant, the alleged offender, the immediate supervisor of the alleged offender, and the appropriate vice president.
Review.

1. Either party may seek review of the finding of the Office of Equal Opportunity Programs to the Vice President for Business & Finance or a designee by filing a request for a review within twenty (20) days of receipt of the Office of Equal Opportunity Programs finding. It shall specify the basis of the appeal. The appeal shall be based on one or more of the following: relevant evidence was not reviewed and/or new evidence is available; or, the factual evidence was insufficient to support the findings.

2. The request shall be in writing, and shall set forth the issues to be considered in the appeal. Copies of the appeal shall be provided to the opposing party and to the Assistant Vice President, Equal Opportunity Programs.

3. The opposing party and the Assistant Vice President, Equal Opportunity Programs, may file a response to the appeal to the Vice President of Business and Finance within twenty (20) days of receipt of the appeal.

4. The Vice President of Business & Finance or designee shall issue a written finding no more than twenty (20) days after receipt of the appeal, or of a response to the appeal, whichever is later.

Resolution.

Upon final acceptance by the Vice President for Business and Finance of a finding on the complaint, the immediate supervisor of the alleged offender may provide a reasonable resolution to the complaint (e.g., that a student be allowed to change sections, that the employee report to a different supervisor) and may also recommend or take disciplinary action against the alleged offender; the proposed resolution shall be approved by the Office of Equal Opportunity Programs. Disciplinary action shall be taken in accordance with the rules and regulations affecting the class of employee and the terms of any applicable collective bargaining agreement.

Prohibition of Retaliation.

No University employee shall retaliate against a complainant. Any attempt to penalize a student, employee or agent for initiating a complaint through any form of retaliation shall be treated as a separate allegation of discrimination.

ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
NON-DISCRIMINATORY STATEMENT

In compliance with the Florida International University non-discriminatory policy, the Entry-Level Athletic Training Education Program (ATEP) accepts applications from qualified applicants, regardless of race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, or national origin. In addition, it is the policy of the ATEP to extend these principles into the clinical setting. All approved clinical instructors, graduate assistants, coaches, staff, and athletes must be judged and treated under these same conditions.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
UNSAFE ATHLETIC TRAINING PRACTICE POLICY

DEFINITION: Unsafe Athletic Training Practice is jeopardizing a patient’s life, health or safety, engaging in unprofessional conduct, or violating the ethical code for Athletic Training. Unsafe athletic training practice is defined to include, but is not limited to, the following behaviors of a Staff Athletic Trainer, Physical Therapist or an Athletic Training Student:

♦ Failure to supervise adequately the performance of acts by any person working at the Staff or Athletic Training Student’s direction; or
♦ Delegating or accepting the delegation of an athletic training function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care; or
♦ Failure to utilize appropriate judgment in administering safe athletic training practices based upon the expected level of athletic training preparation; or
♦ Performing new athletic training techniques or procedures without proper education and preparation; or
♦ Failure to report through the proper channels the unsafe or illegal practice of any person who is providing athletic training care; or
♦ Engaging in activities which do not fall within the realm of standardized athletic training practice; or
♦ Endangering the welfare of the patient through own physiological or mental health status.

Unprofessional conduct is athletic training behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the Athletic Training profession and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

♦ Inaccurate recording, reporting, falsifying or altering client records; or
♦ Verbally or physically abusing patients; or
♦ Falsifying manipulating patient records; or
♦ Appropriating without authority, medications, supplies or personal items of the patient; or
♦ Falsifying documents submitted to the athletic training program
♦ Leaving an athletic training assignment without properly advising appropriate personnel
♦ Violating the confidentiality of information or knowledge concerning the client; or
♦ Conduct detrimental to the public interest; or
♦ Discriminating in the rendering of athletic training services; or
♦ Impersonating a licensed practitioner, or permitting another person to use his/her athletic training identification for any purpose; or
♦ Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a Staff Athletic Trainer, Physical Therapist or a Student Athletic Trainer; or
♦ Presenting a forged prescription; or
♦ Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
FLORIDA INTERNATIONAL UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
POLICIES AND PROCEDURES

♦ Socializing with patients or clients at local clubs or establishments; or
♦ Dating patients or clients; or
♦ While caring for a patient, engaging in conduct with a patient or athlete that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client; or
♦ Obtaining money, property or services from a patient through the use of undue influence, harassment, duress, deception or fraud; or
♦ Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws of the state medical assistance laws; or
♦ Allowing own value system to interfere with patient care/well being.

Violating the ethical code for Athletic Trainers shall include, but not be limited to, the following:

♦ Lack of respect for human dignity and the uniqueness of the patient, restricted by considerations of social or economic status, personal attributes, or the nature of health problems.
♦ Fails to safeguard the client’s right to privacy.
♦ Fails to act to safeguard the client and the public when health care are affected by the incompetent, unethical, or illegal practice of any person.
♦ Fails to assume responsibility and accountability for individual athletic training judgments and actions.
♦ Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating athletic training activities to others.

An Athletic Training Student is a student and not a Certified Athletic Trainer and is therefore subject to the academic standards review of the Unsafe Athletic Training Practice Policy. A violation of the policy is a violation of academic standards. Conduct which, falls under the policy may also be subject to disciplinary action under the applicable Florida International University conduct code.
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
SANCTIONS IMPOSED FOR UNSAFE ATHLETIC TRAINING PRACTICE

If an Athletic Training Student or Staff Member demonstrates unsafe behavior in a course(s) or clinical assignment, or staff assignment, the Athletic Training faculty and/or Athletic Training Staff or Athletic Administration may impose any of the following sanctions:

♦ Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior.
♦ Immediate suspension from the setting.
♦ Immediate dismissal from the course.
♦ Immediate dismissal from the clinical assignment.
♦ Grade of “F” for course and dismissal from the Entry-Level Athletic Training Education Program.
♦ Immediate dismissal from the Athletic Training Staff, Physical Therapy Staff or Athletic Department.

Florida International University
Entry-Level Athletic Training Education Program
Unsafe Athletic Training Practice Policy Acknowledgement

I, ____________________________________________, have read and understand the Department of Athletic Training/Athletic Training Education Program Unsafe Athletic Training Practice Policy. I agree to abide by all of the policies and procedures stated therein. If I fail to adhere to the Unsafe Athletic Training Practice Policy, I am aware that I may be disciplined as stated above.

____________________________________________  _________________
Signature                   Date
ENTRY-LEVEL ATHLETIC TRAINING EDUCATION PROGRAM
CONFIDENTIALITY POLICY

Disclosing any information about an athlete’s condition is considered unethical by the BOC. Information regarding an athlete’s condition is highly confidential. Any Athletic Training Student that discusses this information outside of the Florida International University health care system may be dismissed from the Entry-Level Athletic Training Education Program. Athletic Training Students are not permitted to speak to the media, their classmates, their friends, their family, or anyone outside the Athletic Training Staff regarding an athlete’s injury/illness. Information regarding the injury/illness of an athlete is released to the media through the Sports Information Office only.

________________________________________  _________________
Signature          Date
Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

PRINCIPLE 1:
Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.
1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

PRINCIPLE 2:
Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.
2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:
Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.
3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
PRINCIPLE 4:
Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enounced criteria.

4.3 Members, who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

PRINCIPLE 5:
Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.
BOC Standards of Professional Practice
Implemented January 1, 2006

Introduction
The mission of the Board of Certification Inc. (BOC) is to certify Athletic Trainers and to identify, for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers' Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as “Athletic Trainer” from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The BOC Standards of Professional Practice consists of two sections:
I. Practice Standards
II. Code of Professional Responsibility

1. Practice Standards
Preamble
The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers. Compliance with the Standards is mandatory.

The Standards are intended to:
- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care
- assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:
- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes
The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.

**Standard 1: Direction**
The Athletic Trainer renders service or treatment under the direction of a physician.

**Standard 2: Prevention**
The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

**Standard 3: Immediate Care**
The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

**Standard 4: Clinical Evaluation and Diagnosis**
Prior to treatment, the Athletic Trainer assesses the patient’s level of function. The patient’s input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

**Standard 5: Treatment, Rehabilitation and Reconditioning**
In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and shortterm goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

**Standard 6: Program Discontinuation**
The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient’s status.

**Standard 7: Organization and Administration**
All services are documented in writing by the Athletic Trainer and are part of the patient’s permanent records. The Athletic Trainer accepts responsibility for recording details of the patient’s health status.

**II. Code of Professional Responsibility**

**Preamble**
The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

**Code 1: Patient Responsibility**
The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient’s race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law
1.2 Protects the patient from harm, acts always in the patient’s best interests and is an advocate for the patient’s welfare
1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice
1.4 Maintains the confidentiality of patient information in accordance with applicable law
1.5 Communicates clearly and truthfully with patients and other persons involved in the patient’s program, including, but not limited to, appropriate discussion of assessment results, program plans and progress
1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain
1.7 Exercises reasonable care, skill and judgment in all professional work

**Code 2: Competency**
The Athletic Trainer or applicant:
2.1 Engages in lifelong, professional and continuing educational activities
2.2 Participates in continuous quality improvement activities
2.3 Complies with the most current BOC recertification policies and requirements

**Code 3: Professional Responsibility**
The Athletic Trainer or applicant:
3.1 Practices in accordance with the most current BOC Practice Standards
3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
3.3 Collaborates and cooperates with other healthcare providers involved in a patient’s care
3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient’s care
3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education
3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education
3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials
3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public
3.10 Complies with all confidentiality and disclosure requirements of the BOC
3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity

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3.12 Cooperates with BOC investigations into alleged illegal or unethical activities; this includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion
3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

**Code 4: Research**
The Athletic Trainer or applicant who engages in research:
- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the rights and well being of research subjects
- 4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems and healthcare delivery

**Code 5: Social Responsibility**
The Athletic Trainer or applicant:
- 5.1 Uses professional skills and knowledge to positively impact the community

**Code 6: Business Practices**
The Athletic Trainer or applicant:
- 6.1 Refrains from deceptive or fraudulent business practices
- 6.2 Maintains adequate and customary professional liability insurance
468.70 Legislative intent.--It is the intent of the Legislature that athletes be assisted by persons adequately trained to recognize, prevent, and treat physical injuries sustained during athletic activities. Therefore, it is the further intent of the Legislature to protect the public by licensing and fully regulating athletic trainers.

History.--s. 320, ch. 94-119; s. 1, ch. 95-388; s. 2, ch. 2000-332.

468.701 Definitions.--As used in this part, the term:
(1) "Athlete" means a person who participates in an athletic activity.
(2) "Athletic activity" means the participation in an activity, conducted by an educational institution, a professional athletic organization, or an amateur athletic organization, involving exercises, sports, games, or recreation requiring any of the physical attributes of strength, agility, flexibility, range of motion, speed, and stamina.
(3) "Athletic injury" means an injury sustained which affects the athlete's ability to participate or perform in athletic activity.
(4) "Athletic trainer" means a person licensed under this part.
(5) "Athletic training" means the recognition, prevention, and treatment of athletic injuries.
(6) "Board" means the Board of Athletic Training.
(7) "Department" means the Department of Health.
(8) "Direct supervision" means the physical presence of the supervisor on the premises so that the supervisor is immediately available to the trainee when needed.
(9) "Supervision" means the easy availability of the supervisor to the athletic trainer, which includes the ability to communicate by telecommunications.

History.--s. 321, ch. 94-119; s. 2, ch. 95-388; s. 99, ch. 98-166; s. 1, ch. 99-349; s. 131, ch. 99-397. Note.--Former s. 468.71.

468.703 Board of Athletic Training.--
(1) The Board of Athletic Training is created within the department and shall consist of nine members appointed by the Governor and confirmed by the Senate.
(2) Five members of the board must be licensed athletic trainers. One member of the board must be a physician licensed under chapter 458 or chapter 459. One member of the board must be a physician licensed under chapter 460. Two members of the board shall be consumer members, each of whom must be a resident of this state who has never worked as an athletic trainer, who has no financial interest in the practice of athletic training, and who has never been a licensed health care practitioner as defined in s. 456.001(4).
(3) For the purpose of staggering terms, the Governor shall appoint the initial members of the board as follows:
   (a) Three members for terms of 2 years each.
   (b) Three members for terms of 3 years each.
   (c) Three members for terms of 4 years each.
(4) As the terms of the members expire, the Governor shall appoint successors for terms of 4 years and such members shall serve until their successors are appointed.
(5) All provisions of chapter 456 relating to activities of the board shall apply.
(6) The board shall maintain its official headquarters in Tallahassee.

History.--s. 3, ch. 95-388; ss. 100, 245, ch. 98-166; s. 2, ch. 99-349; s. 132, ch. 99-397; s. 157, ch. 2000-160.
468.705 Rulemaking authority.--The board is authorized to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement provisions of this part conferring duties upon it. The provisions of s. 456.011(5) shall apply to the board's activity. Such rules shall include, but not be limited to, the allowable scope of practice regarding the use of equipment, procedures, and medication, requirements for a written protocol between the athletic trainer and a supervising physician, licensure requirements, licensure examination, continuing education requirements, fees, records, and reports to be filed by licensees, protocols, and any other requirements necessary to regulate the practice of athletic training.

History.--s. 323, ch. 94-119; s. 4, ch. 95-388; s. 239, ch. 98-166; s. 139, ch. 98-200; s. 3, ch. 99-349; s. 133, ch. 99-397; s. 158, ch. 2000-160. Note.--Former s. 468.73.

468.707 Licensure by examination; requirements.--
(1) Any person desiring to be licensed as an athletic trainer shall apply to the department on a form approved by the department.

(a) The department shall license each applicant who:
1. Has completed the application form and remitted the required fees.
2. Is at least 21 years of age.
3. Has obtained a baccalaureate degree from a college or university accredited by an accrediting agency recognized and approved by the United States Department of Education or the Commission on Recognition of Postsecondary Accreditation, or approved by the board.
4. Has completed coursework from a college or university accredited by an accrediting agency recognized and approved by the United States Department of Education or the Commission on Recognition of Postsecondary Accreditation, or approved by the board, in each of the following areas, as provided by rule: health, human anatomy, kinesiology/biomechanics, human physiology, physiology of exercise, basic athletic training, and advanced athletic training.
5. Has current certification in standard first aid and cardiovascular pulmonary resuscitation from the American Red Cross or an equivalent certification as determined by the board.
6. Has, within 2 of the preceding 5 years, attained a minimum of 800 hours of athletic training experience under the direct supervision of a licensed athletic trainer or an athletic trainer certified by the National Athletic Trainers' Association or a comparable national athletic standards organization.
7. Has passed an examination administered or approved by the board.

(b) The department shall also license each applicant who:
1. Has completed the application form and remitted the required fees no later than October 1, 1996.
2. Is at least 21 years of age.
3. Has current certification in standard first aid and cardiovascular pulmonary resuscitation from the American Red Cross or an equivalent certification as determined by the board.
4. a. Has practiced athletic training for at least 3 of the 5 years preceding application; or b. Is currently certified by the National Athletic Trainers' Association or a comparable national athletic standards organization.

(2) Pursuant to the requirements of s. 456.034, each applicant shall complete a continuing education course on human immunodeficiency virus and acquired immune deficiency syndrome as part of initial licensure.

History.--s. 5, ch. 95-388; s. 101, ch. 98-166; s. 4, ch. 99-349; s. 134, ch. 99-397; s. 159, ch. 2000-160.
468.709 Fees.--
(1) The board shall, by rule, establish fees for the following purposes:
   (a) An application fee, not to exceed $100.
   (b) An examination fee, not to exceed $200.
   (c) An initial licensure fee, not to exceed $200.
   (d) A biennial renewal fee, not to exceed $200.
   (e) An inactive fee, not to exceed $100.
   (f) A delinquent fee, not to exceed $100.
   (g) A reactivation fee, not to exceed $100.
   (h) A voluntary inactive fee, not to exceed $100.

(2) The board shall establish fees at a level, not to exceed the statutory fee cap, that is adequate to ensure the continued operation of the regulatory program under this part. The board shall neither set nor maintain the fees at a level that will substantially exceed this need.

History.--s. 6, ch. 95-388; s. 5, ch. 99-349; s. 135, ch. 99-397.

468.711 Renewal of license; continuing education.--
(1) The department shall renew a license upon receipt of the renewal application and fee, provided the applicant is in compliance with the provisions of this part, chapter 456, and rules promulgated pursuant thereto.

(2) The board may, by rule, prescribe continuing education requirements, not to exceed 24 hours biennially. The criteria for continuing education shall be approved by the board and shall include 4 hours in standard first aid and cardiovascular pulmonary resuscitation from the American Red Cross or equivalent training as determined by the board.

(3) Pursuant to the requirements of s. 456.034, each licensee shall complete a continuing education course on human immunodeficiency virus and acquired immune deficiency syndrome as part of biennial re-licensure.

History.--s. 7, ch. 95-388; s. 102, ch. 98-166; s. 6, ch. 99-349; s. 136, ch. 99-397; s. 160, ch. 2000-160.

468.713 Responsibilities of athletic trainers.--An athletic trainer shall practice within a written protocol established between the athletic trainer and a supervising physician licensed under chapter 458, chapter 459, chapter 460, or otherwise authorized by Florida law to practice medicine or, at an athletic event, pursuant to direction from a physician licensed under chapter 458, chapter 459, chapter 460, or otherwise authorized by Florida law to practice medicine. A written protocol shall require that the athletic trainer notify the supervising physician of new injuries as soon as practicable.

History.--s. 8, ch. 95-388.

468.715 Sexual misconduct.--The athletic trainer-athlete relationship is founded on mutual trust. Sexual misconduct in the practice of athletic training means violation of the athletic trainer-athlete relationship through which the athletic trainer uses such relationship to induce or attempt to induce the athlete to engage, or to engage or attempt to engage the athlete, in sexual activity outside the scope of the practice or the scope of generally accepted examination or treatment of the athlete. Sexual misconduct in the practice of athletic training is prohibited.

History.--s. 9, ch. 95-388.

468.717 Violations and penalties.--Each of the following acts constitutes a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083:
(1) Practicing athletic training for compensation without holding an active license under this part.
(2) Using or attempting to use an athletic trainer license that has been suspended or revoked.
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(3) Knowingly employing unlicensed persons in the practice of athletic training.
(4) Obtaining or attempting to obtain an athletic trainer license by misleading statements or knowing misrepresentation.
(5) Using the title "athletic trainer" without being licensed under this part.

History.—s. 10, ch. 95-388.

468.719 Disciplinary actions.—
(1) The following acts constitute grounds for denial of a license or disciplinary action, as specified in s. 456.072(2):
   (a) Failing to include the athletic trainer's name and license number in any advertising, including, but not limited to, business cards and letterhead, related to the practice of athletic training. Advertising shall not include clothing or other novelty items.
   (b) Committing incompetence or misconduct in the practice of athletic training.
   (c) Committing fraud or deceit in the practice of athletic training.
   (d) Committing negligence, gross negligence, or repeated negligence in the practice of athletic training.
   (e) While practicing athletic training, being unable to practice athletic training with reasonable skill and safety to athletes by reason of illness or use of alcohol or drugs or as a result of any mental or physical condition.
   (f) Violating any provision of this chapter or chapter 456, or any rules adopted pursuant thereto.

History.—s. 11, ch. 95-388; s. 103, ch. 98-166; s. 7, ch. 99-349; s. 137, ch. 99-397; s. 161, ch. 2000-160; s. 27, ch. 2000-318; s. 42, ch. 2001-277.

468.721 Saving clause.—Rules adopted by the department relating to the regulation of athletic trainers under this part prior to July 1, 1999, shall remain in effect until the board adopts rules relating to the regulation of athletic trainers under this part which supersede such earlier rules.

History.—s. 12, ch. 95-388; s. 8, ch. 99-349; s. 138, ch. 99-397.

\*Note.—As amended by s. 138, ch. 99-397; the amendment by s. 8, ch. 99-349, used "October."

468.723 Exemptions.—Nothing in this part shall be construed as preventing or restricting:
(1) The professional practice of a licensee of the department who is acting within the scope of such practice.
(2) A student athletic trainer acting under the direct supervision of a licensed athletic trainer.
(3) A person employed as a teacher apprentice trainer I, a teacher apprentice trainer II, or a teacher athletic trainer under s. 232.435.
(4) A person from administering standard first aid treatment to an athlete.
(5) A person licensed under chapter 548, provided such person is acting within the scope of such license.
(6) A person providing personal training instruction for exercise, aerobics, or weightlifting, if the person does not represent himself or herself as able to provide "athletic trainer" services and if any recognition or treatment of injuries is limited to the provision of first aid.

History.—s. 325, ch. 94-119; s. 13, ch. 95-388; s. 313, ch. 97-103. Note.—Former s. 468.75.

Chapter 232.435, Florida Statutes – Extracurricular athletic activities; athletic trainers.
(1) The Legislature recognizes the importance of extracurricular activities as a complement to the academic curriculum. Participation in a comprehensive extracurricular and academic program contributes to student development of the social and intellectual skills necessary to become a well-rounded adult. It is the intent of the
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Legislature that student safety and welfare be the foremost consideration in the conduct of these programs, and, in particular, that athletic programs be conducted with special attention to the prevention of physical injuries, minimization of severe injuries, and prevention of a recurrence of injuries.

(2) The Legislature hereby encourages each school district to establish and implement an athletic injuries prevention and treatment program. Central to this program should be the employment and availability of persons trained in the prevention and treatment of physical injuries which may occur during athletic activities. The program should reflect opportunities for progressive advancement and compensation in employment as provided in subsection (3) and meet certain other minimum standards developed by the Department of Education pursuant to paragraph (4)(c). The goal of the Legislature is to have school districts employ and have available a full-time teacher athletic trainer in each high school in the state.

(3) (a) To the extent practicable, a school district program should include the following employment classification and advancement scheme:

1. Teacher apprentice trainer I. To qualify as a teacher apprentice trainer I, a person must possess a professional, temporary, part-time, adjunct, or substitute certificate pursuant to s. 231.17, be certified in first aid and cardiopulmonary resuscitation, and have earned a minimum of 6 semester hours or the equivalent number of in-service education points in the basic prevention and care of athletic injuries.

2. Teacher apprentice trainer II. To qualify as a teacher apprentice trainer II, a person must meet the requirements of teacher apprentice trainer I and also have earned a minimum of 15 additional semester hours of the equivalent number of in-service education points in such courses as anatomy, physiology, use of modalities, nutrition, counseling, and other courses approved by the State Board of Education.

3. Teacher athletic trainer. To qualify as a teacher athletic trainer, a person must meet the requirements of teacher apprentice trainer II, be certified by the Department of Education or a nationally recognized athletic trainer association, and perform one or more of the following functions: preventing athletic injuries, recognizing, evaluating, managing, treating, and rehabilitation athletic injuries; administering an athletic training program; and educating and counseling athletes.

(3) (b) If a school district uses the services of an athletic trainer who is not a teacher athletic trainer or a teacher apprentice trainer within the requirements of this section, such athletic trainer must be licensed as required by part XIV of chapter 468.

(4) The Department of Education shall have the following responsibilities:

(a) To provide technical assistance to school districts seeking assistance in developing and implementing an athletic injuries prevention and treatment program.

(b) To singly, or collectively with school districts, develop and implement one or more in-service education programs in conjunction with teacher education centers, vocational-technical centers, community colleges, or state universities that assist instructional personnel in the attainment of standards required for designation as a teacher athletic trainer. Such programs may be conducted at the district, regional, or state level.

(c) To recommend minimum standards for developing and implementing an athletic injuries prevention and treatment program.

History: s. 1, ch. 88-257; s. 15, ch. 95-388.
Chapter 64B33-1 Organization and General Provisions

64B33-1.001 Probable Cause Determinations.
(1) The determination as to whether probable cause exists that a violation of the provisions of Chapters 455 and 468, Part XIII, Florida Statutes, and/or the rules promulgated pursuant thereto, has occurred shall be made by a majority vote of a probable cause panel of the Board.
(2) There shall be one probable cause panel of the board, composed of two members, one of whom may be a past board member who is not currently appointed to the board.
(3) The probable cause panel members shall be selected by the Chair of the Board, one (1) of whom shall be designated by the Chair of the Board as the presiding officer of the panel.
(4) The probable cause panel shall meet at such times as called by the presiding officer of the panel or by two members of the panel.

Specific Authority 120.53, 455.621 FS. Law Implemented 455.621 FS.
History-New 8-22-00.

64B33-1.002 Other Board Business for Which Compensation is Allowed.
The following is defined to be other business involving the Board pursuant to Section 455.534(4), F.S.:
(1) All Board or Committee meetings required by statutes, Board rule, or Board action.
(2) Meetings of Board members with Department staff or contractors of the Department at the Department’s or the Board’s request.
(3) Any meeting a Board member attends at the request of the Secretary of the Department or by the Board or Board Chair.
(4) Probable Cause Panel Meetings.
(5) All participation in Board authorized meetings with professional associations of which the Board is a member or invitee. This would include all meetings of national associations of registration Boards of which the Board is a member as well as Board authorized participation in meetings of national or professional associations or organizations involved in education, regulating, or reviewing the profession over which the Board has statutory authority.
(6) All attendance at continuing education courses for the purpose of monitoring said courses.
(7) All travel to and from Board meetings or other Board business that involves the use of all or any part of a day prior to or subsequent to completion of the Board meeting or other Board business.

Specific Authority 120.53(1), 455.534(4) FS. Law Implemented 455.534(4) FS.
History-New 8-22-00.

6433-1.003 Unexcused Absences of Board Members.
(1) A Board member’s absence from a Board meeting shall be considered unexcused if the Board member had not received approval of the Chair or Chair’s designee prior to missing the meeting.
(2) Arriving late for a Board meeting or leaving early from a Board meeting without prior approval of the Chair or the Chair’s designee shall be considered an unexcused absence.

Specific Authority 455.534(3) FS. Law Implemented 455.534(3) FS.
History-New 8-22-00.

64B33-1.004 Security and Monitoring Procedures for Examination
The Board adopts by reference Rule 64B-1.010, F.A.C., of the Department of Health as is rule governing examination security and monitoring.

Specific Authority 455.574(1)(d) FS. Law Implemented 455.574(1)(d) FS.
History-New 8-22-00.
Chapter 64B33-2 Requirements for licensure; Continuing Education

64B33-2.001 Licensure Requirements
All candidates for licensure shall pay the application fee and shall submit a completed DOH form DOH-AT-001 entitled “STATE OF FLORIDA EXAMINATION APPLICATION FOR LICENSURE AS AN ATHLETIC TRAINER” incorporated herein by reference and effective 1/19/96, to the Department. The application can be obtained by writing the Department of Health, Board of Athletic Training, 4052 Bald Cypress Way, Bin # C08, Tallahassee, Florida 32399-3258.

(1) Each applicant for licensure shall meet the following requirements.
   (a) The applicant shall submit transcripts indicating completed coursework in the following areas with a minimum of the hours specified in each area:
      1. 3 semester hours or 4 quarter hours of health;
      2. 3 semester hours or 4 quarter hours of human anatomy;
      3. 3 semester hours or 4 quarter hours of kinesiology/biomechanics;
      4. 3 semester hours or 4 quarter hours of human physiology;
      5. 3 semester hours or 4 quarter hours of physiology of exercise;
      6. 2 semester hours or 4 quarter hours of basic athletic training, and;
      7. 3 semester hours or 4 quarter hours of advanced athletic training.
      Coursework covering evaluation of injuries and therapeutic shall meet this requirement.
   (b) The applicant shall submit proof of passing the Board of Certification Entry Level Certification examination, which is hereby approved by the Board.

(2) For all applicants, current certification in standard first aid training and cardiovascular pulmonary resuscitation from the American Heart Association shall be accepted as an equivalent to certification from the American Red Cross.

Specific Authority 468.705, 468.707 FS. Law Implemented 468.707 FS.
History-New 5-29-96, Formerly 61-25.002, 64B30-25.002, Amended 8-22-00.

6433-2.002 Requirement for Instruction on Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome.
(1) Each applicant, for initial licensure and at biennial renewal, shall complete a Board approved educational course on HIV and AIDS and shall submit a certificate of completion form from the provider of such course with the application. A copy of the certificate will satisfy this requirement.
(2) The Board approves the following HIV/AIDS education courses:
   (a) Basic HIV/AIDS educational courses presented by the Department of Health;
   (b) Courses approved by any other board within the Department of Health;
   (c) The American Red Cross;
   (d) Courses approved by the Board of Certification (BOC); and
   (e) Courses approved by the Athletic Trainers’ Association of Florida (ATAF).

Specific Authority 455.607, 468.705, 468.711 FS. Law Implemented 455.607, 468.707(2), 468.711(3) FS.
History-New 5-29-96, Formerly 61-25.003, 64B30-25.003, Amended 8-22-00.
64B33-2.003 Requirements for Continuing Education.

(1) In the 24 months preceding each biennial renewal period, every athletic trainer licensed pursuant to Chapter 468, part XIII, Florida Statutes, shall be required to complete 24 hours of continuing education in courses approved by the Board. However, athletic trainers who receive an initial license during the second half of the biennium shall only be required to complete 12 hours of continuing education in courses approved by the Board prior to renewal. The continuing education for all athletic trainers shall include 4 hours of cardiopulmonary resuscitation (CPR) and first aid training, regardless of whether they are required to complete 24 hours or 12 hours of continuing education. Athletic trainers who receive an initial license during the 90 days preceding a renewal period shall not be required to complete any continuing education for that renewal period.

(2) For purposes of this rule, one continuing education hour is equivalent to fifty clock minutes.

(3) Acceptable continuing education must focus on the domains of athletic training, including prevention of athletic injuries, recognition, evaluation, and immediate care of athletic injuries; rehabilitation and reconditioning of athletic injuries; health care administration; or professional development and responsibility of athletic trainers.

(4) The following continuing education is approved by the Board;

(a) Courses, professional development activities, and publication activities approved by the Board of Certification (BOC) in BOC Category A or B;
(b) Courses approved by the Athletic Trainers’ Association of Florida in BOC Category A or B;
(c) Post-certification courses sponsored by the college or university approved by the United Stated Department of Education which provides a curriculum for athletic trainers in BOC Category C; and
(d) Cardiopulmonary resuscitation certification courses in BOC Category D.

(5) Category A (home study) courses approved by the BOC will be acceptable for no more that 10 of the required continuing education hours. The remaining 14 hours require actual attendance and participation. For those licensees who are initially licensed during the second year of the biennial period, only 5 of the required continuing education hours may consist of home study courses. The remaining 7 hours require actual attendance and participation.

(6) Each athletic trainer shall maintain proof of completion of the required continuing education hours for a period of 4 years, and shall provide such proof to the department upon request.

Specific Authority 455.564. 468.711(2). (3) FS. Law Implemented 468.711(2) FS.
History-New 8-4-98, Formerly 64B30-25.0031, Amended 8-22-00.
Chapter 64B33-3 Fees

64B33-3.001 Fees.
The following fees are prescribed for athletic trainers:

1. The application fee shall be $100.
2. The initial licensure fee for those initially licensed in the first year of the biennium shall be $125. For those initially licensed in the second year of the biennium, the initial licensure fee shall be $75.
3. The biennial renewal fee shall be $125.
4. The inactive fee shall be $50.
5. The delinquent fee shall be $75.
6. The reactivation fee shall be $25.
7. The change of status fee shall be $25.
8. The duplicate license fee shall be $25.

Chapter 64B33-4 Standards of Practice

64B33-4.001 Protocol; Scope of Practice.
(1) Each licensed Athletic Trainer is required to practice under a written protocol established between the trainer and a supervising physician licensed pursuant to Chapter 458, Chapter 459 or Chapter 460, which all contain the following:

(a) Athletic Trainer’s name, license number, and curriculum vitae;
(b) Supervising physician’s name, license number, and curriculum vitae;
(c) Method of contacting supervising physician, specifically delineating the method to report new injuries as soon as practicable;
(d) The patient population to be treated (e.g., specific scholastic athletic programs, patients of a specific clinic, patients with specific physician referral);
(e) Methods of assessment of patient status and treatment;
(f) Delineation of the items within the scope of practice (including use of modalities/equipment) that:
   1. may be initiated by the athletic trainer;
   2. require a specific physician’s order.
(g) Identification of resources for emergency patient care (e.g., nearest hospital with emergency services, ambulance service).

(2) Prior to commencement of practice, each athletic trainer and the supervising shall develop a protocol in accordance with the above guidelines and shall review said protocol prior to the license renewal date for the athletic trainer. The protocol must be available for inspection upon request.

(3) A licensed athletic trainer shall apply the following principles, methods and procedures within the scope of the trainer’s practice.
(a) Injury Prevention;
(b) Injury Recognition and Evaluation;
(c) First Aid;
(d) Emergency Care;
(e) Injury Management/Treatment and Disposition;
(f) Rehabilitation through the use of sage and appropriate physical rehabilitation practices, including those techniques and procedures following injury and recovery that restore and maintain normal function status;
(g) Conditioning;
(h) Performance of tests and measurements to prevent, evaluate and monitor acute and chronic injuries;
(i) Selection of preventive and supportive devices, temporary splinting and bracing, protective equipment, strapping, and other immobilization devices and techniques to protect an injured structure, facilitate ambulation and restore normal functioning;
(j) Organization and administration of facilities within the scope of the profession;
(k) Education and counseling to the public regarding the care and prevention of injury within the scope of the profession.

(4) For treatment and rehabilitation of muscle skeletal injuries the athletic trainer may administer the following:
(a) Therapeutic Exercise;
(b) Massage;
(c) Mechanical Devices;
(d) Cryotherapy (e.g., ice, cold packs, cold water immersion, spray coolants);
(e) Thermotherapy (e.g., topical analgesics, moist/dry hot packs, heating pads, paraffin bath);
(f) Other therapeutic agents with the properties of water (e.g., whirlpool); electricity (e.g., electrical stimulation, diathermy); light (e.g., infrared, ultraviolet); or sound (e.g., ultrasound).

(5) The athletic trainer may apply topical prescription medication (e.g., steroid preparation for phonophoresis) only at the direction of a physician.