



## Montana Board of Athletic Trainers

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## Licensing Requirements and Application Checklist Athletic Trainer

### License Requirements for Athletic Trainer

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. At least a baccalaureate degree from a postsecondary institution that meets the academic standards for athletic trainers established by the National Athletic Trainers' Association Board of Certification. ([MCA 37-36-201](#) and [ARM 24.118.501](#))
2. Letters of recommendation from at least two clinical supervisors familiar with the applicant's clinical training. ([MCA 37-36-201](#) and [ARM 24.118.501](#))
3. Currently certified by the Board of Certification (BOC). ([ARM 24.118.501](#))
4. Current health care provider certification for cardio pulmonary resuscitation (CPR). ([ARM 24.118.501](#))

### Checklist of Required Documents to Submit for Application for Athletic Trainer

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Transcripts sent directly from the educational institution documenting that the applicant has received at least a baccalaureate degree from a postsecondary institution that meets the academic standards for athletic trainers established by the National Athletic Trainers Association Board of Certification (BOC).
- Two letters of recommendation from clinical supervisors familiar with the applicant's clinical training.
- Copy of current Board of Certification (BOC) card.
- Copy of current CPR certification.
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

### Checklist of Required Documents to Submit for Application for Athletic Trainer – Licensed or Certified in Another State

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Copy of current Board of Certification (BOC) card.
- Official license verification of the Athletic Trainer license from that state or jurisdiction.



- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

**Temporary License for Athletic Trainer** ([MCA 37-36-201\(2\)](#))

The Board may issue a temporary license to an applicant who:

- meets the above qualifications but has not yet met the examination requirement; or
- has a valid license from another state or certifying agency.

A temporary license may be issued for up to 90 days, or until the Board acts on an active application, whichever is sooner. Once the exam is passed, the license will move from temporary to full active status.

**Application Fee(s) for Athletic Trainer**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$175 application fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**