

**Ohio OTPTAT Board
Athletic Trainers
Examination Application Instructions**

The **examination application** applies to any individual seeking licensure in Ohio who:

- Is awaiting BOC certification examination results **OR**
- has passed the BOC certification examination **AND**
- has never held a state license or certificate to practice athletic training in any state or U.S. territory.

TO APPLY

Applicants are required to electronically upload documents to apply for licensure.

Some documents are required to be sent directly to the Ohio OTPTAT Board, such as background checks, school transcripts and test results.

The application fee is non-refundable and must be paid by credit card (Visa, MasterCard, or Discover) or electronic check.

Failure to supply required information may result in denial of the application.

If your application remains incomplete for one year from the date it is received, your file will be closed.

Providing your Social Security Number for licensure is required by state & federal law.

AFTER YOU APPLY

Once the application is received and payment is made, you will receive an email confirming the application has been received and a payment receipt. The OTPTAT licensure staff will then review the application and the license will be issued within 3-5 business days.

To contact the Ohio OTPTAT Board, please visit: <http://otptat.ohio.gov/ContactUs.aspx>

AT EXAMINATION APPLICATION CHECKLIST

(Use this checklist to help complete the examination application requirements for Ohio)

All forms are available on the Board's website <https://otptat.ohio.gov>

Document	Documents required for application submission	You request, other agency/source provides documentation. Upload the completed form to the online application where indicate.
Non-refundable application fee of \$100.00. Pay fee with online application. Acceptable forms of payment are: Master Card, Visa, Discover, or Electronic Check.	<input type="checkbox"/>	
Criminal records check. Please review the BCI/FBI Criminal Records Check Instructions document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit new criminal records checks.	<input type="checkbox"/>	<input type="checkbox"/> BCI submits directly to Board
Certification of Applicant for Online Applications. This form must be notarized. Applicant will upload completed form with online application. Applicant does not need to mail in uploaded form.	<input type="checkbox"/>	
Photograph. Please staple a 2 x 2 inch passport photograph of your full face, front-view, with a plain white or off-white background taken within the six month period immediately preceding the date of your application. Please review the Passport Photograph Guidelines document on the Board's website for additional information. Upload photograph with online application.	<input type="checkbox"/>	
Athletic Trainers Jurisprudence Exam Registration. You must score a 90% or better to pass the examination. Please select the Ohio AT Jurisprudence Exam for Licensure Applicants on the Course Catalog and make sure that you request that a transcript be sent. Applicant will upload the AT Jurisprudence Transcript with online application.	<input type="checkbox"/>	<input type="checkbox"/> Register to sit for Jurisprudence Exam at https://ohiototpatboard.mycourse.com
Official Transcript(s). Upon program completion, applicant will request the official transcript from the academic program. The applicant is required to upload the official transcript(s) with online application. Read the Athletic Training Course Requirements and show proof of course areas listed on the appropriate Education Check List. If you have graduated from a CAATE accredited athletic training education program on or after January 1, 2004, you are not required to submit the Education Checklist. An official transcript is sufficient. Applicants do not need to mail in uploaded forms.	<input type="checkbox"/>	School mails directly to Applicant. Applicant will upload completed form with online application.
Verification of Licensure. You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice athletic training or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country. Upload the completed form with online application. If submitting verifications from multiple states, please scan all verifications into one pdf document, then upload one attachment to the online application.	<input type="checkbox"/>	Jurisdiction provides and mails directly to Applicant. Applicant will upload completed form with online application.
BOC Certification Verification. You are required to contact the Board of Certification (BOC) to request an Official Electronic Verification. Upload the BOC Certification Verification with online application.	<input type="checkbox"/>	<input type="checkbox"/> BOC website www.bocatc.org
Applicants with Felony Convictions. Please review the Requirements for Applicants with Felony Convictions document on the Board's website for information about information that should be submitted to expedite the processing of your application. Upload documentation to the online application.	<input type="checkbox"/>	
Link to Online Application: https://elicense.ohio.gov		