

INSTRUCTIONS

FOR MAKING APPLICATION FOR APPROVAL AS AN ATHLETIC TRAINER CONTINUING EDUCATION SPONSOR

To obtain approval as an Athletic Trainer Continuing Education Sponsor the applicant must:

1. Complete both sides of the Illinois Athletic Trainer Continuing Education Sponsor application. The application which you submit is valid for 3 years from date of receipt.
 2. Provide a sample Certificate of Attendance which must include spaces designated for:
 - a. the name, address and approval number of the sponsor;
 - b. the name and address of the participant;
 - c. a brief statement of the subject matter;
 - d. the number of hours attended in each program;
 - e. the date and place of the program; and
 - f. the signature of the sponsor.
 3. Submit a sample of a C.E. course which includes, but is not limited to, course materials, books, instructor credentials.
 4. Submit a nonrefundable application fee in the amount of \$500 in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. (State agencies, State colleges and State universities shall be exempt from paying the application fee and the renewal fees.)
 5. Forward application, sample Certificate of Attendance, sample of a C.E. course and application fee to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62786.
1. It shall be the responsibility of the sponsor to provide each participant in an approved program with a Certificate of Attendance.
 2. The sponsor shall maintain course materials and attendance records for not less than five years.
 3. The sponsor shall be responsible for assuring that no renewal applicant shall receive C.E. credit for time not actually spent attending the program.
 4. All courses and programs shall:
 - a) Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of athletic training;
 - b) Specify the course objectives, course content and teaching methods to be used;
 - c) Be developed and presented by persons with education and/or experience in the subject matter of the program.
 - d) Specify the number of C.E. hours that may be applied to fulfilling the Illinois C.E. requirements for license renewal; and
 - e) Include some mechanism whereby participants evaluate the overall quality of the program.
 5. All programs given by sponsors shall be open to all licensed athletic trainers and not be limited to the members of a single organization or group.
 6. The Department, upon recommendation of the Board, shall withdraw, suspend or place on probation the approval of a C.E. Sponsor when, at any time, the quality of the C.E. fails to meet the established criteria as set forth in Section 1160.65 or if the sponsorship approval was based upon false or deceptive information or if any other related license of the sponsor or instructor is suspended, revoked or otherwise disciplined.
 7. The Department or Board may evaluate any sponsor of any C.E. program at any time.

Once the properly completed application, supporting documents, and fee have been received and reviewed, a license as an Approved Athletic Trainer Continuing Education Sponsor will be issued. The sponsor license must be renewed by May 31 of even numbered years. The renewal fee is \$250. The Department will forward renewal notices to all active sponsors approximately three months prior to the expiration of the license. Renewal forms are mailed to the address on record with the Department. C.E. sponsors must notify the Department of all address changes in writing.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 5 et.seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:

STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL REGULATION
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

**ILLINOIS ATHLETIC TRAINER
CONTINUING EDUCATION SPONSOR APPLICATION**

FEE:

1. Submit a Sample Certificate of Attendance.
2. Submit a list of proposed programs including the description, location, date and time of the programs.

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION AS IT WILL APPEAR ON THE CERTIFICATE OF ATTENDANCE.

2. TELEPHONE NUMBER (Include Area Code)

(_ _ _) _ _ _ - _ _ _ _

3. ADDRESS (Include Street, City, State, ZIP Code, and County)

4. FEIN OR SOCIAL SECURITY NUMBER

5. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)

6. TITLE

7. ADDRESS (Include Street, City, State, and ZIP Code)

8. TELEPHONE NUMBER (Include Area Code)

(_ _ _) _ _ _ - _ _ _ _

9. IS THE PROGRAM OPEN TO ALL ATHLETIC TRAINERS?

☐ Yes ☐ No

10. EMAIL ADDRESS (REQUIRED)

11. SPONSOR IS:

- ☐ University or College
☐ State Agency
☐ Firm
☐ Association
☐ Individual
☐ Other _____

Describe: _____

12. IF INDIVIDUAL, SPONSOR'S EDUCATION/EXPERIENCE IN ATHLETIC TRAINER'S CONTINUING EDUCATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Signature of Person Responsible for C.E. Programs

Date

Type or Print Name of Person Responsible for C.E. Programs

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing professional education program(s) offered by this sponsor and:

1. that all programs offered by the sponsor for C.E. will comply with the criteria in 68 Ill. Adm. Code, Section 1160.65(c)(5) and all other criteria in section 1160.65;
2. that the sponsor will be responsible for verifying attendance at each program and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, 1160.65(c)(7);
3. that, upon request by the Department, the sponsor will submit evidence (e.g., certificate of attendance or course material(s) as is necessary to establish compliance with 68 Ill. Adm. Code, 1160.65. Evidence shall be required when the Department has reason to believe that there is not full compliance with the rules and that the information is necessary to ensure compliance.

Signature _____

Date _____
Person responsible for Continuing Education Program