

## DOCUMENT CHECKLIST – NEW ATHLETIC TRAINER APPLICATION CHECKLIST

To ensure prompt processing of your application, please carefully review and follow the instructions before submission. It is crucial to provide all the required supporting items listed below. Each item specifies whether it can be submitted **ONLINE** via the application portal or **EMAILED/MAILED** directly to DC Health. Electronic transmission of documents is preferred to expedite processing. Please retain a copy of all submitted documents for your records, as they will not be returned.

- Authorization to Release Information Form (ONLINE)**  
*The Board cannot discuss the status or details of your application with a third party, without a signed release from you authorizing the Board and its staff to communicate said matters.*
- Upload a High-Resolution Digital Color Image of the Applicant's Face (ONLINE)**
  - *The photo must be a **front-facing headshot** with your face and shoulders clearly visible.*
  - *The background should be **plain white** with no patterns or shadows.*
  - *The image should be **well-lit** and in **focus**, without any filters or alterations.*
  - *Photos should be submitted in **JPEG or PNG** format with a file size between **50KB and 1MB***
- A Copy of a Current Unexpired Government Issued Photo ID (ONLINE)**
- Social Security Number (ONLINE)**  
*Applicants without a social security number must submit the SSN affidavit. [SSN Affidavit](#)*
- Criminal Background Check (CBC) (ONLINE)**  
*To access the CBC form and instructions, go to <https://dchealth.dc.gov/node/120532> or contact the CBC unit at (877) 783-4187.*
- Emergency Cardiac Care (ECC) Certification (ONLINE)**  
*Must submit a valid ECC certification at the Basic Life Support/Professional Rescuer level or above.*
- Malpractice Claims Form (if responded "Yes" to screening question) (ONLINE)**  
*Must submit all relevant court documentation (e.g., Complaint, Answer, and Final Order/Decision).*
- Examination Score (EMAIL or MAIL)**  
*Examination scores must be received directly from the examining body. [dcbomed@dc.gov](mailto:dcbomed@dc.gov)*
- Verification(s) of Licensure (EMAIL or MAIL)**  
*Verifications should be provided from the issuing jurisdiction(s) for each license held and identified on the application. [dcbomed@dc.gov](mailto:dcbomed@dc.gov)*
- Official School Transcript(s) (EMAIL or MAIL)**  
*Transcripts should be emailed ([dcbomed@dc.gov](mailto:dcbomed@dc.gov)) or provided in a sealed envelope from the issuing institution for each school listed in Section 7.*
- Board of Certification for Athletic Trainers (BOC) Certification (EMAIL or MAIL)**  
*Must submit a current and valid (BOC) certification. BOC certification must remain active and can be emailed to [dcbomed@dc.gov](mailto:dcbomed@dc.gov). <https://bocatc.org/athletic-trainers/certification-verification/official-verification/official-certification-verification-overview>*