



OFFICE OF ATHLETIC TRAINER REGISTRATION

WELCOME OUR NEW PROGRAM DIRECTOR

John W. Hickenlooper
Governor

Barbara J. Kelley
Executive
Director

Deann Conroy
Program
Director

Please join us in welcoming Deann Conroy as the new Program Director for the Office of Athletic Trainer Registration. Ms. Conroy began her position in the Health Services Section of the Division of Registrations on August 1, 2011. Prior to joining the Division, Ms. Conroy worked as an attorney for 20 years with the Denver District Attorney's Office and the Office of the Attorney General, as well as in private practice specializing in regulation and litigation in the medical field. Ms. Conroy's experience, education and enthusiasm make her a welcome addition as the new Program Director.

Contact us:

**Office of Athletic Trainer
Registration**

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EXPIRATION DATE CHANGE

In our continuing efforts to increase efficiency and improve our service to licensees and consumers, the Athletic Trainer registration expiration date has been changed from November 30th every year to November 30th every two years. Once you renew during this current cycle you will be issued a registration that is good until November 30, 2013. From then on your Athletic Trainer registration will expire on November 30th every two years.

LOOKING TO THE FUTURE

Being an Athletic Trainer (AT) certainly has its rewards. In fact, the profession of AT is ranked as one of the "50 Best Careers in 2011" by U.S. News & World Report. The profession is predicted to have strong growth over the next decade. The U.S. Department of Labor predicts a 37% increase in Athletic Trainer jobs by 2018. High schools, colleges, club and professional sports teams are hiring more ATs to keep their athletes in top condition. There are additional AT positions being created at hospitals and fitness centers.

The Department of Regulatory Agencies (DORA) supports the professionalism of ATs. Remember that in Colorado, only a person registered with DORA as an Athletic Trainer may use that title or the letters "A.T." Coloradans love their sports and ATs keep our athletes in the best possible shape!

WALL CERTIFICATES

The Division of Registrations is pleased to announce that it has outsourced the production of wall certificates to Wall Certificate Service (WCS) a division of Professional Credential Services, Inc. (PCS). The outsourcing of the certificates provides enhancements to the certificates that both new and existing licensees will find beneficial. Specifically, the certificate provided by WCS is a larger, professionally designed, better quality certificate than what the Division was able to provide. For more information regarding wall certificates, which license types are eligible, and how to obtain one, please visit our website at www.dora.state.co.us/registrations/wallcert. You will be able to order and pay the fee online. The fee for U.S. residents is \$25. There is an additional international shipping fee for international residents.

HAVE YOU CHANGED YOUR MAILING ADDRESS LATELY?

It is imperative that you keep your contact information updated with the Division. The Division mails renewal notices and other information to you at the last address furnished to us. Failure to receive a renewal notice does not relieve you of your obligation to timely renew.

Once you have logged into Registrations Online Services, check your mailing address and update it if it is not correct. If you received your renewal notice due to a forwarding order it is important that you change your address on file with us, since we cannot change the information based on the forwarding order.

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**Consumer protection
is our mission**

PROOF OF LAWFUL PRESENCE

All persons requesting original registration, renewal of an active registration or reinstatement of an expired registration must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and registrants in the Division of Registrations, with the exception of apprentices, interns, and businesses.

Registrations will not be issued or renewed without completing the Affidavit of Eligibility form.

The good news is that you can complete this affidavit online when you renew using Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal).

More information regarding this law is available on our website at www.dora.state.co.us/registrations/Affidavit

HOW ARE RENEWAL FEES SET?

By law, the Office must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the Office. Once the Legislature sets the budget, the money must be raised through fees. The good news is that these fees are evaluated each year. Therefore, they are modified depending on how much money is anticipated to be received through the registration and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the Office are focused to ensure it can work diligently to do so.

REGISTRATIONS ONLINE DOCUMENTS

If you would like to view an action you may use the **Registrations Online Documents (ROD)**. ROD is a website that makes certain scanned documents related to actions taken on registrants available to the public via the Internet. The document may be found on ROD if a registrant has been disciplined or if the board has taken some other non-disciplinary action against the registrant that restricts or limits the individual's registration.

The following documents are available via ROD:

- All Stipulations, Final Agency Orders, and Suspensions that were in effect in February 2000 plus any that became effective since that date. Child Support Suspensions are not available online but may be obtained by contacting the appropriate board/program.
- Any document Revoking or agreeing to a Voluntary Relinquishment/Surrender of registration, Cease and Desist Orders and Letters of Admonition from January 1, 1999 to the present.
- All Injunctions.

[Click here](#) for more information about the types of documents provided by this online system and definitions of terms used within the disciplinary documents.

If you are interested in viewing these documents, please visit www.dora.state.co.us/registrations/ROD.

STAY INFORMED

The Division wants to keep you informed of upcoming renewal, legislation, events and other information that impacts your profession. In order to do this more efficiently we have implemented "DORA eUpdates" and we look forward to providing more of these in the future. These eUpdates are sent to the email address in our licensing system for each active licensee. To update or add your email address, log into [Registrations Online Services](#).

RENEW YOUR REGISTRATION ON TIME!

You may renew your registration online using Registrations Online Services. Renewals are generally made available 6 to 8 weeks prior to the registration expiration date. After that there is a 60-day grace period. That means you typically have a timeframe of 16 weeks within which to renew your registration

Any registration not renewed prior to the end of the grace period will be considered expired. Once a registration is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your registration prior to the end of the grace period and continue to practice, you will be practicing on an expired registration and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their registration on time and practiced without a registration. The reasons that are offered boil down to some common themes: I forgot; I moved and I forgot to notify the Office so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Office's fault because I *did* renew my registration ...or I *thought* I renewed my registration. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active registration.

So, here's where we need your help. The steps are as easy as 1-2-3!

1. Go to the Division of Registrations website at www.dora.state.co.us/registrations and click on Registrations Online Services to renew your registration.
2. Note the expiration date in your calendar to remind yourself of when it is time to renew your registration the next time.
3. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address anytime that you move so that you do not miss out on any important notices from the Division.

Remember, it is each registrant's responsibility to renew his or her registration on time. With our online system, you can handle all of this yourself, any time, day or night.