

Application Materials
Athletic Training Education Program
Union College

1. Letter of Application

- a. Must be a 1-2 page, typewritten letter explaining, but not limited to, the below questions.
 - i. Why do you want to enter the Athletic Training Education Program at Union College?
 - ii. What leadership abilities do you have to offer that would enhance the ATEP?
 - iii. Why should you be selected to enter the ATEP?
 - iv. What observations/experiences have you obtained that would make you an asset to the ATEP?
- b. Address the letter to the Union College Athletic Training Program Committee.

2. Reference Evaluations

- a. Submit three (3) reference evaluations to Lucius Willson, MS, ATC, each in a sealed envelope by the deadline. (**NOTE: See Union College ATEP memo for deadline date.**)
- b. You must type the top identifying information of the evaluation before giving the evaluation to the individuals named below.
- c. Pick at least one (1) from the list of the Athletic Training Faculty/Staff below. Then, choose one (1) other individual at your discretion.
 - i. Lucius Willson, Program Director of the ATEP
 - ii. Kristan Yates, ATEP Clinical Coordinator
 - iii. Clay Butler, Director of Sports Medicine and Drug Education
 - iv. Lindsey Ligon, Assistant Athletic Trainer
 - v. Ann Worley, Assistant Athletic Trainer
 - vi. Zach Allen, Assistant Athletic Trainer
 - vii. Dan Nowak, Assistant Athletic Trainer
 - viii. Advisor, Class Instructor, etc.
- d. Complete one (1) self-evaluation

***NOTE: A total three (3) reference evaluations must be submitted**

3. Letter of Recommendation

- a. At least one (1) typewritten character letter of recommendation is required.

- b. The letter can come from any of the following individuals:
 - i. Union College administration, faculty, or staff.
 - ii. Person of your choice (i.e. high school teacher, pastor, coach, etc.)
 - 1. *Family and clinical staff members are excluded from this category. It is recommended to give an individual approximately on months' notice prior to the deadline date.*
- c. The letter of recommendation should address the following character traits: Self-confidence, leadership, integrity, communication, responsibility, and ability to act as an athletic training student.
- d. Return in sealed envelope by deadline date with other application materials to:

Lucius Willson, MS, ATC
Assistant Professor Athletic Training Education Program Director
310 College St.
Barbourville, KY 40906

4. Interview with Union College ATEP Committee

- a. During the designated week, you will have a 20-30 minute interview with all members of the ATEP Committee. The location of this interview will be posted and announced in advance.
- b. Dress for all interviews as if you were interviewing for a job and make sure you are punctual and polite. (NOTE: All Interviews must be completed before finals weeks begins)

5. Students must complete and sign the “Application Form” and the “Course Evaluation Form”

6. Students must read and sign the final page of the “Athletic Training Major Requirements Checklist”

7. COMPONENTS FROM WHICH YOUR APPLICATION WILL BE EVALUATED:

- a. Overall GPA
- b. GPA in Pre-ATHT coursework
- c. Documentation of directed observation clinical experiences (for students applying spring-2015 and beyond)
- d. Reference Evaluations
- e. Letters of Recommendation
- f. Application Letter
- g. Interview
- h. Bonus
 - i. Other Certification – Lifeguard, EMT, CPR, First Aid, etc.
 - ii. On and Off-Campus Activities
 - iii. Community Service

8. **Students will be informed of their acceptance/non-acceptance status into the Union College Athletic Training Education Program via individual e-mail and letter shortly after final grades are posted in the Registrar's Office.**

***A rubric will be used to quantitatively measure each applicant's application materials (indicated above)**

**Union College
Athletic Training Education Program
Application form**

Name _____ Date _____

College/Local Address _____

Home Address _____

Home Phone# _____ Cell Phone# _____

Date of Birth _____ Age _____ Union ID# _____

Current Major (Curriculum) _____

School e-mail _____

Number of semester hours completed to date	_____
Number of semester hours completed at Union College	_____
Semester hours currently on schedule	_____
Grade Point Average to date	_____

**Courses Evaluated for Admission into the Union College
Athletic Training Education Program**

Directions: On the page below, indicate the date(s) you took the following pre-requisite courses and the grades(s) received.

Class	Semester/Year	Grade
ATHT 131: Basic Athletic Training (3Hrs)		
ATHT 132/210: Care and Prevention (3Hrs)		
ATHT 151: Bracing and Taping (3Hrs)		
ATHT 270: Palpation Anatomy (3Hrs) (Spring 2015 and Beyond)		
WELL: Safety and First Aid (3Hrs)		
BIOL 330: Anatomy (4Hrs)		

I, _____, do hereby certify that the grades I have indicated above are correct. I also certify and realize that failure to release accurate information on these courses will cause me to no longer be considered for admission into the Union College Athletic Training Education Program.

Signature Date

FOR OFFICE USE ONLY:

Cumulative GPA _____ Pre-Athletic Training Course GPA: _____

Total Directed Observation Hours: _____

Athletic Training Major Requirements Checklist

(Please make a photocopy of this document for your records)

(Students must read, sign and date when they declare as an Athletic Training major and again upon acceptance into the Athletic Training Education Program).

1. Program Consideration:

- a. To be considered for acceptance into the ATEP, all students shall:
 - i. _____ Meet with the advising office and declare your major as Athletic Training.

2. Student Application, Screening and Approval:

- a. To be screened and considered for approval into the Athletic Training major, all students shall make a formal application when the following criteria have been met:
 - i. _____ Be listed as a sophomore with at least a 2.5 Cumulative Grade Point average.
 - ii. _____ Satisfactory completion (B) of the following prerequisite courses (or equivalent) prior to acceptance: **For Spring 2014** ATHT 131, 132/210, 151, and BIOL 330. **For Spring 2015 and beyond** ATHT 131, 210, 151, 270 and BIOL 330
 - iii. _____ Will be interviewed by the ATEP Program Committee to determine oral communication skills, critical thinking skills, professional attitude and attributes, and overall suitability as an Athletic Training student.
 - iv. _____ Submits a formal typed (1-2 page minimum) letter of application indicating why he/she wants to become a Certified Athletic Trainer and explain what important contributions one will make to the Athletic Training profession in general, and specifically to the Union College Program.
 - v. _____ Complete all application forms, be screened and formally recommended (or denied) for formal approval by the ATEP Committee.
 - vi. _____ Understand that final selections are determined on a space available basis, and individuals most suitable and qualified are accepted. A rubric will be used to objectively make this decision.
 - vii. _____ Upon acceptance into the ATEP the student will read and sign the Hepatitis B Vaccination policy, Communicable Disease policy, Blood Bourn training roster, Technical Standards, and HIPPA forms. Students will also be required to obtain and provide proof of professional liability insurance before beginning clinical rotations.

viii. Proof (Copies) of the following items will need to be provided upon acceptance:

- 1st mmr
- 2nd mmr
- Tetanus (within 10 years)
- Tuberculosis (TB)
- PPD
- Hepatitis B vaccination policy.

3. Student Compliance/Evaluation:

a. To successfully matriculate through the ATEP in order to graduate with the Bachelor of Science degree in Athletic Training and meet the Board of Certification (BOC) examination requirements all students shall:

- i. _____ Maintain a 2.5 cumulative GPA
- ii. _____ Maintain a 3.0 GPA in major courses (non-Liberal Education).
- iii. _____ Meet all professional/behavioral requirements and expectations (code of ethics, college code of conduct, standards of practice, etc.)
- iv. _____ Meet all clinical related requirements (competencies, required rotations, policies and procedures, etc.).
- v. _____ Meet all additional requirements (athletic training and athletics, first aid/CPR certifications, course grades, etc.).
- vi. _____ Understand that failure to meet the above requirements will lead to probation and/or dismissal from the program if the offense persists. Students can appeal probation/suspension status. (NOTE: see "Grievance Procedure" in current copy of *Athletic Training Student Handbook*).

4. Clinical Experience Requirements:

b. To successfully matriculate through the ATEP in order to graduate with the Bachelor of Science degree in Athletic Training and to meet the BOC examination requirements all students must:

- i. _____ Satisfactorily complete all clinical proficiencies and educational competencies from the NATA Role Delineation Study domains: (Injury/illness prevention and wellness protection, clinical evaluation and diagnosis, immediate and emergency care, treatment and rehabilitation, organizational and professional health and well-being).

- ii. _____ Accurately record all competencies, all clinical hours, and related clinical education experiences within ATrack.
- iii. _____ Satisfactorily complete all required clinical rotations.
- iv. _____ Meet all course/curriculum requirements for graduation.
- v. _____ Obtain professional liability insurance prior to beginning the first required clinical rotation (ATHT 308) and keep this insurance effective while matriculating through the ATEP and while enrolled in the required practicum course each semester. (This will take place the first week of ATHT 308 and ATHT 408 with course fees)
- vi. _____ Become a student member of the National Athletic Trainers Association (NATA) once accepted into the ATEP and maintain membership while matriculating through the ATEP. (This will take place the first week of ATHT 308 and the last week of ATHT 408 with course fees)

5. Graduation Requirements:

- a. To graduate with the Bachelor of Science degree in Athletic Training and meet the BOC examination requirements all students must:
 - i. _____ Complete each “major” didactic course with a grade of “C” or higher.
 - ii. _____ Complete each ATHT practicum course with a grade of “B” or higher
 - iii. _____ Complete each level of ATHT course with a “C” or higher prior to enrolling in a higher level course (NOTE: The exception to this requirement is for the practicum courses, in which students must earn a grade of “B” or higher to progress.)
 - iv. _____ Achieve a minimum GPA of 2.50 on all work completed at Union College.
 - v. _____ Complete the Liberal Education Core.

6. Student Information:

Providing my name and signature below indicates my understanding of, and acceptance to meet all requirements of the Athletic Training Education Program at Union College as described above.

NAME _____

Date _____

Signature _____

Communicable Disease Policy

A communicable disease is an infectious disease that can be transmitted from one individual to another either by direct contact with that individual or individual's body fluids or by indirect contact with a vector. The Union College ATEP decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

The Union College ATEP will not discriminate against any student based on the individual having a communicable disease. Applicants shall not be denied consideration solely on the grounds that they have a communicable disease. The ATEP reserves the right to exclude a person with a communicable disease from the program and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the environment.

The ATEP will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Students who contract a communicable disease are required to obey prescribed guidelines by their attending physician. Students may not participate in clinical rotations during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician. The following communicable diseases fall under this policy:

AIDS	Measles
Amebiasis	Meningitis (bacterial)
Anthrax	Meningococemia
Botulism	Mumps
Brucellosis	Pertussis (whooping cough)
Campylobacter infections	Pinworms
Chancroid	Plague
Chlamydia trachomatis infection	Poliomyelitis
Cholera	Psittacosis
Diphtheria	Ringworm
Infectious encephalitis	Rocky Mountain spotted fever
Escherichia coli	Rubella
Giardiasis	Salmonellosis (typhoid fever)
Gonorrhea	SARS
Haemophilus influenza	Scabies
Hand, foot and mouth disease	Shigellosis
Hantavirus	Shingles (Herpes zoster)
Hepatitis A	Streptococcus pneumonia
Hepatitis B	Syphilis
Hepatitis C	Tetanus
Herpes	Toxic shock syndrome
HIV	Trichinosis
Legionellosis	Tuberculosis
Leprosy (Hansen's disease)	Tularemia
Lyme Disease	Yellow fever
Malaria	

Therefore, athletic training students should not report to their clinical site if they have *active* signs or symptoms of one or more of the above communicable diseases. Athletic training students must immediately notify the ATEP Program Director and their assigned preceptor of their status in addition to an estimate of how long they will need to be absent from their clinical rotation. In the event that a preceptor believes the athletic training student assigned to his/her site would be missing an inordinate amount of time due to adherence to the communicable disease policy, he/she should contact the ATEP Program Director and/or Clinical Education Coordinator.

I have read the Communicable Disease Policy and understand that I should report any signs/symptoms of infection to the Program Director and/or Clinical Coordinator. I further acknowledge that if I contract a communicable disease, I will not be allowed to participate in clinical rotations until I am cleared by a physician.

Student Signature

Date

Statement of Confidentiality and Privacy

I, _____, understand the importance of confidentiality while working or observing at any of the on-campus or off-campus sites of Union College's Athletic Training Education Program. I will not discuss information regarding any patients and/or family members who I may observe. I also understand that breaking confidentiality is a violation of professional ethics and may result in a grade reduction, reprimand, recommendation for probationary status, or removal from the assigned facility.

Print Name: _____

Signature: _____

Hepatitis B Vaccination Fact Sheet

Introduction

The following policy has been adopted by the Athletic Training Education Program at Union College regarding the Hepatitis B vaccination: All athletic training students are required to present documentation of a completed series of HBV immunizations or a signed waiver prior to participation in any athletic training clinical experiences.

Hepatitis B

Hepatitis B virus is one of a multiple causes of hepatitis. Although most people will recover completely from an acute infection, as many as 50% can become chronic carriers and 1-2% will die of full-blown hepatitis. Chronic carriers who may have no symptoms and others that show symptoms (such as chronic persistent hepatitis, chronic active hepatitis, cirrhosis or liver failure) could possibly transmit the virus to others. Hepatitis B is also strongly linked to causing Hepatoma, a form of liver cancer.

Hepatitis B virus can be transmitted by contact with body fluids such as:

- blood
- semen and vaginal secretions
- tears
- saliva
- urine
- breast milk

All health care professionals are at a high risk of acquiring Hepatitis B because of the frequent exposure to potentially contaminated blood or body fluids. With those facts in mind, the vaccine is strongly recommended to prevent illness from the Hepatitis B virus.

Hepatitis B Vaccine

The Hepatitis B vaccine is composed of noninfectious recombinant DNA Hepatitis B virus. Clinical studies have found that after 3 doses, 96% of healthy adults will have become seroprotected. Individuals with immune system abnormalities have less response to the vaccine but over 67% of them develop antibodies. **If you have immune deficiency problems please consult your physician before receiving the vaccine.**

Hepatitis B Vaccination Signature Page

During my athletic training clinical experiences at Union College (and approved off-campus clinical sites), I acknowledge and understand that I may be exposed to blood, blood-borne pathogens, and other potentially infectious materials. I understand that this exposure may put me at risk for acquiring the Hepatitis B Virus (HBV) infection. I understand that there is a Hepatitis B vaccination series available at the health department or from my family physician. I understand and acknowledge that it is my responsibility to obtain and pay for the vaccination series if I choose to do so. I further acknowledge by my signature and by checking **one** of the options below that I have read and understood the Hepatitis B fact sheet.

SELECT ONE:

- I have read the Hepatitis B fact sheet and in deciding not to obtain the Hepatitis B vaccination series, I understand that I may be at risk for acquiring the Hepatitis B Virus (HBV) infection, which is a serious disease. I understand the above information and decline to obtain the Hepatitis B series.
- I have read the Hepatitis B fact sheet and I have received my **initial or second** Hepatitis B vaccination and I am in the process of completing my vaccination series. At the time of completion, a copy of this form and a copy of the verification of the entire Hepatitis B vaccination will be completed.
- I have read the Hepatitis B fact sheet and I have received the entire Hepatitis B vaccination series prior to beginning my athletic training clinical experience at Union College (and approved off-campus clinical sites) and have attached a copy of this verification to this sheet.

Student Signature

Dat

**Reference Evaluation for Admission to the
Union College Athletic Training Education Program**

Name _____

Class _____

Home Address _____

Phone _____

School Address _____

Phone _____

Major(s) _____

Identify the evaluating individual by checking the appropriate space

() Advisor

() Course Instructor

() ATHT Instructor

() Program Director

() Athletic Trainer

() Clinical Coordinator

() Coach

() Other _____

On the basis of the information which I have concerning this candidate, he/she ranks as follows on the characteristics which are considered as being indicative of a successful athletic trainer (utilize a blank sheet of paper to substantiate all below average ratings)

Criteria	Above Average	Average	Below Average	No opportunity to Observe
Enthusiasm				
Speech				
Health & Vitality				
Appearance/Personal Hygiene				
English Proficiency				
Judgement				
Self Confidence				
Leadership				
Integrity				
Initiative				
Punctuality				
Creativity				
Responsibility/Dependability				
Emotional Stability				
Rapport with Students				
Rapport with Faculty				
Accepts Criticism				
Maturity				

Comments: (Please write additional comments on a blank sheet of paper and include with this form.)

Printed name of evaluator: _____

Signature: _____

Date: _____

Return forms to:

Lucius Willson, Assistant Professor Director of Athletic Training Education
310 College St. Barbourville, KY 40906 by April 1, 2013

Technical Standards

The Union College Athletic Training Education Program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as fulfill certain standards and guidelines set forth by the Commission on Accreditation of Athletic Training Education (CAATE) for this program to achieve accreditation as an undergraduate athletic training education program. The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Education Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Education Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact the Dean of Student Life, Upper Level Campus Center. The phone number is 606-546-1219. Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine eligibility. DO NOT request accommodations directly from the professor or instructor.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodations would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

**** READ AND SIGN ONLY ONE OF THE STATEMENTS BELOW**:**

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodations.

Signature of Applicant

Date

OR

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Dean of Student Life, Upper Level Campus Center (606-546-1219) to determine what accommodations may be available.

Signature of Applicant

Date