ATHLETIC TRAINING STUDENT
- MASTER’S DEGREE -
HANDBOOK AND CODE OF ETHICS

2014-2015
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I. Mission Statement

The mission of the Athletic Training Education Master’s Degree Program at Northern Arizona University is to provide a student centered graduate learning experience that effectively links didactic and clinical education in the prevention, evaluation, treatment, and rehabilitation of athletic injuries. The program faculty promote professional and ethical conduct, encourage professional leadership, prepare students to be successful on the national Board of Certification (BOC) examination, and strive to produce competent and confident Athletic Trainers prepared for a career in athletic training.

II. Learning Goals and Objectives

In keeping with the mission of Northern Arizona University, the Athletic Training Education Program, and in accordance with the expectations of the profession of Athletic Training, the goals and objectives of the Athletic Training Education Program are to:

- Provide an enjoyable educational experience that prepares students to be competent and confident athletic trainers, assuring 90-100% employment or grad school rate 1 year post-graduation (assessed by annual employment data; Employer Survey; proficiency progress; teaching evaluations; and Alumni Survey).

- Prepare students to be successful on the national BOC examination, assuring a 90-100% first time passing rate (assessed by BOC exam pass rates).

- Produce qualified individuals to serve in the secondary school setting (assessed by annual post-graduation employment data).

- Recruit and retain students of minority groups, especially Native Americans in Northern Arizona (assessed by annual program data).

- Develop young professionals that will be leaders in Athletic Training at the state, district, and national levels (assessed by Alumni Survey & alumni reported leadership positions).

- Mentor students in all aspects of Athletic Training as well as university life, assuring individual student success academically (assessed by retention rates; graduation rates; teaching evaluations; student GPAs; and the Alumni Survey) and clinically (assessed by clinical preceptor evals of students; progress on proficiencies; student evals of clinical preceptors; student and CEC evals of clinical sites; and the Alumni Survey).

- Emphasize professional conduct and ethical standards.
III. Code of Ethics

The National Athletic Trainer’s Association (NATA) has developed a Code of Ethics for the purpose of making the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. You should become familiar with the NATA Code of Ethics, which can be accessed at: www.nata.org/codeofethics/

The following Code of Ethics of the Athletic Training Education Program at Northern Arizona University was developed specifically with the Athletic Training student in mind, and based on the same principles as the NATA Code of Ethics.

a. Athletic Training students should neither practice nor condone discrimination against any legally protected class.
b. Athletic Training students should not condone, engage in, or defend unsportsmanlike conduct or practices.
c. Athletic Training students should provide care on the basis of the needs of the individual athlete. They should not discriminate in providing care on the basis of athletic ability.
d. Athletic Training students should strive to achieve the highest level of competence. They should use only those techniques for which they are qualified and authorized to administer.
e. Athletic Training students should recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure safety.
f. Athletic Training students should recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which personal issues are likely to lead to inadequate performance or harm to an athlete or colleague.
g. Athletic Training students should use care to be truthful and not misleading when stating their education and experience.

Code of Conduct

Students in the ATEP are expected to act professionally in all aspects of their involvement with the ATEP. While in the clinical setting, they will treat their clinical preceptors with respect. While in classrooms, they will treat professors with respect. At all times, students will treat each other with respect. Conflict inevitably arises at times. Please see the section in this handbook on “Conflict Resolution” for an explanation of how students are to handle conflict situations.

In the classroom, students are expected to pay attention and be engaged at all times. Students should never be talking when a professor is talking and should feel free to talk during discussion or group work times. Tardiness is not tolerated. Unexcused absences
are not tolerated. All of this reflects on your level of professionalism and commitment to the profession.

In the clinical setting, students are expected to understand the specific policies and procedures of each clinical setting. Student experiences will be quite different at each site. These varied experiences are sought after to expand learning in different Athletic Training rooms and other allied health settings. Remember that students are representing the ATEP in every setting attended. These clinical experiences are meant to be educational – a place to expand and refine the knowledge learned in the classroom. These learning experiences are to be shared with all students in each setting. So, it is expected that each student will be respectful of each other’s learning opportunities. At all times, students will be respectful of and follow instructions from their clinical preceptors. Students should never act on their own when dealing with athletes without consultation and supervision from their ATC. Students should never have non-professional relationships (ie – sexual or romantic) with any athletes, coaches, or supervisors that they work with. Students should always follow state and federal laws.

To further develop a high level of professionalism, we require students to attend the Winter AzATA (state association) meeting. Each student is expected to behave and present themselves with the utmost level of professionalism while at these meetings. The NAU ATEP has a reputation across and beyond the state of engaged, professional students. We expect to maintain this prideful reputation.

If, in any instance, a student is found to be disregarding this Code of Conduct, they will be called into a meeting with the Program Director and other faculty or clinical supervisors involved. In this meeting, after hearing about the situation in question from the students’ perspective, reprimand will be applied to the student as the Program Director deems necessary. This reprimand may include, but is not limited to: a verbal reprimand, dismissal from their clinical site for a week, dismissal from their clinical site for a semester, or dismissal from the program. Any reprimand will be recorded in letter form and placed in the student’s program file.

Again, the development of professionalism is held in the highest regard by the ATEP. Please join us in maintaining the stellar professional reputation students before you have established. Take pride in representing your profession and NAU!

<table>
<thead>
<tr>
<th>IV. Faculty and Staff</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Craig, Program Director</td>
<td>CHHS 121-B</td>
<td>(928) 523-0704</td>
</tr>
<tr>
<td>B.S. – California State University, Chico</td>
<td></td>
<td></td>
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<tr>
<td>M.S. – University of Arizona</td>
<td></td>
<td></td>
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<tr>
<td>Ph.D. – Colorado State University</td>
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</table>
V. Athletic Training Website

Information about the program can be found on the Athletic Training website at www.nau.edu/athletictraining. Information is current and will be updated routinely.

Clinical Proficiencies will be tracked using an online database. Athletic Training Students may view their progress as well as a subset of skills for each of the proficiencies. Access to this website is through a link on the main website under the education program section and the clinical proficiencies link. This website is password protected.

VI. Academic Program

a. Application

Students may enter the Athletic Training Education Program by applying in the spring of their last undergraduate year or thereafter. Admission is competitive and requires completion of specific prerequisite courses and other requirements. Admission to the program is limited. The number of applicants accepted annually is set at 30. Visit the Athletic Training website for admission criteria. All students will be required to submit
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  verification	
  cards	
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  as	
  all	
  will	
  be	
  working	
  with	
  minors	
  at	
  some
point	
  in	
  our	
  program.

The curriculum is designed to be completed by full-time students in two years. Your
advisor will provide you with a suggested course of study specific to you. Students should
expect to study and prepare for class approximately 10 hours per week outside of class.
You will be required to live outside of Flagstaff for a more varied clinical education
experience during your second year. The faculty will work with you to assure this
placement is in line with your career goals.

b. Required Courses
Pre-Requisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AT 200</td>
<td>Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>AT 229</td>
<td>Emergency Care in Athletic Training</td>
<td>2</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 334</td>
<td>Functional Anatomy and Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 338</td>
<td>Physiology of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>BIO 338L</td>
<td>Exercise Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>NTS 165</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PHY 111</td>
<td>General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 111L</td>
<td>General Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 270</td>
<td>Applied Statistics</td>
<td>3</td>
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</table>

Athletic Training Master’s Degree Requirements (58 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 500</td>
<td>Bracing and Padding in Athletic Training</td>
<td>1</td>
</tr>
<tr>
<td>AT 501</td>
<td>Clinical Education I</td>
<td>3</td>
</tr>
<tr>
<td>AT 502</td>
<td>Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>AT 503</td>
<td>Clinical Education III</td>
<td>2</td>
</tr>
<tr>
<td>AT 504</td>
<td>Clinical Education IV</td>
<td>4</td>
</tr>
<tr>
<td>AT 505</td>
<td>Clinical Education V</td>
<td>4</td>
</tr>
<tr>
<td>AT 510</td>
<td>Ethics in Athletic Training Practice</td>
<td>2</td>
</tr>
<tr>
<td>AT 520</td>
<td>Anatomy for Athletic Trainers</td>
<td>3</td>
</tr>
<tr>
<td>AT 525</td>
<td>Rehabilitation of Athletic Injuries I</td>
<td>3</td>
</tr>
<tr>
<td>AT 526</td>
<td>Rehabilitation of Athletic Injuries II</td>
<td>1</td>
</tr>
<tr>
<td>AT 530</td>
<td>Therapeutic Modalities</td>
<td>3</td>
</tr>
<tr>
<td>AT 535</td>
<td>Pathophysiology of Medical Conditions &amp; Pharmacology in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>AT 540</td>
<td>Lower Extremity Injury Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>AT 545</td>
<td>Upper Extremity Injury Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>AT 550</td>
<td>Research I – Proposal Development</td>
<td>1</td>
</tr>
<tr>
<td>AT 555</td>
<td>Research II – Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>AT 610</td>
<td>Nutrition for Athletic Performance</td>
<td>3</td>
</tr>
<tr>
<td>AT 620</td>
<td>Administration in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>AT 625</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>AT 635</td>
<td>Psychology of the Injured Athlete</td>
<td>3</td>
</tr>
<tr>
<td>AT 650</td>
<td>Research III – Research Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>AT 655</td>
<td>Research IV – Applied Project</td>
<td>2</td>
</tr>
</tbody>
</table>

c. **Attendance**
Students in the Athletic Training Education Program are expected to attend all class meetings. Students should arrive to class on time and be ready for instruction or laboratory activities at the stated time. If students need to miss a class for any reason, the professor must be notified prior to the scheduled class. If unable to notify the professor prior to class due to circumstances beyond your control, notify the professor as soon as possible. Students must notify the professor BEFORE class with the reason for absence AND get a response that confirms the absence as either ‘unexcused’ or ‘excused’. A 2% automatic deduction of final points will occur for initial unexcused absences. A 5% automatic deduction of final points will occur for each additional unexcused absence. If a student has an unexcused absence, they are not allowed at the clinical site that day/night.

VII. **Advising, Registration, and Scheduling**

Once accepted, students will work closely with a CHHS advisor. A CHHS advisor will assist with registration and scheduling as well as any other academic issues. Students should meet with their advisor prior to registering each semester. Please bring a prepared class schedule to this meeting. Students may not drop any classes without the prior approval of their advisor. Remember that the advisor is here to assist students. However, students are ultimately responsible for scheduling and completing the coursework required for graduation.

VIII. **Clinical Preceptors**

a. **Formal Responsibilities of the Clinical Preceptor**
The Clinical Preceptor shall provide instruction and evaluation of Athletic Training students on the NATA Clinical Proficiencies. The Clinical Preceptor shall directly supervise the Athletic Training student by being physically present in order to intervene on behalf of the individual being treated and shall evaluate student proficiency in a one-on-one basis. The Clinical Preceptor shall instruct the clinical skills that support Athletic Training services. The Clinical Preceptor shall provide for demonstration and feedback in the student’s development of mastery and participate in accepted educational practices for evaluation of the student as skills mature.
b. **Supervision of Graduate Assistant Clinical Preceptors**

Graduate Assistants, who have successfully completed the national Board of Certification (BOC) Examination, may be invited to complete the Clinical Preceptor Workshop offered by the NAU Athletic Training Education Program. Graduate Assistants that complete this workshop and have a minimum of one-year experience post-certification may function as a Clinical Preceptor. A Graduate Assistant that completes the workshop and has less than one-year experience may only function as a Clinical Instructor. Graduate Assistants will not serve as a Clinical Preceptor for more than two Athletic Training students during their second year as an AT.

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**IX. Clinical Assignments**

a. **General Guidelines**

The Clinical Coordinator, with input from the Program Director, will make clinical assignments based on the student’s professional goals, hometown, and availability. All students will choose a clinical site outside of Flagstaff for their second year.

Students are expected to be punctual for clinical assignments. In the event that you will be late or cannot be present for an assignment, you must notify your clinical preceptor immediately. Interference due to outside employment is not a valid reason for attendance or punctuality problems at your clinical assignment. Persistent punctuality problems are grounds for dismissal from the clinical assignment and/or the program. Being responsible is a large emphasis in our program and reflects on the student’s level of professionalism.

**Preceptors** will regularly evaluate the Athletic Training student’s proficiency in clinical skills and complete three evaluations per semester. **Preceptors** should discuss evaluations with the Athletic Training student prior to submitting the evaluation to the Clinical Coordinator. The Clinical Coordinator will provide students with copies of all evaluations upon request. Likewise, students will have the opportunity to evaluate their **Preceptor** each semester. Answers should be based on the quality of your experience, not the personality of the instructor.

b. **Hours**

The program policy regarding number of clinical hours provides for a maximum of 480 hours per semester (30/wk for 16 wks), and a minimum of 240 hours per semester (15/wk for 16 wks). Additionally, each student must have one full day off per 7-day period.

Students should strive toward maximum hours, as long as there is sufficient time to excel academically. Students on Clinical Probation are limited to 15-20 hours per week.

Clinical Preceptors will complete your work schedule accordingly. Students should expect to spend a minimum of twenty hours per week at their clinical site. It is the philosophy of the program that experience in the clinical setting will allow you to become more
competent, proficient, and confident as an Athletic Training student. We understand that many students would like to work beyond their regularly scheduled hours. Students with a 3.0 GPA or above will be allowed to volunteer for additional time in the Athletic Training room if they desire. Remember that academics are a priority and extra clinical hours should not conflict with class or study time.

c. **Clinical Education**
Clinical Education courses (AT 501, 502, 503, 504, and 505) provide opportunities for the evaluation of students’ proficiency in a set of required clinical skills. Competence in these proficiencies is to be developed during class laboratories, clinical courses, fieldwork experience, and with outside practice. Fieldwork may be on campus or off campus depending on availability and will require afternoon, evening, and weekend time commitments. Preceptors will determine student work schedules. Practice and competition times will fluctuate by institution and sport assignment.

The fieldwork experience is essential because it gives the student the opportunity to work directly with athletes from various sports in the prevention, evaluation, treatment and rehabilitation of athletic injuries. In addition to the Athletic Training room, students will complete one to two-week break out rotations to observe and interact with physicians and other allied healthcare providers in their professional settings. In order to observe surgical procedures at Northern Arizona Orthopedics, you must provide immunization records. The program will forward these records with your signed consent (*Appendix A*).

d. **Athletic Training Student Travel**
Unsupervised student travel with a sports team is in direct non-compliance of the Commission for Accreditation of Athletic Training Education (CAATE) “2012 Standards for the Accreditation of Entry-Level Athletic Training Education Programs”. This means that the Clinical Preceptor must be physically present and have the ability to intervene on behalf of the athlete and athletic training student to provide on-going and consistent education. Thus, student travel with a sports team when your Clinical Preceptor is not present is not allowed. Travel is allowed *only when accompanied* by a Clinical Preceptor.

Students who have been placed on Academic or Clinical Probation may not travel with their Clinical Preceptor further than 20 miles from their primary clinical site. This is set in policy to protect the student’s time commitments to promote improvement in their academic work.

e. **Lightning Policy**
In the event of lightning strikes, lightning policies in place at the Certified Athletic Trainer’s place of employment or the Athletic Training student’s assigned clinical site shall be followed. It is the responsibility of the Certified Athletic Trainer at each affiliated clinical site to inform NAU ATEP students of their respective lightning policy. Athletic Training students should in turn request this information during their orientation to each clinical site.
f. **Transportation to Clinical Sites**

Students are responsible for their own transportation to and from their clinical assignments. Students are responsible for auto insurance on personal vehicles. Students should never transport an athlete in their personal vehicle.

g. **Confidentiality**

Patient/Athlete confidentiality is of the utmost importance, particularly in athletics where there are many bystanders. At no time should that confidentiality be breached. Students should not discuss confidential patient/athlete information with anyone (the press, professional scouts, roommates, parents, boyfriend/girlfriend, etc.) other than their clinical preceptors and overseeing physicians. All records are confidential and should never be removed from the clinical site without permission of the Preceptor. *To assure that students are aware of confidentiality laws, each student must go through HIPAA training with the university before they begin at their clinical site. Additionally, all students must complete FERPA training*. Both of these trainings will be offered in the summer when new students report for their first courses in the program.

h. **Conflicts**

Conflicts in the Athletic Training room will happen. A student may have a difference of opinion with a preceptor or another Athletic Training student regarding patient care. Students are encouraged to discuss this privately with the other person at an appropriate time. Never argue in the presence of the patient. This may undermine the patient’s confidence in the preceptor and/or the student. The Certified Athletic Trainer, in consultation with the team physician, makes final decisions regarding care of the athlete.

If a peer conflict cannot be resolved, the situation should be brought to the attention of the Clinical Preceptor. If problems remain unresolved, students may contact the Clinical Coordinator who will intervene and serve as a mediator until the conflict is resolved.

i. **Student Roles**

1. **Clinical Education**

   *Student Responsibilities* - The athletic training clinical proficiencies are taught and evaluated in both academic and clinical education courses. Students are exposed to various settings where Athletic Trainers or other specialized health care/medical professionals are employed. Responsibilities are to learn and maintain a high level of professionalism.

   *Supervision* - Students must be directly supervised by a Clinical Preceptor during the delivery of athletic training services. The Clinical Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. Proficiency evaluation by a specialized health care/medical professional must be re-evaluated by a Clinical Preceptor to determine the student’s ability to apply the skills clinically.
2. **First Aid Provider**
   
   First aid provider roles are adjunct to the academic program and are not considered to be a part of the student’s formal education.

X. **Professional Appearance**

There are very few things more important for the student than developing the professional respect and confidence of patients and colleagues. Appearance is the most outward sign of professionalism. While on clinical rotations students will be required to dress in a professional manner. Remember to set yourself apart from the athletes. Blue jeans or jean shorts are not acceptable. Tennis shoes are acceptable, but must be in good condition. Any visible piercing (other than ears) should be removed during work hours. Overall grooming and hygiene should be maintained. Extremes of appearance are to be avoided during clinical rotations. Remember you are representing NAU, the ATEP and yourself. The following guidelines describe what is considered to be appropriate professional attire.

a. **NAU Athletic Training Room**
   - NAU Athletic Training polo (*provided*)
   - Blue or Khaki pants or shorts

b. **Athletic Training Room (other than NAU)**
   - Collared shirt
   - NAU Athletic Training Education Program polo
   - Khaki pants or dress shorts (*any color*)

c. **Clinical Rotations**
   - Business casual
   - Collared shirt (*NAU Athletic Training polos are acceptable*)
   - Khaki pants or slacks (*any color*)

d. **Professional Meetings**
   - Business casual
   - MEN - Dress shirt, tie, and slacks
   - WOMEN - Pant suit, dress, or skirt and blouse

e. **Classes**
   - Comfortable, but please no revealing clothing

NAU Athletic Training Education Program polo shirts will be provided at the beginning of each academic year. See the Program Director for details.
XI. Professional Relationships

a. Medical Professionals
   Students should act professionally when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate medical terminology.

b. Athletes
   Students should conduct themselves in a professional manner at all times. At no time should they engage in conduct that would undermine an athlete’s confidence or cause a conflict of interest in the care of an athlete. This includes social interaction with athletes outside of the student’s clinical assignment and romantic relationships with any athlete at the clinical site at which the student is placed.

c. Coaches
   It is important that students develop professional relationships with coaches. Generally, a clinical preceptor will provide status reports to coaches, although students will be required to do this on occasion. You should discuss how to handle the coaches’ questions with your clinical preceptor. A student’s interaction should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or athlete, he/she should make this known to the clinical preceptor immediately. Most problems can be easily resolved if approached early and properly.

Social/romantic relationships with coaches are forbidden. Such relationships will be cause for dismissal from the program. If a coach approaches you, you should inform your clinical preceptor immediately.

d. The Media
   Students in clinical rotations, especially in the collegiate setting, may be asked by the press to provide information about an athlete’s condition. Reporters may do this very subtly, without asking a direct question. Students should be mindful about patient/athlete confidentiality in dealing with the press. The best policy when confronted by the press is to be polite, but redirect them to your clinical preceptor. Remember, nothing mentioned while talking to the press is “off the record.”

XII. Medical Facilities in Flagstaff

<table>
<thead>
<tr>
<th>NAU Athletic Training Room</th>
<th>(928) 523-0104</th>
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<tbody>
<tr>
<td>Coconino High School Athletic Training Room</td>
<td>(928) 773-8240</td>
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</table>
XIII. Retention in the Program

a. Requirements for Retention
   To be retained in the Athletic Training Education Program, students must:

   i. Maintain a 3.0 or better cumulative grade point average for all coursework while in the program. Students will be removed from probationary status once their cumulative GPA is at or above a 3.0. Additionally, no student may have more than 6 semester hours at a “C” level.

   ii. Earn a 3.0 or better semester GPA each semester.

   iii. Earn a “C” or better in all courses required to complete the degree. Failure to achieve these minimum grades will necessitate retaking the course and may preclude you from registering for other courses that require the deficient course as a prerequisite.

   iv. Complete the clinical proficiencies assigned for the semester.

   v. Be in good academic standing with the university and comply with university policies.

   vi. Abide by local, state, and federal laws.

   vii. Abide by the statutes and rules of the Arizona Board of Athletic Training.

       ➢ Students must perform under the supervision of a licensed Athletic Trainer.

       ➢ “Only a licensed Athletic Trainer is allowed to prepare an initial treatment plan, initiate or re-evaluate a treatment plan, or authorize in writing a change to a treatment plan.”
b. **Probation**

It is a program requirement that students MUST complete four full semesters of clinical education experience. If a student has been on second semester probation (see below) and thus not gaining experience at their clinical site, they need to be aware that this may prolong their graduation by one full fall or spring semester while they complete their fourth FULL semester of clinical education. The program director will not be able to sign the required “BOC Program Director Endorsement” that allows the student to take the BOC exam, without the student completing 4 full semesters of clinical education.

i. **PROBATION – First semester probation**

Probation will serve as a warning to students that their progress in the program is not satisfactory. Students placed on probation may not complete more than 20 hours per week at their respective clinical site. More severe consequences will occur if the problem is not addressed. If students are placed on probation due to GPA and/or grade issues, an Academic Recovery Plan will be created to assist the student in improving their academics. Students may be placed on probation for the following reasons:

- Cumulative grade point average falls below a 3.0.
- Semester grade point average is below a 3.0.
- Failure to complete the clinical proficiencies for a given semester.
- Failure to earn a “C” or better in a course required for the major.
- Accumulation of more than 6 credits of “C” within the program.
- Failure to remain in good standing academically with the university.
- Failure to abide by university policies (i.e. cheating, plagiarism, etc.).
- Failure to abide by the statutes and rules of the Arizona Board of Athletic Training or state/federal laws.
- Violation of Student Code of Conduct.

ii. **CLINICAL PROBATION – Second semester probation**

Students on clinical probation will not be given a clinical assignment. This will allow the student to devote more time to academics and improving their semester and cumulative GPA. If the student is put on Clinical Probation and is out of the clinic for the semester, they cannot pass the clinical education course assigned to that semester and will need to withdraw from the course. Thus, they will need to take that clinical education course the following full semester (fall or spring). This may prolong the student’s graduation by a full semester. Students may be placed on clinical probation if:

- Semester and/or cumulative GPA requirements are not met after first semester probation and working within their Academic Improvement Plan.
- Students do not earn a “C” or better in a required course after first semester probation and working within their Academic Improvement Plan.
- Violation of Student Code of Conduct.
iii. **DISMISSAL FROM THE PROGRAM**

The Athletic Training Education faculty will make decisions regarding the dismissal of a student from the program. A letter will be placed in the student’s file and sent to the student. For a full description of this process, please see “University Program Dismissal Policy” at: [https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc](https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc)

Students who have not remedied their probation status at the end of two probationary semesters, whether consecutive semesters or not, will be recommended for dismissal from the program. Thus, students may only be on any form of probation for two semesters while in the program. If they require a third semester of probation, they will be dismissed from the program.

Other circumstances (i.e. sacrificing patient confidentiality, unprofessional relationship with an athlete, etc.) may result in a student being recommended for immediate dismissal. These situations will follow the university dismissal process and be dealt with on a case-by-case basis.

c. **Procedure for Disciplinary Action**

Students are required to adhere to the Code of Ethics established by the National Athletic Trainers’ Association, the Arizona Licensure Laws governing the profession, the Program Code of Conduct, the NAU Code of Conduct adopted by the Arizona Board of Regents, and all state and federal laws.

*An infraction of the above Code of Conduct may result in the following:*

1. **1st infraction** – verbal and/or written professional warning; possible suspension from clinical site;
2. **2nd infraction** – may result in one or all of the following:
   a. removed from the clinical site,
   b. assignment of failing grade for the clinical education course for that semester,
   c. mandatory re-enrollment in the clinical education course;
3. **3rd infraction** – recommendation for dismissal from the Program.

*When an infraction occurs, the following steps must be followed:*

1. The instructor or the Clinical Preceptor meets with the student to discuss the incident.
2. The instructor or Clinical Preceptor submits a written report of the incident to the Program Director, including any outcome or resolution.
3. If not resolved, the Program Director meets with the program faculty, student, and a silent witness if selected by the student, to discuss the incident. This meeting is to give the student an opportunity to present their case. Following this review, the Program Director will determine the appropriate disciplinary action, if any.
4. The Program Director submits the recommendation for disciplinary action in writing to the Department Chair for review and approval.
5. The Program Director and/or Clinical Coordinator meet with the student to discuss the incident and the disciplinary action approved by the Chair. 

6. The Program Director and student then sign a letter documenting the incident and process, which is put in the student’s permanent program file. The Chair and Dean are notified of this action by letter. All materials pertaining to the disciplinary action are kept in a separate file in the Program Director’s office.

**Critical Incident:**
If a student commits an infraction that is of a critical nature, the Program faculty may meet and recommend immediate dismissal of the student from the Program, regardless of any previous infractions. If dismissal from the ATEP is recommended, then the University Program Dismissal Policy is followed: [https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc](https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc)

Examples of critical incidents may include, but are not limited to:
1. Poor judgment that jeopardizes the safety and/or comfort of clients/patients.
2. Failure in safeguarding institution or client/patient confidentiality.
3. Leaving a clinical assignment without proper notification of appropriate personnel.
4. Gross insubordination or slander to a clinical preceptor or instructor.
5. Clinical attendance under the influence of alcohol or other drugs.
6. Manipulating drug supplies, narcotics, medication or patient records.
7. Aiding, abetting or assisting any person to violate or circumvent any law, rule or regulation intended to guide the conduct of Athletic Trainers.
8. Non-compliance with policies and/or procedures in the Northern Arizona University Student Handbook and/or course syllabi.
11. Violation of any provisions of this Handbook or of the Code of Conduct.
12. Violation of any city, county, state, or federal laws that result in a felony charge.

**Appeal Process for Dismissal:**
The student may appeal the findings and/or recommendations of dismissal to the Program Faculty. Further detailed description of this process can be found on the [NAU Academic Standards Committee](https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc) website at: [https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc](https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc)
XIV. Professional Associations

Students are strongly encouraged to join appropriate professional associations. Professional association membership is an important indicator of commitment to the profession. See the Program Director for membership applications.

a. National Athletic Trainers’ Association (NATA)
   Dues ($105 per year - as of 2013)
   Eligibility for scholarships
   You receive:
   - NATA News
   - Discounted registration to clinical symposiums
   - Discounted fee for the national certification exam

b. Rocky Mountain Athletic Trainers’ Association (RMATA) – District 7
   Dues (included in dues for the NATA)
   Eligibility for scholarships
   You receive:
   - Discounted registration to clinical symposiums

c. Arizona Athletic Trainers’ Association (AzATA)
   Dues (included in dues for the NATA)
   Eligibility for scholarships
   You receive:
   - Discounted registration to winter and summer meetings

Students are required to attend the AzATA Winter Meeting in February and are encouraged to attend the RMATA meeting in April. Transportation and lodging may be paid through funds raised by the NAUATSA. If for any reason you are unable to attend the AzATA meeting in February, you must file a written petition with the Program Director two weeks in advance. Students failing to take this action may be placed on probation.

XV. Certification and Licensure

a. Certification
   All students are working toward the entry-level credential for the practice of athletic training, “Certified Athletic Trainer” or “Athletic Trainer, Certified” (ATC). To become certified, students must:
   - Receive their degree in Athletic Training from a CAATE accredited program.
   - Pass the Board of Certification (BOC) examination. Students may sit for the exam during their final semester of their master’s program or thereafter.

   Successful completion of these two requirements will result in a student becoming an “AT”.
**Fees associated with the certification examination (as of 3/2011)**

**Application Fee (one-time non-refundable fee)**

- NATA Members $35
- Non-members NATA $60

**Examination Fees**

- First time candidate $275
- Retake Candidate $235

*Candidates re-taking the exam are not required to pay an application fee if the exam is taken during the candidate’s one-year eligibility period.*

Students should begin applying for the exam in the semester before they plan to take it. This may ensure preferred exam dates. Applications for the exam are available on the BOC website ([www.bocatc.org](http://www.bocatc.org)).

**b. Licensure**

Students are exempt from licensure in the state of Arizona. Students must however practice under the supervision of a licensed Athletic Trainer. Once you become certified by the BOC, you are eligible for licensure in the state of Arizona. If you plan to stay in Arizona and practice Athletic Training you must become licensed. If you practice outside of Arizona it is your responsibility to investigate the laws governing the practice of Athletic Training in that respective state. The Arizona licensure initial fee is $250.

**XVI. Textbooks and Supplies**

Students should purchase all textbooks required for athletic training courses. Recommended textbooks are kept in the bookstore and have been selected because they will provide a good supplement to those books that are required. Students are encouraged to keep all textbooks with athletic training content to begin building their own library and to assist with studying for the BOC exam.

**XVII. Health and Immunizations**

Students must have a physical examination completed by a licensed practicing health care provider (i.e. M.D., D.O., PA-C, NP). The program uses a standard form (*Appendix B*) for this evaluation. The practitioner should attest that you are able to meet the technical standards (*Appendix D*) for the program. All information given by the student on the health evaluation is expected to be correct and current.

The following immunizations are required to be up to date while in the Athletic Training Education Program.
- **Hepatitis B**
  (a three shot series must be started at the time of enrollment and proof vaccinations submitted upon completion) *Students electing to not receive the Hepatitis B vaccinations must sign the Hepatitis B Vaccination Release Form (Appendix E). This form is available from the Program Director.*

- Measles, Mumps, Rubella - two sets completed
- Tetanus - every ten years
- Diphtheria
- **TB Skin Test**- every two years

These immunizations are available from NAU Health Services. The cost of the physical examination and immunizations is the student’s responsibility.

Records of the student’s health evaluation and immunizations must be submitted to the Program Director prior to beginning clinical rotations.

### XVIII. Disability Resources

The Athletic Training Education Program works collaboratively with Disability Resources (DR) to make accommodations for students with disabilities. All students must read and sign the Technical Standards *(Appendix C)* for the program upon acceptance. A copy of this form is included in the handbook. This form serves as official notification of the specific technical standards for completion of the program as required by the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Requests for accommodation are not reviewed as part of the criteria for program admission and such requests are not used prejudicially against the student. Students requesting accommodation should contact the DR office as soon as possible. Ideally, accommodation requirements should be in writing before the beginning of the semester but can be completed at any time. If a student’s condition changes while in the program, the student is highly encouraged to contact the Program Director and the DR office within two weeks of the change.

### XIX. Communicable Disease Policy

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal sore throat and influenza can be spread by discharge from nose or throat, either by droplet through the air, or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that that occurs in a school setting or healthcare environment. Athletic Training Students who are diagnosed by a medical professional with a communicable disease that may be transmitted by casual contact should immediately notify the Clinical Coordinator as well as
their direct clinical preceptor. The student shall not report to their clinical assignment until cleared by a physician.

All students admitted to the Program are required to go through an OSHA Blood Borne Pathogen training before beginning their clinical education. The OSHA BBP training is provided through the Program and institution online. AIDS and Hepatitis B can be spread by direct blood transmission into the blood stream of another and by semen or vaginal fluid contact. These diseases do not pose a risk if body fluids such as blood are correctly handled and OSHA guidelines are followed. *By signing the Appendix E – Letter of Agreement, the student is verifying that they understand this Communicable Disease Policy.*

**XX. Student Liability Insurance & FUSD Fingerprinting**

ALL students are required to purchase a liability insurance policy providing $1M/$3M coverage. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. The cost of insurance is approximately $20 - 40 per year depending on the insurance company. You must show proof of this insurance prior to beginning clinical rotations each year.

To purchase liability insurance coverage from HPSO (cost of $39 as of 2013) visit: [https://www.hpso.com/quick-quote/page1.jsf](https://www.hpso.com/quick-quote/page1.jsf).

*All students must be fingerprinted through the state fingerprint verification process prior to beginning the program.* Students are required to pursue the fingerprinting during the spring that they are admitted to the program, before beginning in the program that fall, as fingerprint verification can take up to 8 weeks to be processed! Students working in Flagstaff Unified School District (FUSD) high school athletic training rooms must complete a FUSD Volunteer Packet. Please contact the head athletic trainer at the high school site that you have been assigned to obtain a packet. Once the packet is complete, the student will be required to show proof of fingerprint verification at the FUSD office at 3285 E. Sparrow Ave. in Flagstaff. For further clarification call FUSD at 928.527.6000.

**XXI. Financial Assistance**

Procedures for applying for financial aid are available from the financial aid office of the University (Gammage Building, 3rd Floor). You should set up a meeting with a financial aid counselor to assess your need. All students should submit a FAFSA application to make them eligible for need-based scholarships. There are scholarships available through various professional organizations (i.e. NATA, RMATA), the college, the NAU Athletic Training Room, and the Athletic Training Education Program. Most professional organizations will require membership for eligibility. Additionally, some students may qualify for a work-study position.
on campus. See the Program Director or the program website for more information on scholarships and work-study. For information on expenses (i.e. tuition, room, board, etc.) while attending NAU please refer to the Graduate Catalog or the university website (www.nau.edu).

Scholarships provided by the Athletic Training Education Program are intended to help you with the cost of your education. This includes tuition, room, board, and books. The use of scholarship money for anything other than the previously mentioned items will result in the revoking of the current scholarship. If a scholarship must be revoked, the student will not be considered for Athletic Training Education Program scholarships in the future and the faculty will not provide written recommendation for outside scholarships.

XXII. Outside Employment

The clinical education component of the curriculum requires students to complete extensive afternoon, evening, and weekend clinical rotations. These clinical rotations will likely interfere with the student’s ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in the program. Students are not prohibited from holding outside employment, but such employment may not interfere with the student’s clinical assignments or their ability to complete coursework.

XXIII. Grievance Policy

The Athletic Training Education Program (ATEP) at Northern Arizona realizes that misunderstandings and disagreements may arise during the course of a student’s enrollment in the program.

Informal Procedures
Initially, disagreements, complaints, misunderstandings and grievances directly associated with the Athletic Training student’s commitments or involvement in the ATEP can be resolved by using informal discussion, exchanges, counseling, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

Formal Procedures
The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures.

For the administration of formal grievance procedures, the NAU policy will be followed. Please see this policy at: http://home.nau.edu/studentlife/handbook.asp
Complaint
The student may file a complaint, in writing, with the Program Director. If the complaint involves the Program Director, the complaint should be filed with the Chair of the Physical Therapy and Athletic Training department. Such complaint shall state the name, address, phone number, and email address of the complainant; the names, times, places of persons and/or events surrounding the subject of the complaint; and the substantial nature of the problem, so as to fairly apprise the Program Director or Department Chair of the facts and/or parties incident to the complaint.

Adapted from the Northern Arizona University Student Grievance System.
I hereby authorize and request you to release my immunization records to:

Dr. Lewicky and Dr. Rohrbough  
Northern Arizona Orthopedics and Neurosurgery  
1485 North Turquoise Drive  
Flagstaff, AZ 86001  
(928) 226-2900

Name: ___________________________________________ Date: ________________________

Address: ____________________________________________

____________________________________________________

____________________________________________________

Signature

____________________________________________________

Witness
APPENDIX B
Athletic Training Education Program
Physical Form

Name: ___________________________ Birth date: __________ / __________ / __________
S.S. #: __________________________ NAU ID #: __________________________

Flagstaff Address: ________________________ Permanent Address: ________________________
__________________________ __________________________
__________________________ __________________________

PATIENT HISTORY

Have you or an immediate relative ever had any of the following conditions: (if yes please explain)

<table>
<thead>
<tr>
<th>Condition</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies</td>
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<tr>
<td>Anemia</td>
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<td>Arthritis</td>
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<td>Asthma</td>
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<td>Concussion</td>
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<td>Diabetes</td>
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<td>Eating Disorder</td>
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<td>Epilepsy</td>
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<tr>
<td>Fainting</td>
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<tr>
<td>Hearing Trouble</td>
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<tr>
<td>Heart Condition</td>
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<td>Hepatitis</td>
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<td>Hernia</td>
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<tr>
<td>Kidney Trouble</td>
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<tr>
<td>Menstrual Irregularities</td>
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<tr>
<td>Migraine Headaches</td>
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<tr>
<td>Mononucleosis</td>
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<tr>
<td>Rheumatic Fever</td>
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<tr>
<td>Valley Fever</td>
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</tbody>
</table>

Are you currently under the care of a physician? YES NO
IF yes, please explain ____________________________________________________________

Are you currently taking any medications? YES NO
IF yes, please explain ____________________________________________________________
Have you ever received counseling or treatment for a substance abuse problem?  YES  NO
IF yes, please explain ____________________________________________________________

Have you ever received psychological counseling or treatment?  YES  NO
IF yes, please explain ____________________________________________________________

Have you ever had surgery?  YES  NO
IF yes, please explain ____________________________________________________________

Have you ever had a fracture?  YES  NO
IF yes, please explain ____________________________________________________________

PATIENT STATEMENT
I attest that the above statements are true.

Patient signature ______________________ Date __________

PHYSICAL EXAM  To be completed by physician

Height: ______  Weight ______
Eyes:  R 20/  L 20/  Contacts  Pupils
With/Without correction  yes / no  R>=<L
Pulse (resting): __________  BP: _______ / _______
Ears ____________________________________________
Nose __________________________________________
Throat __________________________________________
Lymph Nodes __________________________________
Heart __________________________________________
Lungs __________________________________________
Abdomen _______________________________________
Genitalia (M) __________________________  Hernia (M) __________________________
Urinalysis (dipstick):  □ Normal  □ Abnormal
If the following labs are appropriate or performed, please provide results.
HCT: _______________________________________
Chest x-ray: __________________________________

PHYSICIAN STATEMENT
I attest that this student is physically able to meet the attached technical standards for the Athletic Training Education Program at Northern Arizona University.

Signature of physician or healthcare provider ___________________________ Date __________

Name and location of physician or healthcare provider ___________________________
Technical Standards for Admission

The Athletic Training Education Program at Northern Arizona University is a rigorous and intense program. Specific requirements and demands are placed on students enrolled in the program. An objective of this program is to prepare students 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 a Student Athletic Trainer to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the Athletic Training Education Program must meet the following abilities and expectations:

- Formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
- Demonstrate the ability to communicate, with or without accommodation, effectively and communicate at a level consistent with competent professional practice.
- Record physical examination results and treatment plans clearly and accurately.
- Maintain a 3.0 GPA.

I certify that I have read and understand the technical standards listed above, and I believe to the best of my knowledge that I meet each of these standards. I understand that if I am unable to meet these standards I will not be admitted into the program. I further understand that if at any time prior to graduation I am unable to meet these standards I will not be allowed to continue in the program.

_________________________  ___________________________
Signature of Applicant       Date

If you have a documented disability, you can arrange for accommodations by contacting the office of Disability Resources at 523-8773 (voice), 523-6906 (TTY). In order for your individual needs to be met, you are required to provide DR with disability related documentation and are encouraged to provide it at least eight weeks prior to the time you wish to receive accommodations. You must register with DR each semester you are enrolled at NAU and wish to use accommodations. Concerns or questions regarding disability related accommodations should be brought to the attention of DR or the Affirmative Action Office.
Name:__________________________________________  NAU ID: __________________________

The Athletic Training Education Program at Northern Arizona University recommends that all Athletic Training students be vaccinated against HBV. The student receiving the vaccinations must provide documentation showing proof of the vaccination series or provide this completed and signed release form.

I understand that due to my occupational exposure, as an Athletic Training student, to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection.

I acknowledge that I have elected not to receive the HBV vaccination series and release Northern Arizona University, the Athletic Training Education Program, as well as my assigned clinical rotation from any liabilities and consequences if I contract the Hepatitis B virus.

________________________________________________________________________  __________
Student signature Date

________________________________________________________________________  __________
Witness signature Date
Student Athletic Trainer Handbook and Code of Ethics

I, ________________________________, hereby acknowledge that I have received a copy of the Student Athletic Trainer Handbook and Code of Ethics for the Athletic Training Education Program at Northern Arizona University. I further acknowledge that I have read the principles listed in the Code of Ethics as well as the policies set forth in the Handbook and that I fully understand, agree with, consent to, and will abide by the terms outlined.

_________________________________________________________________________  __________
Student Signature                                                  Date

_________________________________________________________________________

This document was signed before me this _____ day of ________, 20____.

Notary Public ____________________________________________________________

(seal)