

License Renewal

In May 2024, the Board of Medical Examiners began initial licensure for Athletic Trainers. With a biennial renewal and an expiration date of September 30, 2026, the time to renew is fast approaching. The renewal period typically begins three (3) months prior to the expiration. Renewals will take place online through the licensure portal similar to initial application.

Licensees should have received validation email, which is the first step for the process. The Board will mail a notice that the renewal application is live. Licensees can then log into the renewal portal and complete the renewal. The renewal process verifies licensure information and asks personal history questions related to licensee's practice. If a licensee needs to provide additional information to the Board, they may have to complete a paper application and mail it to the Board.

Licensees will need to submit a Board of Certification for the Athletic Trainer (BOC) Certificate as part of the renewal process.

Licenses must be renewed by September 30, 2026, for the next licensure period of October 1, 2026 to September 30, 2028. Licensure renewal is \$40.00 for the two-year period. Licenses not renewed by September 30, 2026, will lapse and licensees must stop practicing until their license is renewed. Late renewal applications are subject to a \$15.00 late renewal fee.

Continuing Education

Prior to renewal, licensees must complete two (2) continuing education (CE) courses approved by the board in consultation with the Athletic Trainers' Advisory Committee. Please see your renewal application for detailed information about CE requirements. You must complete ALL CE before submitting your renewal. **DO NOT SUBMIT continuing education certificates to the Board.** The Board will not maintain copies. A random audit will be conducted at the end of the renewal period, requiring proof of CE documentation.

Background Check Required

Applicants who applied for an Athletic Trainer's license between May of 2024 and October of 2024 were not subject to a background check as part of initial licensure. To ensure the Board has run background checks on all of its licensees, Athletic Trainers who did not complete a criminal background check as part of initial application must complete a criminal background check as part of the renewal process. Licensees who need to complete a background check must be fingerprinted within 60 days of submitting their

license renewal application. Any individual who has not submitted their fingerprints for a background check with the Board of Medical Examiners within 60 days following submission of the renewal application will be administratively suspended.

The criminal background check is completed at Identogo Centers and are operated by IDEMIA. Fingerprints are collected and a state criminal record check by the South

Carolina Law Enforcement Division and a national criminal record check by the Federal Bureau of Investigation are completed as part of the background check process.

How to complete a background check: Instructions will be provided via email to those who do not have a background check on file. If licensees are unsure if a background is needed, don't receive those instructions or are out of state and need fingerprint cards mailed, contact the Board by phone at 803-896-4500 or via email through medboard@llr.sc.gov.

Timing: Please keep in mind that background checks can take three (3) or more weeks for the Board to receive so licensees should begin the process as soon as possible.