



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Medical Examiners
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INSTRUCTIONS TO APPLY FOR LICENSURE AS AN ATHLETIC TRAINER

Effective May 24, 2024, the South Carolina Department of Labor, Licensing and Regulation will assume statutory authority ([Article 11, Athletic Trainer Act of South Carolina](#)) to license athletic trainers.

A current certification with the [Board of Certification for the Athletic Trainer](#) is required for licensure.

Effective October 1, 2024, all applicants applying for an athletic trainer license with the SC Board of Medical Examiners will be subject to a state and national fingerprint criminal background check. The fingerprint criminal background checks are required pursuant to § 40-47-36 of the SC Code of Laws.

In addition to other requirements established by law and to determine an applicant's eligibility for initial licensure as an athletic trainer, state law requires a state criminal records check by the South Carolina Law Enforcement Division and a national criminal record check by the Federal Bureau of Investigation.

CRIMINAL BACKGROUND CHECK (CBC) PROCESS

Instructions for the fingerprint process will be sent to the applicant after their application for licensure is received by the SC Board of Medical Examiners. DO NOT have your fingerprints or CBC report processed until you have submitted an application and received instructions from the board.

To apply for licensure electronically, please visit the [New Application link](#) to create an account and complete the application.

To choose the Athletic Trainer application, you will need to choose Medical-Examiners under the Division section.

A screenshot of a web application interface. At the top, there is a yellow banner with the text 'Please Choose the Division'. Below this is a dropdown menu with 'MEDICAL-EXAMINERS' selected. Underneath, another yellow banner reads 'Please Choose an Application Type'. Below that is a dropdown menu with 'Athletic Trainer Licensure Application' selected. At the bottom of the visible area, there is a light blue banner with the text 'Application Descriptions'.

Documentation to include with your application:

- Submit your application by making the \$50 application fee via credit or debit card or E-Check. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- Upload a copy of your valid Driver's License, State Issued ID, Passport or Military ID
- Upload a copy of your social security card.
- Upload completed Notarized Verification of Lawful Presence, attached.
- Upload a copy of your active BOC Certification.
- Upload legal name change documentation, if applicable

Applications are reviewed in the order they are received. You will receive a confirmation email once your application is received by the Board of Medical Examiners. This may take up to 24 hours after you submit the application.

You may check your application status and or return to upload additional documentation via:
<https://eservice.llr.sc.gov/NewAppsV3>.



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____,
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
 being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or
2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or
3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.
4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)