Instructions for Application to the Master’s in Athletic Training

1. Students should first apply to the University of Montana’s Graduate School (http://www.umt.edu/grad/Apply/Applying%20for%20Admission.php#Apply).

2. GRE scores (or test equivalent) should also be submitted to the Graduate School directly.

In addition to the Graduate School application, the following materials should be submitted directly to the Department of Health and Human Performance:

1. Completed application form included in this document (typed).

2. Application Essay (3 page maximum), which should address the following key points:
   A. Reasons for desiring this professional career.
   B. Career goals
   C. Attributes that you possess that will make you successful in life and as an athletic trainer

3. Transcript(s) and course work verification. Obtain a current official copy of all college course work. Students must complete or be in the process of completing required course work prior to application to the professional athletic training program.

4. Documentation of 75 hours of observation under a Certified/Licensed Athletic Trainer

5. Complete athletic training modules located in the professional handbook.

6. Recommendations:
   Request three (3) professional recommendations (each in a sealed envelope) and include them in your application packet.
   A. All recommendations must be received by **February 15th**.
   B. Please do not request a recommendation from personal friends. (At least one letter from a Certified Athletic Trainer is suggested.)
   C. Use the recommendation forms located in this packet.

The entire application packet must be submitted to the Administrative Associate in the HHP main office, McGill Hall 101, **by 5:00 P.M. on February 15th**. If the application deadline falls on a weekend, applications may be submitted the following Monday by 5pm. Applications will be reviewed immediately and selected students will schedule an interview. Applications received after the deadline will be considered on a rolling admissions basis if available slots still exist. Students are encouraged to apply by the February 15th deadline, as the program will likely reach capacity at that point.

Provisional Acceptance Guidelines

Once students are provisionally accepted into the professional program, students must provide the following documentation to be considered for full admission:

1. Each student must complete and provide verification of a Hepatitis-B vaccination series and titer (or must sign a waiver) (students may be in process).

2. Each student must obtain a tuberculosis test and provide verification of results.
3. **Technical Standards:** Each applicant must read and sign the “technical standards” document confirming that they understand and are able to comply with the established standards (included in this document).

4. Completion of the agreement statement located in this packet.

5. **Criminal Background Check:** the student will be required to contact the vendor (Certified Background) to begin the online process. The cost will be approximately $55. For international students the background check may cost up to and over $150. Contact Valerie Moody for the necessary information. (Information also provided in this packet.)

**Admissions Criteria**

1. Students must apply and be accepted to the University of Montana’s Graduate School
   [http://www.umt.edu/grad/Apply/Applying%20for%20Admission.php#Apply](http://www.umt.edu/grad/Apply/Applying%20for%20Admission.php#Apply)
2. Students must have a minimum GPA of 3.0 for all college coursework (a GPA below 3.0 may be considered)
3. Completed pre-requisite courses (students may be enrolled in pre-requisite courses at time of application)
4. Documentation of 75 hours of observation under a Certified/Licensed Athletic Trainer
5. Official transcript(s) of all college coursework

**For additional information or questions about the application process, please contact:**

Valerie Moody PhD, ATC, LAT, CSCS, WEMT-B  
Program Director Athletic Training Program  
406-243-2703  
valerie.moody@umontana.edu

or

Scott Richter MEd, ATC, LAT  
Athletic Training Program Faculty  
406-243-5246  
scott.richter@umontana.edu
UM ATHLETIC TRAINING APPLICATION

PRE- ATHLETIC TRAINING COURSES
*THIS FORM MUST BE TYPED

NAME ____________________________________________

CURRENT ADDRESS: ____________________________________________

CURRENT PHONE #: ____________________________________________

CURRENT EMAIL: ____________________________________________

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<thead>
<tr>
<th>Course #</th>
<th>If Transfer Course or Substitution Department &amp; #</th>
<th>Date Completed Or Planned</th>
<th>School</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
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<td>Kinesiology/ Biomechanics</td>
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<td>Exercise Physiology</td>
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<td>Prevention and Care of Athletic Injuries</td>
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<td>Motor Control and Learning</td>
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<td>Chemistry II</td>
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Part 1 - History and Rationale
The landmark Americans with Disabilities Act of 1990, P.L. 101-336 ("ADA" or "the Act"), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of “public accommodation,” including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.”

Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

Part 2 - Use of the Guidelines
The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The Guidelines serve to recognize abilities essential to the development of these entry-level abilities. Further, the Guidelines reflect the necessary and required skills and abilities identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the BOC, Inc., Role Delineation Study.

Institutions and programs should use these Guidelines as a reference point in the development of specific requirements, “technical standards,” for admission to, and completion of, their educational program. Requirements should be objective, measurable, and should be applied to student admission to the program.

Institutions and programs should provide their students with the applicable technical standards in a timely fashion. This could be prior to admission to the institution (for those programs that admit students directly to the program) or soon after the student has entered the institution (for those programs that admit students through a secondary admission process).
While technical standards should be applied to student admission to the institution and/or program, some programs may, additionally, apply technical standards as the student moves through the program, and/or use technical standards as a measure of the student's attainment of criteria for graduation.

Entry-Level Athletic Training Programs must contact and work with their institution's ADA Compliance Officer, Office of Affirmative Action, or appropriate institutional office in the development and implementation of technical standards specific to their institution. This document is only intended as a guide or reference point for the development and implementation of technical standards. The ADA Compliance Officer (or appropriate person) at your institution is a valuable resource in the development and implementation of technical standards. It is strongly encouraged that programs not develop and implement technical standards without this important advice and counsel.

THE UNIVERSITY OF MONTANA
ATHLETIC TRAINING PROGRAM
TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Program (ATP) at The University of Montana-Missoula 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 ATP 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 meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education (CAATE)). All students admitted to the ATP must meet the following abilities and expectations. 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 ATP must demonstrate:

1. The aptitude 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 ability 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;
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; and
9. The ability to meet the needs of current Commission on Accreditation of Athletic Training Education Programs (CAATE) academic competencies and proficiencies.

Candidates for selection to the athletic training program will be required to verify they
understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards.

The department of Health and Human Performance and the Athletic Training Program conforms to the disability policies of The University of Montana. A student requiring assistance with the technical or physical portions of this course should contact the instructor or the Disability Services for Students (DSS) located in Lommasson Center 154, (406) 243-2243 (Voice/Text)

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 with or without reasonable accommodation(s). I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant ______________________________      Date ______________

Please Print Name       __________________________
AGREEMENT STATEMENT
For Admission to the Athletic Training Program

As a student in the Athletic Training Program at the University of Montana, I agree to the following retention standards:

- enroll as a full-time student (some exceptions allowed as approved by Program Director).
- maintain a cumulative grade point average of 3.00 or higher.
- achieve no more than 2 “C” grades in graduate courses.
- achieve satisfactory evaluations in each Clinical Phase before progressing.
- successfully complete coursework in the sequence indicated by the program of study unless approved by Athletic Training Program Director.
- abide by the Code of Ethics of the University and those established by the National Athletic Trainers’ Association.

I understand that I will be expected to complete at least 200-250 hours of clinical experience each semester and that many of these hours may be during evenings and weekends.

Students who fail to meet the retention criteria will be placed on probation in the Athletic Training Program for a maximum of two semesters. This may limit progress of course sequencing and clinical phases. If standards are not met by the end of the probationary period, the student will be dismissed from the Athletic Training Program. Students who are placed on probation may require remediation as deemed appropriate by the Program Director.

I, ________________________, agree to the above terms and, contingent on UM admission policies, intend to enroll into the Athletic Training Program for the ________ (year) entrance period.

________________________________________
Printed Name

________________________________________
Student Signature

_________ Date
THE UNIVERSITY OF MONTANA ATHLETIC TRAINING PROGRAM
PROFESSIONAL REFERENCE

Part I: To be completed by applicant.

To: ________________________________
Name of Reference

__________________________________
Address of Reference

City State Zip

Contact Number: _______________________

Applicant: ____________________________
Name

I waive my right to see this appraisal.

__________________________________
Signature of Applicant

I do not waive my right to see this appraisal.

__________________________________
Signature of Applicant

(Access is automatically waived if signature is absent.)

*References are subject to verification.

Part II: To be completed by professional reference.

The applicant has applied for admission to The University of Montana Athletic Training Professional Program. Because the admission committee uses a rating system, completion of this form is required by the respondent to qualify an applicant for program consideration. Advising board evaluations or formal letters substituted in place of this form ARE NOT ACCEPTABLE. Your thoughtful appraisal of the candidate’s abilities and potential can be most helpful in reaching a decision. Your views will or will not be treated confidentially as indicated by the applicant above. If you feel you cannot complete this form on behalf of the applicant, please advise the applicant at once.

Applicants are required to send in all the completed reference forms with the rest of their Athletic Training application materials. Please complete the reference, place it in the provided envelope, seal it, and sign your name over the seal. Return the sealed reference to the applicant for inclusion with the rest of the required Athletic Training application materials. Both the applicant and the admission committee appreciate prompt completion and mailing of this form. The application is not complete until your recommendation is received. **Deadline for application completion is February 15th.**

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<thead>
<tr>
<th></th>
<th>Excellent (5)</th>
<th>Good (4)</th>
<th>Average (3)</th>
<th>Below Average (2)</th>
<th>Poor (1)</th>
<th>Not Observed (0)</th>
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<tbody>
<tr>
<td>Commitment to learning</td>
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<td>Interpersonal Skills</td>
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<td>Communication Skills</td>
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<td>Effective use of time</td>
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<td>Use of constructive feedback</td>
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<td>Ethical and Professional behavior</td>
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<td>Responsibility</td>
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<td>Critical thinking</td>
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<td>Stress management</td>
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<td>Leadership</td>
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</table>
Considering your overall assessment of the applicant, what is your recommendation to the committee regarding admission?

- Recommended as outstanding
- Recommended as very good
- Recommended as good
- Recommended with reservation
- Not recommended

I have known the applicant for approximately ________________, in the capacity of:

- Faculty member/instructor
- Employer/supervisor
- Academic Advisor
- Other (specify): _________________

PLEASE PROVIDE ADDITIONAL COMMENTS THAT YOU FEEL WILL ASSIST WITH THE EVALUATION OF THIS APPLICANT ON AN ATTACHED SHEET/LETTER.

*PLEASE CHECK AND SEE THAT YOU HAVE INDICATED A RESPONSE FOR EACH QUESTION.

_________________________________  ____________________________
Signature of Reference                     Title

_________________________________  ____________________________
Institution/Place of Employment             Date

Please return this in a sealed envelope to the applicant for inclusion with the other required Athletic Training Application materials. The application deadline is February 15th.
Additional Costs Associated with Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Program Fee</td>
<td>$925/semester (above tuition/fees)</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$55</td>
</tr>
<tr>
<td>NATA Membership Fee</td>
<td>$60 (approximately)</td>
</tr>
<tr>
<td>Shirts</td>
<td>$30</td>
</tr>
<tr>
<td>Medical Pack/Kit</td>
<td>$30</td>
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</tbody>
</table>
Criminal Background Checks

In order to protect the patients, the affiliated clinical sites, the athletic training students and the university, The University of Montana Athletic Training Program (ATP) has a criminal background check policy. ALL students MUST complete a background check prior to full admittance into the ATP and before placement in a clinical education experience with an affiliated clinical site. Incoming first year students must have completed their background check in time for placement at an affiliated site.

Process of Requesting a Criminal Background Check

To start the process, each student should contact Valerie Moody. The student will then be required to contact the vendor (Certified Background) to begin the online process (www.certifiedbackground.com). The cost will be approximately $55 for domestic students. For international students the background check may cost up to and over $150. The cost of the background check is a student expense at the time of application.

The Criminal Background Check will include the following criteria:

Package: Standard (Health)
Price Paid to Certified Background
Montana Statewide Criminal Search
Residency History
All counties outside MT – previous 7 years
Nationwide Criminal Database with Sex Offender
Nationwide Healthcare Fraud & Abuse Search

Package: Annual Recheck (To be paid by the ATP)
Price Paid to Certified Background
Montana Statewide Criminal Search
Nationwide Criminal Database with Sex Offender
Nationwide Healthcare Fraud & Abuse Search

Storage of Criminal Background: A student’s criminal background information will be stored with the vendor, Certified Background, and will be considered confidential and will not be released to a third party (affiliated clinical site). If an affiliated clinical site does request this information, the student will need to contact Certified Background to release his/her information to that affiliated clinical site.
If there is a Criminal Record on File: Once the ATP has received the Criminal Background Check report and there is a record of a misdemeanor (arrest, indictment, conviction, etc.) indicated in your background check, the ATP Director will request that the student completes the Disclosure of Information Form. This form is an opportunity for the student to explain the circumstances of the arrest, indictment or conviction as well as any court action. The disclosure form must be completed by the student and turned into the ATP Director for review. Throughout the process of review, the student will be notified of his or her status.

Normal Procedure for Review of a Record on the Criminal Background Check

Misdemeanor
Step 1: The self-disclosure form will be reviewed by the Program Director and Health and Human Performance (HHP) Department Chair. These individuals will recommend either for or against granting the student admission, or they may recommend a review by the Dean of the College of Education and Human Sciences (COEHS) (see Step 2). A review of a record may begin and end with Step 1.

Step 2 (if necessary): The background check information and self-disclosure form will be reviewed by the Dean of the COEHS. The decision by the Dean is final, unless a formal appeal is requested.

Felony
If there is a record of a felony criminal charge, the disclosure form will be sent directly to The University of Montana officials and reviewed by the Athletic Training Program Director and UM Registrar on a case-by-case basis.

*It must be noted that a record of a felony may prohibit an individual from full acceptance into the ATP and/or from obtaining certification and licensure as an athletic trainer.

Appeals Procedure
If for any reason a student believes any information provided in the background check is not accurate, or if a student is not satisfied with the decision after the review of a criminal record as outlined above, the student has the right to initiate an appeal for which the ATP has established a process:

Appeals Process:
Step 1: Student may request a meeting with the Program Director and Health and Human Performance (HHP) Department Chair. If unsatisfied with the outcome at Step 1, the student may proceed to Step 2.

Step 2 (if necessary): If unsatisfied with the outcome at Step 1, the student may request a meeting with the Dean of COEHS. This step in the appeals process is the final decision.