



**Checklist for Completing the Application Process for Licensure with the
Nevada State Board of Athletic Trainers**

1. Complete the fingerprint process. Refer to Instructions for Completion of Fingerprint Cards and the Fingerprint Request Form available on our website. It can take 6-8 weeks to process the fingerprints, so please do this step first. ***The Board cannot process your license until the fingerprint results are received from the Department of Public Safety.**
2. Complete an official Application to practice Athletic Training in Nevada available on our website @ <http://nevadaathletictrainers.nv.gov>.

*Have the application notarized by a Notary Public.
*If you need additional space to write information for the application, please use a separate sheet of white paper and staple it to the application.
3. Arrange for an official copy of your diploma or transcripts from the school you graduated from, showing your degree conferred, to be sent to the NSBAT. It is also acceptable for you to take your diploma to a notary to make a certified copy and send that to us. (If you have more than one degree, we only need verification of your degree from the school that you graduated from allowing you to sit for the BOC exam).
4. Include a front and back copy of your Board of Certification card. Please be sure to sign your card. (This is not your NATA card.) You may also have an electronic verification sent to us from the Board of Certification.
5. Include a passport sized photo of yourself (taken within 60 days preceding the date of this application). Please print your name on the back of your photo.
6. Submit the application fee of **\$300.00** in the form of a Cashier's Check or Money Order made payable to the **Nevada State Board of Athletic Trainers**.
7. **MAIL ALL DOCUMENTS TO:**

Nevada State Board of Athletic Trainers
P.O. Box 34296
Reno, NV 89533-4296

To receive a tracking number, be sure to mail your documents via Priority Mail.

You are welcome to check the status of your application by calling our office at (775) 787-2636 or email: atrain@nsbat.nv.gov.