

Step-by-Step Guide for State of South Carolina Athletic Training Licensure

Prior to starting the online application process, please complete these steps:

1. Print and complete the Verification of Lawful Presence form
 - a. The form can be found on the online portal and exported or by clicking the word “form” above
2. After completing the form, it must be notarized and scanned for upload into the online application system.
3. Obtain a copy of your social security card
4. Obtain a copy of your valid driver’s license, state issues ID, passport, or military ID
5. Obtain a copy of your active BOC certification (visit <https://at.bocatc.org/>, sign in to BOC360, and download your card)

Athletic Trainer

- View Program Directory
- Take Self-Assessment Exams
- View Exam Results
- My BOC Card
- Request Official Verification
- Take Needs Assessment
- Update Emergency Cardiac Care
- Order Certificate/Plaque
- Retire/Resign Certification
- State Regulation Info
- Access Pathfinder Pilot
- Access Competence Assessment Modules (CAMs)
- Access Quality Improvement (QI) Projects
- Access Individual Activity Review

Orthopedic Specialist

- Apply for Specialty
- Take Self-Assessment Exam

My Direct Messages

No Messages Found.

Send/View Messages

Messages to View

5

[view all](#)

Message History Report

Date Sent	Subject	Message Detail	Attachments
04/17/2024	Don't Miss Out! Call for BOC Award Nominations		
04/04/2024	Your Latest BOC News Update		
03/27/2024	Call for BOC Award Nominations		
03/26/2024	Last Chance: Earn Free CEUs! Join the 2024 Pathfinder Pilot!		
03/15/2024	Educator Update: When Will I See My BOC Exam Results?		

Announcements

6. If you have a previous state license or certification, you will need to have the date issued and expired in the system. Visit the state’s license look-up to verify the dates.

Now, you are ready to begin the online application process. Please complete these steps:

1. Visit <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fssso>
2. Once you arrive, you will need to click on “Create Your Account”

The screenshot shows a web browser window with the URL `eservice.llr.sc.gov/NewAppsV3/Login/LoginPage?ReturnUrl=%2FNewAppsV3%2F`. The page has a teal background and contains the following elements:

- Section Header:** "Apply for a License, Certificate or Registration" in white text on a teal background.
- Text:** "with a board or commission that is under the jurisdiction of the South Carolina Department of Labor, Licensing and Regulation."
- Instructions:** "Once you create an account, you will be able to return to complete an application, upload additional documentation and/or check your application status." and "If an unsubmitted application does not have any activity for 30 days, it will be purged from the system."
- Buttons:** A yellow arrow points to a purple "Create Your Account" button and a dark blue "Manage Existing License" button.
- Right Panel:** A white box containing the LLR logo, the text "Welcome back!", a "User ID:" label with an input field, a "Password:" label with an input field, a "SIGN IN" button, and a link "I Forgot My Password".
- Footer:** A small disclaimer: "This system is the property of South Carolina State Government, and may be accessed only by authorized users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the Terms and Conditions link. Use of this system is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the Terms and Conditions link. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this system may be monitored, recorded, and subject to audit. Access or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms."

3. Next, create your profile with a username and password. Press register when complete.

← Login : Create User Account

Create User Account

Password Requirements: Passwords must be at least 8 character(s) long, containing 1 uppercase letter(s) and at least 1 special character(s).

Tip:

Your username must be unique. Choose a username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Please note that this user name and password is only valid for licensure applications. You may be issued another user name and password later for additional services provided by the SC Department of Labor, Licensing and Regulation.



Full Name:

User Name:

Password:

Retype Password:

Email:

REGISTER

This system is the property of South Carolina State Government, and may be accessed only by authorized users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the **Terms and Conditions** link. Use of this system is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the **Terms and Conditions** link. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this system may be monitored, recorded, and subject to audit. Access or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms.

4. Next, press sign in to enter the online application system.

Apply for a License, Certificate or Registration

with a board or commission that is under the jurisdiction of the South Carolina Department of Labor, Licensing and Regulation.

Once you create an account, you will be able to return to complete an application, upload additional documentation and/or check your application status.

If an unsubmitted application does not have any activity for 30 days, it will be purged from the system.

Create Your Account

Manage Existing License



Welcome back!

User ID:

Password:

[I Forgot My Password](#)

SIGN IN

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5. You are now in the online application. Click on “create new application” to begin the process.

6. A license type selection will need to be entered. Under “division” select MEDICAL-EXAMINERS and under “application type” select ATHLETIC TRAINER LICENSURE APPLICATION

PLEASE CHOOSE A LICENSE TYPE?

Please Choose the Division

MEDICAL-EXAMINERS

Please Choose an Application Type

Athletic Trainer Licensure Application

Application Description:

Effective May 24, 2024, the South Carolina Department of Labor, Licensing and Regulation will assume **statutory** authority to license athletic trainers.

Application for licensure may be made now; however, a license will not be issued until Regulations become effective on or about May 24, 2024.

A current certification with the **Board of Certification for the Athletic Trainer** is required for licensure and proof of certification must be uploaded with your application.

Please download and print the **Athletic Trainer application package**.

Documentation you will need to upload to your application:

- Copy of your valid driver's license, state-issued ID, passport or military ID.
- Copy of your social security card.
- Notarized **Verification of Lawful Presence** (download and have notarized)
- Copy of your current Board of Certification for the Athletic Trainer Certification.
- Legal name change documentation, if applicable.

Applications are processed in the order they are received. A confirmation email is sent to the address on file from the board when the application is received. This may take up to 24 hours. Please check you SPAM/Junkmail.

Proceed

**Note: This is when the application package will load that has the verification of lawful presence form you need to have printed and notarized. There is also a link to the BOC portal for proof of your certification.*

7. Next, upload your documents.

The below listed documents are either required or may be applicable to complete your application. To proceed with this application, you must either upload the document or select the checkbox to the right of the listed document.

You have 90 days, once you submit this application, to log back in and upload the requested documentation. Once you receive a confirmation email that your application has been received by the board (usually within 24 hours), you will be able to log back into your application to upload additional documentation.

Acceptable file types are jpeg, gif, png, pdf and/or tiff. Each file should not exceed 8 MB.

DOCUMENTS

	Document Type		Delete
Upload	Additional out of state licensure/certification/registration information	<input type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
Upload	Additional Upload Link, if needed	<input type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
Upload	Copy of Valid State-issued ID, Driver's License, Passport or Military ID	<input type="checkbox"/> I will upload or mail the document at a later date	
Upload	Notarized Verification of Lawful Presence	<input type="checkbox"/> I will upload or mail the document at a later date	
Upload	Written Explanation of Yes Answer on a Personal History Question, if applicable	<input type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
Upload	Legal Name Change Documentation, if applicable	<input type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
Upload	Copy of Signed Social Security Card, this upload should only contain a copy of the SS card.	<input type="checkbox"/> I will upload or mail the document at a later date	
Upload	Copy of current Board of Certification for the Athletic Trainer Certification	<input type="checkbox"/> I will upload or mail the document at a later date	

Next

8. If you happen to get this error message, be sure to click the box that says “I will upload or mail later or this document is n/a”

- You have either not uploaded a document or selected rather it will be mailed in or it is not applicable in your situation

DOCUMENTS

	Document Type		Delete
N/A	Additional Upload Link, if needed	<input checked="" type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
N/A	Legal Name Change Documentation, if applicable	<input checked="" type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
View	Copy of Valid State-issued ID, Driver's License, Passport or Military ID	N/A	
View	Copy of Signed Social Security Card, this upload should only contain a copy of the SS card.	N/A	
View	Notarized Verification of Lawful Presence	N/A	
View	Copy of current Board of Certification for the Athletic Trainer Certification	N/A	
N/A	Additional out of state licensure/certification/registration information	<input checked="" type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	
N/A	Written Explanation of Yes Answer on a Personal History Question, if applicable	<input checked="" type="checkbox"/> I will upload or mail the document at a later date or this document is n/a	

Next

9. The application is now complete. You can download a printable copy for your records. You will then press the submit and proceed to payment button.

The screenshot shows a sidebar on the left with 'Application Steps' including Contact Information, Additional Information, Questions, Document Upload, Review Application, Certifying Statement (highlighted with a yellow arrow), and Payment. The main content area is titled 'Athletic Trainer: ATR ATH' and 'Athletic Trainer Licensure Application'. It features a 'Printable Copy' link and a 'CERTIFYING STATEMENT' section. The certifying statement text reads: 'By clicking the Submit button I, (Zachary Winkelmann), acknowledge that I am the person described and identified and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice as an athletic trainer in South Carolina. Once you select Submit, you will no longer be able to make any revisions to the application.' Below this text are two buttons: 'Submit application and proceed to payment' (highlighted with a yellow arrow) and 'I do not wish to submit right now'.

10. The payment is online through a debit/credit card or online check. If your employer or someone is paying on your behalf, you can press the proxy/batch payment. Otherwise, select pay and complete order.

Athletic Trainer: ATR ATH
Athletic Trainer Licensure Application

[Printable Copy](#)

ONLINE PAYMENT OPTIONS

The screenshot shows the 'ONLINE PAYMENT OPTIONS' section. It features a light blue box with the text 'Total Amount: \$50.00'. Below this is a blue button labeled 'Pay and Complete Order' with a yellow arrow pointing to it. A dashed box contains a light blue box with the text: 'The Proxy/Batch Payment link allows the applicant to email a link to a third party for the payment and remittance of their application.' Below this text is a blue button labeled 'Proxy/Batch Payment'.

11. The payment is complete. You can print a copy of your receipt here. An email with your receipt will also be sent.

Please [print](#) a copy of this receipt for your records.


Record of Receipt

Payment has been authorized from the method provided.

ORDER INFORMATION

Description	Amount
Athletic Trainer: ATR ATH Athletic Trainer Licensure Application	\$50.00

12. After payment, your portal homepage should show your application as “awaiting processing”

 Applications

APPLICATIONS ON FILE [CREATE NEW APPLICATION](#)

All incomplete applications will be retained for no more than 30 days!

Ref #	Application	Status	Created	Delete
		Awaiting Processing	5/3/2024	