THE INTERNATIONAL ARRANGEMENT
For The Athletic Training and Therapy Profession

Athletic Rehabilitation Therapy IRELAND   BASRaT British Association of Sport Rehabilitators   boc BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER   CATA CANADIAN ATHLETIC THERAPISTS ASSOCIATION

Before you begin a Credentials Evaluation application, you must first visit an International Arrangement (IA) organization (ARTI, BASRaT, BOC or CATA) to begin their exam application process. Once prompted by the IA organization, you will receive a web link to the International Consultants of Delaware (ICD) to begin the Credentials Evaluation application; below is the step-by-step process.

Credentials Evaluation for Athletic Trainers/Therapists and Sport Rehabilitators (CE-ATSR)

Step 1: Click **Apply Now** to create an ICD Applicant Portal account.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

Back to login

✓ Accept Terms and Conditions

✓ Change Your Password

Step 2: Use the Service Selector to locate the CE-ATSR service.
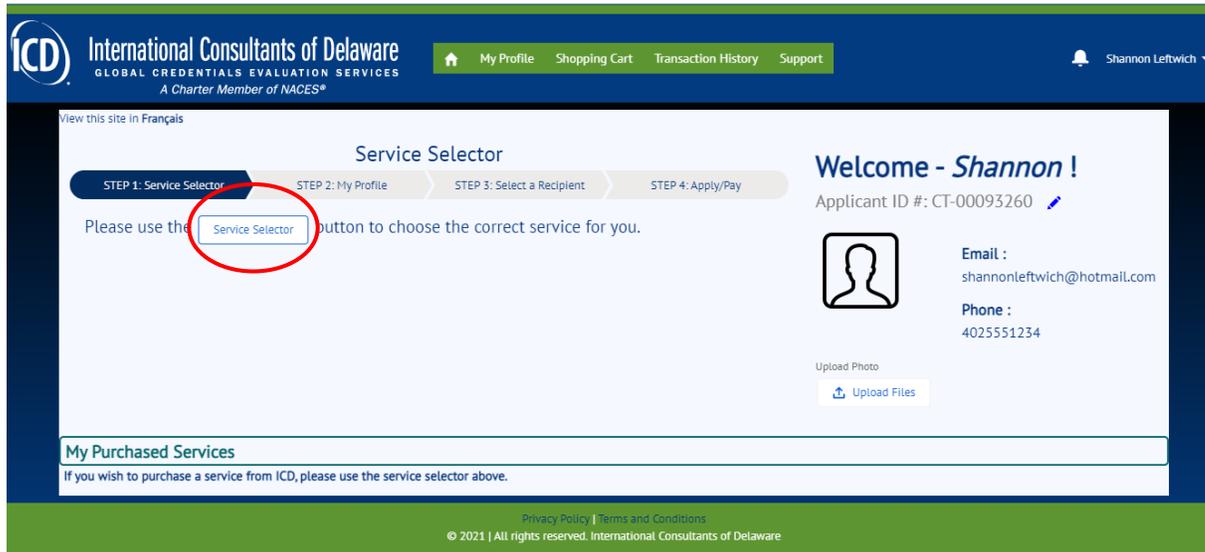
Each question, opens another question based on the previous answer:

1. Select "Certification Report for Certification Body Recognition (e.g., NCCAOM, Athletic Trainers/Therapists and Sport Rehabilitators)" from the dropdown menu
2. Select "Healthcare"
3. Select "Other Healthcare Professions"
4. Select "Athletic Trainer/Therapist and Sport Rehabilitator" (use the right arrow to move to the 'Selected' column)
5. Enter the specific title (e.g., "Athletic Trainer", "Athletic Therapist", "Sports Rehabiltator")

Step 3: Complete your profile and provide information about your professional credential from one of the following organizations: ARTI (Ireland), *BASRaT (UK), BOC (U.S.), or CATA (Canada) by responding to the applicant questionnaire and review the provided materials from the credentialing body in which you are applying.

*BASRaT has been granted provisional acceptance into the International Arrangement. An announcement will be made upon their full acceptance. Applications will not be approved until BASRaT receives full acceptance.

- Click STEP 2: My Profile or My Profile at top of page
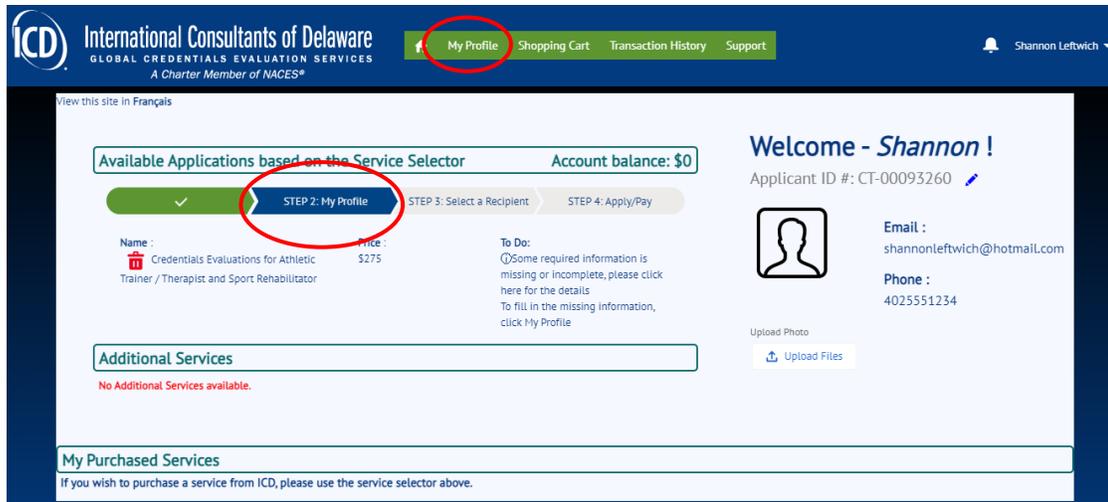
- Enter your Personal Information and Click **Submit**

The menu on the left highlights each of the sections of your profile. The menu on the right highlights all **required components** needing attention.

Complete Remaining Profile	Menu on Right (Start)	Menu on Right (End)
o Click **Contact Information** o Enter your information o Click **Submit**	⚠ Contact Information Please complete all required data within the contact information section.	✅ Contact Information

o Click **Identity Documents (ID) Information** o *Enter your information o Click **Submit** *Two (2) identity documents are required – to add another document click "Add New Identify Document". If your name is different than what is on your degree/transcripts (e.g., marriage) it is recommended to include a copy of the name change document as one of the identity documents.	⚠ **Identity Documents (ID) Information** ⚠ Please provide information regarding the photo ID (e.g. passport, driver's license, other government-issued photo ID) that you need to submit. ⚠ Photo ID is required. Please upload a photo ID under the Identity Document tab.	✅ **Identity Documents (ID) Information** ✅ Identity Documents : Photo Id ✅ Identity Documents : Additional Document
o Click **Education History** o Click **Add New Education History** o Enter your information for both a Secondary School (high school) and Tertiary Level Education (university) o Click **Submit**	⚠ **Education History** ⚠ Please complete all required data within the educational history section. High School/ Higher Secondary School education is a requirement. ⚠ Tertiary Level Education data is required.	✅ **Education History** ✅ High school / Higher Secondary ✅ Tertiary Level
o Click **License/Registration** o *Select Yes only if you have a license or registration recognized by local government. o Select **Add New Certification** o Enter your information o Click **Submit** *Those certified by ARTI, BASRaT and CATA should select "Not Required".	⚠ **License/Registration** ⚠ Please enter info for all licenses that you have held in your profession. If you have not been licensed in a jurisdiction where you were educated or employed in your profession, please explain why you did not receive a license/registration to practice.	✅ **License/Registration**
o Click **Certification** o Enter your information o Click **Submit**	⚠ **Certification** ⚠ Applicants will be required to enter a certification from one of the International Arraignment Partners (BOC, CATA, ARTI, BASRaT)	✅ **Certification**
o Click **Report Recipient Information** o Select an organization o Select the purpose of the report (certification) o Click **Submit**	⚠ **Report Recipient Information** ⚠ Please complete all required data within the report recipient information section. click here ICD will be unable to complete your order without this information.	✅ **Report Recipient Information**

- Confirm that you have started an application with the report recipient.
- Click the Home button on the top menu:

Step 4: Pay for the CE-ATSR service by clicking "Step 4: Apply/Pay" or "Apply" (Fee = $275 USD)

Available Applications based on the Service Selector   Account balance: $0

✓ → ✓ → ✓ → **STEP 4: Apply/Pay**

Name :
🗑 Credentials Evaluations for Athletic Trainer / Therapist and Sport Rehabilitator

Price :
$275

To Do:
[Apply]

Additional Services

No Additional Services available.

Application(s) Available for Purchase

	ORDER TYPE	DESCRIPTION	PRICE
☑	Credentials Evaluations for Athletic Trainer / Therapist and Sport Rehabilitator	The Board of Certification for the Athletic Trainer (BOC), Athletic Rehabilitation Therapy Ireland (ARTI), Canadian Athletic Therapists Association (CATA) and the British Association of Sports Rehabilitators (BASRaT) requires athletic trainers/therapists to complete a credentials evaluation with ICD, a division of CGFNS International, Inc., before they apply for certification within their designated jurisdiction(s). The evaluation will include verification of identity, authentication of your education (e.g. course description, syllabus) and licensure/registration history, all degrees/diplomas/certificates earned, all institution(s) attended, time period(s) of study and evaluation of your qualifications for comparability as an athletic trainers/therapists.	$ 275

Total : $ 275

[My Cart] [Proceed to Payment]

Step 5: Your application will be reviewed by ICD. Applicants will receive an email notifying them of a status change indicating it is time to provide documentation. Once logged in, look under My Purchased Services for the order status. Click "View Order Requirements Detail". The personal identification, education and professional documents required by ICD to process your application and complete the evaluation are highlighted.

Available Applications

	Account balance: $0

STEP 1: Service Selector → STEP 2: My Profile → STEP 3: Select a Recipient → STEP 4: Apply/Pay

Please use the [Service Selector] button to choose the correct service for you.

Additional Services

No Additional Services available.

Welcome - *Shannon* !

Applicant ID #: CT-00093260 ✏

Email :
shannonleftwich@hotmail.com

Phone :
4025551234

Upload Photo
⬆ Upload Files

My Purchased Services

Below are the details for your orders purchased with ICD. Please review the status of your order. For more information regarding the status of the requirements of your order or to gain access to the necessary forms you need to send to the primary sources of your credentials, you can select the View Order Requirements Detail link. If you want information only regarding missing or outstanding requirements, you can select the Missing Requirements Quick View Link.

Order	Status	Order Date	Expiration Date	View Order Requirements	Additional Directions
Credentials Evaluations for Athletic Trainer / Therapist and Sport Rehabilitator (APP-00032885)	Waiting for Documents	Jul 13, 2021	Jul 13, 2022	View Order Requirements Detail	International Consultants of Delaware (ICD) has made it easier for applicants to get documents notarized through NotaryCam. Applicants needing to submit a notarized document to ICD can now do it from their computer or mobile device right from their home. Please download all required forms and for those needing notarization, you can visit NotaryCam at: https://www.notarycam.com/icd/

Documents Required	
Identity Documents	o Upload two (2) Identity Documents (e.g., passport, birth certificate, etc.) o *Each Identify Document must be accompanied by the Identity Document Form (under Required Forms column, Click here to open the form) *Both a copy of the identity document (clear scanned document or photo image) and the completed identity document form are required.
Education History	o Download the Education Form (under Required Forms column, select Click here to open the form) o Complete Part A and send the form to the School/Educational Institution who will complete the remaining parts and send the required documentation to ICD.
Certifications	o Download the Professional Certification Form (under Required Forms column, select Click here to open the form) o *Complete Part A and email it to the Professional Certification organization who will complete the remaining parts and send the form to ICD. *ICD will use the BOC public registry and BASRaT Register Check to confirm an applicant who is BOC certified or BASRaT registered and this may already be marked complete.

Application Status Tracker

You may choose to upload notarized copies of certain documents by selecting "File Upload". Applicants can now use NotaryCam to notarize and submit documents from anywhere in the world.

✅ No Further Action Required. ⚠️ Under Review ⊖ Further Action Required. **Percentage Complete : 0%**

⊖ All Requirements	⚠️ Identity Documents	⊖ Education History	⊖ Certifications

Category	Requirement	Status	Further Action(s) Required	Required Forms
1. Identity Documents	(Upload) (View Uploaded Files) Passport	⚠️ Documentation Ready for Evaluation	View Comment	Click here to open the form
2. Identity Documents	(Upload) (View Uploaded Files) Birth Certificate	⚠️ Documentation Ready for Evaluation	View Comment	Click here to open the form
1. Education History	- Boston Academy for Medical Sciences	⊖ Documentation Needed	View Comment	Click here to open the form
↘				
Required Dcouments - Education History		**Status**		
Transcript -		⊖ Documentation Needed		
Curriculum -		⊖ Documentation Needed		
Education Form -		⊖ Documentation Needed		
1.Specialty Certifications	BOC	⊖ Documentation Needed	View Comment	Click here to open the form

- Once all documents have been received the status will change to In Application Review:

My Purchased Services

Below are the details for your orders purchased with ICD. Please review the status of your order. For more information regarding the status of the requirements of your order or to gain access to the necessary forms you need to send to the primary sources of your credentials, you can select the View Order Requirements Detail link. If you want information only regarding missing or outstanding requirements, you can select the Missing Requirements Quick View Link.

Order	Status	Order Date	Expiration Date	View Order Requirements	Additional Directions
Credentials Evaluations for Athletic Trainer / Therapist and Sport Rehabilitator (APP-00032885)	In Application Review	Jul 13, 2021	Jul 13, 2022	The application is still in review. Requirements will be generated once your application has been approved. The process should take no more than 3 business days from the date you have been applied	International Consultants of Delaware (ICD) has made it easier for applicants to get documents notarized through NotaryCam. Applicants needing to submit a notarized document to ICD can now do it from their computer or mobile device right from their home. Please download all required forms and for those needing notarization, you can visit NotaryCam at: https://www.notarycam.com/icd/

Step 6: Once ICD performs an evaluation, ICD will complete and send your CE-ATSR report to the requested credentialing body for inclusion with your application. You will also receive an applicant copy of your CE-ATSR report.

Step 7: The credentialing body reviews your CE-ATSR report and will communicate next steps to you within 10 business days.

ICD website: https://ceat.icdeval.com/