



**CANADIAN ATHLETIC THERAPISTS ASSOCIATION
NATIONAL CERTIFICATION EXAMINATION HANDBOOK**

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PREAMBLE

The Member Services Committee (MSC), in conjunction with the Canadian Board of Certification for Athletic Therapy (CBoCAT), has developed the 'CATA National Certification Examination Handbook' in order to assist Certification Candidates through the certification process. This guide outlines the information and steps required to attempt the CATA National Certification Examination (NCE). Instructions on applying to attempt the NCE as well as the structure of the NCE are included.

It is important to read the document thoroughly and be familiar with the required competencies of athletic therapy, as well as the appeals and re-score process. The Scope of Practice of a Certified Athletic Therapist is an abridged version of the competencies. When preparing for the NCE, Certification Candidates may consult the reference list, which can be found in the Members Section's – Candidate Members- National Certification Exam. The competencies evaluated in the NCE are referenced from this resource list.

The information contained within this handbook outlines the current and accepted policies of the CATA National Certification Examination Process. Any conflicts with other policies are superseded by the information within this handbook.

Introduction

The Canadian Athletic Therapists Association (CATA) is an organization devoted to the health care of Canadians. Certified Athletic Therapists, in cooperation with performance enhancement personnel and members of the health care delivery team, are an integral part of a total service to maximize the performance and welfare of all Canadians. Concomitant with the execution of this role, the Athletic Therapist nurtures an attitude of positive health.

The scope of practice of a Certified Athletic Therapist starts with the in-depth knowledge, education and training in the areas of the human musculoskeletal system, exercise physiology, biomechanics, and basic emergency care.

GENERAL INFORMATION

The application process includes:

- 1) All applications are now submitted online. **Paper applications will not be accepted.**
- 2) Application timelines are published on the CATA website under the Certification Candidate tab. The application deadline is 5:00 PM Eastern Standard Time on the day listed in the Examination Timetable.

Only applications received before the deadline will be considered.

- 3) Submission of all supporting documentation is completed online.
- 4) Payment of examination fees is completed online.
- 5) Original transcripts showing proof of successful graduation from an accredited institution are required and should be submitted to the National Office before the deadline of fourteen (14) days prior to the NCE. If official transcripts will not be available prior to the deadline, the [Graduation Eligibility Form](#) must be submitted for a candidate to be allowed to attempt the NCE. Results of any examination attempt will only be released once the original transcripts are received.

EXAMINATION APPLICATION

EXAMINATION ELIGIBILITY REQUIREMENTS

To apply to attempt the CATA NCE, the Certification Candidate must meet all of the following conditions:

- 1) A CATA membership in good standing.
- 2) Have successfully completed a CATA approved Athletic Therapy curriculum from an accredited post-secondary institution.
- 3) Have a current First Responder (or approved equivalent) and CPR-HCP certifications that are valid at the time of application and at the time of the NCE.
 - a. **Note: If the First Responder (or approved equivalent) AND/OR CPR-HCP certification expires prior to or on the day of the scheduled examination you wish to attempt, the candidate is ineligible to apply or attempt the NCE.**
- 4) Complete the online Application for Certification in its entirety and ensure that the application is received before the deadline

TWO YEAR RULE

A Certification Candidate must attempt the NCE within two (2) years of graduation from an accredited institution. If this requirement is not fulfilled, the MSC recommends to the CATA Board of Directors that the Certification Candidate's membership be terminated.

If unsuccessful on the first attempt, the NCE must be attempted again within a two (2) year period until successful completion. If this requirement is not fulfilled, the MSC recommends to the CATA Board of Directors that the Certification Candidate's membership be terminated.

TEMPORARY INTERNATIONAL CANDIDATES

Under the Mutual Recognition Agreement between the CATA, Board of Certification (BOC) for the Athletic Trainer, and Athletic Rehabilitation Therapy Ireland (ARTI), a Temporary International Candidate (TIC) must attempt the NCE within one (1) year of becoming a member

of the CATA. As with a Certification Candidate, the two (2) year rule will come into effect following the first attempt.

The information required to apply is different for a TIC and is as follows:

1) BOC Certified

- a. Verification of your BOC certification displaying its expiry date must be received. This verification can be completed electronically and is available on the BOC website (www.bocatc.org). All electronic requests should be directed to the Exam Applications Coordinator via e-mail at exam_applications@athletictherapy.org.
- b. A copy of the First Responder (or equivalent) certification and CPR-HCP certification, must be uploaded to the Candidate's member's page on the CATA website. Both of these certifications must be valid at the time of application and on the date of the NCE. There are numerous First Responder courses available throughout the United States. Although the course may be titled a First Responder course, it may not be considered equivalent to the courses accepted by the CATA. It is highly recommended that you contact the Exam Applications Coordinator (exam_applications@athletictherapy.org) prior to applying for the NCE to determine if your course is deemed equivalent.

Note: If your First Responder or CPR-HCP certification expires prior to the day of the scheduled examination you wish to attempt, you are ineligible to apply.

2) ARTI Members

- a. Letter of verification from the ARTI office indicating that you are in good standing as a certified member as well indicate the expiry date of your certification.
- b. A copy of the First Responder (or equivalent) certification and CPR-HCP certification, must be uploaded to your member's page on the CATA website. Both of these certifications must be valid at the time of application and on the date of the NCE. There are numerous First Responder courses available and although the course may be titled a First Responder course, it may not be considered equivalent to the courses accepted by the CATA. It is highly recommended that the Candidate contacts the Exam Applications Coordinator (exam_applications@athletictherapy.org) prior to applying for the NCE to determine if your course is deemed equivalent.

Note: If the First Responder or CPR-HCP certification expires prior to the day of the scheduled examination you wish to attempt, you are ineligible to apply.

To complete an online application for the NCE as a TIC, follow the steps outlined in this handbook.

PRE-APPLICATION RESPONSIBILITIES

The Candidate is responsible for completing the following items to guarantee that the application is processed in time:

- 1) Add the email address exam_applications@athletictherapy.org to your safe senders list.

****ALL CORRESPONDENCE PRIOR TO THE EXAMINATION WILL BE COMPLETED VIA EMAIL****

- 2) Ensure his/her email address, mailing address and other contact information listed on your member profile on the CATA website is up to date. The CATA will not be responsible for failure to receive examination correspondence due to incorrect contact information.
- 3) Ensure his/her have paid both your national and provincial dues for the current membership year. If your provincial dues have been paid and his/her profile has not been updated to display the correct expiry date, the Candidate must contact his/her regional chapter to update. If it is not updated, the Candidate will not be able to apply until the update has been completed. **National and provincial expiry dates must fall after the date of the exam you are applying for.**
- 4) A copy of the First Responder (or approved equivalent) and/or CPR-HCP certifications has been uploaded to his/her member profile on the CATA website. **If your First Responder (or approved equivalent) or CPR-HCP certification expires prior to or on the day of the scheduled examination you wish to attempt, you are ineligible to apply.**
- 5) Ensure copies of any documentation supporting your examination application and/or language and time extension requests have been uploaded.
- 6) Ensure verification of BOC/ARTI certification request has been sent to the CATA **(Temporary International Candidates only).**

SUBMITTING SUPPORTING DOCUMENTATION

All supporting documentation required for application to attempt the CATA NCE is submitted online via the Candidate's Member's Profile page on the CATA website. Acceptable formats include, but are not limited to, scanned copies, digital pictures and PDF.

Examination application documentation to be submitted may include the following:

- 1) CPR/AED-HCP Certification.
- 2) First Responder or equivalent certification.
- 3) Receipt of payment of provincial membership dues.
- 4) Graduation Eligibility Form if the candidate has not graduated from an accredited institution at the time of application.
- 5) For candidates with special accommodations (please see page 7 for definition of special accommodations)

- a. Documentation supporting a request for time extension on the written examination due to language other than English or French and for disability reasons.

Note: Transcripts are NOT to be uploaded to your member profile. Only official, sealed transcripts from your educational institution(s) delivered directly to the CATA office will be accepted. Candidates are responsible for any fees associated with submission of transcripts.

To upload a copy of a document:

- 1) Go to the Canadian Athletic Therapists Association website at www.athletictherapy.org.
- 2) Click on the “Member Login” at the top of the page and log in using your CATA login name and password.
- 3) Under the “My Member Info” tab, choose “Certification”.
- 4) In the field “Attach New Document” locate the file you wish to upload to the database.
- 5) Click on “Upload Supporting Document”.
- 6) The CATA National Office will be notified of your submission and will update your profile as soon as possible.

Note: Approval of uploaded documents may take up to 2 – 3 business days. Please ensure that all documents pertaining to the certification examination are uploaded via the “Certification” tab of your profile to ensure approval.

SPECIAL ACCOMMODATIONS

CATA is committed to providing accessible and equitable service to all National Certification Exam (NCE) candidates in a way that respects the dignity and independence of persons requiring special accommodations. In reviewing special accommodations requests, CATA must balance the rights of the candidate with its goal to protect the public interest. CATA seeks to ensure a reliable and fair exam that assesses whether or not the candidate has the necessary abilities, knowledge and skills.

Special accommodations will be granted on a case-by-case basis and will depend on the nature and extent of the special need, the documentation provided, and the requirements of the NCE. CATA will endeavour to accommodate the candidate as required by law, without undue hardship.

CONFIDENTIALITY

Any personal information provided by the candidate in support of a request for special accommodations will be used exclusively for the purpose of assisting CATA’s decision to provide special accommodations. CATA may require the assistance of a third-party consultant in some cases.

PROCEDURE

Requests for special accommodations must be made at the same time the candidate applies for the NCE. The candidate must include any requests in the “Special Request” field when completing the online application for the NCE. The Candidate must also submit a CATA Special Accommodations Request Form and any applicable supporting documentation to exam_applications@athletictherapy.org.

For situations of recent injury or illness, which occur between the time of the application and the date of the NCE, requests for special accommodations must be made as soon as possible prior to the date of the NCE by contacting exam_applications@athletictherapy.org.

1. CATA Special Accommodations Request Form

- If the request is medical in nature, the “Medical Professional’s Statement” on the CATA Special Accommodations Request Form must be completed by a medical professional, specifically outlining the need for special accommodations.
- If the request is non-medical in nature, the “Non-Medical Request for Accommodations” portion of the CATA Special Accommodations Request Form must be completed by the candidate. The nature of the request must be described in as much detail as possible.

2. Supporting Documentation (*only if applicable*)

- Candidates who have previously received accommodations from their post-secondary institution or other accredited program *may* provide any pre-existing documentation completed by an accessible services representative of the institution where the candidate received accommodations. The documentation should indicate the accommodations that were approved and provided during the candidate’s program. CATA will consider the previous accommodations that were provided by the institution, but are not bound to provide the same accommodations for the NCE.

CATA will review requests for accommodations on a case-by-case basis to ensure that candidates seeking accommodations receive a fair and equal chance to demonstrate the required knowledge, skills and abilities for entry to practice as a Certified Athletic Therapist in Canada, without compromising the NCE’s reliability, validity or security.

The following list provides examples of the types of accommodations that may be used by CATA. The list is not exhaustive.

- 1) A reader to read the NCE to the candidate
- 2) Extra time to complete the NCE
- 3) A private room for the candidate to complete the NCE
- 4) Access to medication during the NCE

ACCEPTANCE

If the candidate's request for special accommodations is approved, the candidate will sign acknowledgements before and after writing the NCE, which refer to the special accommodations agreed to and provided.

The candidate's special accommodations will automatically be carried over each time he or she applies for the NCE. However, physical disabilities that are shorter term (e.g. limitations after reconstructive surgery for the ACL) will only be applicable to one sitting of the NCE.

OFFICIAL TRANSCRIPTS

If a Candidate has previously attempted the CATA NCE and has submitted official transcripts previously, resubmission is NOT required.

If a Candidate is submitting transcripts for the first time prior to attempting the CATA NCE, they must be received at the CATA National Office no later than two weeks prior to the date of the NCE. Official transcripts that are submitted to the CATA National Office must meet the following criteria:

- 1) The transcripts **MUST** be received in a sealed envelope **DIRECTLY** from the academic institution.
- 2) The transcripts **MUST** indicate that your degree has been "**Awarded**" or "**Conferred**". If the transcripts received at the CATA National Office fail to indicate this, they will not be accepted and may result in the Certification Candidate not being able to attempt the NCE and/or preventing his or her results from being released.

To accommodate Certification Candidates graduating from institutions close to the time of the NCE (typically the June exam), the Member Services Committee has developed a **Graduation Eligibility Form** (see Appendix) which is available on the CATA website under the Certification Candidate tab. This form is only required if your official transcripts will not be available two weeks prior to the NCE. If submitting the Graduation Eligibility Form, you must complete the form and then have it signed by an official in the Registrar's office of your respective accredited institution. The signature confirms that the Candidate is eligible for graduation/convocation prior to the upcoming NCE. If the Candidate is deemed eligible for graduation/convocation by an accredited institution's attestation on the Graduation Eligibility Form, the transcript requirement will be considered fulfilled for the purposes of the examination application.

However, if a Candidate fails to submit an official transcript, he/she will not receive the results of his/her certification examination attempt until receipt has been verified by the CATA National Office. It is THE CANDIDATE'S responsibility to submit the required application materials.

Examination Fees

The payment of examination fees can now be completed online as described in the application process. All payments must be made prior to the examination application deadline in order to be eligible to attempt the NCE. **No exceptions will be made.**

In certain cases, Certification Candidates may wish to withdraw their applications for the NCE. The refund deadline is listed in the Examination Timetable available on the CATA website and the following criteria are followed:

- 1) Certification Candidates who formally withdraw their applications prior to the refund deadline are issued a full refund of the examination fees. A refund of the application fee is not issued.
- 2) Certification Candidates who formally withdraw their applications after the refund deadline forfeit all application and examination fees.
- 3) Certification Candidates who withdraw their applications due to personal illness or a family emergency after the refund deadline may qualify for a refund of the examination fees. A refund of the application fee is not issued. Supporting documentation is required in the form of a physician's note or equivalent.

The Certification Candidate is responsible to formally notify the Examination Applications Coordinator (exam_applications@athletictherapy.org) of the request to withdraw from the examination.

Examination fees **will not** be held in trust or deferred to future examinations. All withdrawals will include a refund as per the criteria set forth above.

All refunds will be issued in the form of a cheque delivered to the address the Candidate has listed in their member profile. Candidates are responsible for ensuring the national office has their correct address.

APPLICATION PROCESS

Once you have met the eligibility requirements for NCE, you will be able to apply via the CATA website. The process to apply is as follows:

- 1) Go to the Canadian Athletic Therapists Association website at www.athletictherapy.org.
- 2) Click on the "Member Login" at the top of the page and log in using your CATA login name and password.
- 3) Under the "My Member Info" tab, choose "Certification".
- 4) Click on the "Submit Exam Application" link on the right hand side of the page.
- 5) From the dropdown list, choose the date and location of the examination you are applying for.

- a. You will be notified of any criteria for application that you have not met, if applicable. Any criteria not met must be rectified before you will be allowed to apply.
- 6) Fill in any special requests you may have in the box provided.
 - a. **Requests for Special Accommodations must be made at the time of application to be considered.**
- 7) The total payment required the examination is displayed. Choose a payment method:
 - a. Online Payment – Complete the required information to pay for using a credit card.
 - b. **Certified Cheque** or Money Order – Mail payment to the CATA National Office.
 - i. **Please note that personal cheques are NOT accepted and will be returned.**
 - ii. **If mailing your payment, it must be postmarked PRIOR TO the application deadline or it will not be accepted.**
- 8) Once the application is complete, the system will automatically generate an e-mail message to you confirming the submission of your application.
- 9) Final approval of your application will be granted once all eligibility criteria have been met and the National Office confirms your payment.

EXAMINATION SCHEDULING

Applications for the NCE will be processed in the following manner:

- 1) The Exam Applications Coordinator will receive and review applications for date of submission, payment. Incomplete applications will result in the Certification Candidate being ineligible to attempt the NCE.
- 2) The Exam Applications Coordinator will schedule the accepted applicants for the upcoming NCE based on the Examination Timetable.
- 3) The Exam Applications Coordinator will forward the finalized schedule to the CBoCAT for approval.
- 4) Following approval by the CBoCAT, the Exam Applications Coordinator will notify the Certification Candidates of their scheduled date, time and location for the upcoming NCE following the application deadline as outlined in the Examination Timetable.

While each NCE is offered in regional locations across Canada, spots at each venue will be filled on a first-come, first-served basis based on the date applications are approved. Recognize that no Certification Candidate will be refused a spot in the NCE due to application numbers but the CATA cannot guarantee that the location chosen on your application will be available. For this reason, it is suggested that you apply as early as possible.

PLEASE NOTE THAT THE CATA WILL NOT BE HELD RESPONSIBLE FOR ANY TRAVEL ARRANGEMENTS MADE PRIOR TO A CERTIFICATION CANDIDATE BEING NOTIFIED OF THE DATE AND LOCATION OF HIS OR HER EXAMINATION.

English and French Written Examination

The written examination is available in English and French.

No time extension will be allocated to individuals who completed their secondary education in one language (English/French) and their post-secondary education in another language (English/French). Candidates who studied in English but prefer French can opt to do their exam in French and vice-versa. Therefore, regardless of previous educations, neither special accommodations nor time extensions for language in English or French will be accepted.

Application Checklist

Please use the checklist below to ensure that you have completed the required steps to avoid problems with your application for the CATA or NCE. All information pertaining to the steps below is found in the CATA National Certification Examination Handbook.

Pre-Application

- You are able to logon to your Member Profile on the CATA website.
- You have added the email address exam_applications@athletictherapy.org to your safe senders list.
- You have updated your email address, mailing address and phone number on your Member Profile to that which you will receive all exam-related correspondence and exam results.
- You have paid your provincial and national membership dues for the current membership year and the expiry date is no earlier than the date of the exam you are applying for.
- You have scanned and uploaded a copy of your First Responder or equivalent and CPR-HCP to the member's page on the CATA website. Both of these certifications must display an expiry date no earlier than the last date of the exam you are applying for.
- You have submitted the required documentation in support of any special requests as outlined in this guide.

Post-Application

- You have completed and uploaded the Graduation Eligibility Form (if applicable).
- You have sent your official transcripts to the CATA office in a sealed envelope **DIRECTLY** from your respective accredited institution (if applicable).

**ALL CORRESPONDENCE REGARDING EXAMINATION RESULTS OR
EXAMINATION PROCEDURES IS TO BE DELIVERED TO THE CERTIFICATION
CANDIDATE LIAISON LOCATED IN YOUR REGION**

(SEE CATA WEBSITE FOR CONTACT INFORMATION)

EXAMINATION GUIDE

The Certification Candidate should ensure that he or she arrive at the examination site at least thirty (30) minutes prior to the scheduled starting time to register.

Each Certification Candidate is required to provide government issued photo identification, in addition to their CATA membership card, when registering at the examination site. Failure to provide such identification will make the Certification Candidate ineligible to take the written examination.

The written examination is a three (3) hour, 200 multiple choice questions, exam, written in one (1) three hour block. The written examination is started *en masse*. The written examination will commence simultaneously across Canada starting in each of Canada's time zones as follows:

13:30 – Newfoundland Time	13:00 – Atlantic Time	12:00 – Eastern Time
11:00 – Central Time	10:00 – Mountain Time	09:00 – Pacific Time

In order to minimize disruption, Certification Candidates are encouraged to use the restroom prior to the start of the exam. If a Certification Candidate needs to use the restroom during the exam, he or she will be escorted by a proctor. The Certification Candidate cannot take any items from the exam room. No additional time will be granted. Certification Candidates who fail to adhere to these rules will be dismissed from the exam.

The written examination consists of a booklet which contains two hundred (200) 4-option single-answer multiple choice questions which will be answered on a Scantron sheet with a pencil.

Certification Candidates must bring their own **HB pencil**.

To be successful on the written portion of the NCE, the Certification Candidate must achieve a score equal to or higher than the passing score determined by a statistical analysis of the exam calculated based on the blueprint.

EXAMINATION BLUEPRINT

The written examination has been based upon the blueprint, which is represented in the Appendix. This blueprint was created by CBoCAT and was approved by the CATA. This blueprint reflects the Role Delineation Study document. Refer to the Appendix for details on the examination blueprint.

EXAMINATION RESULTS

Results from the NCE will be delivered to each Certification Candidate via email within six (6) weeks of the final day of the NCE.

Following each written exam administration, test materials are reconciled, the candidate answer sheets are electronically scanned, and the database is formatted and checked to ensure the accuracy of the data captured through the scanning process. Item analysis is subsequently conducted and poorly performing items are excluded before final scoring.

Because the primary concern is to ensure an appropriate classification at the decision point, hand scoring of all exams for failing candidates, for candidates at the cut score and for candidate's one point above the cut score, is conducted.

The written examination results will list your scores on each of the Competency Categories and Cognitive Level's as well as your Total Examination Score and the Passing Score for the examination.

Candidates have the right to appeal their results, for a re-score, subject to the payment of an administrative fee and can be completed under the Members Section on the CATA website.

RESCORING

Examination scores are verified several times before results are released. Re-scoring involves checking to ensure that the Certification Candidate was given credit for all tasks performed during the practical examination. The Certification Candidate should be aware that it is unlikely that the overall result will change following the re-scoring.

A Certification Candidate wishing to have his or her examination re-scored must submit a request to the National Office via his or her online profile within fourteen (14) days of the release of the results. The rescore request can be accessed on the "Certification" tab of the Certification Candidate's online profile.

The process to submit a request for re-scoring of an examination is as follows:

- 1) Go to the Canadian Athletic Therapists Association website at www.athletictherapy.org.
- 2) Click on the "Members" tab and log in using your CATA login name and password.
- 3) Under the "My Member Info" tab, choose "Certification".
- 4) Scroll down to the "Previous Exams" section.
- 5) Under the "Re-score" column, choose "Submit" for the examination you wish to have re-scored.
- 6) The options for payment of the Re-scoring Fee will be displayed. Complete the payment process.

Once payment of the Re-scoring Fee has been processed, the external testing agency contracted to evaluate exam results will be notified of the request and the re-score process initiated. If submitting a certified cheque or money order for the Rescoring Fee, the payment must be postmarked no later than fourteen (14) days following the release of the results. If the re-scoring changes the examination result from “failed” to “pass”, the Rescoring Fee will be refunded. Results will be sent via email to the Certification Candidate within thirty five (35) days of the exam results being released.

CANDIDATE FEEDBACK

Inasmuch as the NCE is a summative evaluation of the knowledge of the Certification Candidate, it is recognized that an unsuccessful Certificate Candidate may require additional information on those aspects of the NCE where there were shortcomings.

The information provided in the results of the written examination is at a level where the Certification Candidate is able to determine those areas of deficiency. Each of the row and column dimensions of the blueprint is assigned a value from which the Certification Candidate can determine where additional work is necessary.

EXAMINATION APPEALS

A Certification Candidate may appeal each of the aspects described below according to the procedures outlined. Refer to #1-100 – Fees of the Association for information related to the costs associated with Appeals.

Declaration of Extraordinary Circumstances

Certification Candidates may only appeal examination results in situations restricted to extraordinary circumstances or events that arose coincidentally with the holding of the written examination. For the purposes of an Appeal, *'coincidentally'* is defined as *'within the 48 hours prior to the examination, during the delivery of the written examination'*. Extraordinary circumstances outside the control of the Certification Candidate are those circumstances that:

- 1) Make the Certification Candidate's experience different from other Certification Candidates, and
- 2) Were severe enough to account for the Certification Candidate's overall failure of the NCE, and
- 3) Were properly declared by the Certification Candidate via the online declaration process.

All of the aforementioned conditions must be satisfied for an appeal to be considered.

Examples of extraordinary circumstance include, but are not limited to, the following:

- 1) A Certification Candidate's unexpected, acute and verifiable medical condition
- 2) Gross misconduct on the part of the examination staff/proctor
- 3) Excessive noise in the examination room
- 4) Many interruptions due to people walking in and out of the room

Circumstances shall be determined to be extraordinary at the sole discretion of the Appeals Coordinator.

The Certification Candidate must submit a *Declaration of Extraordinary Circumstances* via the online appeal process, within seventy-two (72) hours of completing the examination.

To submit a Declaration of Extraordinary Circumstances:

- 1) Go to the Canadian Athletic Therapists Association website at www.athletictherapy.org.
- 2) Click on the "Member Login" at the top of the page and log in using your CATA login name and password.
- 3) Under the "My Member Info" tab, choose "Certification".
- 4) Scroll down to the "Previous Exams" section.
- 5) Click on the "Declare" link for the respective examination that you wish to appeal.
 - a. The "Declare" link will only be available for seventy-two (72) hours from the date of the examination attempt. Once the link is no longer available, a Declaration of

Extraordinary Circumstances cannot be submitted and the Certification Candidate will have forfeited his or her right to appeal.

- 6) In the “Declaration of Extraordinary Circumstances Information” field, outline any information relating to the circumstances leading to the declaration. Please do not include any identifying information (name and CATA ID#).

Note: Submission of the examination feedback form by the Certification Candidate is insufficient documentation to be considered a declaration of extraordinary circumstances.

The Certification Candidate will receive an email confirming receipt of the *Declaration of Extraordinary Circumstances*. The *Declaration of Extraordinary Circumstances* is delivered to the Appeals Coordinator in a fashion which protects the identity of the Certification Candidate.

Appeal of Results

Within fourteen (14) days of the release of the examination results, the Certification Candidate must submit a request for appeal via the CATA web site. The formal appeal must be accompanied by the Appeal Fee (#1-100 – Fees of the Association). The CBoCAT will be notified of the appeal request and will then forward the appeal to the Appeals Coordinator in a fashion which protects the identity of the appellant. Within twenty-one (21) days, the Appeals Coordinator shall render a decision on whether the appeal should be accepted or denied. This decision shall be forwarded to the CBoCAT who shall inform the Certification Candidate of the final decision via email.

Supporting Documentation

Requests for Appeal based on ill health must be accompanied by medical documentation from a licensed/registered medical practitioner.

Requests for Appeal based on extraordinary circumstances must be accompanied by any available documentation relevant to the circumstances.

Appeal Procedure

A *Declaration of Extraordinary Circumstances* must have been submitted online via the CATA website within seventy-two (72) hours of completing the NCE. **If the Certification Candidate fails to submit the Declaration of Extraordinary Circumstances within 72 hours of completing the examination, the Certification Candidate forfeits his or her right to appeal the results of the examination.**

The CBoCAT will acknowledge receipt of the Declaration of Extraordinary Circumstances.

Within fourteen (14) days of receiving the NCE results, the Certification Candidate must submit a request for appeal along with payment of the appeal fee to the National Office via his or her online profile.

To submit a request for appeal:

- 1) Go to the Canadian Athletic Therapists Association website at www.athletictherapy.org.

- 2) Click on the “Member Login” at the top of the page and log in using your CATA login name and password.
- 3) Under the “My Member Info” tab, choose “Certification”.
- 4) Scroll down to the “Previous Exams” section.
- 5) Click on the “Appeal” link for the respective exam that you wish to appeal.
 - a. The “Appeal” link will only be available if a *Declaration of Extraordinary Circumstances* has been submitted. The “Appeal” link will only be available for fourteen (14) days following the release of the results. Once the link is no longer available, an appeal cannot be submitted.
- 6) In the “Appeal Information” field, outline any information relating to the circumstances leading to the request for appeal. Candidates are urged to not include any identifying information (name and CATA ID#).
- 7) **To upload any supporting documentation, locate the field “Attach New Document” and choose the file(s) you wish to upload.**
- 8) The options for payment of the Appeal Fee will be displayed. Complete payment process.
- 9) Once your payment has been processed, the candidate will receive confirmation that the request has been submitted.

Following the submission of the appeal request, the CBoCAT will acknowledge receipt of the appeal information. The request for appeal and any supporting documents will immediately be forwarded to the Appeals Coordinator in a fashion which protects the identity of the Certification Candidate.

In conducting the appeal, the Appeals Coordinator shall consider the following:

- 1) The Certification Candidate’s Declaration of Extraordinary Circumstances;
- 2) The Certification Candidate’s statement of appeal; and
- 3) A statement from the Regional Site Coordinator and/or examination proctor concerning the examination process relevant to each case and Certification Candidate data.

Within twenty-one (21) days, the Appeals Coordinator shall render a decision on whether the appeal should be accepted or denied and forward this decision to the National Office. Within five (5) business days of being informed, the CBoCAT shall inform the Certification Candidate of the decision.

Successful Appeal

If the Appeals Coordinator rules in favour of the appeal, the Certification Candidate will be notified by the National Office. In ruling on the appeal, the results will include the following:

- 1) A full refund of the Appeal Fee will be issued to the Certification Candidate.
- 2) A refund of the Examination Fee will be issued to the Certification Candidate.
Note: The non-refundable application fee is not included in the refund.
- 3) The Certification Candidate must reapply to attempt the NCE according to the procedures in place at the time of application. If the appellant wishes to attempt the

NCE at the next scheduled session, he or she will be given priority on the examination roster.

Unsuccessful Appeal

If the Appeals Coordinator rules against the appeal, the Certification Candidate will be notified by the National Office. In ruling on the appeal, the results will include, but are not limited to, one or more of the following:

- 1) The Certification Candidate forfeits the Appeal Fee.
- 2) The Certification Candidate forfeits the Examination Fee for the portion of the examination in which the appeal was requested.
- 3) The Certification Candidate must reapply to attempt the NCE according to the procedures in place at the time of application.

Written Examination Administration

Test development, administration, scoring and psychometric analysis is conducted in accordance with best practices in test development. Content-related validity evidence is provided by involving subject matter experts in all aspects of test development. The CATA NCE is administered by an external Psychometrician on behalf of CATA.

Written Examination

Item selection and approval process

The Examination Committee reviews all the items and approves each examination item based on adherence to the blueprint and competencies, importance to practice, previous statistical performance and fidelity to current content. The statistical guidelines include item difficulty (p) and discrimination index (rpb). Statistically, items will ideally have a $p > 0.30$ and $< .95$, and an $rpb \geq 0.20$

Standard Setting

Modified –Angoff method

The standard-setting procedure used for the CATA written examination is the modified-Angoff method (Angoff, 1971). This method is the most widely used standard-setting procedure for credentialing examinations (Cizek & Earnest, 2016). The modified-Angoff method allows expert judges to determine an appropriate pass mark for an examination.

Validity

Validity is “the evaluative judgment of the degree to which empirical evidence and theory rationale support the adequacy and appropriateness of inferences and actions based on test

scores” (Messick, 1989). It is the degree to which a test measures what it was designed to measure or whether the inferences being made about a candidate’s skill are accurate.

In high-stakes testing, test items must have a direct link to the domain being tested (i.e., task representation; Downing, 2006). The validity of credentialing examinations is based primarily upon content validity or how well a test’s content reflects the concepts it is intended to measure as outlined in the blueprint. The goal of a well-constructed test is to make valid assertions through a representative sampling of the content to infer minimal competence to practice. Examination development and administration activities associated with the CATA examination adhere to the Standards for Educational and Psychological Testing (AERA, APA, & NCME, 2014) for establishing test validity.

Reliability

Reliability in testing is defined as the degree to which test results are consistent with repeated measurements (Haertel, 2006). In other words, a reliable instrument will consistently make the same judgment regarding a candidate’s ability. To ensure that candidates’ results are valid and reliable, all of the failing candidates are hand- scored and manually checked. This quality-control procedure is performed to ensure the accuracy of scoring, which also contributes to the reliability of the examination scores.

Although there are several ways to quantify reliability, the most commonly used index for credentialing testing is internal consistency and is based on the correlations amongst items on the same test. This index is often represented as a Cronbach’s alpha (also known as a reliability coefficient), which represents the internal consistency of the test and ranges from 0.0 to 1.0. The reliability coefficients for the June and November examination scores meet acceptable standards recommended for credentialing examinations (Schumacker, 2005).

APPENDICES

- A. First Responder Equivalency
- B. Graduation Eligibility Form
- C. Examination Blueprint
- D. Special Accommodations Request Form
- E. Pre-Examination Acknowledgement Form
- F. Post-Examination Acknowledgement Form

APPENDIX A

First Responder Equivalency

First Responder certification plays an important role in the profession of Athletic Therapy and is required by the CATA in order to apply for and attempt the National Certification Examination. The following courses have been approved by the CATA Education Committee to meet the First Responder requirements of the CATA:

- Alberta College of Paramedics Emergency Medical Technician
- Alberta Health and Safety Training Institute Emergency Medical Responder
- American Health and Safety Institute Wilderness First Responder
- American Red Cross Wilderness and Remote First Aid (including Oxygen module)
- American Red Cross Emergency Medical Response (including Oxygen module)
- Arctic Star Wilderness Medicine Level III Industrial First Responder
- Canadian Red Cross Emergency Medical Responder
- Canadian Red Cross First Responder
- Canadian Ski Patrol System Advanced First Aid
- Kinetic Medical Emergency Medical Responder
- National Safety Council First Responder
- Peak Emergency Response Training Non-Urban Occupational Emergency Care
- Pre-Hospital Emergency Care Council Emergency First Response
- Professional Medical Associates Emergency Medical Responder (must include CPR-HCP)
- Sport Physiotherapy Canada First Responder
- Sports First Responder
- St. John's Ambulance Advanced Medical First Responder I
- United States Department of Transportation First Responder
- Vital Signs Emergency Medical Responder
- Wilderness Medical Associates International Wilderness First Responder

Any documentation submitted for courses not in the approved list above must be evaluated prior to receiving approval. The courses must have been completed within the past four years prior to the date of application. If you have taken a course that is not listed above and you wish to submit it for approval, please send a detailed course outline to the CATA National Office via email at info@athletictherapy.org.

APPENDIX B



CANADIAN ATHLETIC THERAPISTS ASSOCIATION

CATA Certification Examination Application

Graduation Eligibility Form

Includes Request for Release of Academic Information

Examination Applicant Information

Full Name: _____	Date of Birth: _____
Student #: _____	Faculty: _____
Address: _____ _____	
Phone #: _____	Graduation Date: _____

The *Freedom of Information and Protection of Privacy Act* provides that academic institutions may not release any information pertaining to student records to anyone other than the student without the student's consent. This form allows the Canadian Athletic Therapists Association to receive confirmation from its accredited institutions regarding the eligibility of certification candidates to graduate.

I, _____ Certification Candidate, a current Athletic Therapy Certification Candidate enrolled at _____ Academic Institution, consent to grant the following members of the **Canadian Athletic Therapists Association** access to my academic information, via my respective registrar's office, to confirm graduation eligibility:

Helena De Fazio *Administrative Assistant*
Brent Gaudreau *Exam Applications Coordinator*

I grant the above-named individuals access to my academic information as outlined above until December 31st of the year in which this form is submitted.

Candidate Signature: _____ Date: _____

Academic Institution Confirmation (Must be completed by registrar's office)

I, _____ Employee Name, am currently employed as _____ Position in the registrar's office at _____ Academic Institution and hereby confirm that the above-named Athletic Therapy Certification Candidate has completed or is in the process of completing the requirements of the Athletic Therapy curriculum at our institution and pending proof of an awarded undergraduate degree (if applicable) will be recommended to graduate/convocate in _____ Month of _____ Year.

Signature: _____ Date: _____

APPENDIX C

Examination Blueprint COGNITIVE EXAM PLAN SUMMARY Item Distribution for a 200 Item Exam

Performance Domains	Item Total
Prevention	38
Assessment	41
Intervention	52
Practice Management	27
Professional Responsibility	41

COGNITIVE EXAM PLAN SUMMARY Item Distribution for a 200 Item Exam

Performance Domains	Comp I	Comp II	Comp III	Comp IV	Comp V	Comp VI	Item Total
Prevention	23.98	3.29	3.66	1.01	1.33	4.83	38.00
Assessment	7.54	29.19	3.66	0.63	0	0	41.00
Intervention	1.08	2.55	13.85	25.07	0.35	9.43	52.00
Practice Management	0.87	0	0.31	0	20.83	4.99	27.00
Professional Responsibility	1.6	0	2.78	0	23.98	12.64	41.00

COMPETENCIES IN ATHLETIC THERAPY

Comp I	Prevention
Comp II	Recognition and Evaluation
Comp III	Management, Treatment and Disposition
Comp IV	Rehabilitation
Comp V	Organization and Administration
Comp VI	Education and Counseling

Item Distribution Rounded

Performance Domains	Comp I	Comp II	Comp III	Comp IV	Comp V	Comp VI	Item Total
Prevention	24.98	3	4	1	1	5	38
Assessment	8	29	4	1	0	0	41
Intervention	1	3	14	25	0	9	52
Practice Management	1	0	0	0	21	5	27
Professional Responsibility	2	0	3	0	24	13	41

*****NOTE: THE COMPETENCIES IDENTIFIED ABOVE RELATE TO THE PREVIOUS ATHLETIC THERAPY COMPETENCIES*****

APPENDIX D

**Canadian Athletic Therapists Association (CATA)
SPECIAL ACCOMMODATIONS REQUEST FORM**

If you require special accommodations for the National Certification Exam (NCE), please complete and return this form to exam_applications@athletictherapy.org at the same time you submit your online NCE application.

Exam Description: The NCE consists of 200 multiple choice questions and is written in one 3-hour block. The candidate is required to sit for the duration of the exam in a room with other candidates.

Candidate Information	
First and Last Names:	Member #:
Email:	Phone #: ()

Medical Professional's Statement (if applicable)
Based on the exam description above, please list and describe any accommodations you feel are necessary for the candidate. We do not request disclosure of the candidate's diagnosis.

Non-Medical Request for Accommodations
If your request for accommodations is non-medical in nature, please describe the issue and requested accommodations.

Signatures	
Candidate's Signature:	Date:
Medical Professional's Signature (if applicable):	Date:



**SPECIAL ACCOMMODATIONS REQUEST
PRE-EXAM ACKNOWLEDGEMENT**

Given By: **First and Last Name of Candidate**

Member # _____

Given To: **Canadian Athletic Therapists Association (“CATA”)**

RE: **National Certification Exam (the “NCE”) Special Accommodations**

I, _____, hereby acknowledge and confirm the following:

1. I requested special accommodations for writing the NCE according to the procedure outlined in the Special Accommodations Policy.
2. CATA and I agreed on the following special accommodations to address my needs:

[Outline approved accommodations]

3. The special accommodations provided by CATA satisfy my need for accommodations.

DATED at _____, this _____ day of _____ 20____.

Signature of Candidate



**SPECIAL ACCOMMODATIONS REQUEST
POST-EXAM ACKNOWLEDGEMENT**

Given By: **First and Last Name of Candidate**

Member # _____

Given To: **Canadian Athletic Therapists Association (“CATA”)**

RE: **National Certification Exam (the “NCE”) Special Accommodations**

I, _____, hereby acknowledge and confirm the following:

1. I requested special accommodations for writing the NCE according to the procedure outlined in the Special Accommodations Policy.
2. CATA and I agreed on the following special accommodations to address my needs and further agreed that the following special accommodations satisfy my need for accommodations. *[Outline approved accommodations]*
3. CATA provided all of the above special accommodations.

DATED at _____, this _____ day of _____ 20____.

Signature of Candidate

IMPORTANT CONTACT INFORMATION

CANADIAN BOARD OF CERTIFICATION FOR ATHLETIC THERAPY

Director

bocdirector@athletictherapy.org

Examination Applications Coordinator

exam_applications@athletictherapy.org

CATA NATIONAL OFFICE

Administrative Assistant

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(403) 509-2282



CANADIAN
ATHLETIC
THERAPISTS
ASSOCIATION



ASSOCIATION
CANADIENNE DES
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INFO@ATHLETICTHERAPY.ORG

[HTTP://WWW.ATHLETICTHERAPY.ORG](http://www.athletictherapy.org)