



UNIVERSITY

OF
LOUISIANA
L a f a y e t t e

Athletic Training Education Program

Student Handbook

And

Policies & Procedures Manual

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SECTION I - INTRODUCTION

I(a) - INTRODUCTION

Welcome to the University of Louisiana at Lafayette Athletic Training Education Program. The information contained within this manual was developed to assist and guide the athletic training student during their matriculation through the Athletic Training Education Program. The Student Handbook and Policy and Procedure Manual is also intended as a source, to both students and instructors, to help ensure continuity throughout the Athletic Training Education program. All individuals involved with the UL Lafayette Athletic Training Education Program are required to know and follow the policies and procedures as outlined in this manual.

I(b) - MISSION STATEMENT

The Mission of the University of Louisiana at Lafayette Athletic Training Education Program is to provide an active learning environment for undergraduate students. Through didactic and clinical experience, students will master the skills, knowledge, and clinical competencies required for a successful career as an BOC Certified Athletic Trainer.

I(c) - PROGRAM OBJECTIVES

- To prepare the students for the BOC Exam
- To develop critical thinking skills
- To develop decision making skills
- To instill the value of professionalism
- To develop effective communication skills
- To Promote the involvement of students in their professional associations
- To promote the involvement of students in community service/volunteer activities
- To encourage student to be life-long learners
- To encourage significant contributions to the profession through research and service to professional organizations
- To facilitate students' efforts in securing a position in graduate school or in an athletic training setting.

**I(d) - NATIONAL ATHLETIC TRAINERS' ASSOCIATION
EDUCATION COUNCIL
CLINICAL EDUCATION DEFINITIONS**

Abbreviations:

ACI: Approved Clinical Instructor
CI: Clinical Instructor
CIE: Clinical Instructor Educator
ATS: Athletic Training Student

Definitions:

1. **Clinical Instructor Educator:** A Clinical Instructor Educator (CIE) is an BOC Certified Athletic Trainer or physician (MD or DO) who attends the NATA CIE Seminar and is subsequently qualified to conduct an ACI training workshop. The CIE is expected to have a minimum of three years of work experience as an athletic trainer or physician. The CIE may or may not be the Director of the Athletic Training Education Program. The CIE assists in developing, implementing, and evaluating the clinical education program at the academic institution. This includes assisting in coordinating clinical experiences in accordance with the clinical education objectives of the Program and facilitating the development of the clinical education setting(s) and the clinical instructors.

Synonym: Clinical education coordinator . **References:** Education Council FAQ Weidner TG, Laurent T. Selection and evaluation guidelines for Clinical education settings in athletic training. JAT. 2001; 36(1):62-67

2. **Approved Clinical Instructor:** An Approved Clinical Instructor (ACI) is an BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed clinical instructor training. BOC certified athletic trainers who wish to be an ACI (e.g., graduate assistant), but who have less than one year of clinical experience, must be supervised by a more experienced ACI. An ACI provides formal instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of athletic training students.

Note that other content experts (e.g., exercise physiologists, nutritionists, mental health counselors, physicians) can be used to teach and evaluate those Clinical Proficiencies that fall within the domain of their professional expertise. However, an ACI must evaluate the students' ability to integrate these skills into professional practice.

Reference: Standard IB1c(1)(a)(b), Education Council FAQ

3. **Clinical Instructor:** A clinical instructor (CI) is an BOC certified athletic trainer or other qualified health care professional with a minimum of one year of work experience in their respective academic or clinical area. Clinical instructors teach, evaluate, and supervise athletic training students in the field experiences. A clinical instructor is not charged with the final formal evaluation of athletic training students' integration of clinical proficiencies. A clinical instructor may also be an ACI.

Reference: Standard IB1c(2)(a)(b)

4. **Athletic Training Student:** An Athletic Training Student (ATS) who is enrolled in a CAATE-accredited entry-level athletic training education program.
Synonym: Student

5. **Clinical education:** Clinical education represents the athletic training students' formal acquisition, practice, and ACI evaluation of the Entry-Level Athletic Training Clinical Proficiencies through classroom, laboratory, and clinical education experiences under the direct supervision of an ACI or a clinical instructor. Formal evaluation of the application and integration of clinical proficiencies are completed by an ACI and may be in conjunction with additional clinical instructors. Related to clinical education is field experience, in which students have the opportunity to practice clinical proficiencies under the supervision of a clinical instructor. Clinical education shall occur in a minimum period of two academic years (4 semesters, 6 quarters, or 6 trimesters) and be associated with course credit. Courses shall include academic syllabi that includes measurable educational objectives and specific clinical proficiency outcomes that can be documented over time.
Synonyms: Supervised clinical practice, clinical education experience **References:** Standard IIA1b, f, Education Council Guidelines for Clinical Education

6. **Direct Supervision:** This applies to the instruction and evaluation of the clinical proficiencies by an ACI. Constant visual and auditory interaction between the student and the ACI. The instructor shall be physically present for proficiency instruction and evaluation.
Reference: Education Council Guidelines for Clinical Education, Standard IIA1g

7. **Supervision:** This applies to the field experiences under the direction of a clinical instructor. Daily personal/verbal contact at the site of supervision between the athletic training student and the ACI or clinical instructor who plans, directs, advises, and evaluates the students' athletic training field experience.

8. **Clinical education experience:** Clinical education experience provides an opportunity for integration of psychomotor, cognitive and affective skills, and clinical proficiencies within the context of direct patient care. An ACI must directly supervise formal clinical education experience. A clinical instructor or an ACI must supervise other clinical education experiences such as during the field experience.
References: Standard IIA1e, Education Council Guidelines of Clinical Education

9. **Field Experience:** Field experience provides the student with the opportunity for informal learning and to practice and apply the Entry Level Athletic Training Clinical Proficiencies in a clinical environment under the supervision of a clinical instructor or ACI. The primary settings for field experiences must include athletic training rooms, athletic practices, and competitive events. Ample opportunity should be provided for supervised student experience working with athletic practices and competitive events in both men's and women's sports. There shall be exposure to upper extremity, lower extremity, equipment intensive, and general medical experiences of both genders.
References: Standard IIA1f, Education Council Guidelines for Clinical Education

10. Clinical Education and Field Experience Exposure Requirements:

-Upper Extremity: High-risk sport to the upper extremity based upon injury statistics. Traditionally this would include throwing sports, swimming, gymnastics, etc. that require extensive stresses of the upper extremity of both genders.

-Lower Extremity: High-risk sport to the lower extremity based upon injury statistics. Traditionally this would include soccer, cross-country running, track, basketball, etc. that require extensive stresses of the lower extremity of both genders.

-Equipment Intensive: High-risk sports where all participants are required to wear protective equipment for the head and the shoulders. Traditionally this would include football, ice hockey, and men's lacrosse.

-General Medical: General medical experiences of both genders are those associated with physicians, physician assistants, or nurse practitioners.

11. **Clinical setting:** A clinical setting is a clinical environment where health care services are provided. The clinical setting shall include the athletic training room, athletic practices, and competitive events. Students must complete clinical experiences in these settings for a minimum of one of the two academic years of clinical education under the supervision of a BOC Certified Athletic Trainer. The athletic training room is considered to be a designated physical facility located within the sponsoring institution or within an acceptable affiliated clinical setting in which comprehensive athletic health care services are provided. Comprehensive health care services include practice and game preparation, injury/illness evaluation, first aid and emergency care, follow-up care, rehabilitation, and related services. Additional clinical settings may be utilized and may include sports medicine clinics, physical therapy sites, and/or rehabilitation clinics, college or university health centers, hospital emergency rooms, physician's offices, or other appropriate health care settings. The student must be supervised by an appropriate clinical instructor in these settings.

References: Standard IIA1f, Education Council Guidelines for Clinical Education

12. **Educational Competencies:** The educational content required of entry-level athletic training programs. These competencies should be used to develop the curriculum and educational experiences of students enrolled in CAATE-accredited entry-level athletic training education programs.

Reference: NATA Athletic Training Educational Competencies document

13. **Clinical proficiencies:** The entry-level athletic training clinical proficiencies define the common set of skills that entry-level athletic trainers should possess and redefine the structure of clinical education from a quantitative approach to an outcomes-based qualitative system.

Synonym: Entry-Level Athletic Training Proficiencies, proficiencies **Reference:** NATA Athletic Training Educational Competencies document

14. **Learning Over Time:** Learning over time is the documented continuous process of skill acquisition, progression, and student reflection. Learning over time involves the demonstration of systematic progression through the cognitive, psychomotor, and affective taxonomies within different contextual environments (e.g., athletic training room, practice field). Assessment of learning over time is built around multiple indicators and sources of evidence such as observations (student affective behaviors, interviews); performance samples (clinical skill demonstration); and tests or test-like procedures.

15. **Standards and Guidelines:** The Standards are the minimum standards of quality used to accredit programs that prepare individuals to enter Athletic Training. The Standards constitute the minimum requirements to which an accredited program is held accountable. The Guidelines provide examples to assist in interpreting the Standards.
Reference: 2001 Standards and Guidelines for an Accredited Educational Program for the Athletic Trainer

I(e) - NATA CODE OF ETHICS

Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1:

Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3:

Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4:

Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5:

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

*NATA
Ethics Investigations
2952 Stemmons Frwy
Dallas, TX 75247-6196*

I(f) - LOUISIANA ATHLETIC TRAINERS LAW

(Louisiana Revised Statutes 37:3301 through 37:3312)

(Enacted 1985)

§3301. Short title

This Chapter shall be known and may be cited as the Louisiana Athletic Trainers Law.

§3302. Definitions

As used in this Chapter, the following words and phrases have the meanings hereinafter ascribed to them:

(1) "Athletic trainer" means a person with the specific qualifications set forth in R.S.37:3306 who, under the direction and supervision of a medical physician carries out the practice of prevention, emergency management, and physical rehabilitation of injuries incurred by athletes at any educational institution, professional athletic organization, and any athletes participating in athletic competition or events sponsored by these organizations or other board sanctioned organization. In carrying out these functions, the athletic trainer shall use whatever physical modalities are prescribed by a team physician or consulting physician or both.

(2) "Board" means the Louisiana State Board of Medical Examiners.

(3) "Board sanctioned" means such associations including but not limited to the Amateur Athletic Union, the International Olympic Committee and its affiliates, the Pan American Committee, the National Collegiate Athletic Association, the National Association of Intercollegiate Athletics, college and university intramural sports, and National High School Athletic Association sports events.

(4) "Department" means the Louisiana Department of Health and Human Resources.

(5) "Educational institution" means a university,

college, junior college, high school, junior high school, or grammar school, whether public or private.

(6) "Emergency management" means the immediate

care given to an injured athlete until the services of a physician can be obtained. To accomplish this care, an athletic trainer may use such methods as accepted first aid procedures established by the American Red Cross and the American Heart Association and protocol previously established by the athletic trainer and the team or consulting physicians.

(7) "Medical physician" means a person licensed to practice medicine by the board in the state.

(8) "Physical rehabilitation" means the care given to athletes following injury and recovery. These treatments and rehabilitation programs may consist of pre-established methods of physical modality use and exercise as prescribed by a team physician, consulting physician, or both. Physical rehabilitation also includes working cooperatively with and under the direction of a medical physician in respect to the following:

(a) Reconditioning procedures.

(b) Operation of therapeutic devices and equipment.

(c) Fitting of braces, guards, and other protective devices.

(d) Referrals to other physicians, auxiliary health services, and institutions.

(9) "Practice of prevention" shall include but is not limited to the following:

(a) Working cooperatively with supervisors and coaches in establishing and implementing a program of physical conditioning for athletes.

(b) Applying protective or injury-preventive devices such as taping, padding, bandaging, strapping, wrapping, or bracing.

(c) Working cooperatively with supervisors, coaches, and a team physician or consulting physician in the selection and fitting of protective athletic equipment for each athlete and constantly monitoring that equipment for safety.

(d) Counseling and advising supervisors, coaches, and athletes on physical conditioning and training such as diet, flexibility, rest, and reconditioning.

§3303. Louisiana State Board of Medical Examiners; powers and duties

A. The board shall:

(1) Keep a record of its proceedings regarding the regulation and certification of athletic trainers in a book maintained for that purpose.

(2) Keep a complete roster of all certified athletic trainers and make a copy of the roster available to any person requesting it on payment of a fee established by the board as sufficient to cover the costs of the roster.

(3) Certify athletic trainers in a manner consistent with the provisions of this Chapter.

(4) Adopt rules and regulations necessary for the performance of its duties.

(5) Prescribe application forms for certification.

(6) Establish guidelines for athletic trainers in the state.

B. The board shall conduct a certification examination at least once every year at a time and place fixed by the board.

C. The board shall require continuing education units to maintain certification.

D. The board shall collect the following fees:

(1) Examination fee \$75.00

(2) Athletic trainers certificate \$35.00

(3) Renewal fee \$25.00

(4) Issuance of duplicate certificate \$ 5.00

E. The fees collected under the provisions of this Chapter shall be credited to the Louisiana State Board of Medical Examiners.

§3304. Exemptions from civil liability

No member of the board shall be liable in any civil action for any act performed in good faith in the execution of his duties under this Chapter.

§3305. Prohibited activities

On and after September 30th, 1985, no person shall hold himself out as an athletic trainer or perform, for compensation or any other means of remuneration, any of the activities of an athletic trainer as defined in this Chapter without first obtaining a certificate under this Chapter; however, nothing in this Chapter shall be construed to prevent any person from serving as a student-trainer, assistant trainer, teacher-trainer, or any similar position. Nothing in this Chapter shall require the certification of athletic trainers at nonpublic schools. Nothing in this Chapter should be construed to prevent an assigned athletic coach from administering and supervising his normal sports activities.

§3306. Qualification

A. A person who applies for an athletic trainer certificate must possess at least one of the following qualifications:

(1) The applicant shall have met the athletic training curriculum requirements of a college or university approved by the board and provide proof of graduation.

(2) The applicant shall hold a degree in physical therapy from a school approved by the board and shall have

completed a basic athletic training course, a first aid course as approved by the American Red Cross, a cardiopulmonary resuscitation course as approved by the American Heart Association or American Red Cross, and a nutrition course, and the applicant shall have spent two years in association with an athletic team, show proficiency in acute athletic care, and have letters of recommendation from a physician and a licensed athletic trainer.

(3) The applicant shall have completed, beyond the secondary school level, either as an undergraduate or graduate student, at least four years as an apprentice athletic trainer at a college or university under the direct supervision of an athletic trainer approved by the board. Three of the four years shall be consecutive years under such supervision, military duty excepted. An applicant for certification under this provision shall provide proof of graduation from an accredited college or university and of successful completion of courses in athletic training, first aid, cardiopulmonary resuscitation, and nutrition.

B. The board may certify as an athletic trainer in this state after a written examination given by the board a person who has been so certified or licensed in another state of the United States and who meets all requirements of this Chapter.

§3307. Requirements for certification

A. A person who wishes to apply for an athletic trainer

certificate shall apply to the board on forms prescribed by the board and shall pay the examination fee required by

R.S.37:3303(D).

B. The applicant shall be entitled to an athletic trainers certificate if he possesses the qualifications enumerated in R.S.37:3306, successfully completes the examination administered by the board to the satisfaction of the board, pays the certificate fee required by R.S.37:3303(D), and has not committed an act which constitutes grounds for denial of a certificate under R.S.37:3308.

C. A certificate issued under this Chapter shall expire on June 30th of each year. Each certificate shall be renewed on or before June 30th of each year in accordance with the procedure established by the board and upon payment of the renewal fee.

§3308. Certification; denial, revocation, or suspension

A. The board may refuse to issue a certificate to an applicant or may suspend or revoke the certificate of any person if he has

committed any of the following acts:

(1) Violated standards of practice established and promulgated by the board.

(2) Secured the certificate by fraud or deceit

(3) Violated or conspired to violate the provisions of this Chapter or rules promulgated pursuant to this Chapter.

B. Upon application and the payment of the reinstatement fee, the board may reinstate and reissue a certificate to a person

whose certificate has been revoked; however, the application may not be made prior to the expiration of twelve months after the order of revocation becomes final. The application shall be made in the manner and form prescribed by the board.

C. A suspension of a certificate shall be for a specified period of not less than one year.

§3309. Hearing

A. Any person whose application for a certificate or for renewal of a certificate is denied shall be entitled to a hearing in accordance with procedures established by the Administrative Procedure Act.

B. The board may suspend or revoke a certificate for any cause stated in R.S.37:3308, but only after notice and opportunity for a hearing are provided to the certificate holder. Proceedings for such revocation or suspension of a certificate shall be commenced by filing charges against the certificate holder in writing and under oath with the board.

§3310. Acquisition of certificate by present athletic trainer

A. Notwithstanding any provision of this Chapter to the contrary, any person actively engaged as an athletic trainer as defined by R.S.37:3302 in the state on the effective date of this Chapter shall be issued certification without examination if he submits to the board an application, a certificate from the National Athletic Trainers Association with membership number and distinct certification numbers, is approved by the board, and pays the certificate fee required by R.S.37:3303(D).

B. Any person who has been actively engaged as an athletic trainer for a period of three years prior to the effective date of this Chapter and is recommended by his team physician and two certified Louisiana athletic trainers shall be issued a certificate if he submits an application, is approved by the board, and pays the certificate fee required by R.S.37:3303(D).

C. Any person who has been actively engaged as an athletic trainer for three years but does not meet the education requirements, but who submits an application, is approved by the board, takes the certification test, passes, and pays the certificate fee required by R.S.37:3303(D) shall be issued a certificate.

D. For the purposes of this Section, a person is actively engaged as an athletic trainer if he is employed by an educational institution, professional athletic organization, or other board sanctioned athletic organization for the duration of the institutions school year or the length of the athletic organizations season and performs the duties of the athletic trainer as the major responsibility of his employment and that being his primary employment.

E. After a period of one year from the effective date of this Chapter, no person shall be certified under the provisions of this Section.

§3311. Limitation

A. No provision of this Chapter shall be construed to limit or prevent any person duly licensed or certified under the laws of this state from practicing the profession for which he is licensed or certified.

B. The provisions of this Chapter shall not apply to any athletic trainer who is employed in another state by an educational institution or athletic organization when he accompanies the athletes or team of such institution or organization into this state for the purpose of an athletic contest.

§3312. Penalty

Any person who violates any provision of this Chapter shall be guilty of a misdemeanor and shall be punished by a fine of not less than twenty-five dollars, nor more than five hundred dollars, or be imprisoned in parish jail for not more than six months, or both.

To contact the Louisiana State Board of Medical Examiners for licensing information, write to:

Louisiana State Board of Medical Examiners
P.O. Box 30250
New Orleans, LA 70190-0250
Or visit their web site at www.lsbme.org

I(g) - EQUAL OPPORTUNITY AND FAIR PRACTICES ACT

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mrs. Della Bonnette, Vice President for
Information Technology and
EEO Compliance Officer
P. O. Box 41690, University of Louisiana at Lafayette
Lafayette, LA 70504
(337) 482-6306 Martin Hall Room 230

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Civil Rights Director, Office for Civil Rights, U.S. Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas, 75202; 1-800-669-4000.

The University of Louisiana at Lafayette has complied with the Family Rights and Privacy Act of 1974. See Institutional Policy in Rules and Regulations Section.

Additional information relevant to sexual harassment policies can be located in the UL Lafayette Code of Student Conduct (Policies and Procedures section III-e).