Millikin University
Athletic Training Program
Prospective Student Manual
2015-2016
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INTRODUCTION

University and Athletic Training Program Mission Statements

Millikin University’s mission is to offer an education that integrates the traditional liberal arts and the practical arts of the professions. Guided by faculty and staff, and within an inclusive and broadly accessible learning community, our students discover and pursue their full potential, personally and professionally, to do well and to do good. To deliver on the promise of education, Millikin University utilizes performance based learning to prepare students for professional success, democratic citizenship in a global environment, and a personal life of meaning and value.

The mission of the Athletic Training Program (ATP) within the Department of Exercise Science and Sport at Millikin University is to deliver an integrated and comprehensive educational experience for students aspiring to become athletic trainers. Through a combination of both classroom and performance based learning experiences, the program guides students through acquisition of the knowledge and the skills necessary for success in the athletic training and allied health professions. The Program’s outcomes include preparing students for success on the Board of Certification examination; preparing students for post graduate studies; and preparing students for employment within various allied health settings.

Assessment

To support university and programmatic missions and outcomes, the following goals, student learning outcomes, and objectives of the Millikin University ATP are:

Goal 1- To prepare students to function in an interdependent and diverse world.

Student Learning Outcomes:

1) Students will communicate effectively and respectfully, with individuals/groups, professionals and society.
2) Students will adhere to a code of conduct that ensures appropriate ethical and behavioral decorum.
3) Students will integrate knowledge and skill in developing treatment plans specific to diverse populations.

Objectives:

1) Students will complete a research project and present their findings in a scholarly presentation.
2) Students will demonstrate professional behavior and attitude as indicated on the Preceptor evaluation form completed at the culmination of each clinical assignment.
3) Students will obtain 150-200 clinical hours associated with the active and non-active populations per semester.
**Goal 2- To prepare students to practice in a wide variety of allied health settings.**

**Student Learning Outcomes:**

1) Students will demonstrate comprehensive knowledge and skills in the care of patients with injury.
2) Students will demonstrate comprehensive knowledge and skills in the care of patients with illness.
3) Students will develop interpersonal skills within diverse populations

**Objectives:**

1) Students will demonstrate comprehension by successfully passing the gate test with an 85% or above score.
2) Students will observe surgical procedures in the operating room and submit a reflection paper.
3) Students will complete rotations with a General Family Physician and an Emergency Room Physician Assistant and submit a reflection paper.

**Goal 3- To prepare students for post graduate success.**

**Student Learning Outcomes:**

1) Students will demonstrate the ability to integrate themselves into a post graduate professional setting.
2) Students will demonstrate the ability to practice in a competent and safe manner.
3) Students will indicate preparedness to work as a professional.

**Objectives:**

1) Students will secure positions in graduate study programs or in allied health care employment.
2) Students will pass the Board of Certification (BOC) exam on the first attempt with a score of 70% or above.
3) Students will complete a professional portfolio prior to graduation.

**Helpful Professional Websites**

www.nata.org
www.caate.net
www.glata.org
www.illinoisathletictrainers.org
www.millikin.edu
Description of the Athletic Training Profession

According to the “Standards for the Accreditation of Education Programs for the Professional Preparation of the Athletic Trainer (2011),”

The Certified Athletic Trainer (ATC ®) works with physicians and other medical personnel, employers, patients, parents, guardians, and athletic personnel in the development and coordination of efficient and responsive health care delivery systems. Athletic trainers are integral members of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, corporate/industrial, and other health care settings.

The athletic trainer’s professional preparation is based on the development of specified educational competencies and clinical proficiencies. Through a combination of formal classroom and clinical instruction and clinical experience, the athletic trainer is prepared to provide health care within each of the following content areas:

- Evidence-Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Health Care Administration
- Professional Development and Responsibility
- Health Care Administration

ACADEMIC PROGRAM  Admission Requirements

Students interested in the ATP are encouraged to begin the application process early in their first year for admission beginning fall semester of their second year. Admission into the program is competitive. The top students are chosen based on academic performance and performance in the interview and clinical observation portions. The number of students selected is dependent on the number of vacancies created by graduation or attrition the previous year. Students are informed early in the summer of their admission status.

The following are minimum requirements for admission:

- Submit a written application to the program. Refer to Appendix 1 for the ATP application form.
- Earn a letter grade of B or higher in ES 130, Prevention and Treatment of Athletic Injuries, and ES 140, Standard First Aid.
- Earn a cumulative grade point average of 2.5/4.0 or higher at the completion of the last two semesters of college.
- Complete 100 hours of satisfactory clinical observation under the supervision of the university’s athletic training staff. Clinical observation will begin as part of the ES 130, Prevention and Treatment of Athletic Injuries, class and will culminate upon the hour completion within the application year.
- Complete an admission interview with a panel comprised of athletic training staff, current athletic training students and other medical professionals affiliated with the program.
- Meet with or without accommodations, the Millikin University Athletic Training Program Technical Standards for Admission. Refer to Appendix 1 for the technical
standards.

Appeal Process
Students who are not accepted into the ATP may submit an appeal letter to the Program Director no later than 15 days from the date of the denial letter. The letter must include 1) the current date, 2) why an appeal is being requested, and 3) how the student plans to be successful in accordance to the issues denoted in the denial letter. The AT Advisory Committee will review the letter in a timely manner and determine the status of the student within the ATP.

Transfer Students
Transfer students may be admitted to the program provided they fulfill all program admission requirements. Coursework completed at another institution will be evaluated by the Registrar, Director of Transfers, and ATP Program Director to determine whether the course objectives completed coincide closely with the course objectives of any courses required for admission into the ATP program.

Retention Requirements
Students admitted into the program must maintain an overall grade point average of 2.5/4.0 and a grade point average of 3.0/4.0 in all courses required for the athletic training major each semester. Following the first semester a student fails to meet the retention requirements, the student is placed on probation for the upcoming semester and a meeting with the ATP Program Director, the Chair of the Department of Exercise Science and Sport and/or the Office of Student Success will take place to devise a plan that will encourage academic success and put the student in compliance with the retention requirements of the program by the end of the semester. Students who fail to meet the retention requirements following this process will be terminated from the ATP program.

STUDENT POLICIES

Reinstatement Policy
Students who are not accepted or who are terminated from the program for academic insufficiencies may request a reinstatement of their position by adhering to the following parameters:
1) The student must submit a typewritten request to be reinstated that includes why reinstatement is being requested and how the student plans to be successful. This is due to the Program Director by the dates illustrated below.
   - If the student was terminated after the fall semester, he/ she would have to submit a request by January 15th.
   - If the student was terminated after the spring semester, he/ she would have to submit a request by August 30th.
   - No request will be accepted after these dates.
2) The student will not be allowed to take any specific Athletic Training courses, nor engage in any clinical experiences for two full semesters. The student may take courses to fulfill another major, minor, or general education requirement (s).
3) Two semesters after termination, the AT Advisory Committee and if applicable, the appropriate MU administration will review the student’s reinstatement request and determine the status of the student within the ATP.

4) If the student is reinstated into the ATP, he/she must adhere to the program’s retention policy with the exception of the probationary period. If the student does not adhere to the retention policy, he/she will not be granted a probationary period, but will immediately be terminated from the ATP.

5) If the student is reinstated into the ATP, he/she may resume the regular sequencing of the specific Athletic Training courses.

6) A student may only request a reinstatement policy one time.

7) Students who are terminated from the program due to behavioral or ethical misconduct will not be allowed to submit a reinstatement request.

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**Grievance Policy**

**Grade Disputes**
Students who believe that they have received an unfair grade have a right to be heard through orderly procedures against prejudiced or capricious academic evaluation. This process is clearly outlined in the University’s Academic Bulletin. A hard copy of the bulletin is available upon request and an electronic version can be accessed at [https://www.millikin.edu/bulletin/Pages/default.aspx](https://www.millikin.edu/bulletin/Pages/default.aspx). Refer to the Academic Integrity Standards section denoted in the academic bulletin.

**Student-Preceptor**
The non-academic grievance process provides students with a mechanism to address non-academic related issues pertinent to the preceptor-student relationship. In the event a student has a complaint against a preceptor not related to an academic action, students will informally contact their preceptor within (7) calendar days of the incident/complaint in question. If not resolved informally, the student may discuss the matter with the MU AT Program Director (PD) or the Clinical Education Coordinator (CEC). If the student’s complaint is with the PD or CEC, then he/she may discuss the matter with the Exercise Science and Sport Department Chair.

If no resolution is reached, the matter will be discussed with the Dean of the College of Professional Studies and the Vice President for Academic Affairs. If the issue remains unresolved, the student may begin the Formal Grievance Process as denoted by Millikin policy. In any event, if the matter is not resolved, any formal grievance must be filed within twenty-one (21) calendar days of the action in question.

**Student-Faculty**
Students who have concerns pertaining to faculty should follow the same procedure as denoted for a grade dispute in the Academic Bulletin. A hard copy of the bulletin is available upon request, and an electronic version can be accessed at [https://www.millikin.edu/bulletin/Pages/default.aspx](https://www.millikin.edu/bulletin/Pages/default.aspx).

**Student-Student**
Didactic and clinical learning with other students naturally occurs within the Athletic Training curriculum. Occasionally, disagreements may occur. In this instance, all parties
involved should make reasonable efforts to resolve the problem themselves in an informal manner. When disagreements cannot be settled informally, all parties should discuss issues with the MU AT Program Director (PD) or the Clinical Education Coordinator (CEC). If no resolution is reached, the matter will be discussed with the Dean of the College of Professional Studies and the Vice President for Academic Affairs.

**Substance Abuse Policy**

As students of Millikin University, it is expected that students abide by the Drug and Alcohol Policy found in the Millikin University Student Handbook at [http://www.millikin.edu/handbook/](http://www.millikin.edu/handbook/).

**Communicable Disease Policy**

The Millikin University ATP is committed to preventing the spread of infectious and/or communicable diseases and to taking all reasonable steps to ensure the health and safety of involved persons, with specific attention to the Athletic Training staff, students, and patients. This protection will be done in a non-discriminatory and equitable fashion. The program will prevent, so far as is reasonably practicable, the transmission of infectious and communicable diseases being passed on from a person. The basis of good infection control is to assume that every person and all material involving the use of blood or body fluids are potentially infectious. The program will ensure that people with a communicable disease are guaranteed the right to confidentiality and are given a study or work environment free from discrimination and/or harassment. The prospective athletic training students will complete the communicable disease educational program prior to their observatory experience.

**General Information**

What are Communicable Diseases?  
(www.cdc.gov)
A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases(www.cdc.gov)

<table>
<thead>
<tr>
<th>Bloodborne Pathogens</th>
<th>Conjunctivitis</th>
<th>Cytomegalovirus infections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrheal diseases</td>
<td>Diphtheria</td>
<td>Enteroviral infections</td>
</tr>
<tr>
<td>Hepatitis viruses</td>
<td>Herpes simplex</td>
<td>Viral respiratory infections</td>
</tr>
<tr>
<td>Measles</td>
<td>Mumps</td>
<td>Meningococcal infections</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>Pertussis</td>
<td>Rubella</td>
</tr>
<tr>
<td>Scabies</td>
<td>Tuberculosis</td>
<td>Streptococcal infection</td>
</tr>
<tr>
<td>Varicella</td>
<td>Zoster</td>
<td></td>
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<tr>
<td>Human immunodeficiency virus (HIV)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Policy

All prospective athletic training students:

1) Must have a completed immunization record on file at the University’s Health & Counseling Center as dictated by the University’s admittance policy prior to the start of observation hours.

2) Must sign and date the Communicable Disease Policy form announcing their understanding of the policy. This form is distributed directly after the completion of the communicable disease educational program and is attached to this manual.

Clinical Setting

Prospective athletic training students only observe in the clinical setting and do not engage in activities directly associated with patient care. However, the natural setting of such observatory experiences may pose a risk to the student, the patient, and all associated parties regarding communicable or contagious illnesses or diseases. Prospective athletic training students who feel they potentially have, been exposed to, or been diagnosed with a communicable or contagious illness or disease are directly responsible for immediately contacting the AT Program Director (217-420-6624 or thess@millikin.edu) and the assigned preceptor of the sport (217-424-3955) they’re observing. Students who fail to notify the aforementioned individuals about known communicable or contagious illness or disease will be subjected to disciplinary action for unprofessional behavior. Upon notification, the AT Program Director and the preceptor will take appropriate and immediate action to control and prevent transmission by performing the following:

1) Contact facility maintenance staff in order to properly clean/disinfect potentially contaminated areas and equipment.
2) Contact appropriate administration.
3) Cleaning/disinfectant of the facility/area will occur immediately prior to use of that area by other parties.

Students will be asked to show proof of disease or illness and to show proof of medical release from the supervising medical professional. All medical information will be treated within HIPAA confidentiality standards. Students are responsible to keep the AT Program Director and the assigned preceptor updated on current contact information. Additionally, the AT Program Director and the assigned preceptor are responsible for keeping students updated on current contact information and on preferred method of communication.

The assigned preceptor has the right to remove a student from the clinical setting who is suspected of having a communicable or contagious illness or disease. The assigned preceptor will immediately notify the AT Program Director of such removal. The AT Program Director, Clinical Education Coordinator, preceptor, and the student will collaborate in developing a specific clinical plan that meets the health, academic, and clinical needs of the student, while simultaneously protecting the health of all parties involved.
**Blood Borne Pathogen Policy**
Prospective students will complete training regarding blood borne pathogens and hazardous materials training prior to the school year beginning. The following areas will be included:
- OSHA standard for bloodborne pathogens (BBP)
- Exposure control plan
- Personal protective equipment
- Hand-washing techniques
- Copy of current physical (only for admitted students)
- Immunization record (on file at the Wellness Center)
- Hepatitis B vaccination or waiver (only for admitted students)
- TB test (only for admitted students)
- Post-exposure plan
- Q & A

In addition to the training, the following concepts are noted.

**Universal Precautions**
In 1987, the Center for Disease Control recommended that precautions be taken when handling blood and body fluids. These precautions have been modified to better adapt to the athletic training environment.
- Latex or surgical gloves should be worn any time contact with blood, mucous Membranes, skin conditions, or non-intact skin takes place. Gloves should be changed immediately after use on each individual and placed in a biohazard container.
- Hands should be washed after gloves are removed. If soap and water are not available, hand sanitizer should be used.
- Existing wounds, abrasions or cuts which may begin to bleed during a practice or competition should be covered with a protective dressing to avoid the wound from reopening and requiring removal from the practice or competition. All wounds should be cleaned wiping from the middle of the wound, out, to reduce the risk of infection.
- Sharp items such as needles, scalpels or syringes must be disposed of after use in the sharps container. The container should not exceed 75% full. Contact safety and security when full. Clean all soiled treatment and taping tables with an OSHA approved solution.
- All pieces of therapeutic modality equipment that comes into contact with the athlete should be cleaned with an OSHA approved solution. All students will be briefed on proper usage of all cleaning products (for different surface areas, contact time with surface, etc.). The treatment table should be cleaned between each use with an approved cleaning solution.
- All towels should be used only once. Hot pack covers should be washed once a week, and immediately after anyone with any suspected communicable disease/skin condition.
- All reusable equipment should be washed before re-distributing it. (neoprene sleeves, ace wraps, braces)
- CPR masks should be used whenever possible.
- Uniforms soiled with blood will be evaluated by medical personnel to determine if they are saturated enough to require changing. Uniforms not saturated with blood can be sprayed or wiped with an OSHA approved solution. Towels and uniforms saturated with blood should be placed in the laundry bags marked for blood to be
washed separately from the other laundry.

- **Spills**
  a. use latex gloves
  b. if needed, contain spill with spill powder
  c. sweep spill onto dustpan
  d. spray and wipe spill area with OSHA approved solution
  e. dispose of spill and all used components in biohazard container.

**Exposure**
If you are exposed to blood or other fluids, immediately wash the area with anti-microbial soap and report the incident to the supervising athletic trainer who will then refer to the Wellness Center for further follow-up.

**Types of Exposure**
- Accidental Needle stick
- Skin Contact
- Mucus Membrane Exposure (splash to eye or mouth)

The following are areas or situations where an individual could be exposed to blood or bodily fluids. Universal precautions should be used if exposed to any of the listed situations.

**A. Injury/Illness Management**
1. blood
2. CPR
3. open wounds
4. amniotic fluid
5. pericardial fluid
6. pleural fluid
7. synovial fluid
8. cerebral spinal fluid
9. compound fracture
10. compound dislocation
11. blister care
12. semen
13. vaginal secretions
14. other fluids contaminated visibly with blood

**B. Environmental Management**
1. soiled laundry
2. cleaning surfaces
3. disposing of biohazardous bags or sharps containers

**Important Numbers to know:**
- OSHA: 1-800-321-OSHA (6742)
- Campus Safety: 464-8888 (x8888 from campus)

**Available Equipment**
- Gloves- in all kits, fanny packs, and first aid area of athletic training room
- Face shields/eye protection- in athletic training room storage room
- Gowns- in athletic training room storage area
- CPR masks with a one-way-valve- in all kits, fanny packs, and white cabinet in athletic training room
- Sharps container- in first aid area in athletic training room
- Biohazard container- in athletic training room, and on site for all home events
- Biohazard bags in all kits and storage room in athletic training room

**Waste Disposal**
1. Gloves, gauze, bandages or dressings that are saturated with blood must be placed in biohazard containers.
2. Band-Aids, gauze or dressings not saturated with blood can be disposed of in regular trash containers.
3. All scalpel blades, pins or needles should not be re-used or disposed of in regular trash containers, but should be placed in the sharps container.
4. AT staff will call Campus Safety and Security 464-8888 (x8888 from campus) for proper disposal of biohazard waste.

**Academic Sequencing - Traditional Students**
Coursework sequencing listed below only serves as informational only. The academic advisor will work with the student to determine a specific academic plan using the advising tracking sheets.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>1st year</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 130</td>
<td>Prevention &amp; Treatment</td>
<td>3</td>
<td>ES 140</td>
<td>Standard First Aid</td>
<td>2</td>
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<tr>
<td>NU 102</td>
<td>Medical Terminology</td>
<td>3</td>
<td>ES 160</td>
<td>Personal &amp; Comm Hlth</td>
<td>3</td>
<td></td>
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<tr>
<td>IN 140</td>
<td>University Seminar</td>
<td>3</td>
<td>IN 151</td>
<td>CRWRR II</td>
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<tr>
<td>IN 150</td>
<td>CRWRR I</td>
<td>3</td>
<td>CH 203</td>
<td>Ess. Of Organic</td>
<td>3</td>
<td></td>
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<tr>
<td>CH 121</td>
<td>Chemistry</td>
<td>3</td>
<td>CH 205</td>
<td>Ess. Of Organic Lab</td>
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<tr>
<td>CH 151</td>
<td>Chemistry Lab</td>
<td>1</td>
<td>CO 200</td>
<td>or 242 Communications</td>
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<td>16</td>
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There is flexibility in taking 1st year courses out of the above sequence. Your academic advisor will help you determine your course schedule to meet your specific academic needs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ES 234</td>
<td>Rec &amp; Eval of Ath Inj. I</td>
<td>3</td>
<td>BI 207</td>
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<td>BI 206</td>
<td>A &amp; P/ Lab</td>
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<td>ES 311</td>
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<td>ES 141</td>
<td>Practicum in AT I</td>
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<td>ES 241</td>
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<tr>
<td>PS 130</td>
<td>Intro to Psychology</td>
<td>3</td>
<td>IN 251</td>
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<tr>
<td>IN 250</td>
<td>US Studies Culture</td>
<td>3</td>
<td>ES 235</td>
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<td>15</td>
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<table>
<thead>
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<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ES 310</td>
<td>Kinesiology</td>
<td>3</td>
<td>ES 332</td>
</tr>
<tr>
<td>IN 350</td>
<td>Global Issues</td>
<td>3</td>
<td>ES 328</td>
</tr>
<tr>
<td>/// 300+</td>
<td>Non ESS Elective</td>
<td>3</td>
<td>ES 342</td>
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<tr>
<td>///</td>
<td>ICS Course #1</td>
<td>3</td>
<td>NU 311</td>
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<tr>
<td>ES 341</td>
<td>Practicum in AT III</td>
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<td>CH 314</td>
</tr>
<tr>
<td>///</td>
<td>Fine Arts Req.</td>
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<td>///</td>
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<td>17</td>
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There is flexibility in taking 3rd year courses out of the above sequence. Your academic advisor will help you determine your course schedule to meet your specific academic needs.
### 4th year

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ES 410</td>
<td>Exercise Physiology</td>
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<td>ES 472</td>
<td>Intern in Sports Medicine</td>
<td>3</td>
</tr>
<tr>
<td>ES 450</td>
<td>Athletic Training Admin</td>
<td>3</td>
<td>ES 418</td>
<td>Princ of Strength &amp; Cond</td>
<td>3</td>
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<tr>
<td>/// ///</td>
<td>ICS Course #2</td>
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<td>/// ///</td>
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<td>ES 441</td>
<td>Practicum in AT V</td>
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<td>/// ///</td>
<td>Non ESS Elective</td>
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<td>PS 440</td>
<td>Psychology Elective</td>
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<td>/// ///</td>
<td>Non ESS Elective</td>
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<td></td>
<td></td>
<td>14</td>
<td>ES 365</td>
<td>Athletic Training Seminar</td>
<td>1</td>
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</tbody>
</table>

**University Graduation Requirements**
- University 300+ Level Requirement= 39 credits or more
- Remedial Quantitative Reasoning (Math) course (s) are not included in the above schedule.
- Internship in Sports Medicine counts as off-campus learning.
- Minor Options- Nutrition, Psychology, and Spanish. Minor courses are not included in the above schedule.
- Consult with your academic advisor to discuss your professional goals.
- Transfer/Change of Major students need to consult with their academic advisor to discuss courses.

**Academic Sequencing- Non- Traditional Students**

Students who transfer to Millikin University or who change majors to Athletic Training may not be under the traditional course sequencing. The below plan is only a reference for students. Students must consult with their academic advisor to discuss a course plan that correlates with their specific academic needs.

* This plan illustrates Athletic Training classes only. It does not take into account general education, college, or departmental requirements.
* Student must be officially enrolled in the ATP for a minimum of two years according to accreditation standards.
* Student’s first year at MU is completing the application process. Completion of the application process does not guarantee admittance into the Program. Admittance numbers may vary due to retention, quality of applicants, and accrediting standards.
* Internship is Sports Medicine counts as off campus learning.
* Minor Options- Nutrition or Psychology

#### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CH 121/151</td>
<td>Chemistry/Lab</td>
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<tr>
<td>ES 130</td>
<td>Prevention &amp; Treatment</td>
<td>3</td>
</tr>
<tr>
<td>PS 130</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NU 102</td>
<td>Medical Terminology</td>
<td>3</td>
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#### Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 203/205</td>
<td>Ess. Of Organic/Lab</td>
<td>4</td>
</tr>
<tr>
<td>ES 160</td>
<td>Personal and Comm. Health</td>
<td>3</td>
</tr>
<tr>
<td>ES 235</td>
<td>Rec &amp; Eval of Ath Inj. II</td>
<td>3</td>
</tr>
<tr>
<td>BI 207</td>
<td>A&amp;P II/Lab</td>
<td>4</td>
</tr>
<tr>
<td>ES 241</td>
<td>Practicum in AT II</td>
<td>2</td>
</tr>
<tr>
<td>PS 311</td>
<td>Therapeutic Modalities</td>
<td>3</td>
</tr>
<tr>
<td>ES 328</td>
<td>Health Rlt Ftn &amp; Nutrition</td>
<td>2</td>
</tr>
</tbody>
</table>
**3rd Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 341</td>
<td>Practicum in AT III</td>
<td>2</td>
</tr>
<tr>
<td>ES 310</td>
<td>Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>ES 410</td>
<td>Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ES 450</td>
<td>Athletic Training Admin</td>
<td>3</td>
</tr>
<tr>
<td>ES 441</td>
<td>Practicum in AT V</td>
<td>2</td>
</tr>
<tr>
<td>ES 332</td>
<td>Therapeutic Exercise</td>
<td>3</td>
</tr>
<tr>
<td>NU 311</td>
<td>Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ES 418</td>
<td>Princ. of Strength &amp; Cond.</td>
<td>3</td>
</tr>
<tr>
<td>CH 314</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>ES 365</td>
<td>Athletic Training Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ES 472</td>
<td>Intrnshp in Sports Medicine</td>
<td>3</td>
</tr>
</tbody>
</table>

**January Immersion** - Students will take ES 342, Practicum in AT IV, during January Immersion of their 3rd year. January Immersions are not covered in a standard financial aid packet.

**CLINICAL EDUCATION - Prospective Students**

The first year experience requires the prospective athletic training students to incur 100 hours of clinical observation. Students must complete the Blood Borne Pathogen/OSHA education PRIOR to the observatory experience. Failure to complete this requirement will result in the student not being allowed to obtain hours. Prospective athletic training students only observe in the clinical setting and do not engage in activities directly associated with patient care. Prospective athletic training students who engage in activity that violates their observatory role as stated in this handbook will be subjected to disciplinary action for unprofessional behavior as indicated in Appendix 3. Students are not used as a replacement for licensed athletic training staff and should not be viewed as such. They do not receive any monetary reimbursements during the educational experience. Preceptors must be physically present and have the ability to intervene on behalf of the students and patient. Students do not travel unless there is a MU AT travelling with the team as well. **Students, who are also athletes, cannot engage in athletic training skills or practices on their teammates, coaches, and/or staff during away competitions.**

It is the responsibility of the prospective student to keep track of all clinical observation hours. The hours must be recorded in the Clinical Education Hour’s Sheet. The hour’s sheet is signed by the supervising preceptor before the student leaves the clinical experience for the day. If students are found to have falsified hours, they will be subjected to disciplinary action as indicated in Appendix 3. Additionally, **students cannot engage in the use of cell phones and/or electronic devices during the observatory hours.** Usage of such devices will be deemed as unprofessional behavior and will be subjected to disciplinary action as stated in Appendix 3.

**Miscellaneous Expenses**

Students should be aware of additional miscellaneous expenses associated with Athletic Training. The following is a list of common Athletic Training student expenses that occur after official admittance into the program. Costs vary by year. Some costs* are included in clinical lab or assessment fees each semester.

**Observation Experience/Year**
No expenses are incurred unless the student chooses to observe at Millikin’s off campus athletic venues at which time the student is responsible for transportation to and from the venue.

**First year in the Program:**
- Criminal Background Check
- Uniforms
- CPR Certification
- TB Screening
- Physical Examination
- Possible transportation to off campus sites
- Flu Vaccination

**Second year in the Program:**
- TB Screening
- Flu Vaccination
- Transportation to off campus sites

**Third year in the Program:**
- Board of Certification Practice Exam*
- Graduation Fee
- Optional Graduation Expenses (robe rental, graduation invitations, etc.)
- CPR Certification
- TB Screening
- Flu Vaccination
- Transportation to off campus sites

**Dress Code**
Prospect students, although not engaging in patient care, represent an extension of the Athletic Training profession. Professional dress while taking part in observatory experiences is expected. The following dress code guidelines must be adhered to at all times.

**Millikin University**

1) Practices - Wear only generic Millikin University apparel that is free from any type of group affiliation. Only khaki shorts/ pants are to be worn. The length of shorts will also be CLOSERY monitored. **Shorts must be at a mid-thigh length or longer.** The supervising preceptor has the final say so if the attire is appropriate and acceptable for the situation.

2) Competitions – General polo shirts and khaki shorts/pants must be worn for all outdoor events. Dress casual clothing is required for all indoor events, unless otherwise specified by the supervising preceptor.

3) Athletic Training Room – Wear only generic Millikin University apparel that is free from any type of group affiliation.

4) Athletic shoes, closed toe & low heeled casual dress shoes with backs are to be worn. As deemed by the supervising preceptor, any shoe that impedes or hinders the student from performing his/her observatory experience or that jeopardizes the safety of the student and/or patient will not be tolerated.

5) Shirts must be appropriate in length on the top and bottom. Pants must be worn professionally. Any inappropriate viewing of the body while bending down or
performing observatory duties will not be tolerated. In other words, no cleavage, butts, boxers, or briefs should be within sight when bending down.

6) Shirts must be tucked in, unless otherwise accepted by the supervising preceptor.

7) No hats, visors, bandanas, sunglasses may be worn indoors at anytime, but all are acceptable outdoors, as long as there is no advertising of any affiliation with outside groups or companies.

8) Any clothing may be worn during inclement weather to provide protection from the elements. However, the clothing may not show any affiliation with an outside group (pro sports, other college, fraternity/sorority etc.).

**Attendance**

Students will sign up for observatory experiences through a sign-up sheet posted in the Athletic Training Room or through other mechanisms as stated in the ES 130 course. Students must be present and on time for all signed up times. The supervising preceptor should be immediately notified if an emergent event has taken your attention and you are not able to attend. This will allow another student an opportunity to obtain hours in your place.

**Professional Standards of Conduct**

Prospective students and students admitted in the ATP are expected to understand and follow the code of ethics set by the National Athletic Trainers’ Association (NATA) and the Commission on Accreditation of Athletic Training (CAATE). Refer to Appendix 2.

In addition to following the code of ethics of the NATA and CAATE presented in this manual, prospective students and athletic training students must specifically comply with the following:

1) Students will keep all information pertaining to a patient's condition and care shall be handled in a confidential manner. A patient’s health information will only be released at the request of and with the consent of the patient. Student information will only be released at the request of and with the consent of the student.

2) Students will not take part in any actions that are a threat to the safety of injured patients, clients, staff or fellow students.

3) Students will display courtesy to all persons during their clinical education.

4) Students will maintain behavioral decorum (Refer to Appendix 3 for Disciplinary Report).

5) Romantic relationships and language (verbal and body) with other athletic training students, prospectives, MU faculty/staff, or athletes that interferes with professional obligations and that jeopardizes the learning and health care environments will not be tolerated and will be subjected to disciplinary action.

6) Per the discretion of the Program Director, body piercings that interfere with the professional representation of the AT program will not be tolerated.

7) The unauthorized use of on and off campus equipment is strictly prohibited.

8) Students will be respectful of all faculty, staff and peers during all portions of the AT program.
Disciplinary Process

An incident is defined as a situation or event in which one or multiple offenses occur. An incident could be, but is not limited to:

- Insubordination
- Theft / Vandalism
- Unprofessional Behavior
- Sexual Harassment
- Falsifying Hours
- Breach of Duty
- Academic Dishonesty
- Unexcused Absences
- Drug / Alcohol Use/Abuse
- Chronic Tardiness
- Conduct Unbecoming of an Athletic Trainer
- Other
- Dress Code Violations

An offense is a specific behavior that violates institutional or programmatic policy. Multiple offenses can occur from one incident. An offense could be, but is not limited to:

- Insubordination
- Theft / Vandalism
- Unprofessional Behavior
- Sexual Harassment
- Falsifying Hours
- Breach of Duty
- Academic Dishonesty
- Unexcused Absences
- Drug / Alcohol Use/Abuse
- Chronic Tardiness
- Conduct Unbecoming of an Athletic Trainer
- Other
- Dress Code Violations

The incompliance of any policy or rule within this manual will lead to the following disciplinary actions:

1 st offense - Verbal warning and Disciplinary Report completed (Refer to Appendix 3)
2 nd offense - Disciplinary Report completed, meeting with the Program Director, AT staff, Department Chair, and/or appropriate MU administrators
3 rd offense - Dismissal from the program/ Denial of admittance to the Program

- This disciplinary plan is cumulative throughout the tenure of the student’s MU AT program career.
- The AT Advisory Committee and appropriate MU administration reserve the right to terminate a student’s ATP position or deny admittance on the 1 st or 2 nd offense if the incompliance is of such sufficient magnitude that it jeopardizes or violates the health, safety and well-being of the parties and/or programs involved.

Miscellaneous Guidelines

1) Your preceptors are not your babysitters. Our role is to teach you how to teach yourself.

2) Professional references- It is professional etiquette to obtain verbal consent from a faculty member to act as a personal reference PRIOR TO the submission of a resume or application. Please be sensitive to time and allow at least one week for the faculty or staff member to fill your request.

Counseling

The athletic training profession offers a wide variety of opportunities and experiences. Not all of these experiences are pleasant. Dealing with persons who have sustained an injury can be traumatic and stressful. Students who feel that they require counseling
because of situations encountered during the clinical experience of program or during their personal lives may wish to seek counseling. Counseling is available through the Wellness Center at 217-424-6360.

**Participation in Athletics**

Students applying for or are accepted into the ATP are not prohibited from participating in intercollegiate athletics. The time commitments of both intercollegiate athletics and the clinical education component of the program make it very difficult to maintain either at a high level. Prospective students and current athletic training students that participate in intercollegiate athletics must fulfill the same classroom and clinical requirements and meet the same retention requirements as the other students enrolled in the ATP.

**Emergency Action Plans (EAPs)**

All EAPs are located in the Athletic Training Room (ATR) or in main medical kits. EAPs are venue specific and have been developed in collaboration with Campus Safety & Security. Site specific training and review of the venue specific EAP will occur before observation occurs at that site. If your site’s EAP is not located in designated EAP folder in the ATR, your preceptor, Clinical Education Coordinator, or Program Director will supply one for you upon your arrival to the site. It is critical that prospective students understand the importance of EAPs.

**Student Selection/Admission Standards**

Admission into the program is competitive. The top students based on the following criteria are chosen to fill the program openings each year. The number of students selected is dependent on the number of spots opened by graduation or attrition the previous year. Students are informed early summer of their admission status.

Each prospective student must:

1. Submit a written application to the program.
2. Earn a letter grade of B or higher in ES 130, Prevention and Treatment of Athletic Injuries and ES 140, Standard First Aid.
3. Earn a cumulative grade point average of 2.5 or higher at the completion of the last two semesters of college.
4. Complete 100 hours of satisfactory clinical observation under the supervision of the university’s athletic training staff.
5. Complete an admission interview with a panel made up of the athletic training staff and current athletic training students.

The admission criteria is weighted and evaluated as follows:

1. No weighting is assigned to the submission of the application since this document contains only personal data. However, students who fail to submit a written application will not be considered for admission.
2. No weighting is assigned to earning a letter grade of B or higher in ES 130, Prevention and Treatment of Athletic Injuries and ES 140, Standard First Aid.
Students receiving less than a letter grade of B in the designated courses are not admitted into the program.

3. Cumulative grade point average is weighted at 40%. Failure to receive at least a 2.5 grade point average results in non-consideration for admission into the program. Points are assigned according to the student's grade point average. A maximum of 40 points is possible. Points are assigned as follows:

G.P.A.  
2.5 - 2.8 = 10 pts.  
2.9 - 3.2 = 20 pts.  
3.3 - 3.5 = 30 pts.  
3.6 - 4.0 = 40 pts.

4. Students are evaluated by the supervising certified athletic trainer after completion of the 100 hours of clinical observation. This evaluation is weighted at 48%. A maximum of 48 points are possible. A standardized Athletic Training Clinical Observation Evaluation form is used for each student. Please see supporting document at the end of this section. The form has 12 key characteristics for beginning athletic training students. Each characteristic is assigned a qualitative descriptor that corresponds to a point value. The point assignments are as follows:

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>0 pts</td>
</tr>
<tr>
<td>Below Average</td>
<td>1 pts</td>
</tr>
<tr>
<td>Average</td>
<td>2 pts</td>
</tr>
<tr>
<td>Above Average</td>
<td>3 pts</td>
</tr>
<tr>
<td>Excellent</td>
<td>4 pts</td>
</tr>
</tbody>
</table>

5. After completion of the clinical observation, a panel consisting of the athletic training staff and current athletic training student interviews each student. This interview is weighted at 12%. A maximum of 12 points is possible. A standardized Athletic Training Interview Evaluation form is used by the panel to score the interview. Each member of the panel completes and evaluation form. The scores are then averaged resulting in the final score. The point assignments for the descriptors are as follows:

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>0 pts</td>
</tr>
<tr>
<td>Below Average</td>
<td>1 pts</td>
</tr>
<tr>
<td>Average</td>
<td>2 pts</td>
</tr>
<tr>
<td>Above Average</td>
<td>3 pts</td>
</tr>
<tr>
<td>Excellent</td>
<td>4 pts</td>
</tr>
</tbody>
</table>

**Transfer Students**

Transfer students may be admitted to the program provided they fulfill all program admissions requirements. Coursework completed at another institution will be evaluated by the registrar and athletic training program director to determine whether the course objectives completed coincide closely with the course objectives of any courses required in the athletic training education program.
Appendix 1

Millikin University Athletic Training Program Application Information
Admission into the Athletic Training Program (ATP) is highly competitive. The following are the minimum requirements for admission:

1. Submission of a written application form.
2. Completion of ES 130, Prevention & Treatment of Athletic Injuries and ES 140, Standard First Aid with no less than a "B" letter grade earned for either class.
3. Earn a cumulative grade point average no less than 2.5 at the completion of the last two semesters of college coursework.
4. Completion of 100 hours of satisfactory clinical observation under the supervision of the university's athletic training staff.
5. Complete an admission interview.

The number of vacancies limits the number of students admitted into the program. The top students are chosen based on academic performance and performance in the interview and clinical observation portions. Students are informed of their status early during the summer following the application process.

The 100 hours of clinical observation with the athletic training staff will be introduced in ES 130 Prevention and Treatment of Athletic Injuries class. Interviews will be conducted during the spring semester of each academic year. Students will be contacted as soon as the interview dates are set. If you have any questions or need further explanation of the policies described please schedule a time to speak with the Program Director at 217-420-6624 or by email at thess@millikin.edu. Please submit your written application during your enrollment in ES 130.

### Technical Standards for Admission

The Athletic Training Program (ATP) at Millikin University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The technical standards set forth by the ATP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills and competencies of an entry-level athletic trainer, as well as meet the expectations of the Program's accrediting agency (CAATE, Commission on Accreditation of Athletic Training Education). Minimal functional abilities/characteristics and expectations must be met and maintained by all students admitted to the ATP. The technical standards as listed below have been determined to be the minimal level appropriate for the field of Athletic Training. The ATP Program Director and the Office of Student Success collaborate with each other to meet the needs of the students and to ensure the appropriate process. Both the ATP Program Director and the Director of the Office of Student Success have reviewed these standards to be appropriate and acceptable.

Compliance with the technical standards of the Athletic Training Program does not guarantee a student's eligibility for the Program admittance.

<table>
<thead>
<tr>
<th>Functional Ability/Characteristic</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The mental capacity to assimilate, analyze, synthesize, integrate measures and concepts and problem solve.</td>
<td>• Transfer knowledge from the classroom to clinical practice. • Accurately process physician's orders. • Prioritize the injured patient's needs based information gained through injury evaluation. • Use measuring tools and interpret data. • Read, record, add, subtract, multiply and divide numbers. • Formulate assessment and treatment judgements based on accepted standards. • Seek assistance when clinical situation requires</td>
</tr>
</tbody>
</table>
| The ability to communicate effectively and sensitively. | - Demonstrate respect for injured patient, families and colleagues.  
- Collect a comprehensive history.  
- Respond to communication from injured patient with or without direct view of patient's face.  
- Establish and maintain effective working relations with patients and co-workers.  
- Educate injured patients about the nature of their injuries.  
- Convey information to others through print and electronic media in an accurate, timely and comprehensible manner. |
|---|---|
| Sufficient postural and neuromuscular control, sensory function and coordination. | - Use universal precautions as recommended by OSHA in the treatment of injured patients to prevent the spread of blood borne pathogens.  
- Use accepted observation techniques to distinguish deviations for the norm.  
- Use accepted palpation techniques to distinguish deviations from the norm.  
- Use accepted manual techniques to evaluate and rehabilitate injury.  
- Give CPR  
- Assist in the transportation of an injured patient.  
- Move independently to and from multiple treatment, practice and event sites. |
| Emotional stability necessary for the practice of athletic training. | - Provide emotional support to injured patients.  
- Adapt to environmental and situational changes and multiple task demands.  
- Maintain adequate concentration and attention in all work environments.  
- Maintain professional behavior in stressful situations.  
- Assume responsibility and accountability for one's actions. |
Appendix 2
NATA and CAATE
Code of Ethics
PREAMBLE
The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:
Members shall respect the rights, welfare and dignity of all.
  1.1 Members shall not discriminate against any legally protected class.
  1.2 Members shall be committed to providing competent care.
  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 without a release unless 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 abide by all National Athletic Trainers’ Association standards, rules and regulations.
  2.3 Members shall report illegal or unethical practices related 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 maintain and promote high standards in their provision of services.
  3.1 Members shall not misrepresent, 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 through education or experience and which are allowed by their practice acts and other pertinent regulation.
  3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 4:**
Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient’s welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

**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, electronically (http://www.nata.org/public/ethics-complaint-form) or in writing to:
Preamble
CAATE Commission’s Code of Ethics is rooted in professional core values that are congruent with the Association of Specialized and Professional Accreditors (ASPA) Code of Good Practice. While institutional autonomy is valued, it is to be exercised in light of the boundaries delineated in the accreditation Standards. CAATE’s values and emerging principles are intentionally aspirational and include: 1) honesty, 2) respect, 3) accountability and responsibility, 4) integrity, and 5) fairness. The ethical values and emerging principles serve to guide the conduct and decision making of the Commission’s practice and its members. CAATE members are those individuals serving in any CAATE capacity including members of the Executive Council (i.e., Commissioners), members of CAATE Committees, and Site Visitors only when acting officially on behalf of or representing the CAATE.

Principle I – Honesty
The CAATE Commissioners and its members shall be truthful and transparent in a relationship with institutions.
1. CAATE commissioners and its members shall honor explicit commitments.
2. CAATE commissioners and its members shall provide accurate and truthful information.
3. CAATE commissioners and its members shall admit and rectify errors in an expeditious manner.
4. CAATE commissioners and its members shall focus on its mission, goals, and objectives, and conduct its operations in a trustworthy manner.

Principle II – Respect
The CAATE Commissioners and its members shall convey a courteous and professional regard toward institutions.
1. CAATE commissioners and its members shall acknowledge and honor the institution’s autonomy, multifaceted relationships, and culture and processes.
2. CAATE commissioners and its members shall work with issues of institutional autonomy in light of the commitment to mutual accountability implied by participation in accreditation.
3. CAATE commissioners and its members shall honor ATEP diversity and its interdisciplinary nature.
4. CAATE commissioners and its members shall not discriminate against any individual based on race, religion, gender, national origin, sexual orientation, disability, age, veteran status, and will honor the institution’s culture and processes.
Principle III – Accountability and Responsibility
The CAATE Commissioners and its members are trustworthy and shall carry out their duties within the Commission’s legal and ethical limits.
1. CAATE commissioners and its members shall focus on the educational qualities of the institution, and in doing so:
   a. Recognizes that teaching and learning, not accredited status, are the primary purposes of institutions and programs.
   b. Respects the expertise and aspirations for high achievement already present and functioning in institutions and programs.
   c. Keeps the accreditation process as efficient and cost-effective as possible by minimizing the use of visits and reports, and by eliminating, whenever possible, duplication of effort between accreditation and other review processes.
   d. Works cooperatively with other accrediting bodies to avoid conflicting standards, and to minimize duplication of effort in the preparation of accreditation materials and the conduct of on-site visits.
   e. Provides the institution or programs with a thoughtful diagnostic analysis that assists the institution or program in finding its own approaches and solutions, and that makes a clear distinction between what is required for accreditation and what is recommended for improvement of the institution or program.
2. CAATE commissioners and its members shall participate in regular open communication with certified athletic trainers, athletic training students, faculty, and host institutions regarding pertinent accreditation information.
3. CAATE commissioners and its members shall focus accreditation reviews on the development of knowledge and competence, and in doing so:
   a. Concentrates on results in light of specific institutional and programmatic missions, goals, objectives, and contexts.
   b. Deals comprehensively with relationships and interdependence among purposes, aspirations, curricula, operations, resources, and results.
   c. Considers techniques, methods, and resources primarily in light of results achieved and functions fulfilled rather than the reverse.
   d. Has standards and review procedures that provide room for experimentation, encourage responsible innovation, and promote thoughtful evolution.
4. CAATE commissioners and its members shall maintain functional and operational autonomy.
5. CAATE commissioners and its members shall be current, efficient, effective, thorough with the review and accrediting process through orientations, training, and professional development.
6. CAATE commissioners and its members shall seriously take into consideration all feedback relative to standards, policies, decision making, and action
7. CAATE commissioners and its members shall make appropriate changes to standards, policies, decision making, and action when warranted.
8. CAATE commissioners and its members shall act or represent themselves as agents of the CAATE only when so charged or appointed by the CAATE.

Principle IV – Integrity
CAATE Commissioners and its members shall convey steadfast and genuine interest in upholding their duties in all places and at all times.

1. CAATE commissioners and its members shall be expected to maintain moral standards and character, and doing so: presents its materials and conducts its business with accuracy, skill, and sophistication sufficient to produce credibility for its role as an evaluator of educational quality.

2. CAATE commissioners and its members shall review the institution from the perspective of function and results, and in doing so:
   a. Maintains sufficient financial, personnel, and other resources to carry out its operations effectively.
   b. Provides accurate, clear, and timely information to the higher education community, to the professions, and to the public concerning standards and procedures for accreditation, and the status of accredited institutions and programs.

3. CAATE commissioners and its members shall base reviews and recommendations to ATEPs on existing evidence and best-practice.

4. CAATE commissioners and its members shall make judgments within their assigned scope of published procedures and standards, and in doing so:
   a. Creates and documents its scope of authority, policies, and procedures to ensure governance and decision making under a framework of "laws not persons."
   b. Exercises professional judgment in the context of its published standards and procedures.
   c. Demonstrates continuing care with policies, procedures, and operations regarding due process, conflict of interest, confidentiality, and consistent application of standards.
   d. Presents its materials and conducts its business with accuracy, skill, and sophistication sufficient to produce credibility for its role as an evaluator of educational quality.

5. CAATE commissioners and its members shall avoid situations that incite questions about one’s objectivity.

6. CAATE commissioners and its members shall be quick to admit errors in any part of the evaluation process, and equally quick to rectify such errors.

**Principle V – Fairness**

CAATE Commissioners and its members shall recognize the complexity of the accrediting process and shall be considerate and impartial in its process.

1. CAATE commissioners and its members shall avoid conflicts of interest.

2. CAATE commissioners and its members shall not receive personal gain from any affiliations that are assigned by CAATE.

3. CAATE commissioners and its members shall make decisions free of personal biases and non-sanctioned interpretations.

4. CAATE commissioners and its members shall maintain a broad perspective as the basis for wise decision making, and in doing so:
   a. Gathers and analyzes information and ideas from multiple stakeholders.
   b. Uses the results of these analyses in formulating policies and procedures that promote substantive, effective teaching and learning, that protect the autonomy of institutions and
programs, and that encourage trust and cooperation within and among various components of the larger higher education community.

5. CAATE commissioners and its members shall have mechanisms to ensure that expertise and experience in the application of its standards, procedures, and values are present in members of its visiting teams, commissions, and staff, and in doing so:
   a. Works with institutions and programs to ensure that site teams represent a collection of expertise and experience appropriate for each specific review.
   b. Conducts evaluations of personnel that involve responses from institutions and programs that have experienced the accreditation process.
   c. Conducts evaluations of criteria and procedures that include responses from reviewers and those reviewed.
Appendix 3
Disciplinary Report
Millikin University Athletic Training Program (ATP)
Disciplinary Report

Student Name

Incident Date  Incident Location

Witness (es)

Incident Description

<table>
<thead>
<tr>
<th>Offense Committed (circle only one)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>Theft / Vandalism</td>
</tr>
<tr>
<td>Unprofessional Behavior</td>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Falsifying Hours</td>
<td>Breach of Duty</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>Unexcused Absences</td>
</tr>
<tr>
<td>Drug / Alcohol Abuse</td>
<td>Chronic Tardiness</td>
</tr>
<tr>
<td>Conduct Unbecoming an Athletic Trainer</td>
<td>HIPAA/FERPA Violation</td>
</tr>
<tr>
<td>Dress Code Violations</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

In the case where one incident has multiple offenses, each offense is written up separately.

I, the undersigned, understand that my signature below IS NOT an admission of guilt, but rather an acknowledgement of the report. Each deficiency report will be reviewed on a case-by-case basis. I also understand that any refusal to sign this document will be considered an admission of guilt and subsequent disciplinary action will be taken as outlined in the Millikin University Prospective Athletic Training Student Manual.

<table>
<thead>
<tr>
<th>Athletic Training Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Athletic Trainer (completing this report) Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed By: ____________________________</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circle One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments/Remarks:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reviewer Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix 4

Lightning Policy
MILLIKIN UNIVERSITY ATHLETIC TRAINING DEPARTMENT
Policy Statement on Lightning & Severe Weather

Chain of Command-

The decision to terminate a Millikin University intercollegiate athletic activity in the event of lightning, severe weather, and/or storms will be made by a member of the:

- Department of Safety and Security (Administration)
- Certified Athletic Trainer present at practice/games
- MU Game Administrator
- Game officials
- Coaches

*Listed in order of command*

Criteria For Evacuation of the Practice / Game Area-
The policy of the Millikin University Athletic Department will be as follows:
A member of the Millikin University Athletic Training Department will inform the visiting team’s athletic trainer and/or coach and game official(s) / umpire(s) of the Millikin University’s policy with regards to lightning, severe weather, and/or storms during pre-game warm-ups.

A member of the Millikin University Athletic Training Department and/or a MU Game Administrator will monitor the following for lightning, severe weather, and/or storms:
- Local Doppler (from MU Athletic Training Room and/or Safety and Security)
- “flash / bang” count.

The “Flash / Bang” Method-
This is a simple method used to estimate how far away a lightning flash is.
Begin timing (in seconds) as soon as a lightning flash is seen; Stop timing as soon as a thunder sound is heard after the lightning flash. This number is the “flash/bang” count.
Divide the “flash/bang” count by five (5).
The resulting number is the distance, in miles, from the practice/game area to the lightning flash.

When an appropriate warning is received, the “flash/bang” count reaches 50 seconds, and/or a severe weather watch has been issued for the immediate area, a member of the MU Athletic Training Department and/or a Game Administrator will notify the following persons-
- A MU Game Administrator (if applicable)
- Appropriate members of the MU Athletic Training Staff
- Safety and Security (if applicable)
- The head coach and/or his/her designee;
- The game official / umpire (at a break in the play);
- The visiting team’s athletic trainer and/or coach

When an appropriate warning is received, the “flash/bang” count reaches 30 seconds or less, and/or a severe weather watch has been issued for the immediate area, a member of the MU Athletic Training Department and/or a Game Administrator will notify the following persons-
- A MU Game Administrator (if applicable)
- Appropriate members of the MU Athletic Training Staff
- Safety and Security (if applicable)
- The head coach and/or his/her designee;
- The game official / umpire (at a break in the action);
- The visiting team’s athletic trainer and/or coach (if applicable)
At this point, all outdoor game / practice activities are to cease IMMEDIATELY, and ALL personnel are to evacuate to a safe structure or location. Additionally, all activities taking place in whirlpools and/or in-ground hydrotherapy pools should cease.

The head coach and/or his/her designee is not permitted to override the decision to stop an outdoor game / practice in the event of lightning and/or severe weather. If a coach and/or game official(s) / umpire(s) make the decision to continue to practice and/or continue with a game or other activity despite a National Weather Service Severe Weather Warning, the cancellation of classes, and/or the verbal instruction by a MU Game Administrator, a member of the MU Athletic Training Department, and/or a member of Safety and Security, they will be doing so against the recommendations of Millikin University Athletic Department.

A safe structure or location is defined as- “any sturdy, fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure”. Examples of locations that routinely DO NOT meet the criteria include-
Baseball / softball dugouts;
Convertible / “soft-top” vehicles;
Golf carts / John Deere Gator vehicles;
Outside storage sheds; and/or
Canopy / awning / tent.

In the absence of a safe structure as described above, a secondary structure such as a fully enclosed vehicle with a hard metal roof, rubber tires, and completely closed windows can provide a measure of safety. Persons should not touch the sides of the vehicle! Convertible and “soft-top” vehicles, and golf carts do no provide a high level of protection and cannot be considered safe from lightning.

Persons should avoid taking showers and using plumbing facilities (including indoor and outdoor pools, and whirlpools) and land-line telephones during a thunderstorm.

If no safe structure or location is within a reasonable distance, personnel should find an area of small trees surrounded by taller trees or a dry ditch. Everyone should assume the “lightning-safe” position- a crouched position on the ground with the feet together, weight on the balls of the feet, head lowered, and ears covered. DO NOT LIE FLAT! Minimize the body’s surface area and minimize contact with the ground.

If unable to reach safe shelter, persons should stay away from the tallest trees or objects (i.e. light poles, flag poles, etc.), metal objects (i.e. fences, bleachers, etc.), individual trees, standing pools of water, and open fields. Persons should avoid being the highest object in an open field.

In situations where thunder and/or lightning may or may not be present, yet someone feels his/her hair stand on end and skin tingle, LIGHTNING IS IMMINENT! Therefore, all persons should assume the “lightning-safe” position as described above.

A cellular and/or portable remote phone is a safe alternative to land-line phones, if the person is located within a safe structure or location, and if all other precautions are followed.

If the Millikin University administration has cancelled classes at the university due to severe weather, the Millikin University Athletic Department strongly recommends the cancellation of all games, practices, and other activities.
All individuals should have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel that they are in danger from impending lightning activity.

Criteria For Safe Return to the Practice/Game Area-
The decision to return to a Millikin University intercollegiate athletic activity after a period of evacuation will be made by a member of the Millikin University Athletic Training Department present at a practice, or the MU Game Administrator present at a game in consultation with Safety and Security, the Athletic Training Department personnel, the head coach and/or his/her designee, and game official(s) / umpire(s).

Personnel should not return to the practice/game area until:
The local Doppler has determined that the immediate threat has passed and the lightning / severe weather is greater than ten (10) miles away;
Thirty (30) minutes have passed since the “flash/bang” count was 30 seconds or less; and/or
The last lightning flash or the last sound of thunder.
Each time the “flash/bang” count goes below 30 seconds, lightning is observed and/or thunder is heard, the “30-minute clock” is to be reset.
Drafted from the University of Maryland Sports Department’s Policy Statement on Lightning & Severe Weather.

### Millikin University Venue Specific Safe Structures

<table>
<thead>
<tr>
<th>Millikin University Venue</th>
<th>Primary Safe Location(s)</th>
<th>Secondary Safe Location(s)</th>
<th>Unacceptable Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank M. Lindsay Field</td>
<td>Griswold Center</td>
<td>Personal vehicles</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy, awning, and/or tents</td>
</tr>
<tr>
<td>Oakland Practice Fields</td>
<td>Griswold Center</td>
<td>Personal vehicles</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy, awning, and/or tents</td>
</tr>
<tr>
<td>DISC Soccer Fields</td>
<td>DISC</td>
<td>Personal vehicles</td>
<td>Dugouts, convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy, awning, and/or tents</td>
</tr>
<tr>
<td>Sunnyside Park (Lou Renner Field)</td>
<td>Announcers Stand</td>
<td>Personal vehicles</td>
<td>Dugouts, batting cages, convertible / “soft-top” vehicles, storage sheds, canopy, awning, and/or tents</td>
</tr>
<tr>
<td>Borg-Warner/Rotary Park</td>
<td>Personal vehicles</td>
<td></td>
<td>Dugouts, batting cages, convertible / “soft-top” vehicles, storage sheds, canopy, awning, and/or tents</td>
</tr>
<tr>
<td>Location</td>
<td>Clubhouse/Pro Shop</td>
<td>Personal vehicles</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tennis Center</td>
<td>Ursula K. Beck Tennis Club</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clubhouse</td>
<td>awning, and/or tents</td>
<td></td>
</tr>
<tr>
<td>Hickory Point, Scovill,</td>
<td>Golf Course Pro Shop</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy,</td>
<td></td>
</tr>
<tr>
<td>and Oak Terrace Golf Courses</td>
<td></td>
<td>awning, and/or tents</td>
<td></td>
</tr>
<tr>
<td>Fairview Park</td>
<td>Personal vehicles</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>awning, and/or tents</td>
<td></td>
</tr>
<tr>
<td>Decatur Park District Fields</td>
<td>Personal vehicles</td>
<td>Convertible / “soft-top” vehicles, golf carts or Gators, storage sheds, canopy,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>awning, and/or tents</td>
<td></td>
</tr>
</tbody>
</table>

**MILLIKIN UNIVERSITY**

**ATHLETIC DEPARTMENT**

MESSAGE TO BE READ:

As a precaution, we are evacuating the grandstand and/or bleacher areas due to a Severe Weather event. Please remain calm. Please exit the bleachers and move to the lowest level of a surrounding building, or into a hard-topped vehicle until it has been determined that it is safe to return to the grandstand and bleacher areas.
1. Blood Borne Pathogens Education Program

I have completed the Blood Borne Pathogens Education Program. I have reviewed the ATP Blood Borne Pathogen Control Plan; have obtained a copy of the control plan; and have had all of my questions regarding blood borne pathogen answered to my satisfaction. My signatory response below indicates this understanding and denotes my compliance with this policy.

Prospective Athletic Training Student (print) __________________________ Date __________________________

Prospective Athletic Training Student (signature) __________________________

2. Communicable Disease Policy and Education

I have completed the Communicable Disease Education Program. I have reviewed the Communicable Disease Policy; have obtained a copy of the policy; and have had all of my questions regarding the policy answered to my satisfaction. Additionally, I confirm that I have an updated copy of my immunizations on file at the University’s Health and Wellness Center per the university’s policy. My signatory response below indicates this understanding and denotes my compliance with this policy

Prospective Athletic Training Student (signature) __________________________ Date __________________________

3. Manual Verification

I understand the rules, regulations, policies, and procedures illustrated in the Prospective Athletic Training Student Handbook and will abide by these concepts to the best of my personal and professional ability. The Program Director, CEC, and/or supervising preceptor have the ultimate responsibilities in overseeing that all policies are abided by and in initiating consequences as deemed relevant for the situation(s).

Prospective Athletic Training Student (signature) __________________________ Date __________________________

4. Technical Standards

I certify that I have read and understand the technical standards, and I believe to the best of my knowledge that I meet each of these standards. It is my responsibility to notify the Program Director of the ATP if my health status changes, and I am unable to meet the standards.

Prospective Athletic Training Student (signature) __________________________ Date __________________________
Complete Section B below ONLY if you’re requesting special accommodations.

SECTION B- Alternative statement for students requesting accommodations

If a student states he/she can meet the technical standards with accommodation, than Millikin University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for admission listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Millikin University Director of Student Success to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Prospective Athletic Training Student (signature)_______________ Date __________

4. General Information

**EMERGENCY CONTACT** (must be a different # than stated above)

1) _____________________________ ____________________________ ( )_________________
   Name _____________________________ Relationship ________ Telephone ________

2) _____________________________ ____________________________ ( )_________________
   Name _____________________________ Relationship ________ Telephone ________

**PRIMARY INSURANCE:**

Insurance Carrier_______________________________Policy/Group # __________________________

Is policy HMO? Yes____ No_____

Is policy PPO? Yes______ No____

Check which local hospital the student is covered at:

☐ Decatur Memorial  ☐ St. Mary’s

☐ Both  ☐ None

**CONSENT**

I give consent to call the emergency contacts listed above in the event of medical urgency.

Prospective Athletic Training Student (signature)________________________

Continue on to the next page for health history information.
### Millikin University Prospective Athletic Training Student Health History Form

Name ___________________________ Date of Birth _______________________

Since your last physical examination on __________________________, have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Had a serious injury / been hospitalized?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Had a severe sprain / strain and/or fracture?</td>
<td></td>
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</tr>
<tr>
<td>3. Had a concussion and/or head injury?</td>
<td></td>
<td></td>
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<tr>
<td>Explain:</td>
<td></td>
<td></td>
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<tr>
<td>4. Been unconscious for any other reason other than anesthesia?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Had a neck and/or back injury?</td>
<td></td>
<td></td>
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<tr>
<td>6. Had a back injury or back pain?</td>
<td></td>
<td></td>
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<tr>
<td>7. Had a history of burners, stingers, numbness in neck, shoulder, and/or hand?</td>
<td></td>
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<tr>
<td>8. Had a shoulder, elbow, and/or hand/wrist injury?</td>
<td></td>
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</tr>
<tr>
<td>9. Had a hip and/or knee injury?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Had a lower leg, ankle, and/or foot injury?</td>
<td></td>
<td></td>
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<tr>
<td>11. Had an operation?</td>
<td></td>
<td></td>
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<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Are you currently undergoing physical therapy or rehabilitation for an injury?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Do you have any medical problems about which we should be aware?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Do you wear contact lenses, glasses, and/or safety glasses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Had frequent headaches?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Had a heat related illness (heat cramps, heat exhaustion, and/or heat stroke)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. While exercising, has your heart ever “skipped” a beat, have you suffered from a “racing heart”, severe chest pain, lightheadedness, or fainted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Had a dental injury?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Do you wear a removable dental appliance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Been recently diagnosed with infectious mononucleosis (“mono”), hepatitis B or C, HIV/AIDS, and/or any other severe infectious disease / viral infection?</td>
<td></td>
<td></td>
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<tr>
<td>21. Had an unfavorable / allergic reaction to a drug, antibiotic, and/or medicine?</td>
<td></td>
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</tr>
<tr>
<td>22. Do you have only one of two paired, functioning organs (eye, kidney, ovary, etc.)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Do you have any allergies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Do you require daily medications?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Been diagnosed with asthma?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Experienced wheezing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Been diagnosed with diabetes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Been diagnosed with kidney disease?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Been diagnosed with a hernia?</td>
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<td></td>
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<tr>
<td>30. Experienced seizures or convulsions; and/or been diagnosed with epilepsy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Been diagnosed with high blood pressure and/or high blood cholesterol?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Do you require any special equipment to perform to the minimal level of expectations illustrated in the ATP’s Technical Standards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Have you been told by a physician to restrict your activity or not perform to the minimal level of expectations illustrated in the ATP’s Technical Standards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Are you currently taking any short course medication for any illnesses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Do you have any ongoing or chronic illnesses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Have you had a history of anorexia, bulimia (forced vomiting), and/or any other eating disorder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Do you take vitamins, amino acids, creatine, and/or any other dietary supplement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Do you know of, or do you believe there is any health reason why you should not participate in ATP?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Had trouble with coughing, wheezing, or breathing during activities of daily living or after exercise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Have you ever felt dizzy or passed out during activities of daily living or after exercise?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered “YES” to any of the above questions and/or have any further information, which is knowledgeable to you and not required on this form, please explain in detail (use additional sheet(s) if necessary).

I, the undersigned, hereby acknowledge, affirm, and represent that all above statements are true and accurate to the best of my knowledge; and that no answers or information have been withheld. If any information and/or statements are false and/or have been omitted in reference to my past and/or present medical history, I fully understand that the Millikin University, its agents, servants, trustees, and employees disclaim liability, and will not be held liable for any injuries and/or illnesses not noted.

_____________________________  _______________________
Prospective AT Student Signature  Date