



BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

"Be Certain."

August 28, 2017

Dawn A Miller

Jacksonville, FL

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Dear Ms. Miller:

Please be advised that the Board of Certification, Inc. (BOC) Professional Practice and Discipline Committee (Committee) has rendered the following decision with respect to the charge that you violated Codes 2.3 and 3.9 of the Code of Professional Responsibility (COPR) section of the BOC Standards of Professional Practice.

In a Charge letter dated July 11, 2017, the BOC informed you that the Committee had determined that good cause existed to believe that you have violated Codes 2.3 and 3.9 of the COPR section of the *BOC Standards of Professional Practice* based on the fact that your 2015 audit was to be completed by February 24, 2017. To date, you still have not yet complied with the audit.

Factual Findings

1. February 1, 2016, you submitted your 2015 CEUs and attested to the following relevant statements:
 - The information contained in this report is a true and accurate statement of my continuing education activities.
 - I am submitting no less than 50 CEUs required for the current reporting period including 10 CEUs in Category EBP on this form.
 - I am in possession of and prepared to present all original documentation confirming participation in reported activities. I am aware I must keep these records for at least 2 years after the reporting period has ended.
 - I am aware that I am required to maintain ongoing certification in Emergency Cardiac Care (ECC) throughout the reporting period and I must keep these records for at least 2 years after the reporting period has ended.
 - I am aware that the BOC reserves the right to audit me at any time and that failure to comply with BOC audit policies may result in the suspension of my BOC certification.
 - I am aware that falsification of this report may result in the suspension of my BOC certification.
2. January 10, 2017, the BOC emailed you an audit notice for the 2015 CEU reporting period. The BOC did not receive a response from you.
3. February 3, 2017, the BOC mailed you a 2nd audit notice letter with a deadline of February 13, 2017 to complete your 2015 audit. The BOC did not receive a response from you.
4. February 17, 2017, the BOC emailed you a 3rd audit notice with a deadline of February 24, 2017 to complete your 2015 audit. The BOC did not receive a response from you.
5. March 3, 2017, the BOC mailed you an Investigation Notice as your audit documents had not been received. The BOC did not receive a response from you.

6. March 28, 2017, the BOC sent you a Consent Agreement for suspension of your certification electronically via DocuSign giving you thirty business days for a response. The BOC did not receive a response from you.
7. May 1, 2017, the BOC called you and the number went to a fax machine.
8. May 2, 2017, the BOC resent the Consent Agreement via certified mail giving you thirty business days for a response. The letter was signed for as received by you May 15, 2017. The BOC did not receive a response from you.
9. June 6, 2017, the BOC sent you a Charge letter electronically via DocuSign giving you thirty business days for a response. The BOC did not receive a response from you.
10. July 10, 2017, the BOC called you and the number went to a fax machine.
11. July 11, 2017, the BOC resent the Charge letter via certified mail giving you thirty business days for a response. The letter was signed for as received July 17, 2017 by Mark E Villanueva. The BOC did not receive a response from you.
12. July 25, 2017, you called and left a voicemail you weren't going to renew your certification. We called you back that day and left you a message and sent you an email stating we needed you to send a written request to resign your certification or to complete the resignation form online. We did not receive a response from you and you did not complete the resignation form.
13. August 14, 2017, the BOC called you and the number went to a fax machine.
14. August 21, 2017, the BOC called you and the number went to a fax machine. We tried the other phone number on your profile and left a message to contact us no later than August 25, 2017 so we could process resignation or send us email stating what she wanted to do. We did not receive a response from you.

Conclusions

Based on the lack of response to BOC notifications, the Committee determined that the facts above are valid and that such actions violate Codes 2.3 and 3.9 of the COPR section of the BOC Standards of Professional Practice:

Code 2.3: The BOC certified athletic trainer **Complies with the most current BOC recertification policies and requirements.**

Code 3.9: The BOC certified athletic trainer is candid, responsible and truthful in making any statement to the BOC and in making any statement in connection with athletic training to the public.

As a result, the Committee has issued the following sanctions regarding your certification:

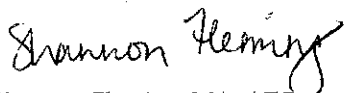
Your certification status is considered Suspended. Suspension of a BOC certification is considered public information and may be published or otherwise disclosed by the BOC. Pursuant to Section 10 of the BOC Guidelines, upon execution of this Decision Letter, you are required to return by traceable mail your BOC certification card to the BOC office within 10 calendar days. Further, while your certification is Suspended, you are not authorized to do the following:

1. Represent yourself to the public as a practicing Certified Athletic Trainer or use the certification marks "ATC" or C.A.T." following your name; or
2. Serve as an item writer for the BOC certification exam; or
3. Serve as a supervisor of students who are satisfying the athletic training requirements for certification eligibility.

Your certification status will remain Suspended until you comply with the 2015 Continuing Education Audit. If you have not complied with the 2015 Continuing Education Audit by December 31, 2017, any request for reinstatement of certification must be reviewed by a Reinstatement Panel.

Ms. Miller, this matter will remain a part of your BOC certification file and may be used for the purpose of determining sanctions in any future matters that come before the BOC Professional Practice and Discipline Committee or other Disciplinary Panels. You have the right to appeal a decision made by the Committee. An appeal must be received by the BOC within thirty (30) days of receipt of this decision. The appeal must be written and addressed to the BOC Executive Director. For details regarding the appeal process, please see the enclosed procedures.

Sincerely,



Shannon Fleming, MA, ATC
Director of Credentialing and Regulatory Affairs

cc: BOC Professional Practice and Discipline Committee
BOC Counsel
Florida Department of Health Board of Athletic Trainers

Enclosures: *BOC Standards of Professional Practice*
Professional Practice and Discipline Guidelines and Procedures