



August 20, 2021

Brandi A West

[REDACTED]  
Lynchburg, VA [REDACTED]

Dear Brandi:

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 2.2 and 3.8 of the Code of Professional Responsibility (COPR) section of the BOC Standards of Professional Practice.

In a Charge letter dated April 19, 2021, the BOC informed you that the Committee had determined that good cause existed to believe that you have violated Codes 2.2 and 3.8 of the COPR section of the *BOC Standards of Professional Practice* based on the fact that your 2018-2019 audit was to be completed by June 26, 2020. Via Eversign records, May 6, 2021, you signed for the Charge letter as received and indicated on the Receipt Confirmation of Charge Letter, "I admit to the truthfulness of the allegations outlined in the enclosed Charge Letter. I requires the BOC electronically, via Eversign, resend me the Consent Agreement that includes suspension of my certification until I comply with the Continuing Education Audit." To date, you still have not yet complied with the audit.

Factual Findings

1. February 29, 2020, you submitted your 2018-2019 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 25 CEUs required for the current reporting period including 5 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. July 1, 2020, the BOC mailed you an audit notice for the 2018-2019 CEU reporting period.
3. July 15, August 5 and 12, 2020, the BOC emailed you audit reminders.
4. September 3, 2020, the BOC sent you an Investigation Notice electronically via Eversign as you had not submitted your audit documentation.
5. September 28, 2020, we called and spoke to you, updated your email address and resent your audit notifications.
6. October 5, 2020, we mailed the Investigation Notice via USPS first class mail as you had not submitted any audit documentation. We did not receive a response from you.
7. October 27, 2020, we sent you a Consent Agreement for suspension of your certification electronically via Eversign giving you thirty business days for a response as your audit was still non-compliant.
8. November 30, 2020, we called you but were unable to leave a voicemail. We resent the Consent Agreement via Eversign. We did not receive a response from you.
9. December 7, 2020, we mailed the Consent Agreement via USPS certified mail.
10. December 12, 2020, the Consent Agreement was returned to us as Notice Left (No Authorized Recipient Available).
11. February 8, 2021, we mailed the Consent Agreement via USPS certified mail.
12. February 17, 2021, the Consent Agreement was returned to us as Notice Left (No Authorized Recipient Available).
13. March 8, 2021, we mailed the Consent Agreement via USPS first-class mail. We did not receive a response from you.
14. March 4, 2021, per Eversign records, you viewed the Consent Agreement. We did not receive a response from you.
15. April 19, 2021, the BOC sent you a Charge letter electronically via Eversign giving you thirty business days for a response. That same date, per Eversign records, you viewed the Charge letter. We did not receive a response from you.
16. May 6, 2021, per Eversign records, you signed for the Charge letter as received. You also indicated on the Receipt Confirmation of Charge Letter, "I admit to the truthfulness of the allegations outlined in the enclosed Charge letter. I request the BOC electronically, via Eversign, resend me the Consent Agreement that includes suspension of my certification until I comply with the Continuing Education audit."
17. May 6, 2021, the BOC sent you a Consent Agreement for suspension of your certification electronically via Eversign giving you thirty business days for a response as your audit was still non-compliant.
18. June 7, 2021, the BOC called you as you had not yet viewed the Consent Agreement. The message stated your phone number was no longer valid.
19. July 11, 2021, the BOC mailed the Consent Agreement via USPS certified mail.
20. July 13, 2021, the USPS returned the Consent Agreement as Unclaimed, Return to Sender.
21. July 14, 2021, the BOC mailed the Consent Agreement via USPS first-class mail. 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 2.2 and 3.8 of the COPR section of the BOC Standards of Professional Practice:

Code 2.2: The BOC certified athletic trainer complies with the most current BOC recertification policies and requirements.

Code 3.8: The BOC certified athletic trainer ensures that any information provided to the BOC in connection with exam eligibility, certification recertification or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms, is accurate and truthful.

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. 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 mark "ATC" 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.

You may petition for reinstatement in accordance with Section 12 of the BOC Discipline Procedures. Such petition may be filed upon your ability to provide proof of compliance with the 2018-2019 CE audit or you are prepared to take the BOC Certification Exam for reinstatement. Such petitions may be subject to a background check and panel review. Contact the BOC office for reinstatement fees and procedures.

Brandi, 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 Chief Executive Officer. For details regarding the appeal process, please see the enclosed procedures.

Sincerely,

A handwritten signature in blue ink that reads "Shannon Fleming". The signature is written in a cursive, flowing style.

Shannon Fleming, MA, AT Ret.  
Vice President of Credentialing

cc: BOC Professional Practice and Discipline Committee  
BOC Counsel  
Virginia Board of Medicine

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

