



DECISION LETTER

September 10, 2021

Jacqueline A Henderson

██████████
Cold Spring, NY ██████████

Dear Jacqueline:

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 Code 3.17 of the Code of Professional Responsibility (COPR) section of the BOC Standards of Professional Practice.

In a Charge letter dated July 23, 2021, the BOC informed you that the Committee had determined that good cause existed to believe that you have violated Code 3.17 of the COPR section of the *BOC Standards of Professional Practice* based on the fact that you have not provided proof of completion of a course in professional ethics Administered by a BOC Approved Provider per the Consent Agreement you entered into with the BOC October 29, 2020.

Factual Findings

1. October 29, 2020, you entered into a Consent Agreement with a Private Censure and a course in professional ethics administered by a BOC Approved Provider (Provider) as this was your 2nd offense for not being able to provide proof of continuous certification in Emergency Cardiac Care for the entire reporting period. Proof of completion of the ethics course was to be received by the BOC no later than January 31, 2021.
2. October 30, 2020, the BOC emailed you instructions on how to find ethics courses on our website.
3. February 1, 2021, the BOC emailed you as we had not received proof of completion of an ethics course. The BOC did not receive a response.
4. February 18, 2021, the BOC sent you an Investigation Notice electronically via Eversign as you had not provided proof of completion of an ethics course. The BOC did not receive a response from you.
5. March 8, 2021, the BOC mailed you the Investigation via USPS first-class mail. The BOC did not receive a response from you.
6. March 25, 2021, the BOC sent you a Consent Agreement for suspension of your certification until you comply with the terms of your Consent Agreement.
7. April 26, 2021, the BOC called and left a message and resent the documents via Eversign as you had not yet viewed them. We did not receive a response.
8. May 5, 2021, the BOC mailed the Consent Agreement via USPS certified mail.

9. May 10, 2021, per USPS website, May 10, 2021, the letter was delivered to an agent for final delivery. We did not receive a response.
10. June 14, 2021, we sent you a Charge letter electronically via Eversign.
11. July 12, 2021, we called and left you a voicemail and resent the documents via Eversign as you had not yet viewed them. We did not receive a response.
12. July 23, 2021, the BOC mailed you a Charge letter via USPS Certified mail giving you thirty days for a response.
13. July 26, 2021, the Charge letter was signed for by Rebecca Darman as received. The BOC 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 Code 3.17 of the COPR section of the BOC Standards of Professional Practice:

Code 3.17: The BOC certified athletic trainer complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements contained in decision letters and consent agreements entered into pursuant to Section 4 of the *BOC Professional Practice and Discipline Guideline and Procedures*.

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 once you can provide the BOC with proof of completion of a course in professional ethics administered by a BOC Approved Provider.

Jacqueline, 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, ATC
Vice President of Credentialing

cc: BOC Professional Practice and Discipline Committee
BOC Counsel
New York Office of the Professions-AT Unit, Division of Professional Licensing Services

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