



**DECISION LETTER**

January 22, 2026

Kaitlyn A Briggs

[REDACTED]  
Oviedo, FL [REDACTED]

Dear Kaitlyn:

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 December 11, 2025, 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 2022-2023 audit was to be completed by June 9, 2025. Via USPS records, December 15, 2025, you signed the USPS mail receipt for the Charge letter as received. To date, you still have not yet complied with the audit.

**Factual Findings**

1. On February 28, 2024, you submitted your 2022-2023 CE report and attested to the following relevant statements:
  - The information contained in this report is a true and accurate statement of my continuing education activities, falsification of this report may result in the suspension of my BOC certification.
  - I am submitting the required minimum number of CEUs for the current reporting period including at least the minimum number of CEUs in Category A 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 two years after the reporting period has ended.
  - I am aware that I will be subject to an audit if I submit this form after the 12/31/2023 deadline.
  - I am aware my certification will expire, and late fees will be assessed starting 1/1/2024 if this form is not completed and submitted by 12/31/2023.
  - I am aware that my name, location, certification status and certification number will be available online through the BOC certification verification system to potential employers, state licensing officials and others.
2. On April 23, 2025, May 7 and 28, 2025 and June 6, 2025, the BOC emailed you audit reminders.
3. On April 23, 2025, the BOC mailed you an audit notice for the 2022-2023 CE reporting period.

4. On June 20, 2025, the BOC sent you an Investigation Notice electronically via Eversign as you had not complied with the CE audit. You viewed the Investigation Notice the same day. The BOC did not receive a response.
5. On July 21, 2025, the BOC sent you a Consent Agreement electronically via Eversign for suspension of your certification for non-compliance with the CE audit. The BOC did not receive a response.
6. On August 6, 2025, the BOC spoke to you and sent you a reminder electronically via Eversign regarding the Consent Agreement. The BOC did not receive a response.
7. On August 27, 2025, the BOC mailed you the Consent Agreement for suspension of your certification via USPS Certified mail.
8. On September 3, 2025, per USPS records, the Consent Agreement was delivered. The BOC did not receive a response.
9. On September 9, 2025, the BOC received a USPS certified mail receipt signed by you, acknowledging delivery of the document. The BOC did not receive a response.
10. On November 3, 2025, the BOC sent you a Charge letter electronically via Eversign for non-compliance with the CE audit. The BOC did not receive a response.
11. On November 18, 2025, the BOC left you a voicemail reminder and sent you a reminder electronically via Eversign. The BOC did not receive a response.
12. On December 11, 2025, the BOC mailed you a Charge letter via USPS Certified mail.
13. On December 15, 2025, per USPS records, the Charge letter was delivered. The BOC did not receive a response.
14. On December 22, 2025, the BOC received a USPS Certified mail receipt signed by you acknowledging delivery of the Charge letter on December 15, 2025.
15. To date, you have not complied with the CE audit.

### 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, Board-Certified Specialist or use the certification marks "ATC" or "BCS-O" following your name; or
2. Serve as an item writer for any BOC certification exam; or
3. Serve as a supervisor or preceptor of students who are satisfying the athletic training requirements for certification eligibility.

You may petition for reinstatement in accordance with Section 13 of the BOC Discipline Procedures. Such petition may be filed upon your ability to provide proof of compliance with the 2022-2023 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.

Kaitlyn, 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,

*Anne M. Minton*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Anne M Minton  
Printed Name

\_\_\_\_\_  
Chief Executive Officer  
Title

\_\_\_\_\_  
Jan 23 2026  
Date

cc: BOC Professional Practice and Discipline Committee  
BOC Counsel  
Florida Board of Athletic Training

Enclosures: [BOC Standards of Professional Practice](#)  
[Professional Practice and Discipline Guidelines and Procedures](#)