

## **Finger printing for Maryland state Licensure:**

**Step 1:** Click this link to view the PDF: [FINGERPRINTING INSTRUCTIONS](#) This is for initial licensure, reinstatement, or registration. This should be your first step in applying for Maryland licensure. It is recommended to complete this step in Maryland if you have the ability to do so.

- In State: Go to an authorized location in Maryland that provides commercial services.
  - Click this link for a full list of locations and phone numbers in Maryland: [IN STATE FINGERPRINTING LOCATIONS](#)
  - You will need to fill out a livescan pre-registration application prior to your arrival. Click this link to fill out the form. [LIVESCAN REGISTRATION APPLICATION FORM](#) The top is filled out with your personal information. Copy the image below for the “Reason for Request”
  - After the fingerprints have been processed you will get a notification in the mail with your receipt number. This number is used for the application. This process can take up to 3-6 weeks once they receive the fingerprinting card. You can call CJIS Customer Service at 410-764-4501 to check your application status.

REASON FOR REQUEST		
<b>INDIVIDUAL</b>		
Please select one of the following:		
<input type="checkbox"/> Gold Seal/Adoption (Enter Authorization Number if applicable) _____		
<input type="checkbox"/> Gold Seal/Letter/VISA		
<input type="checkbox"/> Immigration/VISA		
<input type="checkbox"/> Individual Challenge		
<input type="checkbox"/> Individual Review		
<input type="checkbox"/> Attorney/Client (Written Authorization Required)		
<b>Mailing Information:</b> Your Address!!! NOT Licensure		
Name: YOUR NAME		
Street Address: YOUR ADDRESS		
City:	State:	Zip Code:
<b>AGENCY</b>		
Please select from the following (*ORI Required):		
<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Government Employment*	<input type="checkbox"/> Private Party Petition**
<input type="checkbox"/> Child Care*	<input checked="" type="checkbox"/> Government Licensing or Certification*	<input type="checkbox"/> Public Housing
<input type="checkbox"/> Criminal Justice*	<input type="checkbox"/> Maryland State Police Licensing*	
Agency Authorization Number: 1600000743		
*ORI Number: MD920522Z		
**Position Applied: Athletic Trainer		

- Out of State: You must call or email the CJIS and request a fingerprinting card. You must use the card requested or you will be unable to continue through your application process.
  - Email: [cjis.customerservice@maryland.gov](mailto:cjis.customerservice@maryland.gov)
  - Call 410-764-4501, or call toll-free at 1-888-795-0011

- When you have received the card, fill it out as listed below:
  - CJIS state authorization #: 1600000743
  - FBI ORI #: MD920522Z
  - Indicate the reason for fingerprinting: Professional License
  - The type of check: Governmental Licensing/Certification
- Bring photo ID to your fingerprinting appointment. You will be charged for the fingerprinting services. Once you have been fingerprinted you will need to mail the **fingerprints** AND the **processing fee** of \$30 (Mail-in fee) via check to:
  - 6776 Reisterstown Rd Baltimore, Md 21215 Suite 101

CATEGORY	BACKGROUND CHECK COST (CJIS Service Fee of \$20.00 is included for In-Person fingerprinting*)
Full background [state and FBI] for authorized agencies only	\$30.00 for Mail-In *\$50.00 for In-Person
Full background [state and FBI] for child care volunteers	\$28.00 for Mail-In *\$48.00 for In-Person
Maryland Mentor for child care volunteers	*\$15.00 (with certification card) for In-Person
State background check only	\$18.00 for Mail-In *\$38.00 for In-Person
State background check with Gold Seal	\$19.00 for Mail-In *\$39.00 for In-Person
Attorney/Client civil	\$18.00 for Mail-In *\$38.00 for In-Person
Attorney/Client pending criminal case	No fee
Criminal Justice full background	No fee
Criminal Justice state only	No fee

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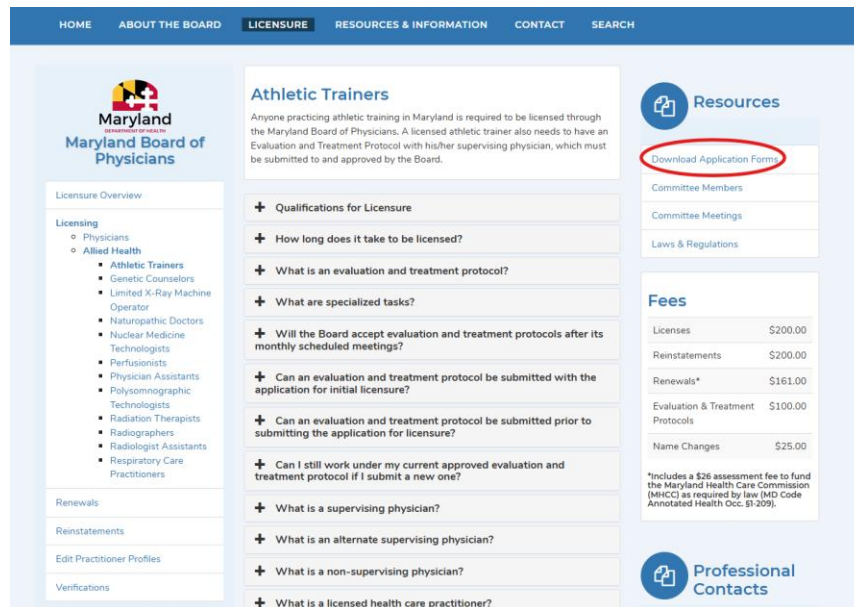
## Licensure:

\*Disclaimer If you are not fingerprinted through the Maryland CJIS you will need to do that before continuing. Stop now and view the “Finger printing for Maryland state Licensure” above. You will be unable to start the Maryland ATC Licensure application without a fingerprinting number.

Documents needed prior to application:

- [Privacy Act Statement. Printed and Signed.](#)
- Copies of any and all prior state licensures whether or not they are expired.
- Fingerprint Number (follow the fingerprinting how to guide if you have not done so already)
- [EVALUATION AND TREAT FORM](#) signed by supervising physician

Step 1: Click this link to begin: [Allied Health | Athletic Trainers](#) and click on “Download Application Form”

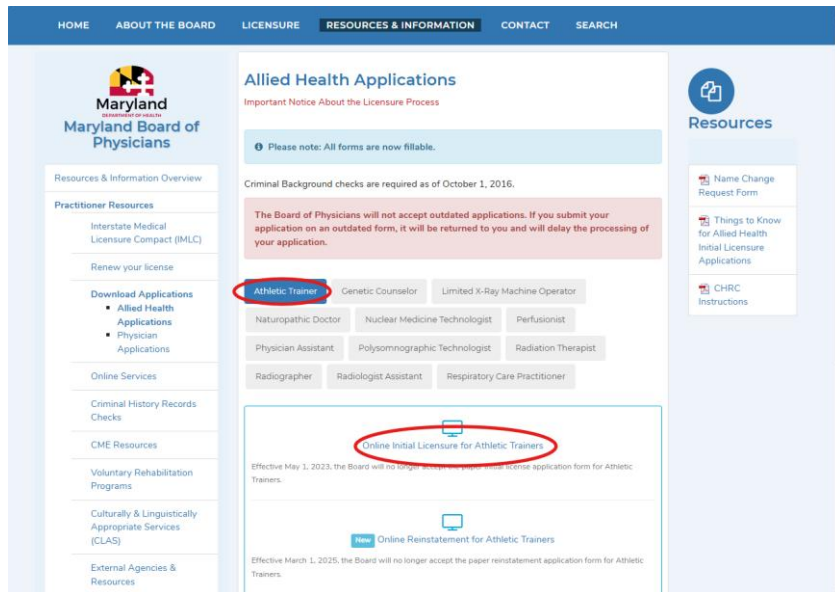


The screenshot shows the Maryland Board of Physicians website. The navigation bar includes HOME, ABOUT THE BOARD, LICENSURE, RESOURCES & INFORMATION, CONTACT, and SEARCH. The main content area is titled "Athletic Trainers" and includes a description of the licensure process. A list of questions and answers is provided, such as "Qualifications for Licensure" and "How long does it take to be licensed?". On the right side, there is a "Resources" section with a link to "Download Application Form" circled in red. Below that is a "Fees" table and a "Professional Contacts" section.

Fees	
Licenses	\$200.00
Reinstatements	\$200.00
Renewals*	\$161.00
Evaluation & Treatment Protocols	\$100.00
Name Changes	\$25.00

\*Includes a \$26 assessment fee to fund the Maryland Health Care Commission (MHCC) as required by law (MD Code Annotated Health Occ. §1-209).

Step 2: “Athletic Trainer” should already be selected. If not, please click this tab then click on “Online initial Licensure for Athletic Trainers”



Step 3: Fill out the initial page.

### Allied Health Application for Initial Licensure

**Practitioner Type**

Athletic Trainer

Have you ever held a license of any type with the Maryland Board of Physicians?

Click to find out if you've ever held a Maryland license

Yes  No

You may register for a new Athletic Trainer license.

[Continue](#)

[Instructions](#)

### Start a New Application

Practitioner Type: **Athletic Trainer**

Official Email [?](#) \*

Re-Enter Official Email

Date of Birth

1 | 1 | 2000

Identification Number [?](#) \*

  
(U.S. Social Security Number or Individual Taxpayer Identification Number)

**A completed Criminal History Records Check (CHRC) is a Maryland licensure requirement.** Your CHRC will be maintained in the Maryland and FBI database for further identification purposes. Applicants have the right to challenge their records, which is discussed in detail in the [FBI Privacy Act Statement/Noncriminal Justice Applicant's Privacy Rights](#) notice. Complete the required background check [prior](#) to submitting your application for licensure and provide the receipt/confirmation number below. Click [CHRC Instructions](#) for details.

I affirm that I have completed the required background check and I acknowledge I have received the FBI Privacy Act Statement/Noncriminal Justice Applicant's Privacy Rights notice.

**CHRC Receipt/Confirmation Number**

[Start a New Application](#) [Return](#)

Step 4: Fill out the remainder of the application online. When it asks for your previous licensure, you will upload documents from any other state that you have been licensed in.

*This document was developed to help guide athletic trainers during their licensure application process. For specific questions, please refer to the MBOP page.*

*This was not prepared by an attorney and should not be considered legal advice. Should you have questions or need guidance please call the Board of Physicians at 410-764-4777 or email at [ebpmail@rcn.com](mailto:ebpmail@rcn.com).*