

MASTER OF ATHLETIC TRAINING PROGRAM

RECORDING CLINICAL EDUCATION HOURS

The following are Guidelines for Recording Clinical Education Hours:

1. In each semester the ATS will use ATrack to record Clinical Education Hours.
 2. Each semester will consist of weekly reporting periods.
 3. The ATS will be required to log in to ATrack weekly to record activity in which the ATS and preceptor provide signature/verification of Clinical Education as defined on pages 30-34 of this handbook.
 4. The assigned preceptor reserves the right to challenge the reported Clinical Education hours at any time. Challenges will be brought to the immediate attention of the Clinical Education Coordinator.
 5. Upon submission of Clinical Education hours via ATrack the ATS will be able to view the cumulative total hours of supervised activity.
- Because all ATrack Clinical Education hour reporting sheets are accreditation documents, ATS and preceptors must be diligent in recording and reporting accurate Clinical Education activity.
 - Failure to accurately report and record Clinical Education hours will result in an “Incomplete” for that reporting period. Consequently, this may result in both the ATS and preceptor being dismissed from the program.

An example of ATrack:

Log Hours	Today's Hours	Hours this Week	Hours this Month	Date Range	Pending Hours	All Hours
Date	Tue, Feb 18, 2014 *Note - You may only log up to 3 days prior.					
Time In	1 : 00 PM					
Time Out	1 : 00 PM					
Location	Select One:					
Event / Sport	Select One:					
Comment (optional)						