



NOTICE OF TELECONFERENCE **CONTINUING EDUCATION COMMITTEE MEETING**

Committee Members

David Paris, D.C., Chair
Laurence Adams, D.C.
Pamela Daniels, D.C.

The Board of Chiropractic Examiners' (Board) Continuing Education Committee will meet by teleconference on:

Wednesday, January 4, 2023
12:30 p.m. to 2:30 p.m.
(or until completion of business)

The Committee may take action on any agenda item.

Teleconference Instructions: The Continuing Education Committee will hold a public meeting via Webex Events. Pursuant to the statutory provisions of Government Code section 11133, neither a public location nor teleconference locations are provided.

To access and participate in the meeting via teleconference, attendees will need to click on, or copy and paste into a URL field, the link below and enter their name, email address, and the event password, or join by phone using the access information below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m5ce85dff120ee1a70540e838d2b815c5>

If joining using the link above

Webinar number: 2485 550 0584
Webinar password: BCE01042023

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Access code: 248 555 00584
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Instructions to connect to the meeting can be found at the end of this agenda.

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Friday, December 30, 2022. Written comments should be directed to chiro.info@dca.ca.gov for Committee consideration.

AGENDA

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Review and Possible Approval of December 2, 2022 Committee Meeting Minutes**
- 3. Review, Discussion, and Possible Recommendation Regarding Proposal to Mandate Basic Life Support or Cardiopulmonary Resuscitation Certification for Licensees (amend California Code of Regulations [CCR], Title 16, section 371 and add CCR, Title 16, section 371.1)**
- 4. Review, Discussion, and Possible Recommendation Regarding Proposed Changes to the Annual Continuing Education (CE) Requirements for Licensees and the Board's CE Course Review and Approval Process (amend CCR, Title 16, sections 360-364)**
- 5. Public Comment for Items Not on the Agenda**
Note: Members of the public may offer public comment for items not on the agenda. However, the Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).]
- 6. Future Agenda Items**
Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]
- 7. Adjournment**

This agenda can be found on the Board's website at www.chiro.ca.gov. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast this meeting at <https://thedcapage.wordpress.com/webcasts/>. Webcast availability cannot, however, be guaranteed due to limitations on resources or other technical difficulties that may arise. The meeting will not be canceled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please attend the meeting via Webex Events.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Members of the public will not be permitted to yield their allotted time to other members of the public to make comments. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

This meeting is being held via Webex Events. The meeting is accessible to individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at:

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

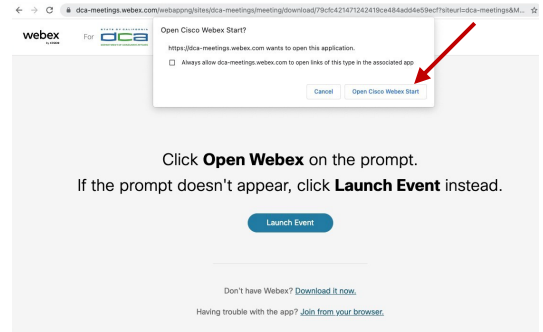
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

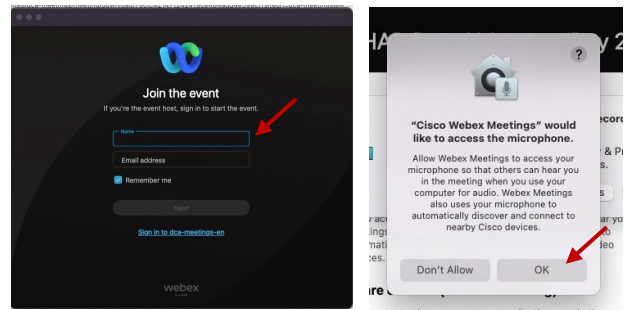
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.



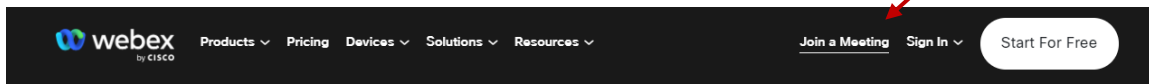
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



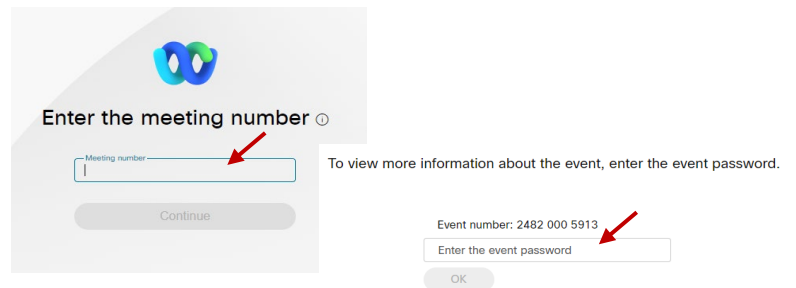
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If joining from Webex.com

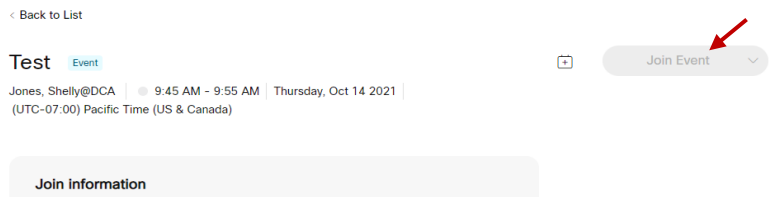
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



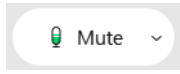
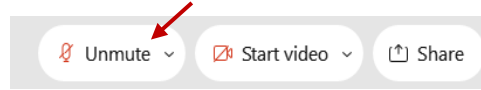
OR

Connect via telephone*:

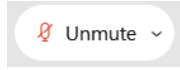
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

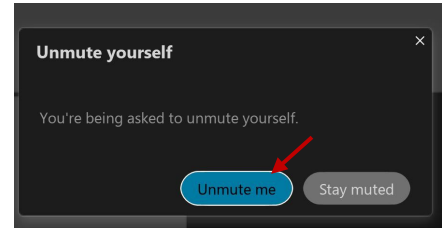


Green microphone = Unmuted: People in the meeting can hear you.



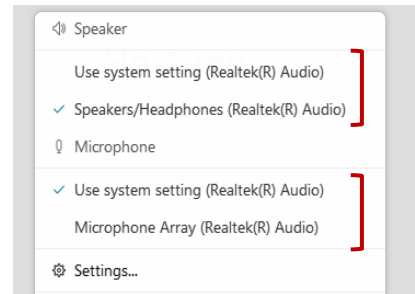
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



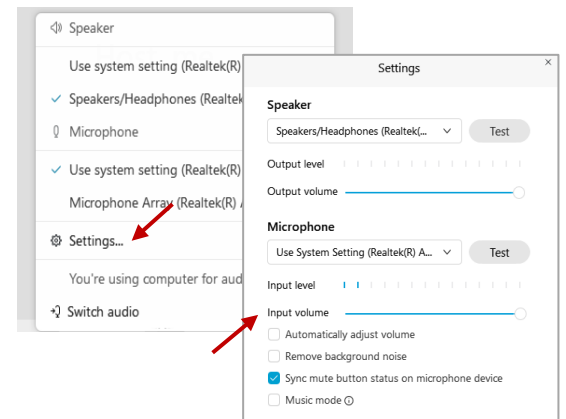
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

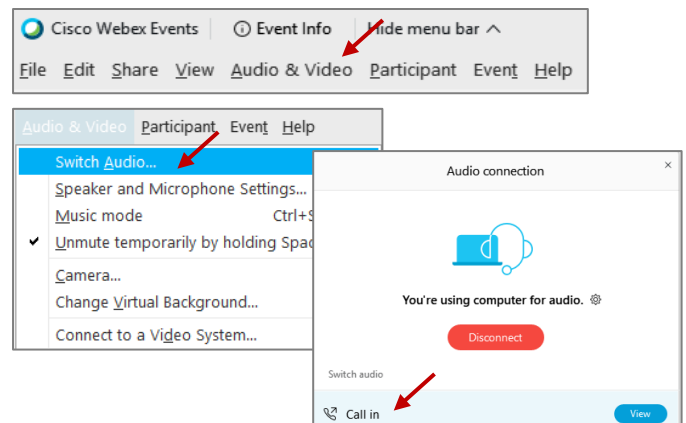
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

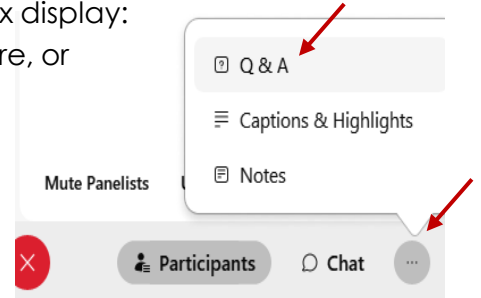
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



The question-and-answer feature (Q&A) is utilized for questions or comments. Upon direction of the meeting facilitator, the moderator will open the Q&A panel for meeting participants to submit questions or comments. *NOTE: This feature is not accessible to those joining the meeting via telephone.*

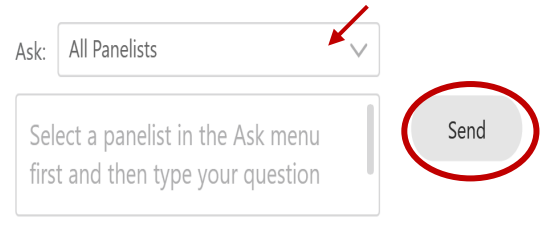
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



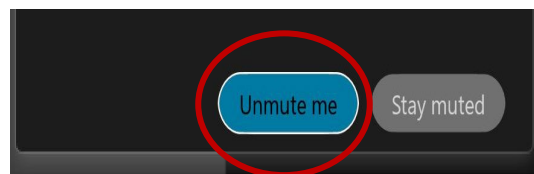
OR

If connected via telephone:

- Utilize the raise hand feature by pressing *6 to raise your hand.
- Repeat this process to lower your hand.

3 The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

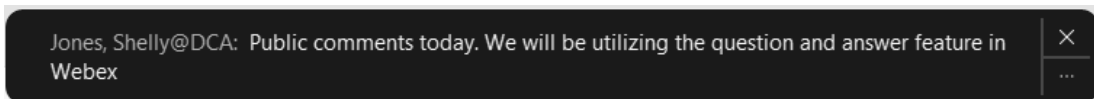


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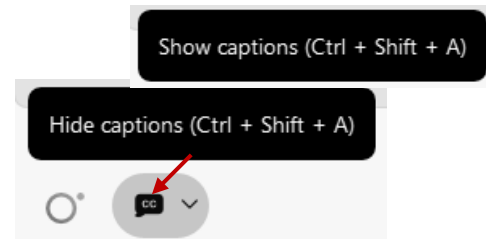
If connected via telephone:

- Press *3 to unmute your microphone.

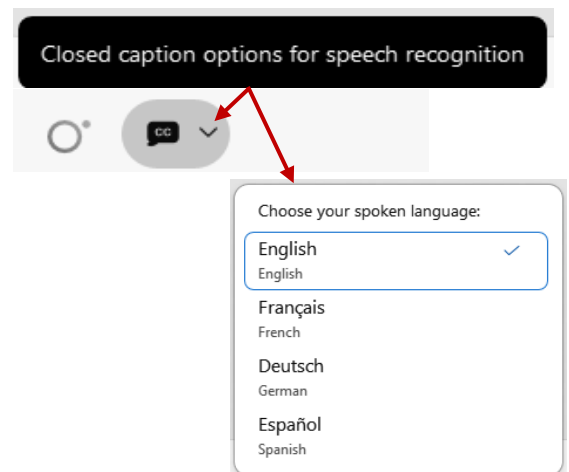
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



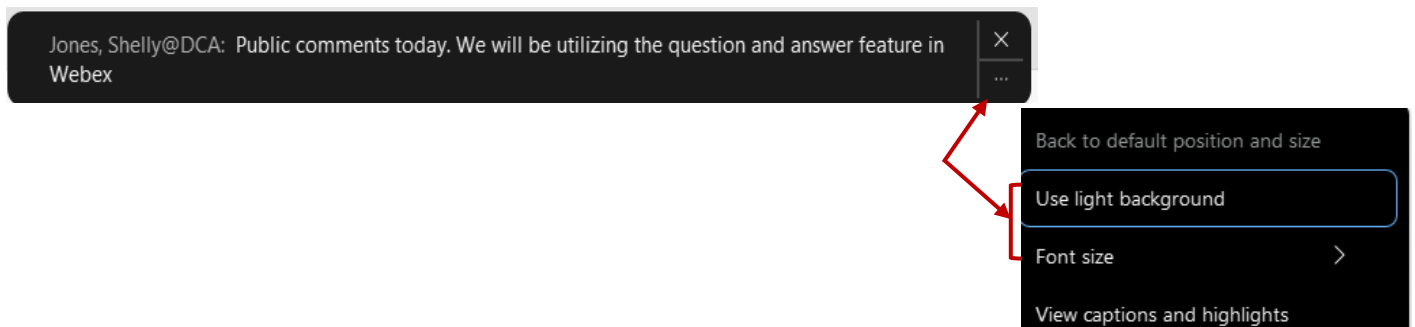
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.





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Agenda Item 1
January 4, 2023

Call to Order, Roll Call, and Establishment of a Quorum

Purpose of the Item

David Paris, D.C., Chair of the Board's Continuing Education Committee, will call the meeting to order. Roll will be called by Laurence Adams, D.C.

Committee Members

David Paris, D.C., Chair
Laurence Adams, D.C.
Pamela Daniels, D.C.



Agenda Item 2
January 4, 2023

Review and Possible Approval of December 2, 2022 Committee Meeting Minutes

Purpose of the Item

The Committee will review and possibly approve the minutes of the previous meeting held on December 2, 2022.

Action Requested

The Committee will be asked to make a motion to approve the Committee meeting minutes.

Attachment

- December 2, 2022 Continuing Education Committee Meeting Minutes (Draft)



**BOARD OF CHIROPRACTIC EXAMINERS
CONTINUING EDUCATION COMMITTEE
MEETING MINUTES
December 2, 2022**

In accordance with the statutory provisions of Government Code section 11133, the Continuing Education Committee (Committee) of the Board of Chiropractic Examiners (Board) met via teleconference/Webex Events with no physical public locations on December 2, 2022.

Committee Members Present

David Paris, D.C., Chair
Laurence Adams, D.C.
Pamela Daniels, D.C.

Staff Present

Kristin Walker, Executive Officer
Dixie Van Allen, Licensing & Administration Manager
William Walker III, Enforcement Manager
Amanda Ah Po, Enforcement Analyst
Tammi Pitto, Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)

1. Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 12:31 p.m. Dr. Adams called the roll. All members were present, and a quorum was established.

**2. Review and Possible Approval of October 6, 2022 and October 25, 2022
Committee Meeting Minutes**

Motion: Dr. Adams moved to approve the October 6, 2022 and October 25, 2022 Continuing Education Committee meeting minutes.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 3-0 (Dr. Paris-AYE, Dr. Adams-AYE, and Dr. Daniels-AYE).

Motion: Carried.

3. Update on Board's Continuing Education (CE) Program

Ms. Walker updated the Committee on recent changes to the Connect system, including simplifying the renewal process for doctor of chiropractic licenses and satellite

certificates. She shared staff has been working with DCA's Office of Information Services (OIS) and the software vendor to develop a method for licensees to securely store their CE records in Connect, and that functionality is expected to be included in the next software release currently planned for early 2023.

Ms. Walker also provided an overview of the four pending regulatory proposals that affect the Board's Continuing Education Program:

- Annual CE Requirements for Licensees and CE Course Approval Process (Amend California Code of Regulations [CCR], Title 16, Sections 360-364): This proposal will be discussed under Agenda Item 4 and would update the annual CE requirements for licensees, establish five competency areas that will be approved by the Board, define the three learning formats, update the course application and approval process, and implement a new reapproval process for courses that have previously been approved by the Board;
- Basic Life Support Certification for All Licensees (Amend CCR, Title 16, Section 371 and Add CCR, Title 16, Section 371.1): This proposal would require basic life support certification as a condition of holding an active license. Staff reviewed the proposed language that was previously approved by the Board and believes further clarification is necessary before moving forward with the regulatory package. Staff plans to present the regulatory proposal to the Committee for discussion in early 2023.
- CE Exemptions and Reduction of Requirements (Add CCR, Title 16, Section 364.1): This proposal would create a process for the Board to grant a hardship exemption or modification to the CE requirements for a licensee who has been adversely affected by a natural disaster, a declared state of emergency, or other special circumstances. Staff is developing this proposal and plans to present it to the Committee for discussion following the completion of the two proposals listed above.
- CE Provider Approval Process and Appeal Process for Denial of CE Course and Provider Applications: This proposal would enhance the CE provider application process, update the process for appealing the denial of a CE course or provider application, and potentially implement a notice of violation process after determining a CE provider or course does not comply with the Board's regulations. The Committee will resume its discussion of this proposal following the completion of the first two proposals listed above.

Public Comment: None.

4. Review, Discussion, and Possible Recommendation Regarding Proposed Changes to the Annual CE Requirements for Licensees and the Board's CE Course Review and Approval Process (Amend California Code of Regulations, Title 16, sections 360-364)

Ms. Walker presented proposed amendments to the Board's CE regulations to the Committee. She stated CCR, title 16, section 360 (Continuing Education Fees) was updated for consistency with the new fee schedule that becomes effective January 1, 2023, pursuant to Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022), and a placeholder was added for the fee amount for approval of courses that have been previously approved by the Board. She explained that after the final framework for the CE regulations has been approved by the Committee, staff will provide options for course approval and reapproval fees.

She continued with CCR, title 16, section 361 (Annual Continuing Education Requirements for Doctors of Chiropractic), which consolidates all methods by which licensees may earn CE credit into a single section for clarity. Ms. Walker informed the Committee that a tentative implementation date of January 1, 2025, was selected based on the goal of having the amended regulations in effect by January 1, 2024, which would allow for a one-year period for previously approved applications to expire and new applications to be approved under the new criteria and competency areas. She noted subdivision (c) outlines the mandatory competency areas and hours previously discussed by the Committee, with the exception of Competency 4: Ethics, Law, and Jurisprudence, which staff recommends broadening and renaming as "Ethics, Law, and Professional Boundaries."

Ms. Walker outlined staff's recommendation to grant CE credit for completion of a supervisory-level sexual harassment prevention training program by a state or federal government agency, and noted California law (Government Code section 12950.1) requires all employers of five or more employees to provide training regarding sexual harassment and abusive conduct prevention. She also suggested the Committee discuss: increasing the number of hours licensees can earn from attending a Board meeting from four hours to eight hours; and whether CE credit should continue to be limited to Board meetings that also contain petition hearings.

She stated CCR, title 16, section 361, subdivision (e), lists the limitations and restrictions that apply to the annual CE requirement and staff recommends the Committee consider limiting the number of hours that can be earned per day to eight. She also informed the Committee that subdivision (f) contains proposed definitions of the five competency areas and noted the topics within Competency 5: Electives are only examples and not intended to be a complete list.

Ms. Walker explained CCR, title 16, section 362 (Continuing Education Provider Approval, Duties, and Responsibilities) was broadened to include CE providers who are recognized by the Federation of Chiropractic Licensing Boards (FCLB) Providers of

Approved Continuing Education (PACE) program to provide chiropractic CE courses, and noted PACE-recognized providers would be able to apply for approval of CE courses. Dr. Adams asked if PACE providers would still need to complete the same course approval process as Board-approved providers. Ms. Walker responded affirmatively.

Ms. Walker continued with CCR, title 16, section 363 (Approval of Continuing Education Courses). She explained the terms “synchronous” and “asynchronous” were added to the definitions of the learning formats to provide additional clarity. She also noted this section outlines the requirements for applying for initial course approval and reapproval. Ms. Walker stated the initial course review process includes staff reviewing each application within 15 days of receipt for any deficiencies and giving the CE provider a deadline of 90 days to resolve the identified deficiencies; if the issues are not resolved, the application will be deemed abandoned. She stated within 30 days of receipt of a complete application package, the determination to approve or deny a course will be made and the provider will be notified. She explained no changes were made to the existing denial process, and the Committee will be asked to consider potential updates at a future meeting as part of a separate regulatory proposal.

Ms. Walker noted no changes were made to CCR, title 16, section 363.1 (Distance Learning Courses) since the Committee’s last review except for the inclusion of the term “asynchronous” in the definition of distance learning.

Ms. Walker explained CCR, title 16, section 364 (Exemptions from Annual Continuing Education Requirement) has been simplified to only define the circumstances where licensees would not be required to complete CE. She noted this section previously contained different methods by which licensees could earn CE credit and those items were moved to section 361. She also stated the prior exemption that allowed licensees with a physical disability to earn all CE credit via distance learning has been removed because licensees will no longer be mandated to attend CE courses in-person and can meet their CE requirements through completion of courses electronically.

Ms. Walker outlined staff’s recommendation to align the criminal and disciplinary history questions on the CE instructor attestation form with the grounds for denial of a license specified in Business and Professions Code section 480. She also asked the Committee for further clarification on the reapproval process for CE courses and the annual certification process that was discussed by the Committee at the October 25, 2022 meeting. She noted the addition of an annual certification form for each CE course would involve significant time for staff and providers, and suggested that staff develop an automated notification process through Connect to remind providers of their obligations and ensure they timely notify the Board of any changes to their courses.

Dr. Adams asked if the attestation form is for providers or instructors. Ms. Walker replied the purpose of the form is to check the instructor's criminal and disciplinary history prior to approving them to teach a course. Dr. Adams asked if providers are required to disclose that information to the Board. Ms. Walker explained a potential provider background check process is planned for inclusion in a separate regulatory proposal in the future. Dr. Adams expressed the need for both to be addressed in these regulations. Ms. Walker added one of the challenges of implementing the attestation at the provider level is that providers can be individuals, corporations, and institutions, whereas instructors are individuals directly involved in the course. Dr. Adams agreed and emphasized the importance of identifying those involved with the large provider organizations.

Dr. Paris expressed his support for renaming Competency 4 as "Ethics, Law, and Professional Boundaries." Drs. Adams and Daniels agreed.

Dr. Daniels stated the Board should provide licensees with links to the trainings offered by state and federal agencies on its website and encourage licensees to take the supervisory-level sexual harassment prevention trainings. Dr. Paris agreed it would be beneficial to provide direct links to acceptable courses to eliminate confusion by licensees, and asked Ms. Walker if it was possible to post that information on the website. Ms. Walker confirmed it was and suggested a direct link to the California Department of Civil Rights' website which has an on-demand course that is available to the public. Ms. Walker noted the supervisory-level course is more comprehensive which is why it was specified in the proposed regulation. Dr. Adams agreed the supervisory-level course is appropriate, as most licensees are in a supervisory capacity at their practices.

Dr. Paris asked if it would be possible when a licensee requests to take an equivalent course to add it to a list on the Board's website when approved. Dr. Daniels reiterated the importance of providing more resources to licensees. Dr. Adams suggested including a note on the list to advise licensees to submit courses they do not see on the list to Board staff for review. Ms. Knight advised the Committee that staff can look to other DCA boards to see how they handle similar scenarios.

Dr. Paris shared his concerns with allowing 12 hours of CE credit to be earned in a single day, which actually results in a 13- to 14-hour day when accounting for meal breaks, due to the difficulty in maintaining active focus and participation for that length of time and suggested the Committee discuss reducing the maximum number of hours per day to eight. Dr. Adams shared some of Dr. Paris' concerns but noted it often depends on the licensee and explained he personally can participate in a course for 12 hours if it is a topic he enjoys. He suggested licensees can self-regulate and learn at their own pace. Dr. Daniels agreed with Dr. Adams and cautioned against over-regulating licensees. The Committee agreed to keep the maximum amount of CE credit that can be earned per day at 12 hours.

Dr. Paris expressed his support for the changes to the instructor attestation form and suggested the form be used as a template for the provider attestation form. Drs. Adams and Daniels agreed.

Public Comment: “Call-in User 2” thanked the Committee for the platform, acknowledged the discussion, and stated he had no comment.

Dr. Adams asked if staff had recommendations for the application fee for previously approved CE courses. Ms. Walker stated staff will develop different proposals based on this meeting’s discussion and will make a recommendation after the proposed framework has been finalized. Ms. Walker noted the maximum fee amount is \$116 per hour of instruction and can be reduced through regulation.

Dr. Adams praised staff for their work on the draft regulations and competency descriptions, and stated they give CE providers great direction. He asked if “Diagnostic testing procedures, interpretation, and technologies” found in CCR, title 16, section 361, subdivision (f)(5)(C), was redundant to Competency 1: Evaluation and Management, as defined in subdivision (f)(1). He also noted the terms “Principles of practice,” “Rehabilitation,” and “Public health” found within subdivision (f)(5)(J), (L), and (M), are vague and may require further definition. Ms. Walker suggested adding examples to those topics for clarity and explained the intent of Competency 5: Electives is to provide flexibility to CE providers to provide general education on topics related to the current knowledge, skills, and abilities necessary for competent practice in California. She noted some topics are listed as examples to provide guidance to CE providers as they transition to the new CE requirements.

Dr. Daniels commended staff for their work on the draft regulations and suggested the Committee review the proposed language within the meeting materials page-by-page. Dr. Paris agreed.

Dr. Daniels asked if licensees should be awarded mandatory CE credit under Competency 1: Evaluation and Management for completion of the Basic Life Support (BLS) certification, as opposed to general CE credit as an approved activity.

Dr. Paris stated he believes the focus of Competency 1: Evaluation and Management is for cases typically seen in a chiropractic office rather than emergency situations where BLS is required, as those situations are rare. He noted BLS is an important topic but would take two hours away from the core learning on evaluation and management services. Dr. Daniels responded that emergency situations may be rare, but the Board has seen disciplinary cases where licensees did not handle the situation appropriately and the Board should emphasize the importance of its licensees’ ability to respond to such situations and provide BLS.

Dr. Daniels then asked if CCR, title 16, section 361, subdivision (d)(3) (Sexual Harassment Prevention Training), would crossover with Competency 4: Ethics, Law, and Professional Boundaries because the training coincides with understanding

professional boundaries. Dr. Paris agreed that the supervisory-level sexual harassment prevention training offered by the Department of Civil Rights or another state or federal government agency should be eligible for two hours of mandatory CE credit under Competency 4. Dr. Adams expressed concerns that a licensee could take the training every year and not be exposed to other important ethical or law issues. Dr. Paris stated the Board does not currently track licensees' annual coursework and requiring it be at the supervisory-level through a state or federal government agency will ensure the quality of the training.

Dr. Paris reminded the Committee that the Board is considering a mandate for licensees be certified in BLS to ensure licensees' preparedness for emergency situations and including the certification course as an activity eligible for CE credit will aid licensees.

The Committee discussed whether there was overlap between the competencies and if it could confuse CE providers and staff. The Committee agreed that clarifying language was needed to differentiate between Competency 1: Evaluation and Management and the example of "diagnostic testing procedures" within Competency 5: Electives. Dr. Adams asked if the process of directing or managing a patient's care would be considered Competency 1 and the reviewing of x-rays, MRIs, and CT scans would fall under Competency 5. Dr. Paris responded affirmatively.

Ms. Walker asked if the Committee's intent was for a CE course in Competency 1: Evaluation and Management to incorporate all aspects of the competency's definition in order to be approved for credit, and noted the draft language could be amended to reflect more flexibility if the Committee so desired. Dr. Daniels liked the draft language because it represents the intent of the regulation but stated not all components should be required to be approved. Ms. Walker stated staff will make any necessary adjustments to the draft language.

Dr. Paris recommended the terms "Principles of practice," "Rehabilitation," and "Public health" be further defined with examples. Dr. Adams suggested research or epidemiology be added under "Public health." Dr. Paris recommended listing a separate topic for emerging research, research design and evaluation, and case studies. Dr. Daniels suggested the Committee consider awarding CE credit to licensees for conducting research or participating in a case study.

Dr. Daniels asked if the timeline for CE provider applicants to be notified of deficiencies should be updated given the recent deficiency on a CE provider application noted at the October 2022 Board meeting. Ms. Walker suggested this application be given the same timeline as a deficient CE course application to allow applicants to rectify a deficiency prior to a Board meeting. Dr. Daniels agreed.

Dr. Adams asked if allowing CE providers 30 days to issue CE certificates was too long of a timeframe and suggested five or 10 days instead. Dr. Daniels agreed CE providers should issue certificates in less time, but wanted to allow for flexibility in case of an unforeseen circumstance. Ms. Walker reminded the Committee that the intent behind

the draft regulations is to expeditiously move the new licensee CE requirements and course approval process forward, and a future regulatory proposal is planned to update CE provider requirements.

Ms. Walker stated staff needs additional direction from the Committee on the reapproval of a course. She stated at the last meeting, the Committee discussed a potential annual certification process for CE providers to attest that the course content is still current and relevant with no changes made. She noted this requirement would need to be added to the regulations if the Committee wished to proceed with it.

Dr. Adams referenced a written comment submission by Marcus Strutz, D.C., a licensee and CE provider, and stated he recognizes Dr. Strutz' point that an outline may not often change for a course, but the material will be updated as new information or research becomes available on a specific topic. Dr. Adams added that a three-year course approval cycle was suitable. Dr. Paris agreed that the Board should encourage providers to keep their course content current without necessarily having to change the course outline. Dr. Daniels shared the course objectives and outlines could remain the same but the application must have a declaration and documentation demonstrating that new information has been provided because the Board needs to ensure public safety and the education of its licensees; otherwise, there is no guarantee that providers are reviewing and updating their courses. Dr. Daniels suggested an attachment to the application with a brief description of the studies referenced in the course.

Dr. Daniels suggested the providers complete an attestation form within the three-year approval cycle and provide additional information upon application for reapproval, but not at the same level as the initial course review. Dr. Adams concurred. Ms. Walker asked the Committee to clarify if their intent is for providers to submit a certification form for each course annually or for providers to complete the certification when they apply for reapproval with annual reminders from staff that it is the provider's responsibility to ensure their course content is up-to-date, file all course dates with the Board, and obtain Board approval if any changes have been made. Drs. Paris and Adams agreed the annual reminder is sufficient. Dr. Daniels asked if the fee for a reapproval application would be based on the reduced staff time. Dr. Adams answered affirmatively.

Dr. Daniels asked if a single course application could be utilized for more than one learning format. Ms. Walker confirmed that is the intent and explained during the application process, the provider would outline the learning format(s) they intend to offer the course through and provide sufficient documentation to meet the specific requirements of the identified format(s). She stated the provider would then receive a unique course approval number for each learning format offered.

Public Comment: "Call-in User 2" thanked the Committee for including the public and acknowledged the discussion.

5. Public Comment for Items Not on the Agenda

Public Comment: None.

6. Future Agenda Items

Dr. Daniels requested two topics be placed on the agenda of a future meeting:
1) discussion of granting CE credit for licensees who conduct research in chiropractic;
and 2) development of regulatory language for verification of attendance during live and interactive courses given via electronic means. Dr. Daniels also asked that a deadline of at least 24 hours prior to a meeting be set for receiving written public comments to allow the Committee sufficient time to review them. Dr. Paris agreed.

Public Comment: None.

7. Schedule 2023 Committee Meetings

Dr. Paris suggested staff poll the Committee members for future meeting dates due to time constraints. Drs. Daniels and Adams agreed but suggested the meetings could also be scheduled at the January 4, 2023 Committee meeting. Ms. Walker confirmed staff will poll the Committee for future meeting dates.

Public Comment: None.

8. Adjournment

Dr. Paris adjourned the meeting at 2:39 p.m.



Agenda Item 3 January 4, 2023

Review, Discussion, and Possible Recommendation Regarding Proposal to Mandate Basic Life Support or Cardiopulmonary Resuscitation Certification for Licensees (amend California Code of Regulations [CCR], Title 16, section 371 and add CCR, Title 16, section 371.1)

Purpose of the Item

The Committee will review and discuss the pending regulatory proposal to mandate basic life support or cardiopulmonary resuscitation certification for licensees.

Action Requested

The Committee will be asked to discuss this proposal and provide direction to staff. The Committee may also consider making a recommendation to the Board.

Background

Prior Regulation – California Code of Regulations (CCR), Title 16, Section 356.1 (Cardiopulmonary Resuscitation/Basic Life Support Training)

Effective November 21, 2003, the Board added CCR, title 16, section 356.1 (Cardiopulmonary Resuscitation/Basic Life Support Training), which required all licensees to maintain current certification in cardiopulmonary resuscitation (CPR) or basic life support (BLS) from the American Red Cross, American Heart Association, or other associations approved by the Board as a condition of licensure and license renewal.

The Board subsequently repealed this regulation effective May 9, 2007, based on the following reasoning: 1) this regulatory intervention had not been shown to have a positive impact on the level of care by licensed doctors of chiropractic since it took effect in November 2003; 2) the Medical Board, Board of Podiatric Medicine, and Board of Optometry had repealed their CPR requirements; and 3) the Board is not authorized to and lacks the expertise in approving “associations” to provide CPR or BLS training.

2015 Proposal to Require CPR or BLS Certification for Licensees

In March 2015, the Board’s Licensing, Continuing Education and Public Relations Committee began discussing the possibility of requiring licensees to complete a mandatory CPR course as part of their license renewal requirements. The Committee noted that while most healing arts boards do not require licensees to be CPR-certified because it is already a requirement mandated by their employer, the majority of doctors of chiropractic work as sole proprietors and should be trained on the proper procedures

for handling an emergency situation that may arise in their practices. The Committee agreed that the CPR requirement should be reinstated for public safety and patient protection. The Committee worked with staff to develop proposed language to mandate CPR or BLS certification by all licensees as a condition of licensure and license renewal.

The Committee's recommendation to reimplement the CPR/BLS certification requirement was presented to the Board for review, discussion, and approval during the July 30, 2015 meeting. The proposed language to amend CCR, title 16, section 371 and add CCR, title 16, section 371.1 that was approved by the Board during this meeting can be found in **Attachment 1**.

Following the Board's approval of the proposed language, this regulatory proposal was placed on hold pending the completion of the comprehensive updates to the Board's continuing education regulations.

Staff Recommendation: 2023 Proposal to Require BLS Certification for Holders of an Active License

According to the Board's *Occupational Analysis of the Chiropractor Profession, March 2017*, p. 10, 59.9 percent of respondents within the representative sample of California licensees reported working as a sole practitioner in their primary practice setting. In addition, 13.2 percent of respondents reported working as an independent contractor/associate, 11.2 percent reported working as part of a multidisciplinary group, 9.5 reported working within a chiropractic group, 2.3 percent primarily performed house calls or home visits, and 0.7 percent reported working in a hospital setting.

Similarly, according to the National Board of Chiropractic Examiners' *Practice Analysis of Chiropractic 2020*, p. 4-5:

"A typical chiropractor works at least 30 hours per week (58.3%) at a chiropractic office (82.4%), which is often located in a city (35%) or a suburb (29%). Some chiropractors were employed by a multi-disciplinary health care facility. The majority (64%) of chiropractors in the United States are sole proprietors, while 13% worked in partnerships and 17% were employed by other healthcare professionals or organizations."

Since the majority of licensees practice as sole practitioners or in a chiropractic office, they are not subject to the same employer-mandated BLS or CPR certification requirements as many health professionals who work in other healthcare settings.

Additionally, according to the American Heart Association, more than 350,000 cardiac arrests occur outside of a hospital each year, and CPR, if administered immediately after cardiac arrest, can double or triple a person's chance of survival. By requiring

licensees to maintain certification in BLS or CPR, the Board can ensure licensees are trained to respond appropriately if a life-threatening emergency occurs at their practice.

Staff reviewed the proposed language that was previously approved by the Board and recommends the following changes:

- Mandate BLS-level training and certification for active licensees, as BLS courses are designed for healthcare providers and public safety professionals whereas general CPR courses are intended for those without formal medical training.
- Replace “other associations approved by the Board” with providers approved by the American Safety and Health Institute (ASHI), as ASHI programs are comparable to those offered by the American Heart Association (AHA) and American Red Cross (ARC).
- Require licensees to retain records of their BLS certification for four years from the date of completion and provide those records to the Board for auditing upon request.

The updated proposed language to add CCR, title 16, section 371.1 (Basic Life Support Certification Requirement) prepared by staff can be found in **Attachment 2**. Staff recommends proceeding with a regulatory proposal to implement a BLS/CPR certification requirement by adding section 371.1, and referring the previously approved amendments to section 370 to the Board’s Licensing Committee as part of their discussion of potential updates to the license renewal and restoration requirements and forms.

At this meeting, the Committee is asked to discuss staff’s recommendation to mandate BLS certification for active licensees and the other suggested changes to the proposed language to add CCR, title 16, section 371.1.

Attachments

1. Proposed Language to Amend California Code of Regulations (CCR), Title 16, Section 371 and Add CCR, Title 16, Section 371.1 (as Approved by the Board on July 30, 2015)
2. Draft Proposed Language to Add California Code of Regulations, Title 16, Section 371.1 (Basic Life Support Certification Requirement)

**Proposed Language to Amend California Code of Regulations (CCR), Title 16,
Section 371 and Add CCR, Title 16, Section 371.1**

(as approved by the Board of Chiropractic Examiners on July 30, 2015)

§ 371. Annual License Renewals and Restoration.

(a) This section shall apply to non-disciplinary license renewal and restoration. Disciplinary license restoration conditions are defined in Section 1000-10 of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923 p.1xxxviii).

(b) A license shall expire annually on the last day of the licensee's birth month. For purposes of this section, the following terms have the following meanings:

(1) "License in forfeiture" is a license that has not been renewed within 60 days following its expiration date.

(2) "Inactive license" has the meaning specified in Business and Professions Code 700.

(3) "Cancelled license" is a license that has been expired for a period of three (3) consecutive years.

(c) To renew an active license, a licensee shall complete and submit a "Renewal" form (R1HDC, Rev. 06/11), which is incorporated by reference, pay the appropriate fee specified in Section 370(a) prior to the expiration date of the license, and complete the board's continuing education requirements and the requirements of section 371.1, that were in effect during the license renewal period.

(d) To renew an inactive license, a licensee shall complete and submit a "Renewal" form (R1HDC, Rev. 06/11) and pay the appropriate fee specified in Section 370(a) prior to the expiration date of the license.

(e) To renew and restore a license in forfeiture, a licensee shall complete and submit a "Forfeiture Notice" form (D1HDC, Rev. 06/11) and an "Application for Restoration of License" form (Revision date 04/11), which are incorporated by reference, pay the appropriate fees specified in Section 370(b) and have met one of the following continuing education requirements:

(1) Completed the board's continuing education requirements and the requirements of section 371.1, that were in effect at the time of each license renewal period;

(2) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license was expired;

(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic examination within six (6) months prior to submitting the Application for Restoration of License.

(f) To restore an inactive license to active status, a licensee shall complete and submit an "Inactive to Active Status Application" form (Revision date 02/10), which is incorporated by reference, pay the appropriate fee specified in Section 370(c) prior to the expiration date of the license, and complete continuing education equivalent to that required for a single license renewal period, and the requirements of section 371.1.

(g) To restore a cancelled license, a licensee shall complete and submit an "Application for Restoration of License" form (Revision date 04/11), pay the appropriate fee specified in Section 370(b), and have met one of the following continuing education requirements:

(1) Completed the board's continuing education requirements and the requirements of section 371.1, that were in effect at the time of each license renewal period;

(2) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license was expired;

(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic examination within six (6) months prior to submitting the Application for Restoration of License.

(h) The board will not process incomplete applications nor complete applications that do not include the correct fee as specified in Section 370.

(i) In addition to any other requirement for renewal or restoration of a license, a licensee shall disclose whether, since the last renewal of his or her license, he or she has been convicted of any violation of the law in this or any other state, the United States, or other country. However, licensees are not required to disclose traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances.

NOTE: Authority cited: Sections 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii). Reference: Sections 1000-4(b), 1000-10 and 1000-12, Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii) and Penal Code Sections 11105 and 11105.2.

§ 371.1. Cardiopulmonary Resuscitation/Basic Life Support Training.

As a condition of licensure and license renewal, all licensees are required to maintain current certification in cardiopulmonary resuscitation (CPR) or basic life support (BLS) from the American Red Cross, American Heart Association, or other associations approved by the Board.

“CPR certification” means that the licensee has successfully completed a CPR course that meets American Red Cross or American Heart Association standards for certification and that provides mannequin testing on the subjects of cardio-pulmonary resuscitation. The course must also cover the use of an automatic external defibrillator, unconscious and conscious choking and rescue breathing, provided that the foregoing requirements shall not be interpreted in any way that violates the Americans with Disabilities Act. The mannequin testing must be provided by an instructor who is physically present with the students.

CPR does not have to be repeated annually if a 2- year certification is achieved; however, the certification must always be current. A licensee may earn 2 hours of Continuing Education credit for completion of the CPR/BLS course required by this section. CE credit may only be earned in the year in which the course was completed.

NOTE: Authority cited: Sections 1000-4(b), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii). Reference: Sections 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii).

Title 16. Board of Chiropractic Examiners

Legend: Added text is indicated with an underline. Deleted text is indicated by ~~strikeout~~.

Proposed Language

Add Section 371.1 of Article 7.5 in Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 371.1. Basic Life Support Certification Requirement.

(a) All licensees holding an active license to practice chiropractic shall maintain current certification in Basic Life Support through the completion of an American Heart Association (AHA) or American Red Cross (ARC) course in Basic Life Support, or a Basic Life Support course taught by a provider approved by the American Safety and Health Institute (ASHI).

(b) For purposes of this section, a Basic Life Support (BLS) course shall include all of the following:

(1) Instruction in rescue breathing and cardiopulmonary resuscitation (CPR) for adults, children, and infants, including multi-rescuer scenarios;

(2) Instruction in the use of an automated external defibrillator (AED) with CPR;

(3) Instruction in relief of foreign-body airway obstruction and choking for adults, children, and infants; and

(4) Successful completion of a written examination and a live, in-person and hands-on skills assessment with a BLS instructor.

(c) Pursuant to Section 361, subdivision (d)(2), licensees may earn up to a maximum of two (2) hours of continuing education credit per license renewal period for completion of the Basic Life Support course required by this section. Continuing education credit shall only be granted for the renewal period in which the course was completed.

(d) Licensees shall secure and retain records of Basic Life Support certification for four (4) years from the date of completion and submit those records to the Board for auditing upon request.

(e) This section shall not apply to licensees while on active duty as a member of the United States Armed Forces or the California National Guard who meet the exemption requirements specified in Business and Professions Code section 114.3, subdivision (a)(1) through (3).

NOTE: Authority cited: Sections 4(b) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 114.3 of the Business and Professions Code.

DRAFT



**Agenda Item 4
January 4, 2023**

Review, Discussion, and Possible Recommendation Regarding Proposed Changes to the Annual CE Requirements for Licensees and the Board's CE Course Review and Approval Process (amend CCR, Title 16, sections 360-364)

Purpose of the Item

The Committee will review and discuss the proposed changes to the annual continuing education (CE) requirements for licensees and the Board's CE course review and approval process.

Action Requested

The Committee will be asked to continue its discussion regarding this regulatory proposal and provide feedback and direction to staff.

Background

The Committee has been developing proposed changes to California Code of Regulations (CCR), title 16, sections 360-364 to update the annual CE requirements for licensees and the Board's CE course review and approval process.

CCR, Title 16, Section 360. Continuing Education Fees.

This section contains the continuing education fee amounts pursuant to Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022), which implements an updated fee schedule for the Board effective January 1, 2023.

After the Committee has finalized the proposed structure of the new course review and approval process, Board staff and the Department of Consumer Affairs Budget Office will develop recommended fee amounts to implement through regulation based on the actual staff time and resources involved in the review and approval of a new course and the reapproval of a previously approved course.

CCR, Title 16, Section 361. Annual Continuing Education Requirements for Doctors of Chiropractic.

This section outlines the proposed annual CE requirements for licensees. While the annual 24-hour requirement is not changing, the following mandatory hours in four new competency areas are being proposed:

- Competency 1: Evaluation and Management – 4 hours*
- Competency 2: Documentation, Record Keeping, and Coding – 2 hours
- Competency 3: Adjustment, Manipulation, or Technique – 2 hours*

- Competency 4: Ethics, Law, and Professional Boundaries – 2 hours

*Courses in Competencies 1 and 3 must be completed either through an in-person learning experience or a live and interactive course given via electronic means, as defined.

The remaining 14 hours may be met by completing Board-approved courses in any of the five competency areas, including Competency 5: Electives, or through other professional development activities previously discussed by the Committee.

CCR, Title 16, Section 362. Continuing Education Provider Approval, Duties, and Responsibilities.

This section has been updated to define a “provider” as either a Board-approved CE provider or a provider recognized by the Federation of Chiropractic Licensing Boards (FCLB) Providers of Approved Continuing Education (PACE) program.

This section also updates the application process for Board-approved providers with additional information requested from the provider prior to the Board’s review of the application.

CCR, Title 16, Section 363. Approval of Continuing Education Courses.

This section updates and expands the application process for Board-approved CE courses, including the planned implementation of a reapproval process for previously approved courses.

CCR, Title 16, Section 363.1. Distance Learning.

This section updates the definition of and requirements for offering asynchronous distance learning to licensees.

CCR, Title 16, Section 364. Exemptions from Annual Continuing Education Requirement.

This section outlines the criteria where a licensee may qualify for a full exemption from the annual CE requirement during a license renewal period.

December 2, 2022 Committee Meeting

At the last meeting, the Committee provided feedback to staff on the draft regulatory language and requested to discuss the following topics:

1. Potential for granting CE credit to licensees who conduct research; and
2. Development of regulatory language for verification of attendance during live and interactive courses given via electronic means.

Staff subsequently updated the regulatory language based on the Committee's discussion, and the substantive changes that were made have been highlighted in Attachment 1. Staff also developed draft CE application forms (Attachments 2-9) to reflect the processes that had been discussed by the Committee.

At this meeting, the Committee is asked to discuss the topics of potentially granting CE credit to licensees for conducting research and the verification of attendance during live and interactive courses given via electronic means.

The Committee is also asked to provide any additional feedback to staff on the draft regulatory language and forms found in Attachments 1-9.

Attachments

1. Proposed Language to Amend California Code of Regulations, Title 16, Sections 360-364 (Draft)
2. New Continuing Education Provider Application (Form No. BCE200, Rev. 12/2022) [Draft]
3. Continuing Education Provider Renewal Application (Form No. BCE201, Rev. 12/2022) [Draft]
4. Request for Authorization of Changes to Continuing Education Provider Approval (Form No. BCE202, 12/2022) [Draft]
5. New Continuing Education Course Application (Form No. BCE203, Rev. 12/2022) [Draft]
6. Continuing Education Instructor Attestation (Form No. BCE204, 12/2022) [Draft]
7. Request to Change Continuing Education Course Date(s) or Location(s) (Form No. BCE205, 12/2022) [Draft]
8. Request for Authorization of Changes to Continuing Education Course (Form No. BCE206, 12/2022) [Draft]
9. Application for Reapproval of a Continuing Education Course (Form No. BCE207, 12/2022) [Draft]

Title 16. Board of Chiropractic Examiners

Legend: Added text is indicated with an underline. Deleted text is indicated by ~~strikeout~~.

Proposed Language

Amend Sections 360 through 364 of Article 6 in Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 360. Continuing Education Fees.

The following represents fees for continuing education:

- (a) Continuing Education Provider Application Fee: ~~\$75~~ \$291
- (b) Biennial Continuing Education Provider Renewal Fee: ~~\$50~~ \$118
- (c) Continuing Education Course Application Fee: ~~\$50 per course. A course is defined in Section 363.~~

(1) \$116 per hour of instruction for approval of a new continuing education course, as specified in Section 363, subdivision (b).

(2) (\$ TBD) for a previously approved continuing education course, as specified in Section 363, subdivision (i).

NOTE: Authority cited: Sections ~~4000-4(b) and 4000-4(e), Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~
Reference: Sections ~~4000-4(b) and 4000-10(a), Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~

§ 361. Annual Continuing Education Requirements for Doctors of Chiropractic.

- (a) For purposes of this section, "implementation date" means ~~two years following June 8, 2014~~ January 1, 2025.
- (b) ~~For license renewals that expire on or after the implementation date, the number of required hours of continuing education courses shall be twenty-four (24). For license renewals that expire prior to the implementation date, the number of required hours of continuing education courses shall be twelve (12).~~
- (c) ~~For license renewals that expire on or after the implementation date, a maximum of twelve (12) continuing education hours may be completed through distance learning as defined in Section 363.1. For license renewals that expire prior to the implementation~~

~~date, a maximum of six (6) continuing education hours may be completed through distance learning as defined in Section 363.1.~~

~~(d) (b) Any continuing education hours accumulated before June 8, 2011 prior to the implementation date that meet the requirements in effect on the date the hours were accumulated, will be accepted by the ~~b~~Board for license renewals.~~

~~(e) On or after the implementation date, licensees shall complete a minimum of two (2) hours in subdivision (g)(11) — Ethics and Law, a minimum of four (4) hours in any one of, or a combination of, the subject areas specified in subdivision (g)(3) — History Taking and Physical Examination Procedures, subdivision (g)(5) — Chiropractic Adjustive Techniques or Chiropractic Manipulation Techniques, or subdivision (g)(10) — Proper and Ethical Billing and Coding.~~

~~(f) With the exception of the mandatory hours referenced in subdivision (e), the remaining eighteen (18) hours of additional continuing education requirements may be met by taking courses in any of the subject areas listed in subdivision (g) or courses taken pursuant to subdivision (h). The eighteen (18) hours may include any combination of continuing education courses in subject areas specified in either subdivision (g) or approved by agencies specified in subdivision (h). By way of example, a licensee may take eight (8) hours of continuing education courses in subject areas listed in subdivision (g), that are approved by the board, and ten (10) hours of continuing education courses that are approved by the California Department of Industrial Relations, Division of Workers Compensation pursuant to subparagraph (1) of subdivision (h).~~

(c) On or after the implementation date of January 1, 2025, licensees shall complete a minimum of twenty-four (24) hours of continuing education credit during each annual license renewal period, including the following mandatory hours:

(1) A minimum of four (4) hours of Board-approved coursework in Competency 1: Evaluation and Management, as defined in subdivision (f)(1);

(2) A minimum of two (2) hours of Board-approved coursework in Competency 2: Documentation, Record Keeping, and Coding, as defined in subdivision (f)(2);

(3) A minimum of two (2) hours of Board-approved coursework in Competency 3: Adjustment, Manipulation, or Technique, as defined in subdivision (f)(3); and

(4) A minimum of two (2) hours of Board-approved coursework in Competency 4: Ethics, Law, and Professional Boundaries, as defined in subdivision (f)(4).

(d) In addition to the mandatory hours and competencies specified in subdivision (c)(1)–(4), licensees may earn the remaining hours of continuing education credit through any combination of the following activities:

(1) Completing Board-approved coursework in Competency 5: Electives, as defined in subdivision (f)(5);

(2) Obtaining Basic Life Support certification: A licensee may earn two (2) hours of continuing education credit per license renewal period for completion of a course in Basic Life Support, as required by Section 371.1. Continuing education credit shall only be granted for the renewal period during which the course was completed.

(3) Completing Sexual Harassment Prevention Training: A licensee may earn up to a maximum of two (2) hours of continuing education credit per license renewal period in Competency 4: Ethics, Law, and Professional Boundaries, as defined in subdivision (f)(4), for completion of a supervisory-level sexual harassment prevention training provided by the California Department of Civil Rights or another state or federal government agency.

(4) Attending a Board meeting: A licensee may earn a maximum of eight (8) hours of continuing education credit per license renewal period for attending a Board meeting that includes the hearing of cases related to petitioners seeking the reinstatement of revoked or surrendered licenses, early termination of probation, or reduction in penalty. A petitioner may not earn any continuing education credit for attending a Board meeting on the same day in which the petitioner's hearing is conducted. The attendance of a licensee at a Board meeting under this subparagraph shall be monitored and confirmed by Board staff designated by the Executive Officer.

(5) Participating in Board Examination Development: A licensee who participates as a subject matter expert in a Board workshop for the purpose of development of the California Chiropractic Law Examination shall receive one (1) hour of continuing education credit for each hour of participation, up to a maximum of sixteen (16) hours, in Competency 4: Ethics, Law, and Professional Boundaries, as defined in subdivision (f)(4).

(6) Serving as a National Examiner: A licensee who participates as an examiner for the entire Part IV portion of the National Board of Chiropractic Examiners (NBCE) examinations shall receive a maximum of six (6) hours of continuing education credit for each examination period conducted by the NBCE during the license renewal period. The licensee must retain written certification from NBCE confirming the licensee's participation in their continuing education records.

(7) Teaching Board-approved continuing education: A licensee who teaches a Board-approved continuing education course shall receive one (1) hour of continuing education credit in the applicable competency area for each hour of course instruction.

(8) Completing continuing education coursework that is approved by any of the entities listed below. It shall be the licensee's responsibility to verify and retain proof that the coursework has been approved by one of these entities in their continuing education records.

(A) The California Department of Industrial Relations, Division of Workers' Compensation;

(B) Any healing arts board or bureau within Division 2 of the Business and Professions Code; or

(C) Any organization authorized to approve continuing education by any healing arts board or bureau in Division 2 of the Business and Professions Code.

(e) The following limitations and restrictions apply to the annual continuing education requirement:

(1) Courses in Competency 1: Evaluation and Management and Competency 3: Adjustment, Manipulation, or Technique must be completed through an in-person learning experience or a live and interactive course given via electronic means, as defined in Section 363, subdivision (a)(2) and (3).

(2) A licensee may not earn more than twelve (12) hours of continuing education credit per day in any combination of the activities specified in subdivisions (c) and (d).

(3) A licensee may not earn more than twelve (12) hours of continuing education credit through distance learning, as defined in Section 363.1.

(4) A licensee may only earn continuing education credit one time for completing a specific continuing education course during a license renewal period. No additional credit shall be granted to a licensee who repeats a continuing education course during the same renewal period.

(g) (f) Courses approved by the Board shall be limited to the following subject competency areas:

(1) Competency 1: Evaluation and Management. This competency area is defined as instruction in one or more of the components of evaluation and management services for new and established patients, including a case-appropriate history; examination; diagnosis; medical decision making; clinical reasoning skills; recognition of contraindications; development, implementation, and monitoring of the treatment and care plan; discussion of risks of proposed care; and/or receipt of the patient's informed consent.

(2) Competency 2: Documentation, Record Keeping, and Coding. This competency area is defined as instruction in the applicable documentation, record keeping, and/or coding requirements for patient encounters. Courses in this competency area may include, but are not limited to, instruction in record keeping requirements for evaluation and management services and subsequent patient visits; common documentation methods, such as SOAP and PART; proper selection and application of ICD-10 diagnosis codes and CPT/HCPCS procedure codes; documentation of written and verbal patient informed consent; use of electronic health records; and/or federal and state laws and regulations related to patient health information privacy and security, such as the Health Information Portability and Accountability Act of 1996 (HIPAA).

(3) Competency 3: Adjustment, Manipulation, or Technique. This competency area is defined as instruction in the assessment of clinical indications, recognition of risk factors, and safe performance of chiropractic adjustment, manipulation, or technique procedures currently recognized and taught by a chiropractic college in a doctor of chiropractic degree program accredited by the Council on Chiropractic Education (CCE) and approved by the Board pursuant to Article 4, Section 330 et seq.

(4) Competency 4: Ethics, Law, and Professional Boundaries. This competency area is defined as instruction in the principles of ethics, chiropractic laws and regulations, and/or professional boundaries, and their application to the practice of chiropractic. Courses in this competency area may include, but are not limited to, instruction in ethical issues in healthcare; mandatory reporting requirements; review of applicable state and federal laws and regulations related to the practice of chiropractic in California; professional boundaries and conduct with patients and staff; cultural competence, awareness of implicit biases, and equity issues in healthcare; and/or prevention of abusive conduct, bullying, and sexual harassment.

(5) Competency 5: Electives. This competency area is defined as instruction in general education topics related to the current knowledge, skills, and abilities necessary for competent practice of chiropractic in California. Courses in this competency area may include, but are not limited to, instruction in any of the following:

4. (A) Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach; the vertebral subluxation complex and somato-visceral reflexes including their relationships between disease and health; and other chiropractic theory and philosophy.

2. Instruction in basic (B) sSciences of anatomy, histology, neurology, physiology, nutrition, pathology, biochemistry, epidemiology, or toxicology.

~~3. Instruction in various basic to comprehensive history taking and physical examination procedures, including but not limited to orthopedic, neurological and general diagnosis related to evaluation of the neuro-musculoskeletal systems, and includes general diagnosis and differential diagnosis of all conditions that affect the human body.~~

4. (C) Diagnostic testing procedures, interpretation, and technologies that aid in differential diagnosis of all conditions that affect the human body, such as the application of X-ray to the human body and the review and interpretation of X-rays, magnetic resonance imaging (MRI), and computerized tomography (CT) scans.

~~5. Chiropractic adjustive techniques or chiropractic manipulation techniques.~~

6. (D) Pain management theory, including, but not limited to, current trends in treatment and instruction in the physiology and anatomy of acute, sub-acute and chronic pain.

7. (E) Physiotherapy and physical rehabilitation.

8. Instruction in (F) Manipulation Under Anesthesia, including the safe handling of patients under anesthesia.

9. Instruction in the aspects of (G) Special population care, including, but not limited to, geriatric, pediatric, and athletic care as related to the practice of chiropractic.

10. Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of evaluation, treatment and progress of a patient. This is not to include practice building or patient recruitment/retention or business techniques or principles that teach concepts to increase patient visits or patient fees per case.

11. Ethics and law: including but not limited to: truth in advertising; professional boundaries; mandatory reporting requirements for child abuse/neglect, elder abuse/neglect; spousal or cohabitant abuse/neglect; sexual boundaries between patient and doctors; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California.

12. (H) Adverse event avoidance, including reduction of potential malpractice issues.

13. (I) Pharmacology, including side effects, drug interactions and the pharmacodynamics of various commonly prescribed and over-the-counter drugs; drug reactions and interactions with herbs, vitamins and nutritional supplements; blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of drug testing strips or kits utilizing urinalysis, saliva, hair and nail clippings.

14. A licensee may earn up to a maximum of two (2) hours of continuing education credit in cardiopulmonary resuscitation, basic life support or use of an automated external defibrillator.

15. Board Meeting: A licensee may earn a maximum of four (4) hours of continuing education credit per renewal period for attending a full board meeting that includes the hearing of cases related to petitioners seeking the reinstatement of revoked licenses or early termination of probationary licenses. A petitioner may not earn any continuing education hours for attending a board meeting on the same day in which said petitioner's hearing is conducted. The attendance of a licensee at a board meeting under this subparagraph shall be monitored and confirmed by board staff designated by the Executive Officer.

16. Any of the following as related to the practice of chiropractic:

(AJ) Principles of managing and operating a chiropractic practice, when oriented specifically on the improvement of patient care and service, not the licensee's personal gain.

(BK) Patient Wellness, (illness and injury prevention, and health maintenance).

(C) Rehabilitation.

(DL) Role of chiropractic in community and Public health programs and issues, including community health and well-being, disease prevention, disaster relief, and healthcare access.

(M) Presentation of emerging research, research design and evaluation, case studies, and published, peer-reviewed chiropractic and/or medical research.

(N) Selection, incorporation, and use of current and emerging technologies in the practice of chiropractic.

~~(h) With the exception of the mandatory courses specified in subdivision (e), the remaining continuing education requirements may be met by taking continuing education courses, including distance learning, that are approved by either of the following:~~

~~(1) The California Department of Industrial Relations, Division of Workers Compensation.~~

~~(2) Any Healing Arts Board or Bureau within Division 2 of the Business and Professions Code or approved by any organization authorized to approve continuing education by any Healing Arts Board or Bureau in Division 2 of the Business and Professions Code.~~

~~(i) The continuing education providers and courses referenced in subdivision (h) do not need to be approved by the Board for credit to be granted nor do they need to meet the requirements contained in Sections 362, 363, and 363.1.~~

NOTE: Authority cited: Sections 4000-4(b) and 4000-4(e), ~~Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~

Reference: Sections 4000-4(b) and 4000-10(a), ~~Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~

§ 362. Continuing Education Provider Approval, Duties, and Responsibilities.

(a) CONTINUING EDUCATION PROVIDER DENIAL AND APPEAL PROCESS: If an application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing with the Executive Officer regarding the reasons stated in the denial notification. The appeal must be filed within thirty (30) days of the date of the denial notification.

The Executive Officer shall schedule the informal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal hearing, the Executive Officer shall provide written notification of ~~his or her~~ their decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within thirty (30) days of the date of the Executive Officer's denial notification, request a hearing before the ~~b~~Board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future ~~b~~Board meeting but not later than one hundred eighty (180) days following receipt of the request. Within ten (10) days of the hearing before the ~~b~~Board, the Executive Officer shall provide written notification of the ~~b~~Board's decision to the applicant. The ~~b~~Board's decision shall be the final order in the matter.

(b) As used in this section, a provider is an individual, partnership, corporation, professional association, college, health facility, government agency, or any other entity that has either been:

(1) aApproved by the ~~b~~Board pursuant to subdivision (c) to offer ~~b~~Board approved continuing education courses to licensees to meet the annual continuing education requirements set forth in Section 361 of these regulations.; or

(2) Recognized by the Federation of Chiropractic Licensing Boards (FCLB) Providers of Approved Continuing Education (PACE) program to provide chiropractic continuing education courses.

(c)(1) To apply to become an Board-approved provider, an applicant shall complete and submit a "New Continuing Education Provider Application" form (~~Revision date 02/10~~Form No. BCE200, Rev. 12/2022), which is hereby incorporated by reference, and pay the application fee specified in Section 360, subdivision (a). Applications for approval shall be submitted to the ~~b~~Board office at least thirty (30) days prior to a scheduled ~~b~~Board meeting. Providers with applications that are incomplete will be notified of the deficiencies in writing within ~~three (3) weeks~~ fifteen (15) days from the date of receipt. Complete applications will be reviewed at the scheduled next available ~~b~~Board meeting and notification of the ~~b~~Board's decision will be provided in writing within two (2) weeks following the ~~b~~Board meeting.

(2) The approval of the provider shall expire two (2) years after it is issued by the ~~b~~Board and may be renewed ~~upon the filing of the~~ by completing and submitting a "Continuing Education Provider Renewal Application" form (~~Revision date 02/10~~Form No. BCE201, Rev. 12/2022), which is hereby incorporated by reference, and paying the renewal fee specified in Section 360, subdivision (b), on or before the expiration date of the provider status. The failure by a Board-approved provider to file a completed renewal application and fee on or before the expiration date of the provider status shall result in the automatic withdrawal of approval of all continuing education courses associated with the provider.

~~(3) Providers who were approved by the board prior to the effective date of this regulation shall renew their provider status two years from June 8, 2011 by filing of~~

the “Continuing Education Provider Application” form (Revision date 02/10) and fee specified in Section 360(b).

(43) The Board will not process incomplete applications nor applications that do not include the correct application or renewal fee.

(4) Board-approved providers are prohibited from making any changes to the entity type, oversight contact person, designated representative, or individual(s) in control of the continuing education program without first obtaining the Board’s written authorization. To request the Board’s authorization of changes to the approved provider status, providers must complete and submit a “Request for Authorization of Changes to Continuing Education Provider Approval” form (Form No. BCE202, 12/2022), which is hereby incorporated by reference. Within fifteen (15) days of receipt of a completed authorization request, staff will notify the provider in writing of the Board’s authorization or denial of the requested change(s) to the approved provider status.

(d) All Providers of Board-approved continuing education courses shall:

(1) Identify an individual responsible for overseeing all continuing education activities of the provider, a designated representative responsible for signing certificates of completion, and all individuals who are in a position of control over the provider’s continuing education program.

(2) Provide a course roster to the Board, within 30 days, upon written request. Course rosters shall include the names of all licensees, license numbers, and e-mail addresses if available. Failure to submit the roster upon written request within thirty (30) days may result in the withdrawal or denial of previous course approval and withdrawal of provider status. Providers shall maintain the course roster for four (4) years from the date of completion of the course.

(3) Maintain course instructor curriculum vitae or resumes for four (4) years.

(4) Disclose to the Board and prospective participants the names of the individuals or organizations, if any, who have underwritten or subsidized the course. Providers may not advertise, market, or display materials or items for sale inside the room while the actual instruction is taking place. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.

(5) Inform the Board in writing immediately of any planned substantive changes to the date, time or location of the a course, as specified in Section 363, subdivision (h), and obtain the Board’s written authorization prior to the implementation of those changes.

(6) Provide a certificate of completion to licensees within 30 days following completion of the continuing education course. Providers shall retain records of course completion for four (4) years from the date of completion and provide records

of completion to the Board within thirty (30) days, upon written request. The certificate shall include the following information:

- (A) Name and address of provider.
- (B) Course title.
- (C) Course approval number.
- (D) Date(s) and location of course.
- (E) Licensee name.
- (F) License number.
- (G) Printed name and signature of the provider's designated representative.
- (H) Number of hours the licensee earned in continuing education, including the type of mandatory hours Board-approved competency area, and whether the hours were obtained in classroom instruction through an in-person learning experience, live and interactive course given via electronic means, or distance learning.

(e) The Executive Officer, after notification, may withdraw the Board's approval or recognition of any continuing education provider specified in subdivision (b) for good cause, including, but not limited to, violations of any provision of the regulation or falsification of information, and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within thirty (30) days of the date of the notification. The Executive Officer shall schedule the informal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal hearing, the Executive Officer shall provide written notification of his or her their decision to the provider. If the Executive Officer upholds his or her their decision under this subsection subdivision, the provider may, within thirty (30) days of the date of the Executive Officer's notification, request a hearing before the Board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing at a future Board meeting but not later than one hundred eighty (180) days following receipt of the request. Within ten (10) days of the hearing before the Board, the Executive Officer shall provide written notification of the Board's decision to the provider. The Board's decision shall be the final order in the matter.

NOTE: Authority cited: Sections 4000-4(b) and 4000-4(e), Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).
Reference: Sections 4000-4(b) and 4000-10(a), Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).

§ 363. Approval of Continuing Education Courses.

~~(a) Providers must complete and submit a “Continuing Education Course Application” form (Revision date 02/10) which is hereby incorporated by reference, and pay the non-refundable application fee as provided by Section 360(c) at least 45 days prior to the date of the course. Providers shall submit and complete one application for each continuing education course being offered.~~

~~(b) (a)(1) A “course” is defined as an approved program of coordinated instruction in any one of the subject five competency areas as defined in Section 361(g), subdivision (f), and given by an approved Pprovider as specified in Section 362, subdivision (b)(1) or (2). Once approved by the Board, a course may be given any number of times for one year following approval, with the single continuing education course fee paid one time annually by the provider during the three-year approval period. A course may not consist of more than one subject competency area as defined in Section 361(g), subdivision (f).~~

(2) “In-person learning experience” is defined as a synchronous learning format consisting of in-person lectures, in-person workshops, in-person demonstrations, or in-person classroom studies which allow for participatory interaction between the licensee and the instructor during the instructional period at the same time and place.

(3) “Live and interactive courses given via electronic means” is defined as a synchronous learning format consisting of lectures, webinars, workshops, or audio or video conferences delivered via the internet, computer networks, or other technology in real-time which allow for participatory interaction between the licensee and the instructor attending and presenting the content during the instructional period at the same time.

(4) “Distance learning” is defined in Section 363.1, subdivision (a).

(b) To apply for Board approval of a continuing education course, a provider must complete and submit a “New Continuing Education Course Application” form (Form No. BCE203, Rev. 12/2022), which is hereby incorporated by reference, and pay the non-refundable application fee specified in Section 360, subdivision (c)(1), at least **sixty (60) days** prior to the first date of the course.

(c) The following documentation shall be submitted with each New Continuing Education Course Application:

(1) A detailed course description, including the course learning objectives, participant learning outcomes, course schedule, A an hourly breakdown of the continuing education course content with the instructor(s) identified, and learning format(s);

(2) A list containing a description of and citation to all journal articles, studies, publications, textbooks, and other reference materials relied upon in the development of the course content.

(3) A detailed description of the provider's method or system for tracking course attendance and participation, including a sample attendance report.

(4) The name(s) of the individual(s) or organization(s), if any, who have underwritten or subsidized the course.

(25) A final copy of the course syllabus/course schedule including seminar **that will be provided to participants** containing the course name, date and location of seminar the course, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, and disclosure of expenses underwritten or subsidized by vendors of any goods, ~~and~~ supplies, or services;

(36) A copy of all advertising and promotional material to be used for the course, including a link to any web-based material ~~brochure and all other promotional material to be used;~~

(47) A curriculum vitae for each instructor including the instructor's name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location and years of practical experience; the type, location and years of teaching experience; the type, location and years of research experience; the type, location and years of other relevant experience; and the title, journal, and date of publications.

(8) A completed "Continuing Education Instructor Attestation" form (Form No. BCE204, 12/2022), which is hereby incorporated by reference, for each instructor;

(9) An example of any course examinations that will be administered during or at the conclusion of the course; and

(10) An example of the course certificate of completion that meets the requirements specified in Section 362, subdivision (d)(6).

(d) COURSE APPROVAL PROCESS: Within fifteen (15) days of receipt of an application, the Board's staff shall review the application package to determine if the application is complete or deficient. Staff shall notify the provider in writing of any deficiencies in the application and provide a deadline of ninety (90) days to resolve the identified deficiencies. If a provider fails to resolve the deficiencies in the application within this timeframe, the application shall be deemed to be abandoned.

Within thirty (30) days of receipt of a complete course application, staff will determine whether to approve or deny the course and issue the determination to the provider in

writing notifying the provider of the course approval with the course approval number, expiration of the approval period, number of approved hours, and approved competency area, or the reason(s) for the course denial.

~~(d)~~ (e) DENIAL AND APPEAL PROCESS: If a course application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing regarding the reasons stated in their denial notification, with the Executive Officer. The appeal must be filed within thirty (30) days of the date of the denial notification.

The Executive Officer shall schedule the informal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal hearing, the Executive Officer shall provide written notification of ~~his or her~~ their decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within thirty (30) days of the date of the Executive Officer's denial notification, request a hearing before the ~~the~~ Board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future ~~the~~ Board meeting but not later than one hundred eighty (180) days following receipt of the request.

Within ten (10) days of the hearing before the ~~the~~ Board, the Executive Officer shall provide written notification of the ~~the~~ Board's decision to the applicant. The ~~the~~ Board's decision shall be the final order in the matter.

~~(e)~~ (f) Only those courses that meet the following shall be approved:

(1) Providers shall ensure the course content and instructional materials are current, relevant, and based on the knowledge, skills, and abilities necessary for the competent practice of chiropractic in California.

(2) Courses shall be taught by instructors with knowledge and expertise in the content presented, as demonstrated on the instructor's curriculum vitae (CV). Instructors shall use a variety of teaching techniques to enhance mastery of knowledge and skills through visual, auditory, and participatory learning pertinent to the competency area and course topic.

(3) Providers shall ensure all courses are offered in a fair, accessible, and unbiased manner that does not unreasonably exclude participants.

~~(4)~~ (4) No more than twelve (12) hours of continuing education credit shall be awarded to an individual licensee for coursework completed on a specific date.

~~(2)~~ (5) Each hour of continuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience. Class Course breaks shall be at the discretion of the instructor and shall not count towards a course hour.

(6) Providers of courses provided through an in-person learning experience shall furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning

and conclusion of the course each day. Furthermore, the form shall state that a licensee by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of course work. Each licensee shall be responsible for signing the "sign-in sheet" at the start and conclusion of each day's coursework, and failure to do so may invalidate credit for that day's coursework. Providers shall retain sign-in sheets for four (4) years from the date of course completion and shall provide copies to the Board within thirty (30) days ~~upon~~ from the date of the Board's written request.

(7) Providers of live and interactive courses given via electronic means shall:

(A) Establish measures for licensee participatory interaction, including participant attendance reports, in-content quizzes, participant polls, real-time participant audio and video requirements, and records of participant log in and log out times. Providers shall retain those records for four (4) years from the date of course completion and shall provide copies to the Board within thirty (30) days from the date of the Board's written request.

(B) Provide written notice to the licensee prior to enrolling in the course regarding the technology requirements to successfully participate in the course, including any hardware, software, internet connection speed, or browser requirements.

(C) Make technical assistance available to the licensee throughout the duration of the course to answer questions regarding the course, such as web links to resources that can provide the licensee an immediate response, providing current contact information for instructors that would allow a licensee to email or instant message an instructor and get an immediate response, and/or establishing online discussion boards for sharing real-time messages and questions with instructors and participants.

(8) Courses in the competency areas of Competency 1: Evaluation and Management and Competency 3: Adjustment, Manipulation, or Technique, as specified in Section 361, subdivision (f)(1) and (3), shall be conducted through an in-person learning experience or a live and interactive course given via electronic means. Courses in these competency areas shall not be approved for distance learning.

(9) Any physical activities conducted during a course must support the curricular objectives of the course. Any unrelated physical activities will not be approved for continuing education credit.

(f) (g) The Board shall not approve the following subjects for continuing education courses that contain the following: financial management, income generation, practice building, collections, self-motivation, and patient recruitment, business techniques or principles that teach concepts to increase patient visits or patient billings per visit, and/or topics outside the scope of chiropractic as defined in Section 302.

(g) (h)(1) A provider shall not modify any course date(s) or location(s) or make any substantive changes to a course without first obtaining the Board's written authorization. A "substantive change" is defined as any change in the course description, learning objectives, hourly breakdown of the course content, instructor(s), learning format(s), attendance tracking method or system, the individual(s) or organization(s) who have underwritten or subsidized the course, course syllabus that will be provided to participants, advertising or promotional material to be used for the course, and certificate of completion.

(2) To modify the course date(s) and/or location(s) of an approved course, a provider shall complete and submit a "Request to Change to Continuing Education Course Date(s) or Location(s)" form (Form No. BCE205, 12/2022), which is hereby incorporated by reference. Within fifteen (15) days of receipt of a completed request, staff will notify the provider in writing of the Board's authorization or denial of the requested change(s) to the course date(s) and/or location(s).

(3) If a provider plans to make a substantive change in content of an approved course, he or she the provider shall notify the Board as soon as possible of the changes prior to giving the course complete and submit a "Request for Authorization of Changes to Continuing Education Course" form (Form No. BCE206, 12/2022), which is hereby incorporated by reference. A new course application may be required as determined by the Executive Officer. Within thirty (30) days of receipt of a completed authorization request, staff will notify the provider in writing of the Board's authorization or denial of the requested change(s) to the approved course.

(i) To apply for reapproval of a continuing education course that has been previously approved by the Board pursuant to subdivision (d), a provider must complete and submit an "Application for Reapproval of a Continuing Education Course" form (Form No. BCE207, 12/2022), which is hereby incorporated by reference, and pay the non-refundable application fee specified in Section 360, subdivision (c)(2). Within thirty (30) days of receipt of a completed application, staff will notify the provider in writing of the Board's approval of the application and three-year extension of the course approval period, or the reason(s) for the denial of the application.

(h) (j) The Executive Officer, after notification, may withdraw approval of any continuing education course for good cause, including, but not limited to, violations of any provision of this regulation or falsification of information and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within thirty (30) days of the date of the notification. The Executive Officer shall schedule the informal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal hearing, the Executive Officer shall provide written notification of his or her their decision to the provider. If the Executive Officer upholds his or her their decision under this subsection subdivision, the provider may, within thirty (30) days of the date of the Executive Officer's notification, request a hearing before the Board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing

at a future ~~h~~Board meeting but not later than one hundred eighty (180) days following receipt of the request. Within ten (10) days of the hearing before the ~~h~~Board, the Executive Officer shall provide written notification of the ~~h~~Board's decision to the provider. The ~~h~~Board's decision shall be the final order in the matter.

NOTE: Authority cited: Sections ~~4000-4(b) and 4000-(4)(e)~~, ~~Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~

Reference: Sections ~~4000-4(b) and 4000-10(a)~~, ~~Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~

§ 363.1. Distance Learning Courses.

(a) "Distance learning" is defined as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period.

(b) In addition to the applicable requirements of Sections 362 and 363, providers of continuing education courses offered through distance learning formats, including, but not limited to, programs or applications on a data-enabled device, such as a computer, tablet, or smart phone; Internet, manuals, compact disks, digital video, versatile discs, and audio and video tapes, shall meet all of the following:

~~(a)~~ (1) Disclose course instructors' curriculum vitae or resumes.

~~(b)~~ (2) Explain the appropriate level of technology required for a student licensee to successfully participate in the course.

~~(c)~~ (3) Make available technical assistance as appropriate to the format.

~~(d)~~ (4) Contain security measures to protect the learner's identity, course and related content from unauthorized access.

~~(e)~~ (5) Establish a deadline for successful completion of the course through a requirement that a licensee must pass a test of the subject matter. The test may include:

(A) An interactive test where the licensee submits answers electronically to the educational provider and receives instant feedback on whether the answer chosen by the licensee is correct and why, and whether the licensee has passed the test; or

(B) Completion of a self-assessment test by the licensee that must be submitted to the provider, graded, and returned to the licensee with the correct answers and an explanation of why the answer chosen by the licensee was correct or incorrect.

~~(f) Review instructional materials annually to ensure the content is current and relevant.~~

~~(g)~~ (c) The continuing education provider shall notify the licensee when ~~he or she~~ the licensee is leaving a continuing education site and directed to a promotional or sponsored site. Course material may not endorse manufacturers, distributors, or other sellers of chiropractic products or services. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.

NOTE: Authority cited: Sections ~~4000-4(b) and 4000-4(e)~~, ~~Business and Professions Code~~ (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).
Reference: Section ~~4000-4(b) and 4000-10(a)~~, ~~Business and Professions Code~~ (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).

§ 364. Exemptions and Reduction of from Annual Continuing Education Requirement.

A licensee may qualify for a ~~full or partial~~ an exemption, from the annual continuing education requirements of Section 361 if a the licensee meets any of the criterion criteria listed below:

(a) A licensee who holds a license on inactive status is not required to complete continuing education on an annual basis; however, they must provide proof of completion of the required continuing education hours prior to activating their license as specified in Section 371, subdivision (f);

(b) A new licensee is exempt from continuing education requirements ~~in the year~~ during their period of initial licensure; which is defined as the period of time beginning on the date the license was first issued by the Board and ending on the initial license expiration date.

(c) An instructor who has taught for one (1) year and currently teaches core curriculum courses for more than eight (8) credit hours per week at any Council on Chiropractic Education accredited college for at least six (6) months during any license renewal period ~~year~~ shall be exempt from continuing education.

~~(d) A licensee who teaches a board approved continuing education course may earn one (1) hour of continuing education credit for each hour of lecture up to 24 hours per year.~~

~~(e) Notwithstanding Section 361(c), a licensee who is unable to attend continuing education courses due to a physical disability and provides written certification from a primary health care provider may earn all 24 hours of continuing education credits for the period of the license renewal through Board approved distance learning courses as defined in Section 363.1.~~

~~(f) A licensee who participates as an examiner for the entire part four portion of the National Board of Chiropractic Examiners (NBCE) examinations shall receive a maximum of six (6) hours of continuing education credit for each examination period~~

conducted by the NBCE during the license renewal period. The licensee must provide written certification from the NBCE confirming the licensee has met the requirements of this subsection.

~~(g) A licensee who participates in the entire two-day workshop as a Subject Matter Expert for the purpose of exam development of the California Law and Professional Practice Examination will receive one hour of CE credit for each hour volunteered, up to a maximum of sixteen hours, which includes eight (8) hours in the Ethics and Law and eight (8) hours in the Principles of Practice subject areas as defined in sections 361(g)(11) and 361(g)(16)(A), respectively.~~

~~(h) (d) An active Board Member. A professional bBoard member who has served one full year on the Board of Chiropractic Examiners shall be exempt from the continuing education requirement in each year of bBoard member service.~~

~~(i) (e) A licensee on active duty with a branch of the armed forces of the United States or the California National Guard who meets the exemption requirements specified in Business and Professions Code section 114.3 shall be exempt from continuing education requirements.~~

NOTE: Authority cited: Sections 114.3 and 135.5, of the Business and Professions Code; and Section 4000-4(b), Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii). Reference: Sections 114.3 and 135.5, of the Business and Professions Code; and Sections 4000-4(b), 4000-4(e), and 4000-10, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).



**Agenda Item 4
Attachment 2**

NEW CONTINUING EDUCATION PROVIDER APPLICATION

All questions on this application must be answered. Submit the completed application, supporting documentation (if applicable), and \$291.00 application fee at least thirty (30) days prior to a scheduled Board meeting. Please type or print neatly. All attachments are considered part of the application. The Board will not process incomplete applications.

Complete applications will be reviewed at the next available Board meeting and notification of the Board's decision will be sent to the continuing education provider within two (2) weeks following the meeting. Provider approval, if granted, will expire two years following the approval date, unless renewed by the provider.

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Website:		
Entity Type:		
<input type="radio"/> Individual	<input type="radio"/> Government Agency	
<input type="radio"/> Corporation	<input type="radio"/> Health Facility	
<input type="radio"/> Partnership	<input type="radio"/> University/College	
<input type="radio"/> Professional Association		
Provide the mission statement of the continuing education program and describe the program's purpose and objectives.		

Section II. Continuing Education Oversight Contact Person

Name of Contact Person:	
Telephone Number:	Email Address:

Section III. Designated Representative – Individual Responsible for Signing Certificates of Completion

Name of Designated Representative:	
Telephone Number:	Email Address:

Section IV. Individuals in Control of Provider’s Continuing Education Program

List the name(s), position(s) or title(s), and California Board of Chiropractic license number(s), if applicable, of all individuals who are in control of the provider’s continuing education program.

Name	Position/Title	BCE License No. (if applicable)

Section VI. Criminal and Disciplinary History

1. Have any of the individuals identified in Sections II, III, and IV above been convicted of a crime within the past seven years?
 Yes No

2. Have any of the individuals identified in Sections II, III, and IV above ever been convicted of a serious felony, as defined in Penal Code section 1192.7, or a crime for which registration is required pursuant to Penal Code section 290, subdivision (d)(2) or (3)?
 Yes No

3. Have any of the individuals identified in Sections II, III, and IV above been subjected to formal discipline by any licensing board within the past seven years?
 Yes No

4. Have any of the individuals identified in Sections II, III, and IV above been previously denied approval to offer continuing education by the California Board of Chiropractic Examiners or any other board or bureau within the California Department of Consumer Affairs?
 Yes No

***If you answered “Yes” to any of the questions within this section, please attach a detailed explanation of each applicable criminal conviction and/or disciplinary action to this application.**

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____



CONTINUING EDUCATION PROVIDER RENEWAL APPLICATION

All questions on this application must be answered. Submit the completed application, supporting documentation (if applicable), and \$118.00 renewal fee by the expiration date of the continuing education provider status. The Board will not process incomplete applications.

Failure to file a completed continuing education provider renewal application by the expiration date of the Board-approved provider status will result in the Board's automatic withdrawal of approval of all continuing education courses associated with the provider.

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Website:		
BCE-Issued Provider Number:	Expiration Date of Provider Status:	

Section II. Certification by Continuing Education Provider

Have there been any unreported changes to the provider entity type, oversight contact person, designated representative, or individual(s) in control of the continuing education program?

- Yes* No

*If you answered Yes, attach a completed "Request for Authorization of Changes to Continuing Education Provider Approval" form (Form No. BCE202, 12/2022) to this renewal application.

Section III. Criminal and Disciplinary History

1. Within the previous approval period, has the oversight contact person, designated representative, or any individual in control of the continuing education program been convicted of a crime?

- Yes No

**Board of Chiropractic Examiners
Continuing Education Provider Renewal Application
Page 2 of 2**

2. Within the previous approval period, has the oversight contact person, designated representative, or any individual in control of the continuing education program been subjected to formal discipline by any licensing board?
- Yes No
3. Within the previous approval period, has the oversight contact person, designated representative, or any individual in control of the continuing education program been denied approval to offer continuing education by any other board or bureau within the California Department of Consumer Affairs?
- Yes No

***If you answered “Yes” to any of the questions within this section, please attach a detailed explanation of each applicable criminal conviction and/or disciplinary action to this application.**

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____



REQUEST FOR AUTHORIZATION OF CHANGES TO CONTINUING EDUCATION PROVIDER APPROVAL

Continuing education providers must obtain written authorization from the Board for any changes to the entity type, oversight contact person, designated representative, and/or individual(s) in control of the continuing education program prior to the implementation of the change(s).

Requested Change(s):

- Entity Type** – Complete Sections I, IV, V, and VI.
- Oversight Contact Person** – Complete Sections I, II, V, and VI.
- Designated Representative** – Complete Sections I, III, V, and VI.
- Individual(s) in Control of Program** – Complete Sections I, IV, V, and VI.

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Website:		
Entity Type:		
<input type="radio"/> Individual	<input type="radio"/> Government Agency	
<input type="radio"/> Corporation	<input type="radio"/> Health Facility	
<input type="radio"/> Partnership	<input type="radio"/> University/College	
<input type="radio"/> Professional Association		

Section II. Continuing Education Oversight Contact Person

Add New Contact Person

Name of Contact Person:	
Telephone Number:	Email Address:

Remove Previous Contact Person

Name of Contact Person:

Section III. Designated Representative – Individual Responsible for Signing Certificates of Completion

Add New Designated Representative

Name of Designated Representative:	
Telephone Number:	Email Address:

Remove Previous Designated Representative

Name of Designated Representative:

Section IV. Individuals in Control of Provider’s Continuing Education Program

Add New Individual(s) in Control of Program

Name	Position/Title	BCE License No. (if applicable)

Remove Individual(s) Previously in Control of Program

Name	Position/Title	BCE License No. (if applicable)

Board of Chiropractic Examiners
Request for Authorization of Changes to Continuing Education Provider Approval
Page 5 of 5

Section VI. Criminal and Disciplinary History

1. Have any of the individuals added in Sections II, III, and/or IV above been convicted of a crime within the past seven years?
 Yes No Not Applicable

2. Have any of the individuals added in Sections II, III, and/or IV above ever been convicted of a serious felony, as defined in Penal Code section 1192.7, or a crime for which registration is required pursuant to Penal Code section 290, subdivision (d)(2) or (3)?
 Yes No Not Applicable

3. Have any of the individuals added in Sections II, III, and/or IV above been subjected to formal discipline by any licensing board within the past seven years?
 Yes No Not Applicable

4. Have any of the individuals added in Sections II, III, and/or IV above been previously denied approval to offer continuing education by the California Board of Chiropractic Examiners or any other board or bureau within the California Department of Consumer Affairs?
 Yes No Not Applicable

***If you answered "Yes" to any of the questions within this section, please attach a detailed explanation of each applicable criminal conviction and/or disciplinary action to this application.**

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____



NEW CONTINUING EDUCATION COURSE APPLICATION

Note: You must be a Board-approved continuing education provider, or a provider recognized by the Federation of Chiropractic Licensing Boards (FCLB) Providers of Approved Continuing Education (PACE) program, to submit this application.

All questions on this application must be answered. Submit the completed application, supporting documentation, and application fee at least sixty (60) days prior to the first requested course date. Please type or print neatly. All attachments are considered part of the application. The Board will not process incomplete applications. Providers must complete and submit a separate application for each continuing education course offered.

Complete applications will be reviewed within thirty (30) days of receipt by the Board and you will be notified of the approval or denial of the requested course. Course approval, if granted, will expire three years following the approval date.

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Provider's Website: (Optional – for Publication on BCE's Course Search System)		

Section II. Contact Person for Continuing Education Course Application

Name of Contact Person:	
Telephone Number:	Email Address:

Section III. Course Information

Course Title:

Competency Area: (Select One)

- **Competency 1: Evaluation and Management.** This competency is defined as instruction in one or more of the components of evaluation and management services for new and established patients, including a case-appropriate history; examination; diagnosis; medical decision making; clinical reasoning skills; recognition of contraindications; development, implementation, and monitoring of the treatment and care plan; discussion of risks of proposed care; and/or receipt of the patient's informed consent.
- **Competency 2: Documentation, Record Keeping, and Coding.** This competency is defined as instruction in the applicable documentation, record keeping, and/or coding requirements for patient encounters.
- **Competency 3: Adjustment, Manipulation, or Technique.** This competency area is defined as instruction in the assessment of clinical indications, recognition of risk factors, and safe performance of chiropractic adjustment, manipulation, or technique procedures currently recognized and taught by a chiropractic college in a doctor of chiropractic degree program accredited by the Council on Chiropractic Education (CCE) and approved by the Board.
- **Competency 4: Ethics, Law, and Professional Boundaries.** This competency area is defined as instruction in the principles of ethics, chiropractic laws and regulations, and/or professional boundaries, and their application to the practice of chiropractic.
- **Competency 5: Electives.** This competency area is defined as instruction in general education topics related to the current knowledge, skills, and abilities necessary for competent practice of chiropractic in California.

Section V. Instructor Information

Name	Degree(s) Earned	Topic(s) of Instruction from Course Outline

Section VI. Required Documentation

Provide the following supporting documentation with this application:

- A detailed course description, including the course learning objectives, participant learning outcomes, course schedule, an hourly breakdown of the course content with the instructor(s) identified, and learning format(s).
- A list containing a description of and citation to all journal articles, studies, publications, textbooks, and other reference materials relied upon in the development of the course content.
- A detailed description of the provider’s method or system for tracking course attendance and participation, including a sample attendance report.
- The name(s) of the individual(s) or organization(s), if any, who have underwritten or subsidized the course.
- A final copy of the course syllabus that will be provided to participants containing the course name, date, and location of the course, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, and disclosure of expenses underwritten or subsidized by vendors of any goods, supplies, or services.
- A copy of all advertising and promotional material to be used for the course, including a link to any web-based material.

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New Continuing Education Course Application
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- A curriculum vitae (CV) for each instructor including the instructor’s name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location, and years of practical experience; the type, location, and years of teaching experience; the type, location, and years of other relevant experience; and the title, journal, and date of publications.
- A completed “Continuing Education Instructor Attestation” form (Form No. BCE204, 12/2022) for each instructor listed in Section V.
- An example of any course examinations that will be administered during or at the conclusion of the course.
- An example of the course certificate of completion that meets the requirements specified in California Code of Regulations, title 16, section 362, subdivision (d)(6).

Section VII. Continuing Education Provider Certification

Please initial in the space provided to confirm the provider’s understanding and agreement to the following certification statements:

- _____ The course content and instructional materials are current, relevant, and based on the knowledge, skills, and abilities necessary for the competent practice of chiropractic in California.
- _____ The course is taught by an instructor(s) with knowledge and expertise in the content presented. The instructor(s) will use a variety of teaching techniques to enhance mastery of knowledge and skills through visual, auditory, and participatory learning pertinent to the competency area and course topic.
- _____ The course is offered in a fair, accessible, and unbiased manner that does not unreasonably exclude participants.
- _____ The course does not contain financial management, income generation, practice building, collections, self-motivation, patient recruitment, business techniques or principles that teach concepts to increase patient visits or patient billings per visit, and/or topics outside the scope of practice of chiropractic as defined in California Code of Regulations, title 16, section 302.
- _____ The provider will provide certificates of completion to participants within thirty (30) days following completion of the course. In addition, the provider will retain records of course completion for four (4) years and provide those records to the Board within thirty (30) days upon written request.

Board of Chiropractic Examiners
New Continuing Education Course Application
Page 7 of 7

- _____ The provider and instructor(s) will not advertise, market, or display materials or items for sale while instruction is taking place.

- _____ The provider will obtain the Board's written authorization prior to making any substantive changes to the course.

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____

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CONTINUING EDUCATION INSTRUCTOR ATTESTATION

This form must be completed by the continuing education instructor and submitted by the continuing education provider with an application for approval of a continuing education course or to add a new instructor to a Board-approved course.

Instructor's Name:
Name of Continuing Education Provider:
Course Title:
Course Approval Number (if applicable):

License Information

- Are you currently, or have you ever been, licensed by the California Board of Chiropractic Examiners?
 - Yes License Number: DC _____
 - No
- Are you currently, or have you ever been, licensed by another state or federal licensing agency?
 - Yes* No

*If you answered Yes, please provide the following information for each license:

Jurisdiction	License Number	Issue Date (MM/DD/YYYY)	Expiration Date (MM/DD/YYYY)

Criminal and Disciplinary History

3. Have you been convicted of a crime within the past seven years?

- Yes No

4. Have you ever been convicted of a serious felony, as defined in Penal Code section 1192.7, or a crime for which registration is required pursuant to Penal Code section 290, subdivision (d)(2) or (3)?

- Yes No

5. Have you been subjected to formal discipline by any licensing board within the past seven years?

- Yes No

***If you answered “Yes” to Question 3, 4, and/or 5, please attach a detailed explanation of each applicable criminal conviction and/or disciplinary action to this form.**

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation and have read the instructions.

Instructor’s Signature: _____ **Date:** _____



REQUEST TO CHANGE CONTINUING EDUCATION COURSE DATE(S) OR LOCATION(S)

Continuing education providers must obtain written authorization from the Board for any modification to the dates or locations of Board-approved continuing education courses prior to the implementation of the change(s).

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Provider's Website: (Optional – for Publication on BCE's Course Search System)		

Section II. Course Information

Course Title:	
Course Approval Number:	Expiration Date of Course Approval:

Section III. Course Date(s) and Location(s)

Requested Action (Add, Modify, or Remove)	Course Date(s)	Course Location(s) Provide the city, state, and zip code for each in-person course location. For all other courses, provide the location where the course can be accessed, such as a web address.

REQUEST FOR AUTHORIZATION OF CHANGES TO CONTINUING EDUCATION COURSE

Continuing education providers must obtain written authorization from the Board for any substantive changes to a Board-approved continuing education course prior to the implementation of the change(s).

Any changes to the course title or Board-approved competency area, or significant changes to the course content, as determined by the Board, will require the completion and submission of a New Continuing Education Course Application (Form No. BCE203, Rev. 12/2022).

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Provider's Website: (Optional – for Publication on BCE's Course Search System)		

Section II. Course Information

Course Title:	
Course Approval Number:	Expiration Date of Course Approval:

Section III. Changes Requested

<input type="checkbox"/> Course Description or Learning Objectives <input type="checkbox"/> Breakdown of Course Content <input type="checkbox"/> Instructor(s) <input type="checkbox"/> Learning Format(s)	<input type="checkbox"/> Attendance Tracking Method/System <input type="checkbox"/> Course Syllabus or Promotional Material <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Other (Attach a description of requested changes)
---	--

Section IV. Instructor Information

Action Requested (Add, Modify, or Remove)	Name	Degree(s) Earned	Topic(s) of Instruction from Course Outline

Section V. Required Documentation

Provide the following supporting documentation with this application as applicable to the requested changes to the course:

- A detailed course description, including the course learning objectives, participant learning outcomes, course schedule, an hourly breakdown of the course content with the instructor(s) identified, and learning format(s).
- A detailed description of the provider’s method or system for tracking course attendance and participation, including a sample attendance report.
- The name(s) of the individual(s) or organization(s), if any, who have underwritten or subsidized the course.
- A final copy of the course syllabus that will be provided to participants containing the course name, date, and location of the course, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, and disclosure of expenses underwritten or subsidized by vendors of any goods, supplies, or services.
- A copy of all advertising and promotional material to be used for the course, including a link to any web-based material.

Board of Chiropractic Examiners
Request for Authorization of Changes to Continuing Education Course
Page 3 of 4

- A curriculum vitae (CV) for each new instructor including the instructor's name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location, and years of practical experience; the type, location, and years of teaching experience; the type, location, and years of other relevant experience; and the title, journal, and date of publications.
- A completed "Continuing Education Instructor Attestation" form (Form No. BCE204, 12/2022) for each instructor listed in Section IV.
- An example of the course certificate of completion that meets the requirements specified in California Code of Regulations, title 16, section 362, subdivision (d)(6).

Section VI. Continuing Education Provider Certification

Please initial in the space provided to confirm the provider's understanding and agreement to the following certification statements:

- _____ The course content and instructional materials are current, relevant, and based on the knowledge, skills, and abilities necessary for the competent practice of chiropractic in California.
- _____ The course is taught by an instructor(s) with knowledge and expertise in the content presented. The instructor(s) will use a variety of teaching techniques to enhance mastery of knowledge and skills through visual, auditory, and participatory learning pertinent to the competency area and course topic.
- _____ The course is offered in a fair, accessible, and unbiased manner that does not unreasonably exclude participants.
- _____ The course does not contain financial management, income generation, practice building, collections, self-motivation, patient recruitment, business techniques or principles that teach concepts to increase patient visits or patient billings per visit, and/or topics outside the scope of practice of chiropractic as defined in California Code of Regulations, title 16, section 302.
- _____ The provider will provide certificates of completion to participants within thirty (30) days following completion of the course. In addition, the provider will retain records of course completion for four (4) years and provide those records to the Board within thirty (30) days upon written request.
- _____ The provider and instructor(s) will not advertise, market, or display materials or items for sale while instruction is taking place.

**Board of Chiropractic Examiners
Request for Authorization of Changes to Continuing Education Course
Page 4 of 4**

_____ The provider will obtain the Board's written authorization prior to making any substantive changes to the course.

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____

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APPLICATION FOR REAPPROVAL OF A CONTINUING EDUCATION COURSE

All questions on this application must be answered. All attachments are considered part of the application. The Board will not process incomplete applications.

Complete applications will be reviewed within thirty (30) days of receipt by the Board and the provider will be notified of the three-year extension of the approval period or the denial of the application.

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Provider's Website: (Optional – for Publication on BCE's Course Search System)		

Section II. Contact Person for Continuing Education Course Application

Name of Contact Person:	
Telephone Number:	Email Address:

Section III. Course Information

Course Title:	
Course Approval Number:	Expiration Date of Course Approval:

Section V. Continuing Education Provider Certification

1. Are there any unreported or planned changes to the course description, learning objectives, hourly breakdown of the course content, instructor(s), learning format(s), the individual(s) or organization(s) who have underwritten or subsidized the course, course syllabus that will be provided to participants, advertising or promotional material to be used for the course, or certificate of completion?

- Yes* No

*If you answered Yes, attach a completed "Request for Authorization of Changes to Continuing Education Course" form (Form No. BCE206, 12/2022) to this application.

2. Have there been any updates to the reference materials relied upon in the development of the course content?

- Yes No

If you answered Yes, attach an updated list containing a description of and citation to the materials relied upon. If you answered No, provide a justification for your response.

3. Please initial in the space provided to confirm the provider's understanding and agreement to the following certification statements:

_____ The course content and instructional materials are current, relevant, and based on the knowledge, skills, and abilities necessary for the competent practice of chiropractic in California.

_____ The course is taught by an instructor(s) with knowledge and expertise in the content presented. The instructor(s) will use a variety of teaching techniques to enhance mastery of knowledge and skills through visual, auditory, and participatory learning pertinent to the competency area and course topic.

_____ The course is offered in a fair, accessible, and unbiased manner that does not unreasonably exclude participants.

_____ The course does not contain financial management, income generation, practice building, collections, self-motivation, patient recruitment, business techniques or principles that teach concepts to increase patient visits or patient billings per visit, and/or topics outside the scope of practice of chiropractic as defined in California Code of Regulations, title 16, section 302.

_____ The provider will provide certificates of completion to participants within thirty (30) days following completion of the course. In addition, the provider will retain records of course completion for four (4) years and provide those records to the Board within thirty (30) days upon written request.

Board of Chiropractic Examiners
Application for Reapproval of a Continuing Education Course
Page 4 of 4

- _____ The provider and instructor(s) will not advertise, market, or display materials or items for sale while instruction is taking place.

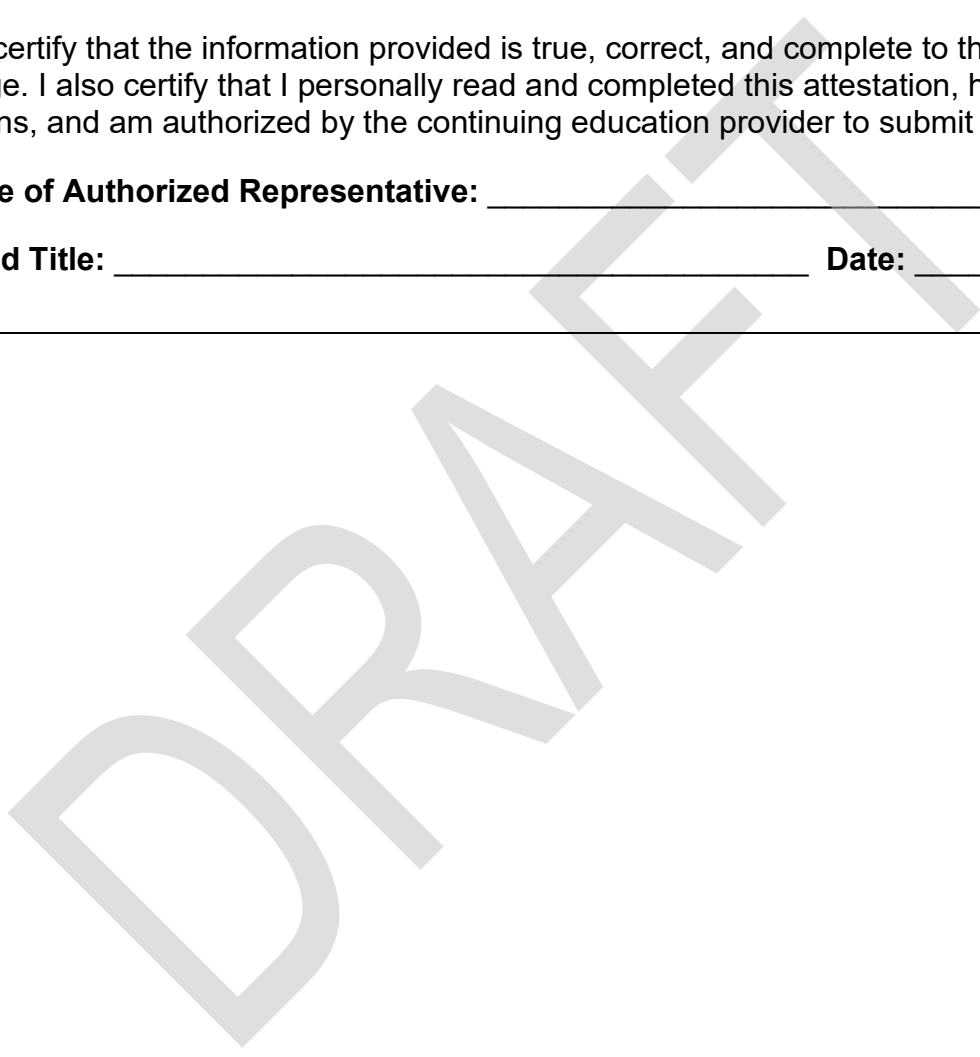
- _____ The provider will obtain the Board's written authorization prior to making any substantive changes to the course.

Declaration and Signature

I hereby certify that the information provided is true, correct, and complete to the best of my knowledge. I also certify that I personally read and completed this attestation, have read the instructions, and am authorized by the continuing education provider to submit this application.

Signature of Authorized Representative: _____

Name and Title: _____ **Date:** _____





Agenda Item 5
January 4, 2023

Public Comment for Items Not on the Agenda

Purpose of the Item

At this time, members of the public may offer public comment for items not on the meeting agenda.

The Committee may not discuss or take action on any matter raised during this public comment section that is not included on the agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7, subd. (a).]



Agenda Item 6
January 4, 2023

Future Agenda Items

Purpose of the Item

At this time, members of the Committee and the public may submit proposed agenda items for a future Committee meeting.

The Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]



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Agenda Item 7
January 4, 2023

Adjournment

Time: _____