



NOTICE OF TELECONFERENCE BOARD MEETING

Board Members

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Rafael Sweet, Secretary
Janette N.V. Cruz
Pamela Daniels, D.C.

The Board of Chiropractic Examiners (Board) will meet by teleconference on:

Friday, January 20, 2023

9:00 a.m. to 5:00 p.m.

(or until completion of business)

Teleconference Instructions: The Board 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=mbd6abd753d28b845c94e709b5439cc20>

If joining using the link above

Webinar number: 2494 986 8069

Webinar password: BCE01202023

If joining by phone

+1-415-655-0001 US Toll

Access code: 249 498 68069

Passcode: 22301202

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 Board on any agenda item by Tuesday, January 17, 2023. Written comments should be directed to chiro.info@dca.ca.gov for Board consideration.

The Board may take action on any agenda item listed on this agenda, including information-only items.

AGENDA

- 1. Open Session – Call to Order / Roll Call / Establishment of a Quorum**
- 2. 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 Board 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).]
- 3. Board Chair’s Report**
- 4. Elections of Board Officers for 2023:**
 - A. Chair
 - B. Vice Chair
 - C. Secretary
- 5. Review and Possible Approval of October 26-27, 2022 Board Meeting Minutes**
- 6. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**
- 7. Review and Possible Ratification of Approved Continuing Education Provider Applications**
- 8. Update on the Department of Consumer Affairs (DCA) by the DCA Office of Board and Bureau Relations**
- 9. Presentation on the Legal Process for Disciplinary Actions by the Office of the Attorney General Licensing Section**
- 10. Executive Officer’s Report and Updates on:**
 - A. Administration, Continuing Education, Enforcement, and Licensing Programs
 - B. Board’s Budget and Fund Condition
 - C. Business Modernization Project and Implementation of Connect System
 - D. Status of Board’s Pending Regulatory Proposals

11. Review, Discussion, and Possible Action on Staff's Action Plan to Achieve the Board's [2022–2026 Strategic Plan](#) Objectives

12. Government and Public Affairs Committee Report

- Committee Chair's Update on December 5, 2022 Meeting

13. Licensing Committee Report

- A. Committee Chair's Update on December 9, 2022 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding the Application for New Chiropractic College Approval by Keiser University - College of Chiropractic Medicine
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding the Pending Regulatory Proposal on Approval of Chiropractic Schools and Educational Requirements (amend California Code of Regulations [CCR], Title 16, sections 330, 331.1, 331.3, and 331.5–331.16 and add CCR, Title 16, sections 330.1 and 331.12.4)

14. Enforcement Committee Report

- A. Committee Chair's Update on December 9, 2022 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Proposed Regulations for Disciplinary Decisions Involving Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (add CCR, Title 16, sections 384.1 and 384.2)
- C. Review, Discussion, and Possible Action on Committee's Recommendation to Repeal CCR, Title 16, section 354 (Successful Examination)

15. Continuing Education Committee Report

- A. Committee Chair's Update on December 2, 2022 and January 4, 2023 Meetings
- B. Review, Discussion, and Possible Action on Committee's 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)

16. Future Agenda Items

Note: Members of the Board and the public may submit proposed agenda items for a future Board meeting. However, the Board 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.]

17. Closed Session – The Board Will Meet in Closed Session to:

- Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)

18. 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 Board 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. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board 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 Board, but the Board 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 Board to discuss items not on the agenda; however, the Board 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)).

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

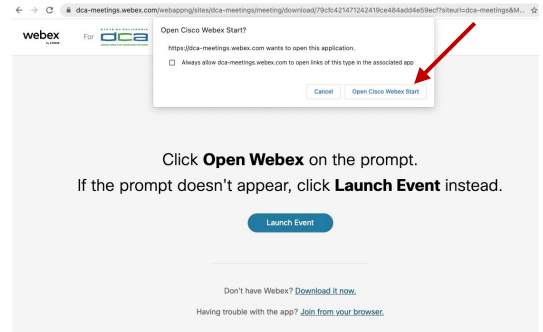
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

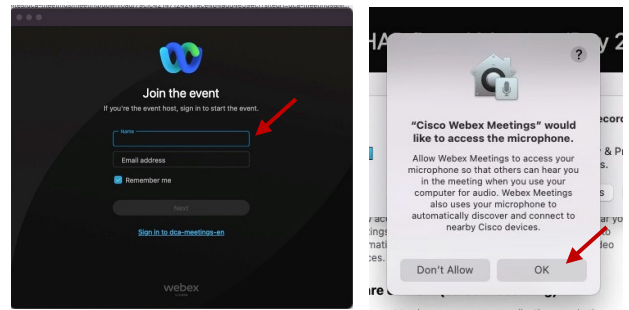
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

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.



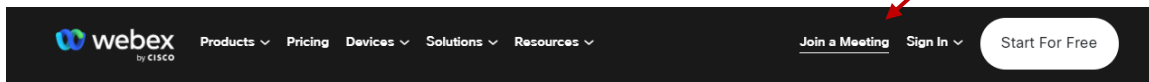
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



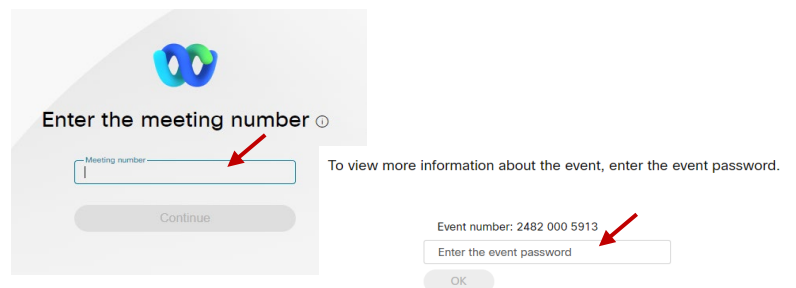
OR

If joining from Webex.com

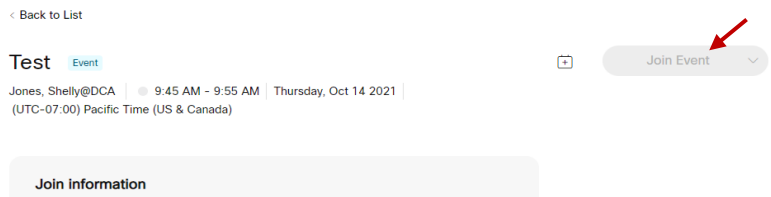
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 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".



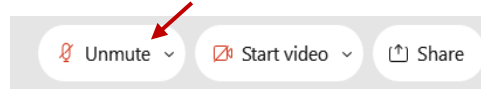
OR

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.

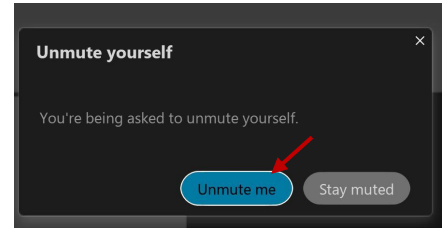


Green microphone = Unmuted: People in the meeting can hear you.



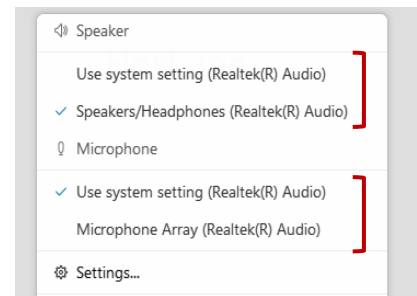
Red microphone = Muted: No one in the meeting can hear you.

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".



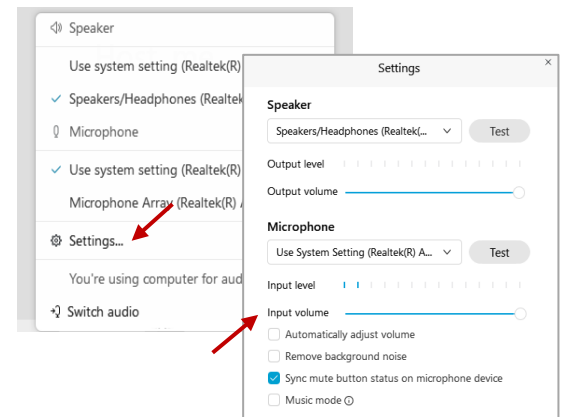
If you cannot hear or be heard

- 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

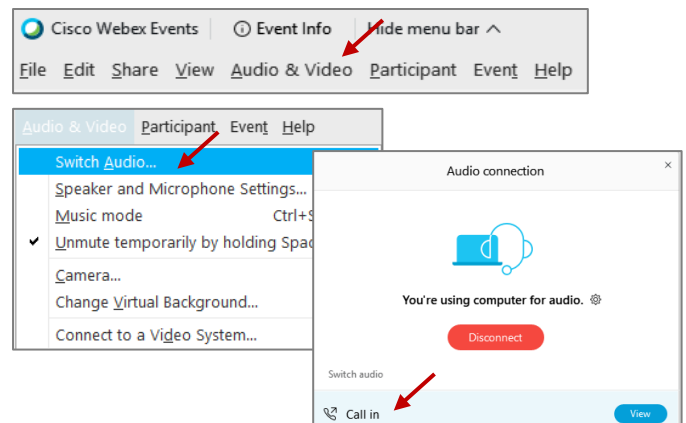
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



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.

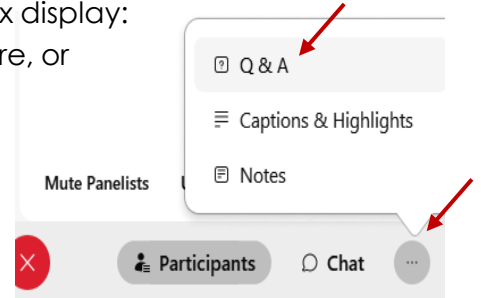
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



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.*

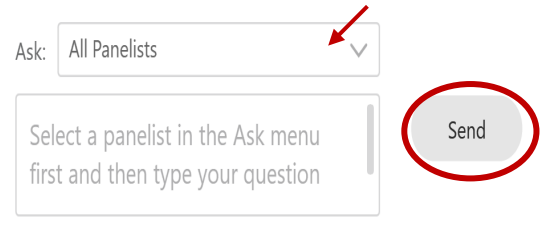
1 Access the Q&A panel at the bottom right of the Webex display:

- 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”.



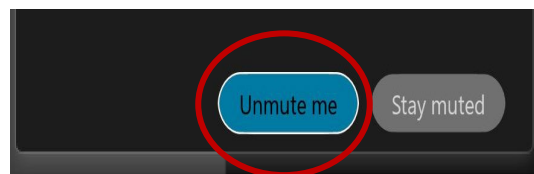
OR

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.

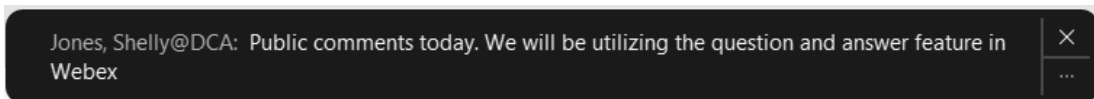


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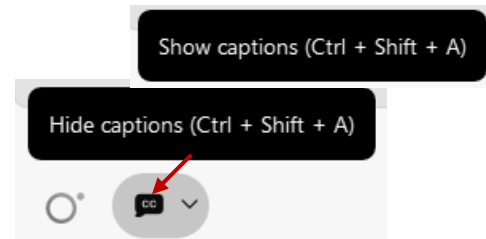
If connected via telephone:

- Press *3 to unmute your microphone.

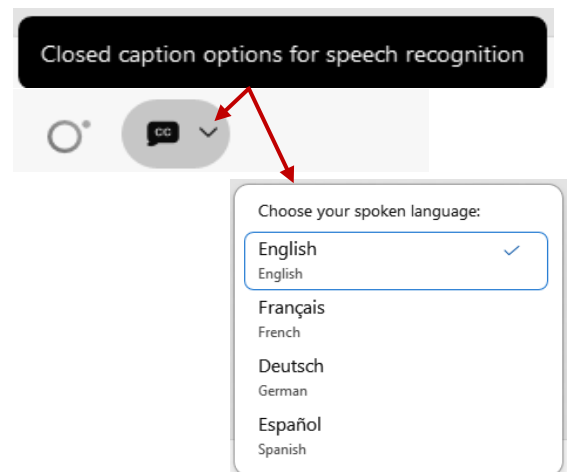
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



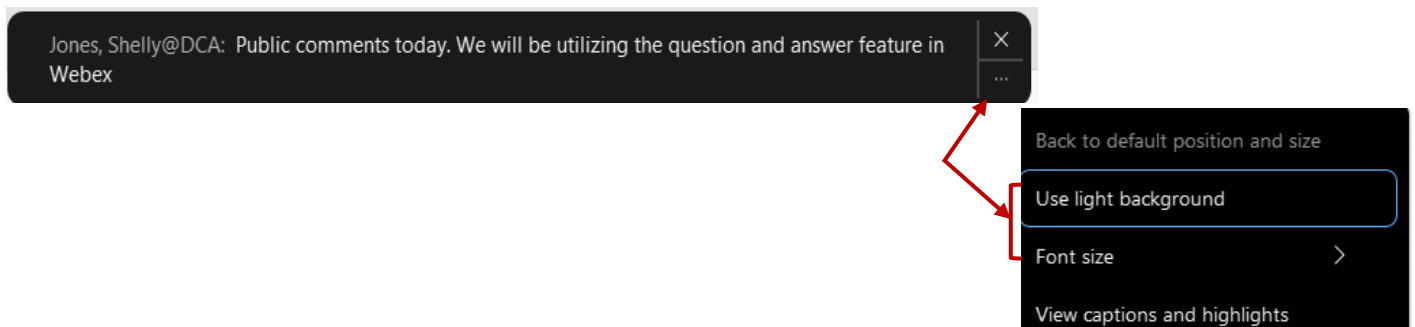
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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.





**Agenda Item 1
January 20, 2023**

Open Session – Call to Order, Roll Call, and Establishment of a Quorum

Purpose of the Item

David Paris, D.C., Chair of the Board of Chiropractic Examiners, will call the meeting to order. Roll will be called by Board Secretary Rafael Sweet.

Board Members

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Rafael Sweet, Secretary
Janette N.V. Cruz
Pamela Daniels, D.C.



Agenda Item 2
January 20, 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 Board 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 3
January 20, 2023

Board Chair's Report

Purpose of the Item

Board Chair David Paris, D.C. will provide an update to the Board on recent activities and outreach opportunities.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.



**Agenda Item 4
January 20, 2023**

Elections of Board Officers for 2023

Purpose of the Item and Action Requested

The Board will elect members to serve in the Board officer positions of chair, vice chair, and secretary for 2023.

Background and Election Procedures

Section 3 of the Chiropractic Initiative Act directs the Board to annually elect members to serve as chair, vice chair, and secretary at the January meeting.

During the October 27, 2022 Board meeting, the following members were nominated for consideration to serve as Board officers in 2023:

- **Chair:** David Paris, D.C.
- **Vice Chair:** Laurence Adams, D.C.
- **Secretary:** Rafael Sweet

At this meeting, the Board will elect the officer positions for 2023 in accordance with the previously approved election procedures:

- Legal counsel will preside over the election of Board officers.
- For those not currently nominated, Board members will be asked if they would like to be considered for a Board officer position.
- Prior to electing a Board officer, the nominee(s) will have the opportunity to provide their statement(s) of interest for the Board officer position(s).
- Voting will take place one position at a time, allowing individuals nominated for multiple positions to have their intentions known.
- Elections will occur by officer position, starting with the chair, vice chair, and then secretary.
- Voting will be held in roll call order with the current chair voting last.

Elections of Board Officers
January 20, 2023
Page 2

Roll Call Order for Election of Board Officers

- Laurence Adams, D.C., Vice Chair
- Janette N.V. Cruz
- Pamela Daniels, D.C.
- Rafael Sweet, Secretary
- David Paris, D.C., Chair



**Agenda Item 5
January 20, 2023**

Review and Possible Approval of October 26-27, 2022 Board Meeting Minutes

Purpose of the Item

The Board will review and possibly approve the draft minutes of the previous meeting held on October 26-27, 2022.

Action Requested

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

Handout

- October 26-27, 2022 Board Meeting Minutes (Draft)



**Agenda Item 6
January 20, 2023**

Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Purpose of the Item

The Board will review and ratify the attached list of approved applications for initial Doctor of Chiropractic licenses.

Action Requested

The Board will be asked to make a motion to ratify the attached list of approved license applications.

Background

Staff reviewed and confirmed that the applicants on the attached list of approved applications for initial Doctor of Chiropractic licenses met all statutory and regulatory requirements for licensure.

Attachment

- List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from October 1, 2022 to December 31, 2022

**List of Approved Applications for Initial Doctor of Chiropractic Licenses
Issued from October 1, 2022 to December 31, 2022**

First Name	Middle Name	Last Name	Date Issued	License No.*
Rodrigo		Velasquez	10/14/2022	DC 35148
Brandon	Richard	Curley	10/14/2022	DC 35149
Evangelyn	Faith	DiBacco	10/14/2022	DC 35150
Ryan	Wren	Gibson	10/14/2022	DC 35151
Tyler	Lane	Rau	11/04/2022	DC 35152
Amber	Lee	Romano	11/04/2022	DC 35153
Tyler	Ikaika	Nagao	12/06/2022	DC 35154
Steven	Thomas	Huybrecht	12/06/2022	DC 35155
Jessica	Brianna	Valencia	10/11/2022	DC 36457
Bryan		Schwingle	10/11/2022	DC 36458
Vinson		Lieu	10/11/2022	DC 36459
Emily		LaFrance	10/11/2022	DC 36460
Christian	Brian	Lau	10/11/2022	DC 36461
Grant	Josef	Soloway	10/11/2022	DC 36462
Emily		Trybus	10/11/2022	DC 36463
Christopher		Pierson	10/11/2022	DC 36464
Cole		Anderson	10/11/2022	DC 36465
Lindsey	Paula	Anderson	10/11/2022	DC 36466
Joshua		Anderson	10/11/2022	DC 36467
Baharnaz		Gord Jahanbeygloo	10/11/2022	DC 36468
Lucas		Rascon	10/11/2022	DC 36469
Jeffrey	Y.	Wu	10/11/2022	DC 36470
Patrick	Michael	Sage	10/11/2022	DC 36471
Alexandra	Gioia	Pimentel	10/12/2022	DC 36472
Jon	Derek	Slingsby	10/25/2022	DC 36473
Crystal	Talingdan	Itliong	10/25/2022	DC 36474
Alene	S.	Wafers	10/25/2022	DC 36475

**Agenda Item 6
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.*
Irma		Mora	10/25/2022	DC 36476
Megan		Peterson	10/25/2022	DC 36477
Angela		Faissal	10/25/2022	DC 36478
Brittnie Allis	Aniana	Ramirez	10/25/2022	DC 36479
Amr		Metwali	10/25/2022	DC 36480
Lauren	Marie	Emge	10/25/2022	DC 36481
Corey	Andrew	Blanchette	10/25/2022	DC 36482
Laura	Beth	Magee	10/25/2022	DC 36483
Stefan		Sanchez	10/25/2022	DC 36484
Tanner		Haislip	10/25/2022	DC 36485
Cody		Marlow	10/25/2022	DC 36486
Olga	Ostatnigrosh	Williams	10/25/2022	DC 36487
Justin		English	10/25/2022	DC 36488
Jacob		McGee	10/27/2022	DC 36489
Zachary	Joseph Rober	Soufl	10/27/2022	DC 36490
Marcus	Andrew	Carlioni	10/27/2022	DC 36491
Jacqueline		Perron-Smith	10/27/2022	DC 36492
Hiba		Ahmed	10/27/2022	DC 36493
Jacob		Samuelson	10/27/2022	DC 36494
Hilary		Gross	11/03/2022	DC 36495
Rafael		Blanco	11/03/2022	DC 36496
Jelena		Bilog	11/03/2022	DC 36497
Jaspreet	Singh	Randhawa	11/03/2022	DC 36498
Cody		Young	11/03/2022	DC 36499
Devin		Pagett	11/04/2022	DC 36500
Sterling		Hancock	11/22/2022	DC 36501
Carissa	Victoria	Chuidian	11/22/2022	DC 36502
Caitlin	Emilee	Walker	11/22/2022	DC 36503
Dayanara	Amira	Thompson	11/22/2022	DC 36504

**Agenda Item 6
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.*
Tanmay	Ankush	Shinde	11/22/2022	DC 36505
Megan		Walls	11/22/2022	DC 36506
Darcel		White	11/22/2022	DC 36507
Dillon	M.	Mizukami	11/22/2022	DC 36508
Alondra	Guadalupe	Munoz Miranda	11/22/2022	DC 36509
Seyoon		Rhee	11/29/2022	DC 36510
Erika	Kristin	Mennerick	11/29/2022	DC 36511
Farida Kapasi	K.	Savai	11/29/2022	DC 36512
Brian	Matthew	Lenahan	12/01/2022	DC 36513
Daniel		Buettner-Fourie	12/01/2022	DC 36514
Haroun	Mohammed	Arefi	12/01/2022	DC 36515
Joseph	Anthony	Haas	12/01/2022	DC 36516
Elena		Hernandez	12/06/2022	DC 36517
Sarah		Visconti	12/06/2022	DC 36518
Munaba		Nasiiro	12/06/2022	DC 36519
Yasmeen		Malik	12/06/2022	DC 36520
Jose	Luis	Palacios	12/29/2022	DC 36521
Yen	Chia	Huang	12/29/2022	DC 36522
Shane	Michael	Waldron	12/29/2022	DC 36523
Erin	Lynn	Moran	12/29/2022	DC 36524
Christian	James	Zebrasky	12/29/2022	DC 36525
Christine	Michelle	Mogannam	12/29/2022	DC 36526
Sean		Lin	12/29/2022	DC 36527
Zackery	Vaughn	Manes	12/29/2022	DC 36528
Beth		Anderson	12/29/2022	DC 36529
Sandy		Martinez	12/29/2022	DC 36530
Abbe		Gage	12/30/2022	DC 36531
Constantine		Salnikof	12/30/2022	DC 36532
Ginnie	Lynn	Critten	12/30/2022	DC 36533

**Agenda Item 6
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.*
Darina		Medunova	12/30/2022	DC 36534

***License numbers beginning with DC 36457 were issued through the Board's Connect system.**



**Agenda Item 7
 January 20, 2023**

Review and Possible Ratification of Approved Continuing Education Provider Applications

Purpose of the Item

The Board will review and ratify the applications for new continuing education (CE) providers.

Action Requested

The Board will be asked to make a motion to ratify the following new CE providers:

Provider Name	CE Oversight Contact Person	Provider Status
Jose Luis Villarreal	Jose Luis Villarreal	Corporation
Christopher John	Christopher John and Nadine Kadey	Individual
Andrew Osborne	Andrew Osborne	Partnership
Mark Algee, D.C.	Mark Algee, D.C.	Individual

Background

Staff reviewed and confirmed that the above CE provider applications meet all regulatory requirements for approval.

Attachment(s)

N/A – To maintain compliance with Assembly Bill 434 (Baker, Chapter 780, Statutes of 2017) [State Web accessibility: standard and reports], the Board is unable to provide scanned documents on its website. To obtain a copy of the CE provider applications through a California Public Records Act request, please email chiro.info@dca.ca.gov or send a written request to the Board’s office at the address above.



Agenda Item 8
January 20, 2023

**Update on the Department of Consumer Affairs (DCA) by the DCA Office of
Board and Bureau Relations**

Purpose of the Item

Judie Bucciarelli from the DCA Office of Board and Bureau Relations will provide the Board with an update on DCA programs and activities.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS

1625 N. Market Blvd., Suite N-327, Sacramento, CA 95834

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Agenda Item 9
January 20, 2023

**Presentation on the Legal Process for Disciplinary Actions by the Office of the
Attorney General Licensing Section**

Purpose of the Item

Deputy Attorney General Lisa Miller, the Board's assigned liaison from the Office of the Attorney General Licensing Section, will provide the Board with a presentation on the steps of the legal process for taking formal disciplinary action against licensees.

Action Requested

This agenda item is informational only. No action is required or requested at this time.



**Agenda Item 10
January 20, 2023**

Executive Officer's Report and Updates

Purpose of the Item

The Executive Officer will provide the Board with an update on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs**
- B. Board's Budget and Fund Condition**
- C. Business Modernization Project and Implementation of Connect System**
- D. Status of Board's Pending Rulemaking Packages**

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.

Attachments

1. Executive Officer's January 10, 2023 Memo to Board Members
2. Board's Organizational Chart (as of January 1, 2023)
3. Licensing Program Statistics (as of November 30, 2022)
4. Enforcement Program Statistics (as of December 31, 2022)
 - a. Enforcement Statistics Tables
 - b. Chart of Complaints Received by Case Category
 - c. Chart of Accusations Filed by Alleged Violation
 - d. October 2022 Enforcement Actions
 - e. November 2022 Enforcement Actions
 - f. December 2022 Enforcement Actions

Handout

- Board's Fund Condition Statement (January 2023)



MEMORANDUM

Agenda Item 10 Attachment 1

DATE	January 10, 2023
TO	Members of the Board of Chiropractic Examiners
FROM	Kristin Walker, Executive Officer
SUBJECT	Executive Officer's Report – January 20, 2023 Meeting

This report provides an overview of recent Board of Chiropractic Examiners' (BCE) activities as of January 10, 2023.

BCE Board and Committee Meetings

The following meetings have been scheduled:

- January 20, 2023 – Board (Teleconference)
- February 24, 2023 – Licensing Committee (Teleconference)
- March 2, 2023 – Enforcement Committee (Teleconference)
- March 13, 2023 – Government and Public Affairs Committee (Teleconference)
- April 20-21, 2023 – Board (Northern California)
- May 12, 2023 – Licensing Committee (Teleconference)
- June 12, 2023 – Government and Public Affairs Committee (Teleconference)
- July 20, 2023 – Board (Teleconference)
- August 18, 2023 – Licensing Committee (Teleconference)
- September 18, 2023 – Government and Public Affairs Committee (Teleconference)
- October 19-20, 2023 – Board (Southern California)
- December 4, 2023 – Government and Public Affairs Committee (Teleconference)

Business Modernization Project and Implementation of the Connect System

BCE continues to collaborate with the Department of Consumer Affairs (DCA) Office of Information Services and three other programs (California Acupuncture Board; Board for Professional Engineers, Land Surveyors, and Geologists; and Bureau for Private Postsecondary Education) in the first cohort of a Business Modernization Project to

develop and implement a new application, licensing, and enforcement system known as Connect.

Through three phased software releases from September 2020 through June 2021, BCE implemented these licensing functions:

- Initial license applications (doctor of chiropractic and satellite certificates)
- License renewals (doctor of chiropractic and satellite certificates)
- Address changes and cancellation of satellite certificates
- Online payment for all other paper applications

On July 1, 2022, BCE added functionality to the system to waive the application and initial license fees for spouses of active duty members of the military who are assigned to a duty station in California and hold a current license to practice in another state, as required by [Business and Professions Code \(BPC\) section 115.5](#).

In August 2022, BCE implemented the Department of Health Care Access and Information (HCAI) health workforce data survey for licensees to complete during their electronic license renewal process, as required by [BPC section 502](#).

BCE is currently in the maintenance and operations phase of this project and has been focusing on system enhancements to:

- Fully implement cashiering functionality in the system for all business processes
- Increase utilization of the system by BCE licensees
- Simplify the online renewal process for doctor of chiropractic licenses
- Make the applicant and licensee dashboards easier and more intuitive for users to navigate
- Provide the ability for licensees to maintain and store their continuing education course records in the system
- Prominently display a list of BCE links and resources and direct contact information for each of BCE's units on the user dashboard

These enhancements are expected to be released in early 2023, and after they have been implemented, BCE will work on the development of the continuing education provider and course approval processes in the system.

Legislation Affecting the Board

[Senate Bill \(SB\) 1434 \(Roth, Chapter 623, Statutes of 2022\)](#) State Board of Chiropractic Examiners. This bill requires the Board to: 1) be subject to review by the appropriate policy committees of the Legislature as if the practice act was scheduled to be repealed on January 1, 2027; and 2) include the telephone numbers and email addresses of licensees in the Board's directory and require licensees to immediately notify the Board of a change of contact information. In addition, this bill removes specified exemptions from the probation status disclosure requirement for licensees placed on probation by the Board. This bill also implements an updated fee schedule for the Board and directs the Board to submit a report to the Legislature that contains an update on the status of the Board's license fee structure and whether the Board needs to consider plans for restructuring its license fees.

Proposed Regulations

- 1. Licensing and Regulatory Fees (Changes Without Regulatory Effect: Amend California Code of Regulations [CCR], Title 16, Sections 310.1, 317.1, 321, 323, 360, 362, 363, 367.5, 367.10, 370, and 371):** This action under CCR, title 1, section 100 will update the licensing and regulatory fee amounts within the Board's regulations and forms for consistency with the fee amounts codified in BPC section 1006.5. This package is planned to be submitted to the Office of Administrative Law (OAL) by February 2023.
- 2. Addition of Licensee Telephone Numbers and Email Addresses to Board Directory (Amend CCR, Title 16, Section 303):** This proposal will implement the requirement from SB 1434 for the Board to include licensees' telephone numbers and email addresses in the Board's directory. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion at its February 24, 2023 meeting.
- 3. Repeal Sponsored Free Health Care Events (Changes Without Regulatory Effect: Repeal CCR, Title 16, Sections 309–309.4):** This action under CCR, title 16, section 100 will repeal the Board's sponsored free health care events regulations to reflect the repeal of the underlying statutory authority for these regulatory provisions effective January 1, 2018. This package is planned to be submitted to OAL by February 2023.
- 4. Delegation of Authority to the Assistant Executive Officer and Citation Program (Amend CCR, Title 16, Sections 306, 389, 390, 390.3, 390.4, and 390.5):** This regulatory proposal will delegate to the Assistant Executive Officer the authority to expedite enforcement and administrative functions on behalf of the Executive Officer. Additionally, this proposal will ensure consistency with BPC section 125.9 regarding BCE's citation program and criteria established for

evaluating compliance with a citation and order of abatement. BCE plans to notice this package in April 2023.

5. **Annual Continuing Education Requirements for Licensees and Continuing Education Course Approval Process (Amend CCR, Title 16, Sections 360–364):** This proposal will amend the annual continuing education (CE) requirements for licensees, establish five course competency areas that will be approved by the Board, define the three recognized learning formats for CE courses, update the CE course review and approval process, and create a re-approval process for CE courses that have been previously approved by the Board. This proposal will be discussed by the Board at the January 20, 2023 meeting.
6. **Basic Life Support Certification for All Licensees (Add CCR, Title 16, Section 371.1):** This proposal will mandate the maintenance of basic life support certification, including cardiopulmonary resuscitation (CPR), for all licensees as a condition of licensure in active status. Staff is gathering additional information regarding possible accommodations for individuals with temporary or permanent disabilities from the certifying entities and will present that information to the Continuing Education Committee for discussion at a future meeting.
7. **Temporary Licensure for Military Spouses (Amend CCR, Title 16, Section 320):** This proposal will update CCR, title 16, section 320 for consistency with the provisions of [Assembly Bill 107 \(Salas, Chapter 693, Statutes of 2021\)](#), which provide for temporary licensure of military spouses. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion at its February 24, 2023 meeting.
8. **Repeal Successful Examination (Obsolete Provision) [Repeal CCR, Title 16, Section 354]:** This proposal will repeal an obsolete provision in the Board's regulations that conflicts with other existing laws and regulations that prohibit the unlicensed practice of chiropractic. This proposal will be discussed by the Board during the January 20, 2023 meeting.
9. **Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2):** This Consumer Protection Enforcement Initiative (CPEI) proposal will require any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined, or is subject to registration as a sex offender in any tier, to contain an order of revocation and prohibit the decision from containing a stay of the revocation. In addition, this proposal will require any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact to contain an order of revocation, and require the Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender in any tier and prohibit the Board from issuing a stay of the revocation for any

individual who is subject to registration as a tier two or three offender. This proposal will be discussed by the Board at the January 20, 2023 meeting.

- 10. Record Keeping Requirements for Chiropractic Patient Records, Including Retention and Disposition of Records Upon Closure of Practice or Death/Incapacity of Licensee (Amend CCR, Title 16, Section 318):** This proposal will update the record keeping requirements to specify the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment and to differentiate between an initial patient encounter and an established patient visit. In addition, this proposal will specify the retention period and requirements for the disposition of patient records. Staff is developing this proposal and plans to present it to the Enforcement Committee for review and discussion at its March 2, 2023 meeting.
- 11. Discipline by Other Public Agencies and Licensee Reporting Requirements (Amend CCR, Title 16, Sections 304 and 314):** This CPEI proposal will update the reporting of licensee discipline by other public agencies and clarify a licensee's duty to report any violation of the statutes and regulations governing the practice of chiropractic to the Board. This proposal is being developed by staff and is planned to be presented to the Enforcement Committee for review and discussion in summer 2023.
- 12. Disciplinary Guidelines and Uniform Standards for Substance Abusing Licensees (Amend CCR, Title 16, Section 384):** This proposal will update the *Disciplinary Guidelines and Model Disciplinary Orders* and implement the Uniform Standards for Substance Abusing Licensees. Staff is developing necessary updates and revisions to BCE's *Disciplinary Guidelines* and the proposed language to amend CCR, title 16, section 384, incorporate the revised *Disciplinary Guidelines* by reference, and implement the Uniform Standards. Staff plans to present this proposal to the Enforcement Committee for review and discussion at its March 2, 2023 meeting.
- 13. Filing and Evaluation Process for Petitions for Reinstatement, Reduction of Penalty, or Early Termination of Probation (Add CCR, Title 16, Section 385):** This CPEI proposal will update and enhance the process for petitions for reinstatement, reduction of penalty, and early termination of probation before the Board. This proposal is being developed by staff and is planned to be presented to the Enforcement Committee for review and discussion in summer 2023.
- 14. Approval of Chiropractic Schools and Educational Requirements (Amend CCR, Title 16, Sections 330-331.16):** This proposal will amend curriculum standards to ensure chiropractic colleges are aligned with the metrics identified by the accrediting body, the Council on Chiropractic Education, as well as eliminate any unduly prescriptive content that could be restrictive to the evolving nature of higher education. This proposal will be discussed by the Board at the

January 20, 2023 meeting with a recommendation to return the curriculum provisions to the Licensing Committee for further study.

- 15. Order for Physical or Mental Examination of Applicants (Add CCR, Title 16, Section 324):** This CPEI proposal will allow the Board to order an applicant to complete a physical or mental examination when evidence exists that the applicant may be unable to practice safely due to a mental or physical condition affecting their competency. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion in summer 2023.
- 16. Supervision of Unlicensed Individuals at Chiropractic Practices (Amend CCR, Title 16, Section 312):** This CPEI proposal will clarify the role of and delineate the activities that can be performed by unlicensed individuals within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that unlicensed individuals follow and provide only the treatment defined in the supervising doctor's treatment plan. This proposal is being developed by staff and is planned to be presented to the Enforcement Committee for review and discussion at its March 2, 2023 meeting.
- 17. Chiropractic Practice Locations and Display of License (Amend CCR, Title 16, Sections 303, 306.3, and 308 and Add CCR, Title 16, Section 308.1):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. This proposal is being developed by staff and the Licensing Committee.
- 18. CE Exemptions and Reduction of Requirements (Add CCR, Title 16, Section 364.1):** This proposal will create a process for granting an exemption from the annual CE requirement for a licensee who provides satisfactory proof to the Board that they have been adversely affected by a natural disaster or a state or federal declared state of emergency. This proposal is being developed by staff and is planned to be presented to the Continuing Education Committee for further discussion at a future meeting.
- 19. CE Provider Approval Process and Appeal Process for Denial of CE Courses and Providers:** This proposal will establish minimum requirements for approval of CE providers and update the process for appealing the denial of a CE course or provider application. This proposal is currently being developed by staff and the Continuing Education Committee.

Records Retention Schedule

At the October 27, 2022 Board meeting, the Board approved the Government and Public Affairs Committee's recommendation to retain meeting minutes for 100 years, continuing education records for five years, and disciplinary case files resulting in revoked or surrendered licenses for 75 years. BCE staff is compiling an inventory of its

current paper and electronic records and will work with DCA's records management coordinator to implement an updated records retention schedule in early 2023.

Review of Existing Licensing, CE, and Enforcement Processes

BCE staff has been conducting a comprehensive review of its existing paper-based licensing and CE processes to identify and remove any duplicative or unnecessary steps, improve processing timeframes, and prepare for the integration of these processes into the Connect system.

In addition, staff from each of BCE's units have been cross-trained on most of the licensing functions to better assist applicants, licensees, and members of the public who contact BCE.

BCE's Enforcement Unit also began a project with DCA's Organizational Improvement Office (OIO) to evaluate BCE's complaint intake, desk investigation, and field investigation processes and to identify strategies that will improve productivity, reduce investigation timeframes, and provide excellent customer service to those involved in the consumer complaint process. The recommendations from this project are expected to be fully implemented throughout fiscal year 2022-23.

Strategic Plan

BCE management worked with DCA's SOLID Training and Planning Solutions on preliminary activities for the development of the Board's 2022–2026 strategic plan. In March 2022, BCE distributed a survey to its external stakeholders to gather input and perspectives about BCE's performance and environment. In addition, SOLID conducted staff focus groups and interviewed Board members and leadership to help shape the framework and agenda for the Board's strategic planning session.

SOLID compiled and analyzed the results of the survey, focus groups, and interviews and prepared an environmental scan document to assist the Board in identifying and developing objectives for its next strategic plan. On August 18, 2022, SOLID facilitated and guided a strategic planning session for Board members.

At the October 27, 2022 meeting, the Board adopted its 2022–2026 strategic plan. On November 29-30, 2022, and December 5, 2022, BCE staff participated in action planning sessions with SOLID to identify the specific tasks and actions that staff will take to implement each objective within the strategic plan.

Staff's draft action plan will be presented to the Board for review and discussion at the January 20, 2023 meeting.

Department of Consumer Affairs
 State Board of Chiropractic Examiners
 January 1, 2023

BOARD MEMBERS (7)

Kristin Walker
Executive Officer
 620-110-8862-001

Staff Services Manager II
 Vacant
Assistant Executive Officer
 620-110-4801-001

**Current
 FY 22/23
 Authorized Positions: 19**

Staff Services Manager I
 William Walker III
Enforcement Manager
 620-110-4800-006

ENFORCEMENT

Enforcement Unit
Associate Governmental Program Analyst
 Amanda Campbell
 620-110-5393-001
 Tammi Pitto
 620-110-5393-002
 Christina Bell
 620-110-5393-005
 Marlene Valencia
 620-110-5393-800
Staff Services Analyst
 Valerie James
 620-110-5157-009
Office Technician (T)
 Susan Glover-Smith
 620-110-1139-001

FIELD OPERATIONS

Field Operations North
Special Investigator
 Vacant
 620-110-8612-001
 Denise Robertson
 620-110-8612-002
Field Operations South
 Yanti Soliman
Special Investigator
 620-110-8612-003

Staff Services Manager I
 Dixie Van Allen
Admin/Licensing/CE Manager
 620-110-4800-008

ADMIN/LICENSING

Policy/Admin
Associate Governmental Program Analyst
 Vacant
 620-110-5393-003
Admin/Licensing
Associate Governmental Program Analyst
 Vacant
 620-110-5393-801
Staff Services Analyst
 Brianna Lauziere
 620-110-5157-008
Office Technician (Typing)
 Vacant
 620-110-1139-009
 Vacant
 620-110-1139-010
Licensing/Continuing Education
Staff Services Analyst
 Syeda As-Salek
 620-110-5157-005

Executive Officer _____

Classification & Recruitment Analyst _____

* All positions
 designated CORI

Licensing Program Statistics

Licenses/Certificates Issued

Type	FY 2020-21	FY 2021-22	FY 2022-23*
Doctor of Chiropractic	269	332	137
Corporation Certificate	73	102	36
Satellite Certificate	1,136	1,270	738

Licensing Population by Type

Type	FY 2020-21	FY 2021-22	FY 2022-23*
Doctor of Chiropractic	12,579	12,353	12,229
Corporation	1,379	1,357	1,361
Satellite Certificate	4,194	4,390	4,587

Years of Licensure as Doctor of Chiropractic

Years of Licensure	Active	Active %	Inactive	Inactive %	Total	Total %
<1 Year	379	3.3%	2	0.2%	381	3.1%
1-4.99 Years	989	8.7%	27	3.1%	1,016	8.3%
5-9.99 Years	1,041	9.2%	59	6.8%	1,100	9.0%
10-19.99 Years	2,204	19.4%	184	21.3%	2,388	19.5%
20-29.99 Years	3,104	27.3%	249	28.8%	3,353	27.4%
30-39.99 Years	2,731	24.0%	246	28.4%	2,977	24.3%
40-49.99 Years	833	7.3%	90	10.4%	923	7.5%
50+ Years	83	0.7%	8	0.9%	91	0.7%
Total	11,364	100.0%	865	100.0%	12,229	100.0%

Doctors of Chiropractic by County

County	Active	Active %	Inactive	Inactive %	Total	Total %
Alameda	545	4.8%	21	2.4%	566	4.6%
Amador	9	0.1%	0	0.0%	9	0.1%
Butte	71	0.6%	4	0.5%	75	0.6%
Calaveras	9	0.1%	0	0.0%	9	0.1%
Contra Costa	329	2.9%	19	2.2%	348	2.8%
Del Norte	6	0.1%	0	0.0%	6	0.0%
El Dorado	77	0.7%	7	0.8%	84	0.7%
Fresno	166	1.5%	9	1.0%	175	1.4%
Glenn	8	0.1%	0	0.0%	8	0.1%
Humboldt	29	0.3%	3	0.3%	32	0.3%
Imperial	7	0.1%	1	0.1%	8	0.1%
Inyo	3	0.0%	0	0.0%	3	0.0%
Kern	108	1.0%	4	0.5%	112	0.9%
Kings	11	0.1%	0	0.0%	11	0.1%
Lake	15	0.1%	0	0.0%	15	0.1%
Lassen	2	0.0%	0	0.0%	2	0.0%
Los Angeles	2,712	23.9%	129	14.9%	2,841	23.2%
Madera	22	0.2%	1	0.1%	23	0.2%
Marin	152	1.3%	10	1.2%	162	1.3%
Mariposa	4	0.0%	0	0.0%	4	0.0%
Mendocino	28	0.2%	2	0.2%	30	0.2%
Merced	22	0.2%	2	0.2%	24	0.2%
Modoc	1	0.0%	0	0.0%	1	0.0%
Mono	4	0.0%	1	0.1%	5	0.0%
Monterey	100	0.9%	8	0.9%	108	0.9%
Napa	43	0.4%	1	0.1%	44	0.4%
Nevada	60	0.5%	5	0.6%	65	0.5%
Orange	1,395	12.3%	59	6.8%	1,454	11.9%
Placer	178	1.6%	13	1.5%	191	1.6%

County	Active	Active %	Inactive	Inactive %	Total	Total %
Plumas	6	0.1%	0	0.0%	6	0.0%
Riverside	404	3.6%	27	3.1%	431	3.5%
Sacramento	297	2.6%	15	1.7%	312	2.6%
San Benito	5	0.0%	0	0.0%	5	0.0%
San Bernardino	331	2.9%	15	1.7%	346	2.8%
San Diego	1,073	9.4%	48	5.5%	1,121	9.2%
San Francisco	245	2.2%	11	1.3%	256	2.1%
San Joaquin	117	1.0%	5	0.6%	122	1.0%
San Luis Obispo	127	1.1%	10	1.2%	137	1.1%
San Mateo	219	1.9%	7	0.8%	226	1.8%
Santa Barbara	145	1.3%	6	0.7%	151	1.2%
Santa Clara	687	6.0%	30	3.5%	717	5.9%
Santa Cruz	149	1.3%	11	1.3%	160	1.3%
Shasta	72	0.6%	5	0.6%	77	0.6%
Siskiyou	17	0.1%	0	0.0%	17	0.1%
Solano	76	0.7%	1	0.1%	77	0.6%
Sonoma	203	1.8%	12	1.4%	215	1.8%
Stanislaus	98	0.9%	3	0.3%	101	0.8%
Sutter	21	0.2%	0	0.0%	21	0.2%
Tehama	9	0.1%	1	0.1%	10	0.1%
Trinity	1	0.0%	0	0.0%	1	0.0%
Tulare	53	0.5%	2	0.2%	55	0.4%
Tuolumne	20	0.2%	2	0.2%	22	0.2%
Ventura	306	2.7%	16	1.8%	322	2.6%
Yolo	30	0.3%	1	0.1%	31	0.3%
Yuba	8	0.1%	0	0.0%	8	0.1%
Out of State	512	4.5%	297	34.3%	809	6.6%
Out of Country	17	0.1%	41	4.7%	58	0.5%
Total	11,364	100.0%	865	100.0%	12,229	100.0%

**BOARD OF CHIROPRACTIC EXAMINERS
ENFORCEMENT STATISTICS**

COMPLAINTS

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Complaints Received	642	785	474	507	212
Pending Complaints	592	594	511	360	408
Closed: No Violation	38	115	36	65	34
Closed: Insufficient Evidence	63	76	106	159	23
Closed with Merit	56	65	45	32	7
Closed: Letter of Admonishment	62	279	6	24	1

CITATIONS

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Citations Issued	28	111	34	37	6
Total Fines Assessed	\$25,200	\$71,850	\$48,250	\$58,500	\$14,500
Total Fines Collected	\$29,104	\$64,820	\$35,635	\$37,126	\$31,483

ACCUSATIONS

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Accusations Filed	23	19	28	53	9
Pending Cases	47	59	97	107	73

DISCIPLINARY CASES CLOSED

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
License Revoked	13	4	4	14	2
Revocation Stayed: Probation	14	2	8	13	13
Rev. Stayed: Susp. / Probation	0	1	1	0	1
Voluntary Surrender of License	15	5	5	13	3
Dismissed/Withdrawn	2	0	1	4	3

STATEMENTS OF ISSUES

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
SOI Filed	1	0	2	0	0
Withdrawn	2	0	1	0	0
Denied	1	1	1	0	0
Granted	0	0	0	0	0
Probationary License Issued	1	0	0	0	0

PETITIONS FOR RECONSIDERATION

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Filed	1	3	0	1	1
Granted	0	0	0	0	0
Denied	1	3	0	1	1

PETITIONS FOR REINSTATEMENT OF LICENSE

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Filed	3	8	5	3	2
Granted	0	2	0	1	1
Denied	8	5	1	7	2

PETITIONS FOR EARLY TERMINATION OF PROBATION

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Filed	1	1	1	2	0
Granted	0	0	0	0	1
Denied	1	2	1	3	1

PETITIONS FOR MODIFICATION OF PROBATION

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Filed	0	2	1	0	1
Granted	0	2	1	0	0
Denied	0	0	0	1	0

PETITIONS BY BOARD TO REVOKE PROBATION

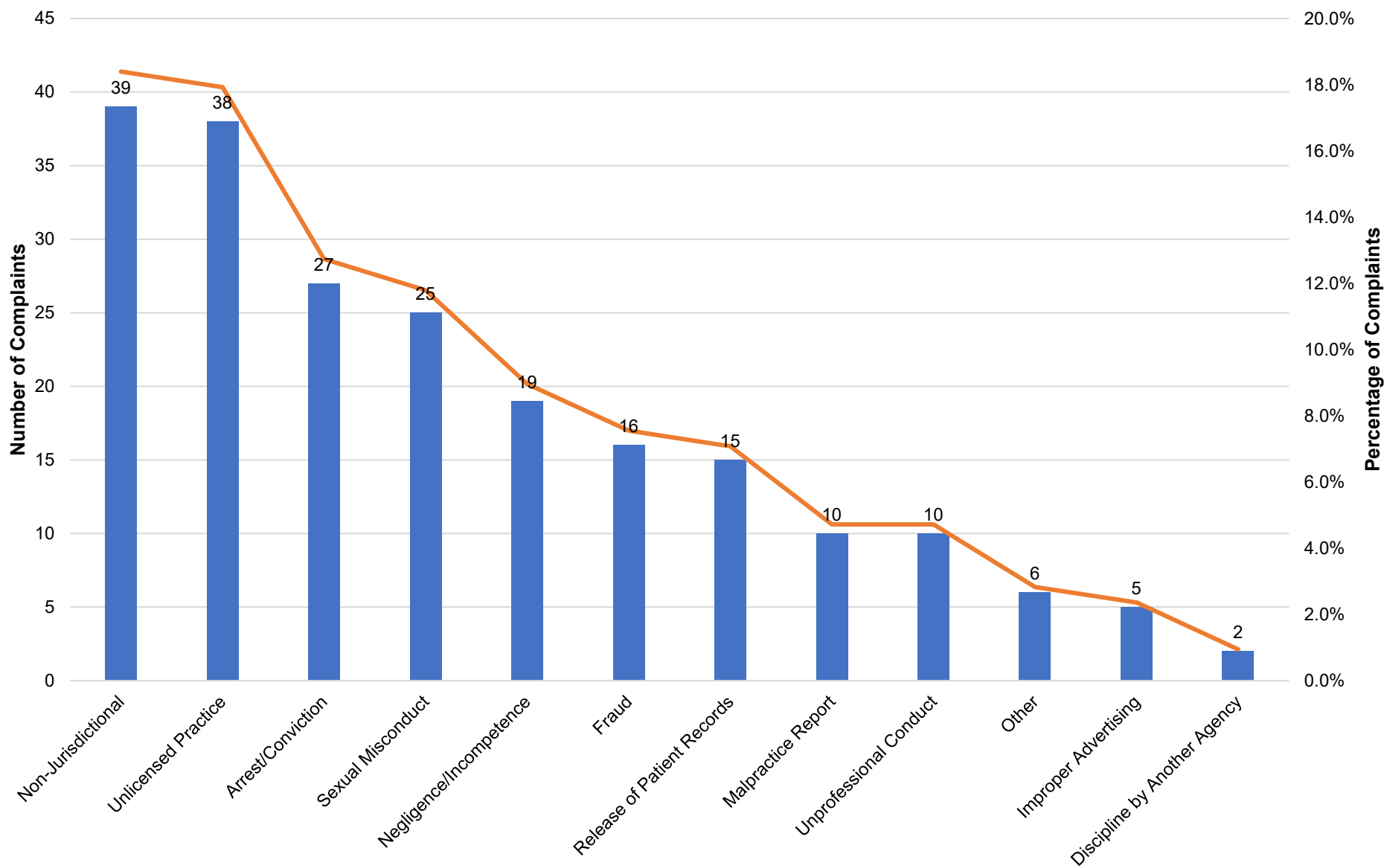
Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Filed	7	2	1	1	1
License Revoked	4	2	1	0	0

PROBATION CASES

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23*
Active Probationers	80	67	61	61	72

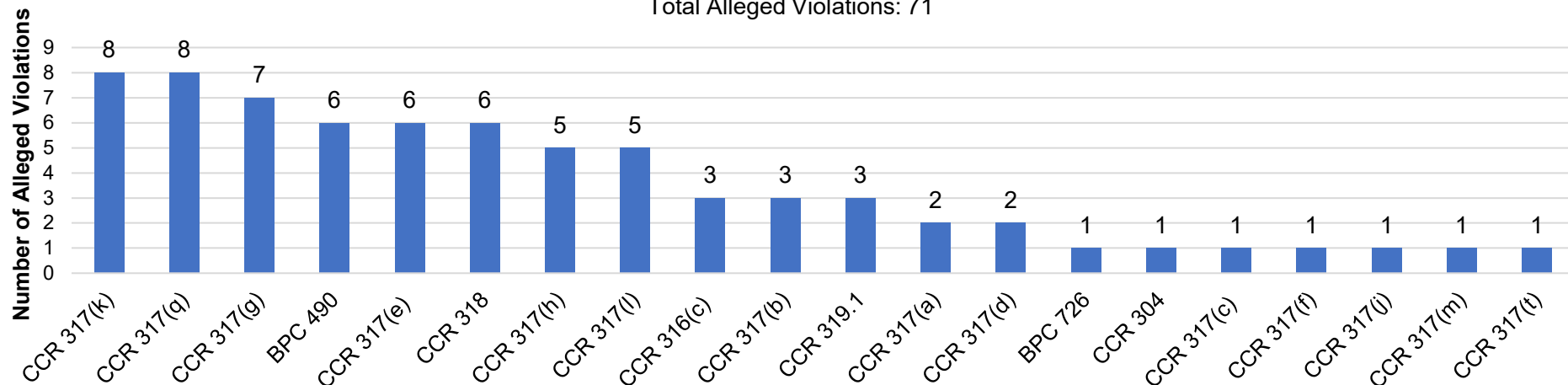
Complaints Received July 1, 2022 - December 31, 2022

(Total Number Received: 212)



Accusations Filed July 1, 2022 - December 31, 2022

Number of Accusations Filed: 9
Total Alleged Violations: 71



Violation Codes/Descriptions

- | | |
|---|---|
| BPC 490 – Conviction of a Substantially Related Crime | CCR 317(e) – Endangering the Health, Welfare, or Safety of Public |
| BPC 650 – Unlawful Referral of Patients | CCR 317(f) – Dangerous Use of Alcoholic Beverages |
| BPC 726 – Sexual Misconduct | CCR 317(g) – Conviction of Substantially Related Crime |
| BPC 810 – Insurance Fraud | CCR 317(h) – Conviction Involving Moral Turpitude, Dishonesty, Etc. |
| BPC 821 – Failure to Comply with Examination Order | CCR 317(i) – More Than One Alcohol-Related Conviction |
| BPC 822 – Impairment Due to Mental or Physical Illness | CCR 317(j) – Violation of Any Provisions of Law Regulating Dispensing or Administration of Narcotics, Dangerous Drugs, or Controlled Substances |
| CCR 303 – Filing of Addresses | CCR 317(k) – Act of Moral Turpitude, Dishonesty, or Corruption |
| CCR 304 – Discipline by Another State | CCR 317(l) – False Representation |
| CCR 308 – Display of License | CCR 317(m) – Violation of Act or Board Regulations |
| CCR 311 – False or Misleading Advertising | CCR 317(q) – Participation in Fraud or Misrepresentation |
| CCR 312 – Unlicensed Practice | CCR 317(r) – Unauthorized Disclosure of Patient Information |
| CCR 315 – Mental Illness That Affects Ability to Practice | CCR 317(s) – Employment or Use of Cappers or Steerers |
| CCR 316(a) – Responsibility for Conduct on Premises | CCR 317(t) – Compensation or Inducement for Referring Patients |
| CCR 316(b)/(c) – Sexual Misconduct | CCR 317(v) – Waiver of Copayment Without Notifying Insurer |
| CCR 317 – Unprofessional Conduct | CCR 317(w) – Failure to Refer Patient |
| CCR 317(a) – Gross Negligence | CCR 318 – Chiropractic Patient Records/Accountable Billings |
| CCR 317(b) – Repeated Negligent Acts | CCR 319.1 – Informed Consent |
| CCR 317(c) – Incompetence | CCR 367.5 – Render Services Without Corporation Certificate |
| CCR 317(d) – Excessive Treatment | |



**Agenda Item 10
Attachment 4d**

OCTOBER 2022 ENFORCEMENT ACTIONS

ACCUSATIONS FILED

Name and City	License No.	Date Filed	Alleged Violation(s)
Iskander, Raif Wadie Tustin, CA	DC 23282	10/21/2022	<ul style="list-style-type: none"> • CCR 317(g) – Unprofessional Conduct: Conviction of Substantially Related Crime (Conspiracy to Distribute Oxycodone and Acquire a Controlled Substance by Misrepresentation, Fraud, Forgery, Deception and Subterfuge) • CCR 317(e) – Unprofessional Conduct: Conduct Likely to Endanger Public Health, Welfare, or Safety • CCR 317(h) and (k) – Unprofessional Conduct: Conviction and Acts Involving Moral Turpitude, Dishonesty, or Corruption • CCR 317(j) – Unprofessional Conduct: Violation of Laws Regulating Controlled Substances • CCR 317(q) – Unprofessional Conduct: Participation in Fraud or Misrepresentation

DISCIPLINARY ACTIONS

Name and City	License No.	Action	Effective Date	Violation(s)
Cox, Leland Edward Lindsay, CA	DC 23230	Stayed Revocation, 3 Years' Probation	10/1/2022	<ul style="list-style-type: none"> • BPC 490(a) and CCR 317(g) – Unprofessional Conduct: Conviction of a Substantially Related Crime (Possession of a Controlled Substance)

FINAL CITATIONS

Name and City	License No.	Fine Amount	Date Final	Violation(s)
Lee, Dae Sup Murrieta, CA	DC 27623	\$5,000	10/1/2022	<ul style="list-style-type: none"> • CCR 316(a) – Failure to Ensure Conduct on Premises Conformed to CCR 312(b) and (c), CCR 318(a)(3), and CCR 318(b)

PETITIONS FOR REINSTATEMENT OF LICENSE

Name	License No.	Status	Board Action/Decision
Cho, Joshua Han	DC 27731	License revoked effective 8/27/2018	Petition for reinstatement of license granted effective 10/12/2022 – license was reinstated with stayed revocation and 3 years' probation
Klassy, Thomas Michael	DC 23031	License revoked effective 5/30/2012	Petition for reinstatement of license denied effective 10/12/2022

PETITIONS FOR EARLY TERMINATION OR MODIFICATION OF PROBATION

No Data to Report

STATEMENT OF ISSUES

No Data to Report



**Agenda Item 10
Attachment 4e**

NOVEMBER 2022 ENFORCEMENT ACTIONS

ACCUSATIONS FILED

Name and City	License No.	Date Filed	Alleged Violation(s)
Ruiz, Michael Jimenez Elk Grove, CA	DC 27161	11/3/2022	<ul style="list-style-type: none"> • BPC 726(a) and CCR 316(c) and 317(k) – Unprofessional Conduct: Sexual Misconduct with a Patient • CCR 317(e) – Unprofessional Conduct: Conduct Endangering the Public • CCR 317(l) and (q) – Unprofessional Conduct: Participation in Act of Fraud/Misrepresentation and Making False Documents • CCR 318(a) – Failure to Maintain Patient Records • CCR 318(b) – Failure to Ensure Accurate Billing • CCR 319.1 – Failure to Obtain Informed Consent from Patient
Brunelle, Jon Patrick Corona, CA	DC 23721	11/9/2022	<ul style="list-style-type: none"> • CCR 316(c) – Unprofessional Conduct: Committed Acts of Sexual Misconduct • CCR 317(a) – Unprofessional Conduct: Gross Negligence • CCR 317(b) – Unprofessional Conduct: Repeated Acts of Negligence • CCR 318(a) – Violating Board Regulation Regarding Patient Records • CCR 319.1 – Lack of Written Consent • CCR 317(k) – Unprofessional Conduct: Acts of Moral Turpitude • BPC 490 and CCR 317(g) – Unprofessional Conduct: Conviction of Substantially Related Crimes (Fraudulent Claim for Payment of Health Care Benefit) • CCR 317(h) – Unprofessional Conduct: Conviction Involving Moral Turpitude, Dishonesty, or Corruption • CCR 317(q) – Unprofessional Conduct: Participation in Acts of Fraud and/or Misrepresentation

DISCIPLINARY ACTIONS

Name and City	License No.	Action	Effective Date	Violation(s)
White, Heather Westlake Village, CA	DC 30070	Stayed Revocation, Suspension, and 5 Years' Probation	11/9/2022	<ul style="list-style-type: none"> • CCR 317(a) – Unprofessional Conduct: Gross Negligence • BPC 726 and CCR 316(c) – Sexual Misconduct • CCR 317(e) – Unprofessional Conduct: Conduct That Endangers or is Likely to Endanger the Public • CCR 319.1 – Lack of Informed Consent • CCR 317(k) – Unprofessional Conduct: Acts Involving Dishonesty • CCR 318 – Failure to Maintain Complete Chiropractic Patient Records • BPC 810 – Insurance Fraud • CCR 302 – Exceeding the Scope of Practice
Acs, Hahid Haji Rancho Cucamonga, CA	DC 26946	Voluntary Surrender of License	11/11/2022	<ul style="list-style-type: none"> • N/A – Voluntary surrender of license while on probation with the Board
Miller, Jeffrey Scott San Leandro, CA	DC 25600	Stayed Revocation, 5 Years' Probation	11/12/2022	<ul style="list-style-type: none"> • BPC 490 and CCR 317(g) – Unprofessional Conduct: Conviction of Substantially Related Crimes (Driving with Blood Alcohol Greater Than 0.08% and Reckless Driving) • CCR 317(e) – Unprofessional Conduct: Conduct Likely to Endanger the Public • CCR 317(f) – Unprofessional Conduct: Dangerous Use of Alcohol • CCR 317(i) – Unprofessional Conduct: More Than One Alcohol-Related Conviction
Abrajano, Merick Cudal Torrance, CA	DC 23489	Stayed Revocation, 3 Years' Probation	11/16/2022	<ul style="list-style-type: none"> • CCR 317(b) – Unprofessional Conduct: Repeated Acts of Negligence

Name and City	License No.	Action	Effective Date	Violation(s)
Sawyer, Scott Santa Cruz, CA	DC 25272	Stayed Revocation, 3 Years' Probation	11/19/2022	<ul style="list-style-type: none"> • CCR 317(k) – Unprofessional Conduct: Act Involving Moral Turpitude, Dishonesty, or Corruption • CCR 317(l) – Unprofessional Conduct: Knowingly Making or Signing a Document Falsely Representing Facts • CCR 317(v) – Unprofessional Conduct: Waiver of Co-Payment Amount or Discount • CCR 317 – Unprofessional Conduct • CCR 319.1 – Lack of Written Informed Consent

FINAL CITATIONS

Name and City	License No.	Fine Amount	Date Final	Violation(s)
Hansen, Steven Brent Elk Grove, CA	DC 17701	\$1,000	11/4/2022	<ul style="list-style-type: none"> • CCR 317(b) – Unprofessional Conduct: Repeated Negligent Acts • CCR 317(d) – Unprofessional Conduct: Excessive Treatment • CCR 317(l) – Unprofessional Conduct: False Representation • CCR 318(b) – Failure to Ensure Accountable Billings

PETITIONS FOR EARLY TERMINATION OR MODIFICATION OF PROBATION

Name	License No.	Status	Board Action/Decision
Glover, Robert H., Jr.	DC 27573	Petition for reinstatement of license granted effective 10/16/2019 with stayed revocation and 5 years' probation	Petition for early termination of probation granted effective 11/9/2022
Mahoney, Lance Michael	DC 32281	Stayed revocation and 5 years' probation effective 3/13/2018	Petition for early termination of probation denied effective 11/9/2022; however, the monitoring condition was removed from petitioner's probation

PETITIONS FOR REINSTATEMENT OF LICENSE

No Data to Report

STATEMENT OF ISSUES

No Data to Report



**Agenda Item 10
Attachment 4f**

DECEMBER 2022 ENFORCEMENT ACTIONS

ACCUSATIONS FILED

Name and City	License No.	Date Filed	Alleged Violation(s)
Turley, Paul Granada Hills, CA	DC 19306	12/20/2022	<ul style="list-style-type: none"> • BPC 490 and CCR 317(g) – Unprofessional Conduct: Substantially Related Criminal Conviction (Unlawful Patient Referral for Compensation or Inducement, Capping, and Conceal or Fail to Disclose Insurance Benefit) • BPC 490 and CCR 317(g) – Unprofessional Conduct: Substantially Related Criminal Conviction (Conspiracy to Commit Insurance Fraud, Fraudulent Patient Referral – Capping, Mayhem, and Insurance Fraud) • CCR 317(h) – Unprofessional Conduct: Conviction Involving Moral Turpitude, Dishonesty, or Corruption • CCR 317(k) – Unprofessional Conduct: Acts Involving Moral Turpitude and Dishonesty • CCR 317(l) – Unprofessional Conduct: False Statement of Facts • CCR 317(q) – Unprofessional Conduct: Participation in Acts of Fraud and/or Misrepresentation • CCR 317(t) – Unprofessional Conduct: Participation in Referring Patients

DISCIPLINARY ACTIONS

Name and City	License No.	Action	Effective Date	Violation(s)
Zelinsky, Robert Marc Woodland Hills, CA	DC 29110	Stayed Revocation, 5 Years' Probation	12/3/2022	<ul style="list-style-type: none"> • CCR 311 – False and Misleading Advertising • CCR 317(a) – Unprofessional Conduct: Gross Negligence • CCR 317(b) – Unprofessional Conduct: Repeated Acts of Negligence • CCR 317(c) – Unprofessional Conduct: Incompetence • CCR 317(m) and 318(a) – Unprofessional Conduct: Violating Board Regulation Regarding Patient Records • CCR 316(c) – Committed Acts of Sexual Abuse and/or Misconduct with Patient • CCR 317(e) – Unprofessional Conduct: Engaged in Conduct Which Endangered the Health, Safety, or Welfare of the Public • CCR 317(d) – Unprofessional Conduct: Excessive Administration of Treatment • CCR 319.1 – Lack of Written Consent • CCR 317(k) – Unprofessional Conduct: Acts of Dishonesty and Moral Turpitude • CCR 317(q) – Unprofessional Conduct: Fraud or Misrepresentation

Name and City	License No.	Action	Effective Date	Violation(s)
An, Christine Jinkyong Los Angeles, CA	DC 23729	Stipulated Surrender of License	12/4/2022	<ul style="list-style-type: none"> • BPC 490 and CCR 317(g) – Unprofessional Conduct: Conviction of a Substantially Related Crime (Insurance Fraud) • CCR 317(h) – Unprofessional Conduct: Conviction Involving Moral Turpitude • CCR 317(l) – Unprofessional Conduct: Knowingly Caused False/Fraudulent Claims • CCR 317(k) – Unprofessional Conduct: Acts Involving Moral Turpitude • CCR 317(m) – Unprofessional Conduct: Violating and/or Abetting Violation of the Act • CCR 317(q) – Unprofessional Conduct: Participation in Fraud or Misrepresentation • CCR 317(e) – Unprofessional Conduct: Conduct Likely to Endanger the Health, Safety, or Welfare of the Public
Patch, Warren M. San Diego, CA	DC 14717	Stayed Revocation, 3 Years' Probation	12/4/2022	<ul style="list-style-type: none"> • CCR 317(a) – Unprofessional Conduct: Gross Negligence • CCR 317(k) – Unprofessional Conduct: Moral Turpitude • CCR 316 – Unprofessional Conduct: Sexual Misconduct
Bittle, Ronald Dale Santa Clarita, CA	DC 29611	Stayed Revocation, 5 Years' Probation	12/14/2022	<ul style="list-style-type: none"> • BPC 490 and CCR 317(g) – Unprofessional Conduct: Conviction of a Substantially Related Crime (Driving While Having 0.08% or More Alcohol in Blood) • CCR 317(e) – Unprofessional Conduct: Intentionally or Recklessly Causing Harm to the Public • CCR 317(f) – Unprofessional Conduct: Dangerous Use of Alcoholic Beverages

FINAL CITATIONS

No Data to Report

PETITIONS FOR EARLY TERMINATION OR MODIFICATION OF PROBATION

No Data to Report

PETITIONS FOR REINSTATEMENT OF LICENSE

No Data to Report

STATEMENT OF ISSUES

No Data to Report



Agenda Item 11 January 20, 2023

Review, Discussion, and Possible Action on Staff's Action Plan to Achieve the Board's [2022–2026 Strategic Plan](#) Objectives

Purpose of the Item

The Board will review and discuss staff's action plan to achieve the objectives in the Board's 2022–2026 Strategic Plan.

Action Requested

The Board will be asked to discuss the draft action plan and provide feedback to staff.

Background

Throughout 2022, the Board worked with the Department of Consumer Affairs SOLID Training and Planning Solutions (SOLID) on the development of the Board's new strategic plan. In March 2022, the Board surveyed its external stakeholders about the Board's performance and environment. Additionally, SOLID conducted staff focus groups and interviewed Board members and leadership to help shape the framework and agenda for the Board's strategic planning session.

On August 18, 2022, SOLID facilitated and guided a strategic planning session for Board members. During this session, the Board updated its mission, vision, and values and identified specific goals and objectives for its next strategic plan.

At the October 27, 2022 meeting, the Board adopted its [2022–2026 Strategic Plan](#). On November 29-30, 2022, and December 5, 2022, Board staff participated in action planning sessions with SOLID to identify the specific tasks and actions that staff will take to achieve each of the objectives within the strategic plan.

Based on these action planning sessions, staff is working with SOLID to finalize a draft action plan outlining the tasks, responsible parties, and target completion dates determined by staff during those sessions. The draft plan will be provided to the Board as a supplemental handout to these meeting materials.

At this meeting, the Board will be asked to discuss staff's action plan.

Handout

- Board of Chiropractic Examiners' Action Plan for 2022–2026 Strategic Plan Objectives (Draft for Board Review)



Agenda Item 12
January 20, 2023

Government and Public Affairs Committee Report

Purpose of the Item

Committee Chair Janette N.V. Cruz will provide the Board with an update on the December 5, 2022 Government and Public Affairs Committee meeting.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.

Background

The Committee met by teleconference (Webex) on December 5, 2022, and discussed the following items:

[New Issues and Recommendations from the Board's 2022 Sunset Review](#)

The Committee received a status update and discussed the Board's progress in addressing the 13 new issues and recommendations for the Board that were identified during the Sunset Review process.

The current status of each of these issues can be found under Attachment 2.

Onboarding Process for New Board Members

The Committee continued its discussion on planned improvements to the onboarding and orientation of new Board members, including the following proposed process:

During the First Week of Appointment

- The Executive Officer places an introductory call to the new member, explains the oath of office completion requirement, confirms the member's availability to participate in the next scheduled Board meeting and their preferred contact information (phone, email, and mailing address), informs them that a welcome package will be sent to them, and schedules an initial meet-and-greet session.
- The Board Liaison emails and ships a welcome package, consisting of a letter from the Board Chair, all mandatory paperwork and training information, and the Board Member Resource Binder, to the new member.

Government and Public Affairs Committee Report

January 20, 2023

Page 2

Within Two Weeks

- The Executive Officer hosts an initial meet-and-greet session for the new member. Participants include the Board Chair, Executive Officer, Assistant Executive Officer, and Board Liaison. Following introductions, the group will discuss the new member's goals and interests.
- Following the meet-and-greet session, the Board Chair will identify a current Board member to act as a mentor to the new member. The Executive Officer will facilitate the introduction of the mentor and new member.
- The Board Chair will also identify committee assignment(s) for the new member. The Executive Officer will facilitate the introduction of the new member to the committee chair(s).
- The Executive Officer and Board Liaison will assist the new member with any questions regarding the mandatory paperwork, ensure all deadlines are met, and submit the completed forms to the Department of Consumer Affairs (DCA) Office of Human Resources and Board and Bureau Relations.
- The Executive Officer and Board Liaison will coordinate and schedule an orientation session with the new member and also encourage the new member to sign up for the next available Board Member Orientation Training (BMOT) session offered by DCA.

Within 30-45 Days

- The Executive Officer conducts an orientation session with the new member at the Board's office or via videoconference. Participants include the Executive Officer, Assistant Executive Officer, Board Liaison, Board's legal counsel, and the mentor, if available.

Before the New Member's First Board Meeting

- The Executive Officer schedules a meeting with the new member and the mentor to review and discuss the meeting agenda and materials and answer any questions the new member may have prior to their first meeting.

As Needed (At Least Annually)

- The Board Liaison distributes a copy of any new or updated policies, procedures, or guidance documents to the Board for inclusion in their Board Member Resource Binder. The documents will also be posted in a shared cloud folder for electronic access by Board members.

Government and Public Affairs Committee Report
January 20, 2023
Page 3

Based on the Committee's feedback, staff is developing and compiling materials for the new Board Member Resource Binder and plans to present the materials to the Committee for review and discussion at the next meeting on March 13, 2023.

Proposed Updates to the Board Member Administrative Procedure Manual

The Committee also reviewed and discussed proposed technical updates to the Board Member Administrative Procedure Manual to reflect recent changes to the Board's mission statement, composition, and standing committees.

Staff will incorporate the proposed Board member onboarding and orientation policy into the Board Member Administrative Procedure Manual and present those updates to the Committee for review at the March 13, 2023 meeting.

Attachments

1. December 5, 2022 Government and Public Affairs Committee Notice and Agenda
2. Status Update on the New Issues and Recommendations from the Board's 2022 Sunset Review



NOTICE OF TELECONFERENCE **GOVERNMENT AND PUBLIC AFFAIRS COMMITTEE MEETING**

Committee Members

Janette N.V. Cruz, Chair
Rafael Sweet

The Board of Chiropractic Examiners' (Board) Government and Public Affairs Committee will meet by teleconference on:

Monday, December 5, 2022
11:00 a.m. to 1:00 p.m.
(or until completion of business)

The Committee may take action on any agenda item.

Teleconference Instructions: The Government and Public Affairs 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=m00a3a68bcd57eac0348dc06232d6362f>

If joining using the link above

Webinar number: 2480 158 7742

Webinar password: BCE12052022

If joining by phone

+1-415-655-0001 US Toll

Access code: 248 015 87742

Passcode: 22312052

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Thursday, December 1, 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 October 4, 2022 Committee Meeting Minutes**
- 3. Update on Board's Administration Program, Including Budget and Fund Condition, Business Modernization and Implementation of Connect System, and Status of Board's Pending Rulemaking Packages**
- 4. Update and Discussion on [New Issues and Recommendations from the Board's 2022 Sunset Review](#)**
- 5. Review, Discussion, and Possible Recommendation Regarding the Onboarding Process for New Board Members**
- 6. Review, Discussion, and Possible Recommendation Regarding Proposed Updates to the Board Member Administrative Procedure Manual**
- 7. 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).]
- 8. 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.]
- 9. Schedule 2023 Committee Meetings**
- 10. 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.

**Status Update on the New Issues and Recommendations from the Board of
Chiropractic Examiners' 2022 Sunset Review**

Identified Issue	Assigned To	Current Status
<p>ISSUE #1: (BOARD COMPOSITION) Does BCE's composition need to be updated to include additional members of the public or non-chiropractic medical professionals?</p>	<p>Government and Public Affairs Committee</p>	<p>The Board does not currently have an official position on this issue.</p> <p>Staff will gather information on the composition of other DCA healing arts boards and chiropractic boards in other states, and present that information to the Committee for an initial discussion of this issue at a future meeting.</p>
<p>ISSUE #2: (REGULATIONS) What is the current timeframe for BCE regulatory packages to be approved and finalized?</p> <p>Strategic Plan Objective 4.1: Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.</p>	<p>Executive Officer</p>	<p>Staff is working with regulatory counsel to identify strategies to move the pending regulatory proposals forward.</p> <p>In addition, new training requirements on the regulatory process are being implemented for staff.</p>
<p>ISSUE #3: (STRATEGIC PLAN) What is the status of the BCE's strategic plan? In addition, what will be the priorities for upcoming strategic planning sessions?</p>	<p>Executive Officer</p>	<p>The Board adopted its 2022–2026 Strategic Plan on October 27, 2022, and staff participated in action planning with SOLID on November 29-30, 2022, and December 5, 2022.</p> <p>No further is necessary on this issue at this time.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #4: (FUND CONDITION AND FEES) BCE states the need for a statutory fee increase based on the result of a recent fee audit. Does the Board anticipate the need to further increase fees proposed by the fee study? What is causing the need for multiple fee increases over such a short period of time?</p> <p>Strategic Plan Objective 1.4: Continue to monitor the Board's license fee structure to ensure the Board's financial stability, maintain access to the Board's services, and determine whether the Board needs to consider plans for restructuring its fees.</p>	<p>Government and Public Affairs Committee</p>	<p>Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022) implemented an updated fee schedule for the Board effective January 1, 2023.</p> <p>Staff and the Committee will continue to closely monitor the Board's fund condition and the impact of the new fee schedule.</p> <p>In early 2024, staff and the Committee will begin developing the required report to the Legislature on the Board's license fee structure.</p>
<p>ISSUE #5: (FEE INCREASES AND BARRIERS TO CHIROPRACTIC PROFESSIONALS) With the need for statutory fee increases, has BCE considered how to minimize the impact of these fee increases on early-career chiropractic professionals or on underrepresented chiropractic professionals?</p>	<p>Licensing Committee</p>	<p>The Board reduced the initial cost of licensure for new applicants through the updated fee schedule.</p> <p>In addition, the Licensing Committee will discuss the impacts of licensing fees and potential barriers to licensure at a future meeting.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #6: (RECIPROCAL LICENSE REQUIREMENTS) BCE requires applicants that hold active licenses from other states and are seeking license reciprocity in California to have completed training and evaluation equivalent to California requirements. How do California licensing requirements compare to other states? Has the BCE considered revising license reciprocity requirements for candidates holding chiropractic licenses in other states or allow reciprocity with candidates who are licensed in other countries?</p> <p>Strategic Plan Objective 1.3: Review reciprocity requirements to minimize barriers to licensure in California.</p>	<p>Licensing Committee</p>	<p>The Committee will begin its discussion of the Board's current reciprocity requirements at its February 24, 2023 meeting.</p> <p>Staff will research and compile detailed information on the chiropractic licensure requirements in other states and reciprocity requirements for related DCA healing arts boards and present that information to the Committee for consideration.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #7: (CE) What accountability metrics are in place to ensure CE earned through distance learning is appropriate? Are licensees complying with CE requirements, as demonstrated in ongoing audits BCE staff conducts to determine CE was actually completed?</p> <p>Strategic Plan Objective 1.1: Complete comprehensive updates to the Board’s continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.</p>	<p>Continuing Education Committee</p>	<p>The Committee is developing a regulatory proposal to update the annual CE requirements for licensees and the approval process for CE courses.</p> <p>In addition, staff will resume audits of licensees’ CE records in January 2023, beginning with licenses renewed in July through September 2022, and provide updates to the Committee on the licensee compliance rate and observations from the audit process.</p>
<p>ISSUE #8: (PERFORMANCE-BASED ASSESSMENT OF LICENSEE COMPETENCY) Has the Board considered adding performance-based assessment of licensee competency in addition to or in lieu of CE coursework?</p>	<p>Continuing Education Committee</p>	<p>This issue will be discussed at a future Committee meeting.</p> <p>Staff is researching similar competency assessments by other boards.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #9: (ENFORCEMENT TIMEFRAMES) Since the last sunset review, the BCE has reduced the time required to complete formal discipline, but it still has not been able to meet the target timeframes set by the BCE and DCA. Has the Board considered implementing additional measures to reduce enforcement timeframes?</p> <p>Strategic Plan Objective 2.2: Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.</p>	Executive Officer	<p>The Enforcement Unit participated in a project with DCA's Organizational Improvement Office to evaluate the complaint intake, desk investigation, and field investigation processes and identify strategies to reduce timeframes. The recommendations from the project and other process improvements are being implemented throughout fiscal year 2022-23.</p>
<p>ISSUE #10: (PRACTICE VIOLATIONS) Has the Board sought additional enforcement measures to curb the spread of medical misinformation within the chiropractic community?</p>	Executive Officer	<p>The Board continues to encourage licensees and the public to report any misinformation within the chiropractic profession so the Enforcement Unit can investigate and take appropriate action.</p> <p>Staff continues to track enforcement actions taken related to this issue.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #11: (ENFORCEMENT DISCLOSURES) The Patient’s Right to Know Act requires BCE licensees to disclose probationary status to patients. The BCE recommended in their report that two exemptions be removed from this Act (BPC § 1007 subdivision (c)) to strengthen consumer protection. Are there any additional measures that can be taken to ensure consumers are aware of the probationary status of licensees?</p>	<p>Enforcement Committee</p>	<p>Staff will develop recommendations on additional measures to ensure consumers are aware of licensees’ probationary status and present those recommendations to the Committee for discussion at a future meeting.</p>
<p>ISSUE #12: (IMPACTS OF THE COVID-19 PANDEMIC) Since March 2020, there have been a number of waivers issued through Executive Orders that impact BCE operations, BCE licensees, providers, and patients throughout the state. Do any of these waivers warrant an extension or statutory changes? How has the BCE addressed issues resulting from the pandemic and how does the Board aim to continue to address these issues as the pandemic endures?</p>	<p>Government and Public Affairs Committee</p>	<p>This issue will be discussed by the Committee at a future meeting.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #13: (TECHNICAL CHANGES MAY IMPROVE EFFECTIVENESS OF BCE OPERATIONS) There are amendments to BCE's Practice Act that are technical in nature but may improve BCE operations and the enforcement of the Act.</p>	<p>Government and Public Affairs Committee</p>	<p>This issue, including potential challenges, will be discussed by the Committee at a future meeting.</p>



**Agenda Item 13
January 20, 2023**

Licensing Committee Report

Purpose of the Item

The Board will:

- A. Receive an update from Committee Chair Pamela Daniels, D.C. on the December 9, 2022 Licensing Committee meeting;
- B. Review, discuss, and possibly act on the Committee's recommendation regarding the application for new chiropractic college approval by Keiser University - College of Chiropractic Medicine; and
- C. Review, discuss, and possibly act on the Committee's recommendation regarding the pending regulatory proposal on the approval of chiropractic schools and educational requirements (amend California Code of Regulations [CCR], title 16, sections 330, 331.1, 331.3, and 331.5–331.16 and add CCR, title 16, sections 330.1 and 331.12.4).

Action Requested

The Board will be asked to consider the Committee's recommendations regarding the chiropractic college application by Keiser University - College of Chiropractic Medicine and the pending regulatory proposal to amend the chiropractic college curriculum requirements.

Background

The Committee met by teleconference (Webex) on December 9, 2022, and discussed the following items:

Application for New Chiropractic College Approval by Keiser University - College of Chiropractic Medicine (KUCCM)

The Committee continued its review of the application for new chiropractic college approval submitted by KUCCM.

KUCCM's Accreditation Status by the Council on Chiropractic Education

KUCCM offers a Doctor of Chiropractic degree program at its main campus in West Palm Beach, Florida, and received its initial accreditation status with the [Council on Chiropractic Education \(CCE\)](#) in January 2019.

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Most Recent Accreditation Activity

At its January 2021 meeting, CCE determined no further reporting is required by KUCCM after CCE reviewed all materials related to the Program Statistics Report regarding the CCE Accreditation Standards and applicable policies and determined the program meets the standards for accreditation regarding planning (Section 2.A.2), finances (Section 2.D.1), and research and scholarship (Section 2.I.1).

Next Accreditation Cycle Reporting

Self-Study:	Spring 2022
Comprehensive Site Visit:	Fall 2022
Status Review Meeting:	January 2023
Program Characteristics Report:	Fall 2024
Interim Site Visit:	Fall 2026

Application for Board Approval of KUCCM's DC Program

The Board received an application for new chiropractic college approval from KUCCM, along with a copy of the required documentation. A copy of the application can be found under Attachment 2.

During the October 3, 2022 meeting, the Committee reviewed the application submitted by KUCCM and found the following deficiencies or discrepancies:

1. KUCCM does not have physiology labs or 660 hours of "true" electives. (CCR, title 16, section 331.12.2(b) and (c))
2. KUCCM does not currently quantify 250 patient treatments, written interpretation of at least 30 x-ray views, or 518 hours of practical clinical experience. (CCR, title 16, section 331.12.2(b) and (e)(2-4))
3. The current graduate catalog and course syllabi state students must attend 80% of classes in order to be considered to sit for the final examination(s). CCR, title 16, section 331.11(f) requires presence in class at least 90% of the time to obtain credit for a course unless evidence of illness or other excusable reasons can be submitted.
4. KUCCM does not offer clinical experience in psychological counseling. (CCR, title 16, section 331.12(e))

Dr. Jennifer Illes, Vice President of KUCCM, and Lisa Nucci, Campus President, appeared before the Committee at the December 9, 2022 meeting. They addressed the four issues identified above, answered additional questions from the Committee

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regarding their application, and offered to provide further information in response to the deficiencies identified.

After the discussion, the Committee voted to recommend to the Board that KUCCM be granted provisional approval by the Board contingent upon receipt of a written response to the identified issues.

On December 15, 2022, Dr. Illes submitted an itemized written response to the identified deficiencies and a copy of the winter 2023 semester schedule, clinical assessment plan, and course syllabuses for diagnostic imaging – interpretation, clinic practice – externship and/or preceptorship, and clinic practice – clerkship (Attachment 3).

Dr. Illes also provided a copy of the doctor of chiropractic student handbook, Keiser University employee handbook, and graduate catalog, to demonstrate the expectations of student and employee professionalism within the institution. She noted the professionalism/code of conduct areas can be found on page 28 of the student handbook, page 69 of the employee handbook, and page 89 of the graduate catalog.

At this meeting, the Board is asked to review and discuss the application for new chiropractic college approval by KUCCM and the Committee's recommendation to grant provisional approval to the institution's doctor of chiropractic degree program.

Chiropractic College Curriculum Requirements

The Committee discussed the current chiropractic college curriculum requirements contained in CCR, title 16, section 331.12.2, which contain a prescriptive requirement that students perform a minimum of 250 patient treatments, including diagnostic procedures, chiropractic adjustive technique, and patient evaluation, in response to the public comments that have been received by a student from Life Chiropractic College West who asked the Board to consider granting partial credit for patient visits where an examination is conducted but an adjustive technique is not performed.

The Committee also discussed the status of the chiropractic college regulatory language that was approved by the Board on July 16, 2020, and would discontinue these prescriptive requirements for applicants who matriculated after 2020, and instead, would mandate that colleges ensure all graduates have completed the minimum educational requirements identified in Section 5 of the Chiropractic Initiative Act.

The Committee considered the proposed revisions to the curriculum requirements (CCR, title 16, sections 331.12.2 and 331.12.3) and discussed the public safety benefits of the Board retaining authority and oversight over the clinical component of the educational program. The Committee also requested additional information on the clinical training involved in other health professions.

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Following the discussion, the Committee voted to recommend to the Board that further study be completed on the proposed revisions to the curriculum requirements (CCR, title 16, sections 331.12.2 and 331.12.3) by the Committee prior to proceeding with that portion of the pending regulatory proposal.

At this meeting, the Board is asked to consider the recommendation to return the proposed changes to the curriculum regulations to the Committee for further review and study.

Attachments

1. December 9, 2022 Licensing Committee Notice and Agenda
2. Application for New Chiropractic College Approval by Keiser University - College of Chiropractic Medicine
3. Keiser University - College of Chiropractic Medicine Response to Identified Deficiencies, Received December 15, 2022
4. Proposed Regulatory Language for Approval of Chiropractic Colleges and Educational Requirements (Amend California Code of Regulations, Title 16, Sections 330, 331.1, 331.3, and 331.5–331.16 and Add Sections 330.1 and 331.12.4), as Approved by the Board of Chiropractic Examiners on July 16, 2020



NOTICE OF TELECONFERENCE **LICENSING COMMITTEE MEETING**

Committee Members

Pamela Daniels, D.C., Chair
Janette N.V. Cruz

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

Friday, December 9, 2022
10:00 a.m. to 12:00 p.m.
(or until completion of business)

The Committee may take action on any agenda item.

Teleconference Instructions: The Licensing 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=mce34c786c1e3547b5e02d25ae0dc18da>

If joining using the link above

Webinar number: 2495 974 8730
Webinar password: BCE12092022

If joining by phone

+1-415-655-0001 US Toll
Access code: 249 597 48730
Passcode: 22312092

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Wednesday, December 7, 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 October 3, 2022 Committee Meeting Minutes**
- 3. Update on Board's Licensing Program**
- 4. Review, Discussion, and Possible Recommendation Regarding the Application for New Chiropractic College Approval by Keiser University - College of Chiropractic Medicine**
- 5. Review, Discussion, and Possible Recommendation Regarding Chiropractic College Curriculum Requirements (California Code of Regulations [CCR], Title 16, section 331.12.2)**
- 6. Review, Discussion, and Possible Recommendation Regarding the Process for Licensure Through Reciprocity (Section 9 of the Chiropractic Initiative Act and CCR, Title 16, section 323)**
- 7. Review, Discussion, and Possible Recommendations Regarding the Renewal Requirements and Fees for Inactive Licenses (CCR, Title 16, sections 370 and 371)**
- 8. 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).]
- 9. 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.]
- 10. Schedule 2023 Committee Meetings**
- 11. 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.

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.

Check Sheet

To the Application for New Chiropractic College Approval

This **Check Sheet** is intended to assist you with filing a *complete* application. All items listed that are applicable to your situation must be submitted in order to assess the Doctor of Chiropractic Program (DCP).

Falsification or misrepresentation of any item or response on this application or any attachment hereto is sufficient basis for denying approval.

REFERENCES

Attached to the application is a copy of the California Code of Regulations, Title 16, Article 4, regarding approved schools and qualifications of applicants. Please reference this document when completing the questions on page 2 under Board Approval. These are also available on our website at www.chiro.ca.gov.

DOCUMENTATION

- Provide a copy of the Articles of Incorporation.
- Provide a copy of the self-study given to CCE.
- Provide a copy of the governing board's bylaws.
- Provide a copy of the college's statement regarding admission requirements in compliance with CCE standards.
- Provide a copy of the last CCE inspection report.
- Provide a copy of the college's calendar.
- Provide a copy of the college's catalogue.

Section 331.1 of the California Code of Regulations states that:

"A school which initially meets the requirements of these rules shall be first provisionally approved. No school will be finally approved until a provisional program has been in operation for at least two years. No school shall be provisionally approved until it shall present competent evidence of its organizational and financial ability to attain the minimum educational requirements set forth by these rules and institutional goals set forth in its application. No school shall be provisionally approved unless there is a reasonable need for such school in the geographical area in which it is proposed to locate. No school shall be provisionally approved until competent evidence of compliance with the requirements of Section 29023(a)(2) of the Education Code is filed with the Board."



www.chiro.ca.gov

Application for New Chiropractic College Approval

Please **READ** all instructions prior to completing this application. **ALL** questions on this application must be answered, and all supporting documents must be submitted as per instructions. Please type or print neatly. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application.

Please print in ink or type

College Name Keiser University - College of Chiropractic Medicine						
Name of College President Lisa Nucci (Campus President)						
Address	Number	Street	City	State	Zip Code	
2085 Vista Parkway, West Palm Beach FL 33411						
Telephone number (561) 471-6000				E-mail address: jilles@keiseruniversity.edu		
COUNCIL ON CHIROPRACTIC EDUCATION (CCE) ACCREDITATION						
What date was the letter of intent sent to CCE? April 28, 2015						
When was your self-study completed and provided to CCE (please provide a copy)? May 10, 2018						
When did the site team come to your campus to validate the self-study? October 8-11, 2018						
List the date that the college was incorporated as a not-for-profit corporation and provide a copy of the Articles of Incorporation. January 26, 2000						
List the names and addresses of your governing body members. See attached list.						
Has the CCE identified any "concerns" with the college's DC Program? If yes, please attach a copy. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
When was the college awarded initial accreditation? January 2019						
Have there been any site visits by the Commission on Accreditation (COA) regarding a special issue of concern or a substantive change as determined by the COA? If yes, please attach a copy. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Is the college accredited by any other accrediting agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, give the name of the accrediting body Southern Association of Colleges and Schools						
Has the college entered into any resolutions or agreements with CCE that deviate from the COA standards? If yes, attach a copy of the agreement. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
What was the date of the last CCE site visit? October 8-11, 2018						
What is the date of the next scheduled CCE site visit? October 10-13, 2022						

BOARD OF CHIROPRACTIC EXAMINERS LEGAL REQUIREMENTS

In addition to being CCE accredited, new colleges must also meet specific California requirements.

Provide a detailed explanation of how the college complies with each of the following California requirements, identified by code section. Attach a separate page(s) in response to each of the following sections (the sections are attached for reference).

Section 331.3 Supervision

Section 331.4 Financial Management

Section 331.5 Records

Section 331.6 Catalog

Section 331.7 Calendar

Section 331.9 Student Faculty Ratio

Section 331.10 Faculty Organization

Section 331.11 Scholastic Regulations

Section 331.12.2 Curriculum

Section 331.13 Physical Facilities

I certify under the penalty of perjury that the foregoing information contained in this application and any attachments hereto are true and correct, and that all subjects referred to herein are contained within the established curriculum as set forth in California Code of Regulations, Title 16, Section 331.12.2. Providing false information or omitting required information may constitute grounds for denial of approval status.



Signature of President

Date

Lisa Nucci

Type or Print the President's Name



Est. 4/07

§331.3. Supervision.

- (a) Every approved school shall be under the supervision of a full-time president, dean, or other executive officer who shall carry out the objective and program of the school. Said officer shall have a minimum of two years experience in school administration prior to his appointment, or its equivalent in training.
- (b) The president, dean, or other executive officer shall render a report annually, covering topics such as student enrollment, number and changes in faculty and administration, changes in the curriculum, courses given, and the projections for future policy. Said annual report shall be filed with the Board within one month following the end of the academic year.
- (c) It shall be the duty of the president, dean, or other executive officer to obtain from each faculty member, prior to the beginning of the semester or school year, an outline and time schedule for each subject of the course. He shall approve such outlines and determine from time to time if they are being observed. A copy of this outline and a schedule of classes, showing the day and hour of presentation and the instructor shall be filed with the Board within three (3) weeks after the beginning of the term.
- (d) The dean shall maintain a record of the teaching load of each member of the staff in terms of classes taught, supervision, student counseling, committee work, and other assigned activities.
- (e) A permanent file of all class schedules, beginning with those as of the date of the school's approval shall be maintained by the dean. These shall be available for inspection and comparison with the courses described in the relative catalogs.
- (f) Schedules must be kept up to date and posted on a bulletin board available for student inspection.

§331.4. Financial Management.

The college shall keep accurate financial records and shall file an annual financial report including a profit and loss statement as well as an asset and liability statement prepared and signed by a qualified accountant. Said financial report shall be filed with the Board within three (3) months following the end of the school's fiscal year.

§331.5. Records.

There shall be maintained a good system of records, showing conveniently and in detail, the attendance, discipline, grades and accounts of the students, by means of which an exact knowledge can be obtained regarding each student's work. A personal file must be maintained for each student containing his admission credentials, photographs and other identifying personal items. Fireproof storage must be provided for the safekeeping of records.

§331.6. Catalog.

The school shall issue, at least biennially, a catalog setting forth the character of the work which it offers, and said catalog shall be filed with the Board. The content and format shall follow the usual pattern of professional school catalogs, and shall contain the following information:

- (a) A list of its trustees, president, dean and other administrative officers and members of the faculty with their respective qualifications;
- (b) Courses set forth by department, showing for each subject its content, value in term, semester hours, or credit hours;
- (c) Entrance requirements, conditions for academic standing and discipline, such as attendance, examinations, grades, promotion and graduation;
- (d) Matriculation, tuition, laboratory, graduation and special fees, and estimated costs of books, instruments, dormitory and board; and
- (e) Descriptions of the library, audio-visual facilities, laboratories and clinic facilities setting forth at least the minimum requirement hereinafter set forth in rules.

(f) No school will be accepted or retained in good standing which publishes in its catalog or otherwise, any misrepresentation regarding its curriculum, faculty or facilities for instruction.

§331.7. Calendar.

Each school may elect to use the semester, trimester or four-quarter term system.

A school calendar shall designate the beginning and ending dates of terms or semesters, the vacation periods and legal holidays observed, and the dates for semester and final examinations. The recitation or lecture period shall be not less than 50 minutes in length. The school may operate on a five or six-day week or any combination thereof, but the total number of hours of instruction shall be not less than 30 hours nor more than 35 hours per week. The total number of hours provided for each complete student's course, leading to the degree of Doctor of Chiropractic, shall be not less than 4,400 hours distributed over four academic years of nine months each.

§331.9. Student Faculty Ratio.

- (a) The full-time equivalent student-faculty ratio shall be at least one full-time professor to every fifteen (15) students enrolled in the school.
- (b) A full-time professor is one who devotes a minimum of 38 hours per week to his academic duties.
- (c) The maximum enrollment for any class in laboratory or clinical work shall be limited to the number which may, by Board standards, sufficiently be trained with the equipment and facilities available in such laboratory clinic.
- (d) All classes and laboratory sessions, including clinics, shall be conducted under the presence and supervision of a full-time professor.
- (e) There shall be one instructor for each twenty-five (25) students in the laboratory and/or clinic courses.

§331.10. Faculty Organization.

(a) A faculty shall be organized by departments. Regularly scheduled meetings of the full faculty shall be had to provide a free exchange of ideas concerning:

- (1) The content and scope of the curriculum;
- (2) The teaching methods and facilities;
- (3) Student discipline, welfare and awards;
- (4) Faculty discipline and welfare;
- (5) Committee reports and recommendations;
- (6) Recommendations for the promotion and graduation of students;
- (7) Administration and educational policies; and
- (8) Recommendations to the administrative officers and to the trustees.

(b) The dean shall appoint the following standing committees of which he shall be a member ex officio: admissions and credentials, curriculum, clinic, laboratories, library and examinations, grades and records.

§331.11. Scholastic Regulations.

(a) Admission.

(1) Each school shall have a committee on admissions and credentials. The admission of students shall be in the hands of a responsible officer who is a member of the committee and his decision shall be subject to the approval of the committee.

(2) No applicant shall be admitted to any school until he has been personally interviewed for the purpose of determining his character, scholastic aptitude, mental and physical fitness to study and practice. When a great geographic distance precludes personal interview, the same information, supported by affidavits and photographs, may be substituted for the personal interview.

(3) Documentary evidence of preliminary education must be obtained and kept on file. All transcripts of other schools must be obtained directly from such schools.

(4) It is strongly recommended by the Board that an entrance examination compiled and administered by recognized testing agencies (e.g., A.C.T., S.A.T.) be required of all students prior to matriculation in order to prove their ability to do college level work.

(b) Date of Matriculation. No student shall be matriculated at a later date than one week immediately following the advertised date of the commencement of the school term.

(c) Qualifications of Students. No student shall be matriculated in an approved school unless he is of good moral character and is without major physical deficiencies, except as provided in Section 8.1 of the Act.

(d) Professional Education. Students shall not be matriculated in any school approved by the board unless they possess, and submit to the school upon their application for matriculation, either:

(1) A diploma from a standard high school or other institution of standard secondary school grade evidencing completion by the student of a four (4) year course, or

(2) A certificate from the board stating that the student has submitted proof, satisfactory to the board, of education equivalent in training power to a high school course. The certificate shall bear a date prior to the applicant's matriculation date in any school approved by the board.

(3) A student who seeks admission in any school approved by the Board after November 3, 1976, shall be subject to the following: The candidate must have completed, with a satisfactory scholastic record, at least 60 semester hours or an equivalent number of quarter hours in prechiropractic subjects at a college listed in the U.S. Office of Education "Education Directory--Higher Education." The specific prechiropractic subjects and hour requirements shall be in accordance with the standards adopted by the Council on Chiropractic Education.

(e) Advanced Standing.

(1) Applicants for admission to advanced standing shall be required to furnish evidence to the school:

(A) That they can meet the same entrance requirements as candidates for the first year class;

(B) That courses equivalent in content and quality to those given in the admitting school in the year or years preceding that to which admission is desired have been satisfactorily completed;

(C) That the work was done in a chiropractic college acceptable to the committee on admissions of the college; and

(D) That the candidate has a letter of recommendation from the dean of the school from which transfer is made.

(2) Credits for work done in colleges of liberal arts and sciences will be allowed based on the regulations of the Council on Chiropractic Education.

(3) Credits for basic science subjects on the professional level shall be in accordance with the provisions of the regulations of the Council on Chiropractic Education.

(4) A student desiring to re-enter the college after a lapse in attendance of one or more years shall fulfill the entrance requirements applying to the class which he seeks to enter. Students whose education was interrupted by service in the armed forces are exempt from this requirement.

(5) For all such students admitted to advance standing there will be, therefore, on file with the registrar the same documents as required for admission to the first-year class and in addition a certified transcript of work completed, together with a letter of honorary dismissal from the college from which transfer was made.

(6) No candidate for a degree shall be accepted for less than one full academic year of resident study.

(f) Attendance. In order to obtain credit for a course, a student shall have been present in class at least 90 percent of the time and shall have received a passing letter grade. When the absence exceeds 10 percent, the student shall be automatically dropped from the class. If the absences have been due to illness or other excusable reasons and if evidence of these reasons can be submitted, the student may apply for readmission through the dean's office and may be given credit for attendance upon the recommendation of his instructor and completion of course requirements. Students shall be required to spend the last academic year of the course in residence in the college which confers the degree.

(g) Promotion.

(1) Promotion from one school term to another should be by recommendation of the instructors and consent of the committee on credentials or other similar committee. The decision should be based upon careful evaluation of the student's attendance, application, conduct and grades in quizzes and examinations. In other words, the final standing of the student in each subject shall be based upon the composite judgment of the responsible instructors in that department, and not solely upon the result of written examinations.

(2) A student failing in any subject in a school term should be required to repeat the subject.

(h) Requirements for Graduation. The requirements for admission to the school shall have been fulfilled and the candidate, in addition to scholastic qualitative requirements, shall have completed a minimum quantitative requirement of 4,400 hours of instruction in four academic years of nine months each. The last year shall have been spent in the school granting the degree.

The candidate shall have complied with all the regulations of the school and be recommended for the degree by the faculty.

(i) Special (Graduate of An Approved Chiropractic School) or Unclassified Subject. Persons so registered may not be a candidate for a degree. If they desire to become candidates, they shall satisfy the usual requirements for admission as well as the degree requirement. No work done under this classification will be accepted for credit beyond 90 days from the date of matriculation. Holders of a valid chiropractic degree are exempt from this requirement.

(j) Degree. The degree conferred for completion of professional undergraduate work shall be Doctor of Chiropractic (D.C.).

§331.12.2. Curriculum.

All applicants for licensure shall be required to comply with this section in order to qualify for a California chiropractic license.

(a) Course of Study: Every school shall have a curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects: Each applicant shall offer proof of completion of a course of instruction in a Board-approved chiropractic college of not less than 4,400 hours which includes minimum educational requirements set forth in Section 5 of the Act. The course of instruction completed by the applicant shall consist of no less than the following minimum hours, except as otherwise provided:

Group I	Anatomy, including embryology, histology and human dissection	616 hours
Group II	Physiology (must include laboratory work)	264 hours
Group III	Biochemistry, clinical nutrition, and dietetics	264 hours
Group IV	Pathology, bacteriology, and toxicology	440 hours
Group V	Public health, hygiene and sanitation, and emergency care	132 hours
Group VI	Diagnosis, including E.E.N.T. and serology, dermatology and sexually transmitted diseases, geriatrics, X-ray interpretation, and neurology	792 hours
Group VII	Obstetrics, gynecology, and pediatrics	132 hours
Group VIII	Principles and practice of chiropractic to include chiropractic technique, chiropractic philosophy, orthopedics, X-ray technique, and radiation protection	430 hours
	Clinic, including office procedure	518 hours
	Physiotherapy	120 hours
	Psychiatry	32 hours
	Electives	660 hours
		Total 4,400 hours

(c) Subject Presentation: Laboratory teaching with actual student participation shall be included in human dissection, histology, chemistry, physiology, bacteriology, pathology, X-ray and physiotherapy. Each school shall have and use at least one phantom or equivalent equipment for X-ray class and other courses as may be necessary for adequate teaching.

Classes shall be presented in proper academic sequence. Each student shall be taught micro and gross anatomy, human dissection, and physiology before pathology; biochemistry before or concurrent with physiology; and diagnosis before or concurrent with the study of pathology. Clinic hours shall be taken only after a student completes all hours in or concurrently with diagnosis.

(1) ANATOMY: To include gross anatomy, human dissection, embryology and histology.

(2) PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

(3) BIOCHEMISTRY AND NUTRITION: Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.

(4) PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

(5) PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE: To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.

(6) DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.

(7) OBSTETRICS, GYNECOLOGY AND PEDIATRICS: To include the standard routine diagnostic procedures and clinical and laboratory examinations.

(8) PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.

(9) PHYSIOTHERAPY: To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college, provided such course is a regular credit course offered primarily to matriculated students.

Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college in conjunction with clinical training in physiotherapy offered by that college. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.

(10) OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.

(d) Additional Hours and Subjects: It is recommended that a school offer elective subjects, including chiropractic meridian therapy, counseling, hypnotherapy and biofeedback. The school may offer and require for graduation courses of more than 4,400 hours.

(e) Clinics: Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Such clinical experience shall include spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, Xray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling and dietetics. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the board for inspection.

Clinical hours, as described in this section, including those relating to physiotherapy, must be completed in a clinic operated or supervised by a chiropractic college.

Each student shall be required to complete, as a minimum for graduation, the following:

(1) Twenty-five (25) physical examinations of which at least ten (10) are of outside (not student) patients.

A physical examination shall include an evaluation of all vital signs, case history, orthopedic and neurological testing. Students shall also have practical clinical laboratory training, including twenty-five (25) urinalyses, twenty (20) complete blood counts (CBCs), ten (10) blood chemistries, and thirty (30) X-ray examinations. Students shall perform ten (10) proctological and ten (10) gynecological examinations. Proctological and gynecological examinations may be performed on a phantom approved by the Board. Gynecological and proctological examinations not completed prior to graduation may be completed after graduation at a Board-approved chiropractic college.

(2) Students shall perform a minimum of two hundred and fifty (250) patient treatments (visits), including diagnostic procedures, chiropractic adjustive technique and patient evaluation.

(3) Written interpretation of at least thirty (30) different X-ray views, either slide or film, while a senior in the clinic, in addition to other classroom requirements which shall include the spinal column, all other articulations of the body, and soft tissue.

(4) Minimum of five hundred eighty (518) hours of practical clinical experience (treating patients in the clinic).

§331.13. Physical Facilities.

(a) General: Each school shall own, or enjoy the assured use of a physical plant large enough to accommodate classrooms, lecture rooms, laboratories, a clinic, a library and administrative and faculty offices. Each school shall meet and maintain the standards and requirements established by or under the authority of the laws of the State of California governing educational institutions and all applicable city and county ordinances wherein the school is located and shall maintain competent evidence of such compliance, for examination by the Board.

(b) Administrative Offices: The administrative offices shall provide adequate office space for faculty members. There shall be space available for faculty conferences.

All furnishings shall be serviceable and functional and there shall be sufficient office equipment, subject to Board approval, to efficiently manage the business of the school.

There shall be fireproof storage for all records and documents required by the Chiropractic Initiative Act, statute, or regulations.

All administrative offices shall meet the standards and requirements incorporated by subparagraph (a) above.

(c) Classrooms: There shall be sufficient number and size of classrooms to separately accommodate the graded classes in 1st, 2nd, 3rd and 4th year classes. No two or more subjects shall be taught in the same classroom simultaneously. No two or more student classes (1st, 2nd, 3rd and 4th year) shall be taught in the same classroom simultaneously.

Classrooms shall be located where there is quiet and freedom from interruption and distraction.

All classrooms shall be furnished with audio-visual aids appropriate to the subject matter being taught, and desks and chairs or tablet armchairs. There shall be effective shades to darken rooms equipped with visual projection apparatus.

All classrooms shall meet the standards and requirements incorporated by subparagraph (a) above.

(d) Laboratories: Laboratories shall be well lighted and ventilated and shall be equipped for the practical work in human dissection, histology, chemistry, physiology, bacteriology, pathology, laboratory diagnosis, roentgenology, physiotherapy and chiropractic technique.

Anatomy and pathology laboratories shall contain standard equipment. No more than ten (10) students shall be assigned per table. Sinks should be equipped with wrist action or foot pedal valves, and supplied in a sufficient number. Human cadavers and specimens for individual and small group demonstrations shall be supplied. If human cadavers are not available, or state law prohibits their use, schools must obtain prior written approval from this Board.

Microscopic laboratories shall have one microscope and one desk light for each two (2) students in the class.

Chiropractic technique laboratories shall be equipped with one chiropractic adjusting table for every four (4) students in the class.

Actual student experience with X-ray phantom or equivalent for all areas of the body shall be necessary.

Additionally, all laboratories shall meet the standards and requirements incorporated in subparagraph (a) above.

(f) Teaching Aids and Equipment: For the subject of physiotherapy there shall be sufficient generally recognized equipment for classroom and clinic purposes (to include sine galvanic, ultrasound, diathermy, ultraviolet, heat, cold, percussion, and transaction). For the practical work and physical diagnosis students shall be required to own the ordinary and usual diagnostic instruments, including, but not limited to, thermometers, stethoscopes, sphygmomanometers, oto-ophthalmoscope examination sets, and orthopedic-neurological examination instruments.

Each school shall own and teach the use of the current standard diagnostic instruments and a list of same shall be made available to the Board upon request. For classroom demonstration and visual education aids, each school shall own charts, mannequins, skeletons, bone collections, anatomical and embryological models, stereopticons, balopticons, micro-projections, and video players or similar projection equipment. The film and slide library shall be constantly augmented by the addition of new material.

(g) Library: A library shall be provided for the use of the student body. The minimum requirements for a library are:

(1) Operation of the library shall be under the direct supervision of a full-time librarian holding a degree in library science.

(2) The library shall be open to students a minimum of eight (8) hours per day. It shall have room available for study purposes to accommodate at least ten (10) percent of the enrolled students at one time. Hours shall be posted.

(3) The library volumes shall be cataloged, using a generally accepted system.

(4) The library shall consist of a minimum of 5,000 volumes of which 2,000 shall be less than ten years of age. Only cataloged scientific volumes which are of interest to the published curriculum of the school can be counted as library volumes. Unbound journals and periodicals shall not be counted in determining compliance with this rule.

(5) Each school shall conduct a program of student orientation as to the use of the library and class assignments involving the use of the library.

(h) Clinic: Each school shall operate a general out-patient clinic where the senior students will obtain actual experience, practical knowledge and skill in:

(1) Diagnosis, including physical examination, palpation, spinal analysis, clinical pathological, laboratory findings, X-ray, and tentative and working diagnoses.

(2) Adjustive technique, dietetics, and psychotherapy for the care or prevention of disease in accordance with Section 7 of the Act.

Such a clinic shall at all times be under the supervision of a clinician who meets the standards of the Council on Chiropractic Education.

The minimum requirements of a clinic are:

(A) A reception room with a minimum seating capacity for ten (10) persons.

(B) A minimum of five (5) patient dressing rooms that are equipped with at least curtains to ensure privacy.

(C) An administration area wherein at least one full-time secretary shall be located and patient files shall be maintained.

(D) A minimum of one (1) office for each faculty member supervising the clinic with a minimum of two (2) such offices.

(E) Separate lavatories for men and women with a minimum of one (1) each.

(F) A minimum of one (1) physical examination room for every ten (10) students concurrently present and enrolled in the clinic.

(G) A minimum of one (1) chiropractic adjusting table for every five (5) students performing adjustments on clinic patients with a minimum of five (5) such tables.

(H) A minimum of one (1) X-ray examination room that is equipped with at least one (1) X-ray machine that has a capacity of no less than 125 KV plus 300 M.A. There shall also be an X-ray developing room that is equipped with the appropriate and necessary film processing equipment as required by the Board. This room may be an area within the X-ray procedure room or shall be located in the immediate area in the same building of such X-ray procedure room. A list of minimal X-ray equipment which shall be used must be obtained from the Board.

(I) A lab room equipped with a sterilization facility, unless waived in writing by the Board.

(J) In addition to the requirements of section 331.12(e), each student's work, conduct, reliability and personality shall be evaluated in writing by his or her supervising teacher and such evaluation shall become a part of the student's record and shall be available for inspection by the Board.

(i) Operation and Maintenance of the Physical Plant. In addition to the requirement of subparagraph (a) above, each school shall operate and maintain all physical equipment in good repair.

Lockers shall be available for student use.

Suffix	First	Last	Title	Company	City	State
Program:	CHIROPRACTIC MEDICINE - Vice President of the			College of Chiropractic Medicine: Dr. Jennifer Illes		
Dr.	Spencer	Baron	Chiropractor	Neurosport Elite	Hallandale	FL
Dr.	Ron	Brodkin	Chiropractor	Brodkin Chiropractic and Acupuncture Center	Boca Raton	FL
Dr.	Michael	Chimes				
Dr.	James Paul	Cima	Chiropractor	PGA Chiropractic Health Center	Palm Beach Gardens	FL
Dr.	John	D'Amico	Chiropractor	Veteran's Hospital, Miami FL	Miami	FL
Ms.	Edan	Della Mea	Marketing Director	Rosenthal, Levy, Simon, & Sosa	West Palm Beach	FL
Dr.	Etienne	Dubarry	Chiropractor			
Dr.	Alex	Keith	Chiropractor	Advanced Wellness Sports & Chiropractic Center	Lake Worth	FL
Dr.	Timothy	Kennedy	Chiropractor		Port St. Lucie	FL
Dr.	Robert	Klein	Chiropractor			
Dr.	Arthur	LeVine	Chiropractor	iCollect Medical Building Services	Plantation	FL
Dr.	Jeffrey	Mackey	Chiropractor		Boynton Beach	FL
Dr.	Tim	McQueeney	Chiropractor	Total MD	West Palm Beach	FL
Dr.	Gregg	Moses	Chiropractor	Moses Chiropractic	West Palm Beach	FL
Dr.	Todd	Narson	Chiropractor	Miami Beach Family & Sports Chiropractic	Miami Beach	FL
Dr.	Michael	Newman	Chiropractor	Dr. Michael P. Newman D.C., P.A.	Miami	FL
Dr.	Steve	Perman	Chiropractor	Mission Bay Chiropractic Center	Boca Raton	FL
Dr.	James	Piccolino, Esq.	Chiropractor	New Sound Health	Miami	FL
Dr.	Richard	Pomante	Chiropractor	Dr. Richard Pomante	West Palm Beach	FL
Dr.	Alex	Wasserman	Chiropractor	Wasserman Chiropractic of Palm Beach	Palm Beach Gardens	FL
Dr.	Ron	Wellikoff	Chiropractor	Plantation Medical	Plantation	FL

331.3. Supervision

(a) Every approved school shall be under the supervision of a full-time president, dean, or other executive officer who shall carry out the objective and program of the school. Said officer shall have a minimum of two years experience in school administration prior to his appointment, or its equivalent in training.

Keiser University College of Chiropractic Medicine Response:

Dr. Jennifer Illes, is the Vice President of the College of Chiropractic Medicine. This is a full-time position that she has held for the past 6 months. She has previous leadership roles, notably at National University of Health Sciences and D'Youville College. She's been involved in academia for over 15 years, and is currently the faculty American Chiropractic Association President.

(b) The president, dean, or other executive officer shall render a report annually, covering topics such as student enrollment, number and changes in faculty and administration, changes in the curriculum, courses given, and the projections for future policy. Said annual report shall be filed with the Board within one month following the end of the academic year.

Keiser University College of Chiropractic Medicine Response:

This report will be made available to the Board. Currently this type of report, called the PEAR report, is also prepared on an annual basis for the CCE.

(c) It shall be the duty of the president, dean, or other executive officer to obtain from each faculty member, prior to the beginning of the semester or school year, an outline and time schedule for each subject of the course. He shall approve such outlines and determine from time to time if they are being observed. A copy of this outline and a schedule of classes, showing the day and hour of presentation and the instructor shall be filed with the Board within three (3) weeks after the beginning of the term.

Keiser University College of Chiropractic Medicine Response:

The faculty members submit their new semester syllabi to the Curriculum Committee for review and processing prior to it making its way to the Vice President of the chiropractic program. The faculty and administrative work together during a faculty meeting to get the times for the classes, and schedules organized prior to the start of a new semester.

(d) The dean shall maintain a record of the teaching load of each member of the staff in terms of classes taught, supervision, student counseling, committee work, and other assigned activities.

Keiser University College of Chiropractic Medicine Response:

The teaching load, with course credits, and instructional hours is updated every semester. A copy of this workgrid is seen labelled as “Evidence of 4400 hours instruction” in the attachments section.

(e) A permanent file of all class schedules, beginning with those as of the date of the school's approval shall be maintained by the dean. These shall be available for inspection and comparison with the courses described in the relative catalogs.

Keiser University College of Chiropractic Medicine Response:

There is no dean of the program, however Dr. Jennifer Illes (Vice President) is approved and maintained at her level.

(f) Schedules must be kept up to date and posted on a bulletin board available for student inspection.

Keiser University College of Chiropractic Medicine Response:

The schedules are up to date. They are sent out electronically to the student, they are available on their student portal, and the schedules are printed in the administrative assistant's area for students to take a copy if needed. Outside of each classroom is a copy of the class, and time for that particular room.

331.4. Financial Management

The college shall keep accurate financial records and shall file an annual financial report including a profit and loss statement as well as an asset and liability statement prepared and signed by a qualified accountant. Said financial report shall be filed with the Board within three (3) months following the end of the school's fiscal year.

Keiser University College of Chiropractic Medicine Response:

The campus president prepares a preliminary consolidated budget that is submitted to the Office of the Vice Chancellor of Finance. The chancellor's cabinet reviews and either accepts, rejects or makes recommendations to the proposed budget. If accepted, the annual budget is presented to the Board of Trustees for final approval, with or without modification.

There have been two independent financial audits (2019, and 2020) since the last SSR that has been reviewed for Everglades College, Inc. Both audits were performed by Boisseau, Felicione & Associates, Inc. They state, "audited the accompanying financial statements of Everglades College, Inc., which comprise the statement of financial position as of December 31, 2019, and the related statements of revenue, expenses and change in net assets, and cash flows for the year then ended, and the related notes to the financial statements".

Budgetary resource allocation for the Doctor of Chiropractic Program is based upon the full-time enrollment (FTE) status of the students in the program verses the students in the entire campus. Additional financial resources can be available upon request.

331.5. Records

There shall be maintained a good system of records, showing conveniently and in detail, the attendance, discipline, grades and accounts of the students, by means of which an exact knowledge can be obtained regarding each students work. A personal file must be maintained for each student containing his admission credentials, photographs and other identifying personal items. Fireproof storage must be provided for the safekeeping of records.

Keiser University College of Chiropractic Medicine Response:

All student records are kept in a firewall protected electronic data base called Campus Nexus. Every administrator, and faculty have access to the student's records when needed through appropriate log-in credentials. Items include, unofficial transcripts, school documentation (admissions paperwork, background checks, CPR, and OSHA documentation). Also included are and email and/or text sent through the Campus Nexus format. These files are also held in a large fireproof safe in paper format.

331.6. Catalog

The school shall issue, at least biennially, a catalog setting forth the character of the work which it offers, and said catalog shall be filed with the Board. The content and font shall follow the usual pattern of professional school catalogs, and shall contain the following information:

- (a) A list of its trustees, president, dean and other administrative officers and members of the faculty with their respective qualifications;
- (b) Courses set forth by department, showing for each subject its content, value in term, semester hours, or credit hours;
- (c) Entrance requirements, conditions for academic standing and discipline, such as attendance, examinations, grades, promotion and graduation;
- (d) Matriculation, tuition, laboratory, graduation and special fees, and estimated costs of books, instruments, dormitory and board; and
- (e) Descriptions of the library, audio-visual facilities, laboratories and clinic facilities setting forth at least the minimum, requirement hereinafter set forth in rules.

Keiser University's College of Chiropractic Medicine Response:

The Keiser University Graduate Catalog is easily accessed online through <https://www.keiseruniversity.edu/wp-content/uploads/catalogs/KU-Graduate-Catalog.pdf>. There are updates/addendums that are created at least 2x/year to this catalog.

- a. The Governance and Board of Trustees is located on page 19 of the Graduate Catalog (seen below).

Governance

Keiser University is a not-for-profit 501(c)(3) corporation incorporated in the State of Florida. Keiser University is managed and controlled by the Everglades College, Inc. Board of Trustees which is the legal entity responsible for policy and procedure promulgation, review and amendment.

Board of Trustees

CHAIR:

Gregg Wallick, President, Best Roofing

MEMBERS:

Tom Foster, President, Foster Learning Corporation

Frank Frione, President/CEO GFA International

Maria C. Kondracki, President, Strategic Planning, Inc.

Brett Overman, Founder and CEO, Zips Car Wash

Dr. Bill Kent, President, Team Horner Group

Craig Perry, CEO, Perry Ventures

Manuel Mair, Owner, One-to-One Fitness

Jose Cortes, Director Dept. Design and Construction Mgt., City of Hollywood, FL

Joshua Fordin, Sr. Associate, Hogan Lovells US LLP

b. On page 133, the chiropractic programs faculty are listed along with their qualifications. The attachment, called “KU Graduate Catalog” has also been added. The Chiropractic Program specific program area starts on page 149 as seen below.

CHIROPRACTIC MEDICINE
DOCTOR OF CHIROPRACTIC

Program Description

The Doctor of Chiropractic program at Keiser University is a rigorous professional program consisting of ten semesters of study which are completed over 40 months. It combines traditional lectures with small group learning, weekly conferences and seminars, laboratory and experiential sessions, and clinical training opportunities at a number of sites. All coursework includes case-based relevancy for chiropractic practice as a portal-of-entry profession dedicated to excellence in spine care.

Throughout the ten semesters of study, a number of cross-cutting themes are embedded within the courses, enabling students to integrate their studies around a clinically relevant framework. These themes all focus on the role of chiropractic as a conservative clinical approach to spine care, and include chiropractic sports medicine, chiropractic geriatrics, and chiropractic general practice, as well as other

There area 216 credits, that are outlined with the classes starting on page 150.

Program Outline

To receive a Doctor of Chiropractic degree from Keiser University, students must complete the prescribed course of study within a maximum of 6 years. The program consists of 10 semesters of continuous study over 40 months, totaling 216 credit hours. Over 25% of this consists of clinical experience in a variety of settings. Throughout the program, crosscutting themes are embedded in the coursework, covering major areas of relevance to chiropractic practice, such as chiropractic sports medicine and chiropractic geriatrics.

Doctor of Chiropractic Core Courses (216 credit hours)

DCP711	Molecules and Cells	2.0 credit hours
DCP712	Biochemistry 1	3.0 credit hours
DCP713	Physiology 1	3.0 credit hours
DCP714	Biochemistry 2	3.0 credit hours

- c. There are general graduation entrance requirements seen on page

ADMISSIONS

General Admission Requirements

Applicants desiring to enter Keiser University must submit an application to the Admissions Office well in advance of the start date. This permits proper scheduling and assures availability of classroom space. Applications for Winter, Spring or Fall semesters should be made as early as possible, as these entry dates are normally the time of greatest enrollment.

The University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community. This judgment will be based on individual determination taking into account any information the University has about a prospective student’s criminal record including the presence of secondary school students on the campus.

Additionally, the University reserves the right to evaluate the individual circumstances regarding registered sex offenders, and in certain cases refuse admission to the University. When a prospective student receives a registered sex offender designation, the University reserves the right to place the admissions process on hold, contingent upon the review and approval from a designated acceptance committee.

Keiser University reserves the right to accept up to 5% of applicants to a graduate program who do not meet appropriate **entrance** test scores and/or GPA but who request admission based on other criteria. An appeal letter and accompanying documentation should be addressed to the Associate Vice Chancellor of Academic Affairs for Graduate Education; such requests will be reviewed by the Associate Vice Chancellor of Academic Affairs for Graduate Education, program leadership, and others as appropriate. If the appeal is approved, a waiver letter is placed in the applicant’s academic file by the Associate Vice Chancellor of Academic Affairs for Graduate Education or the appropriate designee.

- d. The specific fee disclosures for the graduate programs are located on page 69.

TUITION, FEES, AND OTHER COSTS	69
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Doctor of Chiropractic	
12+ credits	\$12,940.00
9 to 11.99 credits	\$9,705.00

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6 to 8.99 credits	\$6,470.00
3 to 5.99 credits	\$3,235.00

*Students are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.

**Tuition for students less than full time: tuition is charged based on a pro rata calculation at the beginning of the semester

Doctor of Chiropractic	NBCE Parts I-IV and Physiotherapy \$4,165 <ul style="list-style-type: none"> • Part I \$710 • Part II \$710 • Part III \$710 • Physiotherapy \$450 • Part IV \$1585 Live NBCE Review \$500 OSHA \$15.95-\$20.95 HIPAA \$15.95-\$20.95 BLS (CPR) \$15.95-\$20.95 OSHA2 \$15.95-\$20.95 BLS (CPR)2 \$15.95-\$20.95 HIPAA 2 \$15.95-\$20.95 Student American Chiropractic Association \$60	
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- e. There are multiple resources, including the library outlined with the catalog.

Learning Resources

Keiser University's Library is a university wide "system library" with a branch located at each brick and mortar campus as well as an electronic collection of resources; all of which serve both online and on campus students and faculty. The library holds membership in a plethora of specialized

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state and private library consortia, and is a participant in the online Ask-A-Librarian program. The library's collections are curated and managed by a team of more than 25 professional librarians each of whom holds a master of library science degree from an American Library Association Accredited institution. The library's combined collections currently total well over 120,000 titles and continue to expand. In addition the library provides access to over 80 electronic database resources, e-books and dozens of specialized subject related links. The main library is open more than 75 hours per week. Training in the utilization of the library's general and specialized resources is provided through online videos, and presentations that are located on the library's website as well as by telephone, e-mail, and in person. The library publishes tip sheets and subject pathfinders and makes them freely available for each of the various programs of study offered at the university. Training sessions are provided to students early in their programs of study and the library prides itself on making such training available upon demand in a variety of different formats.

- f. No school will be accepted or retained in good standing which publishes in its catalog or otherwise, any misrepresentation regarding its curriculum, faculty or facilities for instruction. Our Chiropractic Program supports the boards statement.

331.7. Calendar

Each school may elect to use the semester, trimester or four-quarter term system. A school calendar shall designate the beginning and ending dates of terms or semesters, the vacation periods and legal holidays observed, and the dates for semester and final examinations. The recitation or lecture period shall be not less than 50 minutes in length. The school may operate on a five or six-day week or any combination thereof, but the total number of hours of instruction shall be not less than 30 hours nor more than 35 hours per week. The total number of hours provided for each complete student's course, leading to the degree of Doctor of Chiropractic, shall be not less than 4,400 hours distributed over four academic years of nine months each.

At Keiser University's College of Chiropractic Medicine Program the use of a "semester" system is utilized. A new cohort of students is accepted three times a year (Fall, Winter and Summer starts). Please see the attached academic calendar that is utilized in 2022-2023. The calendar demonstrates that federal holidays are observed. Our final examinations are held in weeks 15 and 16 of the academic semester. The chiropractic program is 40 months long. This breaks down, into ten 4-month semesters. There are no extended summer breaks, but the program is considered to be 4 academic years in length. The student schedule is 5 days in length with no greater than 35 contact hours per week. Most students are taking 7-8 classes per semester, which results in 22-24 credit hours (not contact hours) per semester. There are over 4400 hours within the program, and this is seen within the attachment titled "Evidence over 4400 hours."

331.9. Student Faculty Ratio

- (a) The full-time equivalent student-faculty ratio shall be at least one full-time professor to every fifteen (15) students enrolled in the school.
- (b) A full-time professor is one who devotes a minimum of 38 hours per week to his academic duties.
- (c) The maximum enrollment for any class in laboratory or clinical work shall be limited to the number which may, by Board standards, sufficiently be trained with the equipment and facilities available in such laboratory clinic.
- (d) All classes and laboratory sessions, including clinics, shall be conducted under the presence and supervision of a full-time professor.
- (e) There shall be one instructor for each twenty-five (25) students in the laboratory and/or clinic courses.

Keiser University's College of Chiropractic Medicine Response:

- a. Currently, there are 141 chiropractic students within the program. There are 14 full time faculty members, which gives the ration of one full time faculty for every 10 students.
- b. Our full-time faculty members are hired under a division called "full-time 40," which suggests that they are working 40 hours per week.
- c. We are working within the ratio that is acceptable for labs/technique classes. We have a maximum of 24 students in each classroom and/or lab setting.
- d. We have our classes and laboratories supervised by full-time faculty.
- e. We are working within the ratio that is acceptable for labs/technique classes. We have a maximum of 24 students in each classroom and/or lab setting.

331.10. Faculty Organization

(a) A faculty shall be organized by departments. Regularly scheduled meetings of the full faculty shall be had to provide a free exchange of ideas concerning:

- (1) The content and scope of the curriculum;
- (2) The teaching methods and facilities;
- (3) Student discipline, welfare and awards;
- (4) Faculty discipline and welfare;
- (5) Committee reports and recommendations;
- (6) Recommendations for the promotion and graduation of students;
- (7) Administration and educational policies; and
- (8) Recommendations to the administrative officers and to the trustees.

(b) The dean shall appoint the following standing committees of which he shall be a member ex officio: admissions and credentials, curriculum, clinic, laboratories, library and examinations, grades and records.

Keiser University College Chiropractic Medicine Response:

a) The faculty is organized based upon basic science, clinical science, and clinical practice. Faculty meetings are scheduled on at least a monthly basis, with minutes documented. There is an agenda sent previously to the faculty, and time within the agenda that allows for a free exchange of professional concerns, accolades, announcements, etc. Currently there are 7 chiropractic committee organizations in which the following items are discussed:

(1) The content and scope of the curriculum- There is a Curriculum Committee, consisting of 5 faculty members, one student and the Vice President (a member ex officio), that specifically addresses these concerns on at least a monthly basis. Meeting minutes are taken, and any recommendations to administration are given to the Vice President of the Chiropractic College.

(2) The teaching methods and facilities- During the monthly faculty meeting, and written in weekly reports by each faculty, items concerning both the teaching methods, and/or facilities are discussed.

(3) Student discipline, welfare and awards; The faculty are meeting with their own student advisees on an individual basis. They will discuss any significant challenges that their students are having during the monthly faculty meeting.

(4) Faculty discipline and welfare; There is a Faculty Rank and Promotion committee, and the full faculty meeting that reviews any challenges or concerns that faculty may have in this area.

(5) Committee reports and recommendations; The multiple chiropractic program committee's meet monthly and submit recommendations to the Vice President.

(6) Recommendations for the promotion and graduation of students; The faculty within the Retention Committee and the Clinicals Services and Education committees give information about the promotion of students.

(7) Administration and educational policies; and – The faculty have had been part of the creation of the original policies and procedures of the program. They have been given multiple opportunities to give suggestions for new procedures and policies or create addendums to them.

(8) Recommendations to the administrative officers and to the trustees – The faculty during the faculty meetings, and during individual committee meetings are free to make suggestions to the Vice President, and then she is able to take the suggestions to the Campus President.

(b) The Vice President has appointed several different standing committees, and acts as a ex officio member on each. There are programmatic committees, and then institutional committees that our faculty members are part of. For example, at the chiropractic/programmatic level the standing committee's include: Assessment, Curriculum, Clinical Sciences and Services, Admissions, Research, and Faculty Rank and Promotion Committees. In addition, the

chiropractic program is part of Keiser University in which they have campus committees such as: Retention, Admissions, and Interprofessional.

331.11. Scholastic Regulations

(a) Admission.

(1) Each school shall have a committee on admissions and credentials. The admission of students shall be in the hands of a responsible officer who is a member of the committee and his decision shall be subject to the approval of the committee.

Keiser University College of Chiropractic Medicine Response:

1. The Doctor of Chiropractic Program (DCP) has an active Admission Committee, that works with the Institutional Admissions program directly. The DCP Admissions Chair, will receive the applicants file electronically and in paper format. The Committee will interview the candidate and make a decision between the committee members based upon the Admissions criteria outlined in the catalogs (and on the website).
- (2) No applicant shall be admitted to any school until he has been personally interviewed for the purpose of determining his character, scholastic aptitude, mental and physical fitness to study and practice. When a great geographic distance precludes personal interview, the same information, supported by affidavits and photographs, may be substituted for the personal interview.

Keiser University College of Chiropractic Medicine Response:

2. The applicant is never accepted into the DCP program until a successful interview takes place. The applicant also reviews a “technical standards” checklist prior to admissions which identifies the students ability to reach appropriate levels physical and mental wellbeing, and overall character. When the student is unable to attend for an in person interview due to restrictions and/or geographical areas, an online meeting with the use of cameras is performed.
- (3) Documentary evidence of preliminary education must be obtained and kept on file. All transcripts of other schools must be obtained directly from such schools.

Keiser University College of Chiropractic Medicine Response:

3. All official transcripts of the applicant and students are kept in the Campus Nexus electronic database.
- (4) It is strongly recommended by the Board that an entrance examination compiled and administered by recognized testing agencies (e.g., A.C.T., S.A.T.) be required of all students prior to matriculation in order to prove their ability to do college level work.
- (b) Date of Matriculation. No student shall be matriculated at a later date than one week immediately following the advertised date of the commencement of the school term.
- (c) Qualifications of Students. No student shall be matriculated in an approved school unless he is of good moral character and is without major physical deficiencies, except as provided in Section 8.1 of the Act.
- (d) Professional Education. Students shall not be matriculated in any school approved by the board unless they possess, and submit to the school upon their application for matriculation, either:

- (1) A diploma from a standard high school or other institution of standard secondary school grade evidencing completion by the student of a four (4) year course, or
- (2) A certificate from the board stating that the student has submitted proof, satisfactory to the board, of education equivalent in training power to a high school course. The certificate shall bear a date prior to the applicant's matriculation date in any school approved by the board.
- (3)A student who seeks admission in any school approved by the Board after November 3, 1976, shall be subject to the following: The candidate must have completed, with a satisfactory scholastic record, at least 60 semester hours or an equivalent number of quarter hours in prechiropractic subjects at a college listed in the U.S. Office of Education "Education Directory--Higher Education." The specific prechiropractic subjects and hour requirements shall be in accordance with the standards adopted by the Council on Chiropractic Education.

Keiser University College of Chiropractic Medicine Response:

The chiropractic admission criteria, and criteria for matriculation are outlined within the self-study report to the CCE. The student must meet technical standards throughout their academic education, including good moral character and physical abilities. Two background checks are performed on the student at the entrance into the program and prior to the start of clinicals to assure no significant background check issues are found with out students. The Program meets the aforementioned requirements.

(e) Advanced Standing.

(1) Applicants for admission to advanced standing shall be required to furnish evidence to the school:

- (A) That they can meet the same entrance requirements as candidates for the first year class;
 - (B) That courses equivalent in content and quality to those given in the admitting school in the year or years preceding that to which admission is desired have been satisfactorily completed;
 - (C) That the work was done in a chiropractic college acceptable to the committee on admissions of the college; and
 - (D) That the candidate has a letter of recommendation from the dean of the school from which transfer is made.
- (2) Credits for work done in colleges of liberal arts and sciences will be allowed based on the regulations of the Council on Chiropractic Education.
- (3) Credits for basic science subjects on the professional level shall be in accordance with the provisions of the regulations of the Council on Chiropractic Education.
- (4) A student desiring to re-enter the college after a lapse in attendance of one or more years shall fulfill the entrance requirements applying to the class which he seeks to enter. Students whose education was interrupted by service in the armed forces are exempt from this requirement.
- (5) For all such students admitted to advance standing there will be, therefore, on file with the registrar the same documents as required for admission to the first-year class and in addition a certified transcript of work completed, together with a letter of honorary dismissal from the college from which transfer was made.
- (6) No candidate for a degree shall be accepted for less than one full academic year of resident study.

Keiser University College of Chiropractic Medicine Response:

There is a transfer policy that is noted within the Keiser University graduate catalog. Currently, the process includes an audit from the Dean of Academic Affairs of General Education. This academic administrator has over 35 years of experience in "file and transfer audits." Dr. Jennifer Illes, VP, as the content expert in the chiropractic field will review the possible transfer credits based upon class descriptions, school/college accreditation status, and the credentials of the instructor teaching that class. The last year of education must

be done at Keiser University in order for a student to graduate from our Program. Currently, we do not have any students that have decided to be out for over a year (services and non-service related) and then come back into the program, however, the program admissions requirements would remain the same as if a new student.

(f) Attendance. In order to obtain credit for a course, a student shall have been present in class at least 90 percent of the time and shall have received a passing letter grade. When the absence exceeds 10 percent, the student shall be automatically dropped from the class. If the absences have been due to illness or other excusable reasons and if evidence of these reasons can be submitted, the student may apply for readmission through the dean's office and may be given credit for attendance upon the recommendation of his instructor and completion of course requirements. Students shall be required to spend the last academic year of the course in residence in the college which confers the degree.

Keiser University College of Chiropractic Medicine Response:

The current Graduate Catalog language and course syllabi state that the student must attend at least 80% of classes in order to be considered to sit for the final examination(s). The individual instructor has the right to abide by the student code of conduct. It is possible that a student is present for 95% of the class but cannot sit for the exam due to significant professionalism issues identified within the students

(g) Promotion.

(1) Promotion from one school term to another should be by recommendation of the instructors and consent of the committee on credentials or other similar committee. The decision should be based upon careful evaluation of the student's attendance, application; conduct and grades in quizzes and examinations. In other words, the final standing of the student in each subject shall be based upon the composite judgment of the responsible instructors in that department, and not solely upon the result of written examinations.

(2) A student failing in any subject in a school term should be required to repeat the subject.

Keiser University College of Chiropractic Medicine Response:

The Admission Committee and the Retention Committee meet on daily and/or weekly basis to discuss at risk students. In addition, the registrar's along with the course instructor and Vice President (Dr. Illes), are able to identify which students can move forward into the next semesters. Multiple testing situations are provided including lab exams, written papers and discussion, practical exams. A student that fails will be asked to repeat the class.

(h) Requirements for Graduation. The requirements for admission to the school shall have been fulfilled and the candidate, in addition to scholastic qualitative requirements, shall have completed a minimum quantitative requirement of 4,400 hours of instruction in four academic years of nine months each. The last year shall have been spent in the school granting the degree. The candidate shall have complied with all the regulations of the school and be recommended for the degree by the faculty.

Keiser University College of Chiropractic Medicine Response:

The requirements are met for the aforementioned graduates. In addition, all of our candidates for matriculation will have needed a bachelors degree prior to graduation.

(i) Special (Graduate of An Approved Chiropractic School) or Unclassified Subject. Persons so registered may not be a candidate for a degree. If they desire to become candidates, they shall satisfy the usual requirements for admission as well as the degree requirement. No work done under this classification will be accepted for credit beyond 90 days from the date of matriculation. Holders of a valid chiropractic degree are exempt from this requirement.

Keiser University College of Chiropractic Medicine Response:

This has not applied to our students as of yet.

G) Degree. The degree conferred for completion of professional undergraduate work shall be Doctor of Chiropractic (D.C.).

Keiser University College of Chiropractic Medicine Response:

This is the degree that is conferred to our students.

331.12.2. Curriculum

All applicants for licensure shall be required to comply with this section in order to qualify for a California chiropractic license.

(a) Course of Study: Every school shall have a curriculum which indicates objectives, content and methods of instruction for each subject offered.

Keiser University College of Chiropractic Medicine Response:

Each of the 74 total courses offered in the Doctor of Chiropractic Program (DCP), have an approved syllabi which includes objectives, course number, methods of instruction, and outlines of the grading and materials delivered throughout the semester.

(b) Required Hours and Subjects: Each applicant shall offer proof of completion of a course of instruction in a Board approved chiropractic college of not less than 4,400 hours which includes minimum educational requirements set forth in Section 5 of the Act. The course of instruction completed by the applicant shall consist of no less than the following minimum hours, except as otherwise provided:

Group I	Anatomy, including embryology, histology and human dissection	616 hours
Group II	Physiology (must include laboratory work)	264 hours
Group III	Biochemistry, clinical nutrition, and dietetics	264 hours
Group IV	Pathology, bacteriology, and toxicology	440 hours
Group V	Public health, hygiene and sanitation, and emergency care	132 hours
Group VI	Diagnosis, including E.E.N.T. and serology, dermatology and sexually transmitted disease, geriatrics, X-ray interpretation	
Group VII	Obstetrics, gynecology, and pediatrics	132 hours
Group VIII	Principles and practice of chiropractic to include chiropractic technique, philosophy, orthopedics, x-ray technique and radiation protection	
Clinic, including office procedure		518 hours
Physiotherapy		120 hours
Psychiatry		32 hours
Electives		660 hours

Keiser University College of Chiropractic Medicine Response:

Currently, we are meeting the hours of the described groups with some minor exceptions:

1. We do not have 660 hours of true electives. Our program is in its infancy of 6 years and we are interesting in strengthening the program's core prior to adding elective classes in. In general, topics like culinary medicine, public health, Florida laws and rules, and contemporary practices in health care could be seen by a third party as an elective-like class. We have plans in the future to add in electives like dermatology, and acupuncture,

advanced pediatrics, however with the small class sizes this is not financially feasible at this time.

2. We have no physiology labs. After consulting with multiple other CCE-approved universities and colleges, many of them also do not have laboratory components. If essential the DCP is willing to add in the labs to the program. We currently have over 5000 contact hours (i.e. 600 more than was is the minimum), adding additional lab components will cause the students to be in class nearly more than 40 hours/week.

(c) Subject Presentation: Laboratory teaching with actual student participation shall be included in human dissection, histology, chemistry, physiology, bacteriology, pathology, X -ray and physiotherapy. Each school shall have and use at least one phantom or equivalent equipment for X -ray class and other courses as may be necessary for adequate teaching. Classes shall be presented in proper academic sequence. Each student shall be taught micro and gross anatomy, human dissection, and physiology before pathology; biochemistry before or concurrent with physiology; and diagnosis before or concurrent with the study of pathology. Clinic hours shall be taken only after a student completes all hours in or concurrently with diagnosis.

Keiser University College of Chiropractic Medicine Response:

Laboratory components are found in gross anatomy, neuroscience, nutrition, and biochemistry (within the basic sciences). Student discussion and interaction is found within pathology, physiology and microbiology, however no true “lab” component is seen on the schedule. Microbiology is taught concurrently with pathology 2, but prior to pathology 1. Clinical hours are taken once the student is completed the diagnostic classes.

(1) ANATOMY: To include gross anatomy, human dissection, embryology and histology.

(2) PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

(3) BIOCHEMISTRY AND NUTRITION: Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.

(4) PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

(5) PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE: To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.

(6) DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.

(7) OBSTETRICS, GYNECOLOGY AND PEDIATRICS: To include the standard routine diagnostic procedures and clinical and laboratory examinations.

(8) PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.

(9) PHYSIOTHERAPY: To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college, provided such course is a regular credit course offered primarily to matriculated students. Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college in conjunction with clinical training in physiotherapy offered by that college. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.

Keiser University College of Chiropractic Medicine Response:

We offer all of the aforementioned classes (items #1-8) above and include the topics covered within the area of specialty. We have 2 physical therapy classes in which the students have both lecture and lab components. Both of these classes total 150 hours. We have a rehabilitative section to our clinical space, and many students perform rehabilitative care with the patients. Within the next version of our clinical manual (to be released in the Fall of 2022) we will be adding a statement to include at least 30 office visits which include physical therapy.

(10) OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.

Keiser University College of Chiropractic Medicine Response:

The students are exposed to private practices in semester 1, in a program called the Clinical Observation Program. They have the ability to stay within the clinic (inside of the school) or pending grades (and other items) they may be able to intern at a VA, DOD or private practice location where they also learn these office procedures.

(d) Additional Hours and Subjects: It is recommended that a school offer elective subjects, including chiropractic meridian therapy, counseling, hypnotherapy and biofeedback. The school may offer and require for graduation courses of more than 4,400 hours.

Keiser University College of Chiropractic Medicine Response:

Currently, as mentioned earlier, the DCP offers no electives.

(e) Clinics: Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Such clinical experience shall include spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, Xray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling and dietetics. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the board for inspection.

Keiser University College of Chiropractic Medicine Response:

The DCP can provide samples and examples that the clinical sites are offering all of the items listed above except psychological counseling. In the state of Florida, chiropractors are not able to render psychology care or management including counseling services. Students are taught to diagnosis through history and outcome assessment tools possible psychological disorders so that they can co-manage with the appropriate mental health care provider.

Clinical hours, as described in this section, including those relating to physiotherapy, must be completed in a clinic operated or supervised by a chiropractic college. Each student shall be required to complete, as a minimum for graduation, the following:

- (1) Twenty-five (25) physical examinations of which at least ten (10) are of outside (not student) patients. A physical examination shall include an evaluation of all vital signs, case history, orthopedic and neurological testing. Students shall also have practical clinical laboratory training, including twenty-five (25) urinalyses, twenty (20) complete blood counts (CBCs), ten (10) blood chemistries, and thirty (30) X-ray examinations. Students shall perform ten (10) proctological and ten (10) gynecological examinations. Proctological and gynecological examinations may be performed on a phantom approved by the Board. Gynecological and proctological examinations not completed prior to graduation may be completed after graduation at a Board-approved chiropractic college.

Keiser University College of Chiropractic Medicine Response:

Within the Clinical Manual, these items are listed (or a greater value of the recommendations above) are listed. The DCP requests approval from the Board to approve their pelvic and proctologic phantom models.

- (2) Students shall perform a minimum of two hundred and fifty (250) patient treatments (visits), including diagnostic procedures, chiropractic adjustive technique and patient evaluation.
- (3) Written interpretation of at least thirty (30) different X-ray views, either slide or film, while a senior in the clinic, in addition to other classroom requirements which shall include the spinal column, all other articulations of the body, and soft tissue.
- (4) Minimum of five hundred eighteen (518) hours of practical clinical experience (treating patients in the clinic).

Keiser University College of Chiropractic Medicine Response:

Items listed above as #2-4 are not currently being done within the course syllabi and Clinic manual of the student's clinical classes. There is not quantifying number of patient treatments set forward by the CCE, and this is the accrediting body that we first utilized when creating our numbers for matriculation. We have multiple assignments (like # of new patient examinations, number of re-evaluations, etc.) but currently not an overall quantity. The DCP is willing to change this if needed.

331.13. Physical Facilities

(a) General: Each school shall own, or enjoy the assured use of a physical plant large enough to accommodate classrooms, lecture rooms, laboratories, a clinic, a library and administrative and faculty offices. Each school shall meet and maintain the standards and requirements established by or under the authority of the laws of the State of California governing educational institutions and all applicable city and county ordinances wherein the school is located and shall maintain competent evidence of such compliance, for examination by the Board.

Keiser University (KU) College of Chiropractic Medicine Response:

Physical Location (owned):

The DCP is located within KU's West Palm Beach campus which provides over 70,000 square feet of classrooms, laboratories and offices. The campus consists of 2 large buildings separated by a covered walkway. The physical address of the school is:

Keiser University
2085 & 2081 Vista Parkway
West Palm Beach, FL
33411

Both buildings contain 38 classrooms, 15 medical laboratories, five computer laboratories, a library, career center, student lounges (one for the DCP students only, and one for veterans) and a large auditorium (fits 100 people). Appendix D18 depicts a sampling of the different programs at the WPB campus and the classrooms in which the classes are held. The 2081 building is where most of the chiropractic classes and gatherings take place. In this facility there is a chiropractic student lounge, to be used for studying and time spent between classes. The NBCE takes place in building 2081 for Parts I-IV and physiotherapy. In addition, the DCP students and faculty often use these areas of building 2081 Vista Parkway for their academic classes:

- 1 teaching clinic (1st floor)
- 5 clinical skills laboratories and (1st and 3rd floors)
- 7 classrooms (1st and 3rd floors)
- Gymnasium (for DCP 867 class only- for the physical rehabilitation class) (2nd floor)
- PTA clinical lab (2nd floor)
- Research Room (3rd floor)

Laboratories are equipped with 24 Ergostyle ES-2000 chiropractic tables, 2 flexion-distraction tables, including a computerized force-sensing Cox-8 Technique table, and multiple large plinths. Each lab is equipped with a working sink and essential cleaning products. Our chiropractic tables are annually serviced and have received certificates of compliance. A floor plan of third level is provided, notable most would classify this physical area, the "chiropractic department". A chiropractic teaching clinic, in its third year of operation, is located on the ground floor of building 2081. The clinic's website, including information about hours of operation, appointments, and special events can be found online at www.kuspinecare.com.

Physical resources within the clinic include:

- a separate entrance for patients,
- a reception room,
- a clinician's offices,

- five treatment rooms,
- a rehabilitation room,
- a digital radiography room

(b) Administrative Offices: The administrative offices shall provide adequate office space for faculty members: There shall be space available for faculty conferences. All furnishings shall be serviceable and functional and there shall be sufficient office equipment, subject to Board approval, to efficiently manage the business of the school. There shall be fireproof storage for all records and documents required by the Chiropractic Initiative Act, statute, or regulations. All administrative offices shall meet the standards and requirements incorporated by subparagraph (a) above.

Keiser University College of Chiropractic Medicine Response:

Every chiropractic full time faculty member has ample space for their offices. All administrative office are substantive and contained locked filing cabinets.

(c) Classrooms: There shall be sufficient number and size of classrooms to separately accommodate the graded classes in 1st, 2nd, 3rd and 4th year classes. No two or more subjects shall be taught in the same classroom simultaneously. No two or more student classes (1st, 2nd, 3rd and 4th year) shall be taught in the same classroom simultaneously. Classrooms shall be located where there is quiet and freedom from interruption and distraction. All classrooms shall be furnished with audio-visual aids appropriate to the subject matter being taught, and desks and chairs or tablet armchairs. There shall be effective shades to darken rooms equipped with visual projection apparatus. All classrooms shall meet the standards and requirements incorporated by subparagraph (a) above.

Keiser University College of Chiropractic Medicine Response:

Classrooms are all held in areas that are not in excessive noise volume, and quiet without distraction. There is no more than 1 class at one time within any classroom at any given time. Every classroom is equipped with a projector, camera, and either white board and/or smart board technology. There is ability to darken the rooms by closure of window blinds and/or lights off.

(d) Laboratories: Laboratories shall be well lighted and ventilated and shall be equipped for the practical work in human dissection, histology, chemistry, physiology, bacteriology, pathology, laboratory diagnosis, roentgenology, physiotherapy and chiropractic technique. Anatomy and pathology laboratories shall contain standard equipment. No more than ten (10) students shall be assigned per table. Sinks should be equipped with wrist action or foot pedal valves, and supplied in a sufficient number. Human cadavers and specimens for individual and small group demonstrations shall be supplied. If human cadavers are not available, or state law prohibits their use, schools must obtain prior written approval from this Board. Microscopic laboratories shall have one microscope and one desk light for each two (2) students in the class.

Chiropractic technique laboratories shall be equipped with one chiropractic adjusting table for every four (4) students in the class. Actual student experience with X -ray phantom or equivalent for all areas of the body shall be necessary. Additionally, all laboratories shall meet the standards and requirements incorporated in subparagraph (a) above.

Keiser University College of Chiropractic Medicine Response:

There are no live cadaver labs used within the program. The use of 2 Anatomage tables suffices the use of no more than 10 students surrounding the table at any given time. There are enough tables in each technique class for 2 students per table.

(f) Teaching Aids and Equipment: For the subject of physiotherapy there shall be sufficient generally recognized equipment for classroom and clinic purposes (to include sine galvanic, ultrasound, diathermy, ultraviolet, heat, cold, percussion, and transaction). For the practical work and physical diagnosis students shall be required to own the ordinary and usual diagnostic instruments, including, but not limited to, thermometers, stethoscopes, sphygmomanometers, oto-ophthalmoscope examination sets, and orthopedic-neurological examination instruments. Each school shall own and teach the use of the current standard diagnostic instruments and a list of same shall be made available to the Board upon request. For classroom demonstration and visual education aids, each school shall own charts, mannequins, skeletons, bone collections, anatomical and embryological models, stereopticons, balopticons, micro-projections, and video players or similar projection equipment. The film and slide library shall be constantly augmented by the addition of new material.

Keiser University College of Chiropractic Medicine Response:

The physical modalities lab includes cold laser (levels 3 and 4), heat, ice, percussion, taping, ultrasound, cupping, and various electrical stimulation modalities. Students are required to purchase their own doctor's bags, which a list of doctor tools is provided to them during their first orthopedic class. A list will be available upon request. There are many different anatomical models, and impressive shared resources with the nursing department (ex. Labor and delivery sim models). No film and slide library exists currently at Keiser University within the chiropractic department, however this can be provided if necessary. The students opted to use electronic devices, such as ipads and new technology in place of the film and slides.

(g) Library: A library shall be provided for the use of the student body. The minimum requirements for a library are:

- (1) Operation of the library shall be under the direct supervision of a full-time librarian holding a degree in library science.
- (2) The library shall be open to students a minimum of eight (8) hours per day. It shall have room available for study purposes to accommodate at least ten (10) percent of the enrolled students at one time. Hours shall be posted.
- (3) The library volumes shall be cataloged, using a generally accepted system.
- (4) The library shall consist of a minimum of 5,000 volumes of which 2,000 shall be less than ten years of age. Only cataloged scientific volumes which are of interest to the published curriculum of the school can be counted as library volumes. Unbound journals and periodicals shall not be counted in determining compliance with this rule.
- (5) Each school shall conduct a program of student orientation as to the use of the library and class assignments involving the use of the library.

Keiser University College of Chiropractic Medicine Response:

The librarian is managed by Mr. Timothy Guillen has a Masters degree in library science. The library is open at least 8 hours per day. During the first day new student orientation, Mr. Guillen presents a section about the library resources and then the student will tour the school and library at the end of the end. The library is also heavily utilized as many of our students use the “board review” texts. Keiser University has an extensive online database, which is utilizes more often than paper books within our program. Every mandatory textbook for all 74 classes is located within the library.

(h) Clinic: Each school shall operate a general out-patient clinic where the senior students will obtain actual experience, practical knowledge and skill in:

(1) Diagnosis, including physical examination, palpation, spinal analysis, clinical pathological, laboratory findings, X-ray, and tentative and working diagnoses.

Keiser University College of Chiropractic Medicine Response:

The attached self-study report that was submitted to the CCE in the winter of 2022, described in details the meta-competancies that match the CCE standards to the objectives and outcomes of the classes. There is an internal clinic that works with outpatients, and had been open for the past 3 years (the program itself is 6 years in age).

(2) Adjustive technique, dietetics, and psychotherapy for the care or prevention of disease in accordance with Section 7 of the Act. Such a clinic shall at all times be under the supervision of clinician who meets the standards of the Council on Chiropractic Education. The minimum requirements of a clinic are:

(A) A reception room with a minimum seating capacity for ten (10) persons.

(B) A minimum of five (5) patient dressing rooms that are equipped with at least curtains to ensure privacy.

(C) An administration area wherein at least one full-time secretary shall be located and patient files shall be maintained.

(D) A minimum of one (1) office for each faculty member supervising the clinic with a minimum of two (2) such offices.

(E) Separate lavatories for men and women with a minimum of one (1) each.

(F) A minimum of one (1) physical examination room for every ten (10) students concurrently present and enrolled in the clinic.

(G) A minimum of one (1) chiropractic adjusting table for every five (5) students performing adjustments on clinic patients with a minimum of five (5) such tables.

H) A minimum of one (1) X-ray examination room that is equipped with at least one (1) Xray machine that has a capacity of no less than 125 KV plus 300 M.A. There shall also be an Xray developing room that is equipped with the appropriate and necessary film processing equipment as required by the Board. This room may be an area within the Xray procedure room or shall be located in the immediate area in the same building of such X-ray procedure room. A list of minimal X-ray equipment which shall be used must be obtained from the Board.

(I) A lab room equipped with a sterilization facility, unless waived in writing by the Board.

(J) In addition to the requirements of section 331.12(e), each student's work, conduct, reliability and personality shall be evaluated in writing by his or her supervising teacher and such evaluation shall become a part of the student's record and shall be available for inspection by the Board. (i) Operation and Maintenance of the Physical Plant. In addition to the requirement of subparagraph (a) above, each school shall operate and maintain all physical equipment in good repair. Lockers shall be available for student use.

Keiser University College of Chiropractic Medicine Response:

In addition to the information provided in item #1 of the physical resource section, the clinic reception can fit 10 people safely. Each patient room has a divider and a door that can be locked for privacy as the patient changes. There is one full time receptionist that work 40-50 hours weekly, and we are in the process of hiring another part-time receptionist. There are 4 supervising clinicians, with 4 clinical spaces that are used for offices. There are currently about 42 students within the clinical setting and 5 patient rooms. Separate restrooms for men and ladies exist. There are 8 chiropractic tables within the clinic (8 tables x 5 max/student = 40 maximum students). However, an over-flow room exists next to the clinic in which student patients (for the 8th semester student clinic) may utilize (with room dividers). In this room there are over 12 tables. The tables and all of the physical modalities are serviced annually, and on an as needed basis throughout the year if needed. Locker space is not currently available, since the students use “cupboards” in their student cubicles for storage. If necessary the program is willing to purchase lockers.

Currently, there is no lab room within the clinic. The Keiser University chiropractic program would like to request a waiver from the Board (in writing) for the absence of this area.

There is a state-of the art radiograph room that meets all of the requirements necessary to take images safely in Florida state. It does take images digitally, so the clinic is in absence of processors and developers. The machine meets the above listed requirements for quality of imaging. These films are digitized read by the clinicians, students and also our faculty DACBR (Dr. Dombrowsky).

To: The California Board of Chiropractic Examiners' Licensing Committee
Re: Following up with documentation for 12/09/22 meeting agenda item #4: Review, Discussion, and Possible Recommendation Regarding the Application for New Chiropractic College Approval by Keiser University -College of Chiropractic Medicine.

The Doctor of Chiropractic Program (DCP) at Keiser University's College of Chiropractic Medicine (KUCCM) extends their gratitude to the board to allow us to discuss and describe action plans to the committee in our support of gaining full credentialing status for our chiropractic students. KUCCM received its initial accreditation from CCE in January 2019. Below are the deficiencies and/or discrepancies identified in the application, along with the current state of the program and action plans for corrections:

1. KUCCM does not have physiology labs or 660 hours of "true" electives. (California Code of Regulations [CCR], title 16, section 331.12.2(b) and (c)).

KUCCM response: As per the meeting on 12/09/22, it was described to the Board, that both KUCCM core physiology classes would include structured labs starting in the upcoming Winter 2023 cohort. These physiology classes include:

- DCP713 Physiology (1st semester class) and
- DCP715 Physiology 2 (2nd semester class)

Each of the aforementioned classes includes 2 hours of physiology lab each week (16-week semesters). Please see attachment 1 for an excerpt from the upcoming Winter 2023 schedule.

Electives- Currently there are no "true electives" within the DCP. The DCP has over 4600 total hours. This total is instrumental to note because it represents 400 additional hours above the CCE standard (i.e. 4200 hrs), and over 200 hours as described by the California State Board of Examiners standard. Although the DCP would like to add electives in the near future, the core curriculum has both a larger number of pre-existing core hours, and a variety of classes that would be identified as electives in other chiropractic curricula. Some of these classes would include electives such as:

- DCP772- Clinical Case Conference,
- DCP774, 776, 872, 875, 878, 973 976 and 979 Grand Rounds (collaborative health team approach to care management)
- DCP949- Topics in Contemporary Healthcare
- DCP962- Nutritional Therapy Seminar (i.e. culinary medicine)
- DCP944- Women's Health and Chiropractic Pediatrics
- DCP945- Pharmacology

There is an action plan (1-2 year plan) to include electives such as: Acupuncture, Dermatology, Soft Tissue Mobilization and Management, and Meridian therapy. If necessary, the KUCCM is willing to add electives to the Summer 2023 schedule.

2. KUCCM does not currently quantify 250 patient treatments, written interpretation of at least 30 x-ray views, or 518 hours of practical clinical experience. (CCR, title 16, section 331.12.2(b) and (e)(2-4))

KUCCM Response: The DCP utilizes best practices to measure each of the 31 meta-competency outcomes (MCO's) that are required to demonstrate proficiency for each student prior to graduation. Included in this assessment is meta-competency 7 which includes details about the adjustment assessment. A 2022 Clinical Assessment Plan details the action plan and the clinical rubrics used for the MCO assessment (Attachment 2). Currently, the clinic is seeing about 120-150 patient encounters per week. During the infancy of clinical development and during the COVID pandemic, there was not an emphasis on numbers (although it was discussed) because the reality was that it was possible with telemedicine visits happening and a brand-new clinic that having quantitative requirements may have stalled or halted a student's progression to graduation if the numbers were not met. Since the start of 2022, the DCP have added 3 full-time clinicians (in addition to our original single starting clinician). Currently, there are approximately 30-40 interns in our clinic. This ratio of clinician to students is about 10 students per one clinician. Our clinic continues to demonstrate growth in patient volume and an average total number of patient visits each graduate has seen (in the non-pandemic setting) was over 250. If necessary, the DCP can place into our clinical syllabi that the student must meet the 250 patient visits.

Radiological Interpretation- Upon a curriculum audit, there was an error in recording the correct number of interpretation and practical clinical hours in the initial application. Since the inception of the program the DCP has had 30 written interpretations of radiological views, and additionally has about 10-15 "mini-rad-reports." These have been taught and reviewed by our DACBR Dr. Norbert Dombrowsky. The following represents where the 30 written interpretations are seen within our course syllabi:

DCP953- One of this course's objectives states "complete 15 radiological interpretations" (Attachment 3-Pg. 2/11)

DCP990- On page 2 of the syllabi it states, "Analyze and interpret radiological images" (Attachment 4 - Pg. 2/16)

The aforementioned are completed in written format.

In addition, DCP952 represents one of five diagnostic imaging course syllabi that discusses "interpretation of radiological views" (Attachment 5).

Clinical Hours – There are over 900 clinical hours of experience that the students have within the DCP. This is broken down in the following way:

- In semester 8, (DCP975- Attachment 6 [p.6]) there are 180 hours,
- Semester 9 (DCP978- Attachment 7 [p.8]) there are 300 hours
- Semester 10 (DCP990- Attachment 4 [p.9]) there are 450 hours

3. The current graduate catalog and course syllabi state students must attend 80%.

KUCCM Response: As indicated at the 12/09/22 Board meeting, the 80% attendance is an Institutional benchmark in which all programs within KU follow. However, the importance of the clinical attendance was reviewed at a faculty meeting prior to the opening of the clinical system. Previous administration approved the 90% attendance rule for the clinical system, with approval at the level of the Office of the Chancellor. Figure 1 demonstrates an excerpt from the DCP990 syllabi (Attachment 4) that discusses the 90% attendance rule.



**KEISER UNIVERSITY
DOCTOR OF CHIROPRACTIC MEDICINE
COURSE SYLLABUS – WI 2023**

Course Prefix & Number	DCP 990
Course Title:	Clinic Practice 6 – Externship and/or Preceptorship
Course Format:	Face to Face
Credit Hours:	15.0 graduate semester credit hours
Course Schedule:	30 hours of clinical time in the Keiser University Spine Care Clinic, an approved externship or preceptorship practice, the VA Medical Center, Clinical Observation Practice, remote clinical experiences, or a combination of the aforementioned.

Externs are required to attend all 16 weeks of the semester.

Unexcused or unauthorized absences of any kind will not be tolerated and will result in punitive action. The first occurrence will result in an interview with the Vice President and Attending Clinician. The second occurrence will result in a meeting with the Vice President, Attending Clinician, and the campus President. A third occurrence will result in suspension or dismissal from the program.

Requested absences must be submitted in writing prior to or during the first week of the semester. Efforts will be made to accommodate all reasonable requests. If there is a conflict resulting in inadequate coverage of the clinic, a blinded lottery will be used to determine the intern's request. Absences more than ten (10) percent may result in a failing grade.

Figure 1. Attendance Policy: DCP990 excerpt (p. 11)

4. KUCCM does not offer clinical experience in psychological counseling. (CCR, title 16, section 331.12(e))

KUCCM Response: The Florida Board of Medicine does not allow chiropractors in the state of Florida to diagnosis psychological DSM-V disorders. However, the DCP includes this important topic within multiple different classes. There are a variety of psychological disorders within the core curriculum that include:

- perinatal and maternal mental health
- mild traumatic brain injury and concussion
- dementia and aging processes
- major depressive disorder

- bipolar
- general anxiety disorder
- pharmaceutically based psychosis and mental disorders
- Anorexia Nervosa and Bulimia

These topics are covered in Emergency Medicine, Pharmacology, Women's Health & Pediatrics, Geriatrics, Systems I and II, Grand Rounds, Contemporary Healthcare Topics and Public Health. If necessary, the KUCCM will create a psychology class for its curriculum.

DRAFT Regulation Language -- Sections 330 – 331.13

Article 4. Approved Schools and Qualifications of Applicants

§330. Application for Approval of Chiropractic Colleges.

An application for approval on a form provided by the Board, shall be filed with the Board at its principal office in Sacramento and addressed to the Secretary of the State Board of Chiropractic Examiners. Such application shall be on file at least six (6) months prior to any inspection.

The Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii). Reference: Sections 4(b), 4(f) and 4(g) Chiropractic Initiative Act.

§330.1 Accrediting Agency

As used in this Article, “accrediting agency” means the Council on Chiropractic Education (or its successor organization) or other chiropractic school and college accrediting agencies employing equivalent standards for accreditation, as specified in Section 4 of the Chiropractic Initiative Act.

§331.1. Approval and Eligibility.

(a) A school which initially meets the requirements of these ~~rules~~ regulations of the Chiropractic Initiative Act shall be first provisionally approved. No school will ~~be finally receive final approved~~ until a provisional program has been in operation for ~~at least~~ minimum of two (2) years.

(b) No school shall be provisionally approved until it shall present competent evidence of its organizational and financial ability to attain the minimum educational requirements set forth by these ~~rules~~ regulations, the Chiropractic Initiative Act and institutional goals set forth in its application.

~~(c) No school shall be provisionally approved unless there is a reasonable need for such school in the geographical area in which it is proposed to locate.~~

~~(d)~~ (c) No school shall be provisionally approved until competent evidence of compliance with the requirements of Section 29023(a)(2) of the Education Code is filed with the Board.

(d) No school’s application shall be approved for provisional approval by the Board prior to initial accreditation by the Council on Chiropractic Education or another accrediting body approved pursuant to Section 4 of the Chiropractic Initiative Act.

(e) No school shall receive final approval prior to full accreditation by the Council on Chiropractic Education or another accrediting body approved pursuant to Section 4 of the Chiropractic Initiative Act.

§331.3. Supervision.

~~(a) Every approved school shall be under the supervision of a full-time president, dean, or other executive officer who shall carry out the objective and program of the school. Said officer shall have a minimum of two years experience in school administration prior to his appointment, or its equivalent in training.~~

~~(b) The president, dean, or other executive officer shall render a report, annually, covering topics such as including student enrollment, number and changes in faculty and administration, changes in the curriculum, courses given, and the projections for future policy. Said annual report shall be filed with the Board within one (1) month following the end of the academic year.~~

~~(c) It shall be the duty of the president, dean, or other executive officer to obtain from each faculty member, prior to the beginning of the semester or school year, an outline and time schedule for each subject of the course. He shall approve such outlines and determine from time to time if they are being observed. A copy of this outline and a schedule of classes, showing the day and hour of presentation and the instructor shall be filed with the Board within three (3) weeks after the beginning of the term.~~

~~(d) The dean shall maintain a record of the teaching load of each member of the staff in terms of classes taught, supervision, student counseling, committee work, and other assigned activities.~~

~~(e) A permanent file of all class schedules, beginning with those as of the date of the school's approval shall be maintained by the dean. These shall be available for inspection and comparison with the courses described in the relative catalogs.~~

~~(f) Schedules must be kept up to date and posted on a bulletin board available for student inspection.~~

§331.4. Financial Management.

The college shall keep accurate financial records and shall file an annual financial report including a profit and loss statement as well as an asset and liability statement prepared and signed by a qualified accountant. Said financial report shall be filed with the Board within three (3) months following the end of the school's fiscal year.

§331.5. Records.

~~There~~ Each school shall be maintained a good secure system of records, ~~showing conveniently and in detail providing detailed information about,~~ the attendance, discipline, grades and accounts of the students, ~~by means of from~~ from which an ~~exact~~ specific knowledge can be obtained regarding each student's ~~work~~ academic achievement. A personal file must be maintained for each student containing ~~his~~ the student's admission credentials, photographs and other identifying personal items. ~~Fireproof storage must be provided for the safekeeping of records.~~

§331.6. Catalog. Reserved.

~~The school shall issue, at least biennially, a catalog setting forth the character of the work which it offers and said catalog shall be filed with the Board. The content and format shall follow the usual pattern of professional school catalogs, and shall contain the following information:~~

- ~~(a) A list of its trustees, president, dean and other administrative officers and members of the faculty with their respective qualifications;~~
- ~~(b) Courses set forth by department, showing for each subject its content, value in term, semester hours, or credit hours;~~
- ~~(c) Entrance requirements, conditions for academic standing and discipline, such as attendance, examinations, grades, promotion and graduation;~~
- ~~(d) Matriculation, tuition, laboratory, graduation and special fees, and estimated costs of books, instruments, dormitory and board; and~~
- ~~(e) Descriptions of the library, audio-visual facilities, laboratories and clinic facilities setting forth at least the minimum requirement hereinafter set forth in rules.~~
- ~~(f) No school will be accepted or retained in good standing which publishes in its catalog or otherwise, any misrepresentation regarding its curriculum, faculty or facilities for instruction.~~

§331.7. Calendar Reserved.

~~Each school may elect to use the semester, trimester or four-quarter term system.~~

~~A school calendar shall designate the beginning and ending dates of terms or semesters, the vacation periods and legal holidays observed, and the dates for semester and final examinations. The recitation or lecture period shall be not less than 50 minutes in length. The school may operate on a five or six-day week or any combination thereof, but the total number of hours of instruction shall be not less than 30 hours nor more than 35 hours per week. The total number of hours provided for each complete student's course, leading to the degree of Doctor of Chiropractic, shall be not less than 4,400 hours distributed over four academic years of nine~~

months each.

§331.8. ~~Faculty.~~ Reserved.

All faculty members shall meet the standards of the Council on Chiropractic Education.

§331.9. ~~Student Faculty Ratio.~~ Reserved.

~~(a) The full-time equivalent student faculty ratio shall be at least one full-time professor to every fifteen (15) students enrolled in the school.~~

~~(b) A full-time professor is one who devotes a minimum of 38 hours per week to his academic duties.~~

~~(c) The maximum enrollment for any class in laboratory or clinical work shall be limited to the number which may, by Board standards, sufficiently be trained with the equipment and facilities available in such laboratory clinic.~~

~~(d) All classes and laboratory sessions, including clinics, shall be conducted under the presence and supervision of a full-time professor.~~

~~(e) There shall be one instructor for each twenty-five (25) students in the laboratory and/or clinic courses.~~

§331.10. ~~Faculty Organization.~~ Reserved.

~~(a) A faculty shall be organized by departments. Regularly scheduled meetings of the full faculty shall be had to provide a free exchange of ideas concerning:~~

~~(1) The content and scope of the curriculum;~~

~~(2) The teaching methods and facilities;~~

~~(3) Student discipline, welfare and awards;~~

~~(4) Faculty discipline and welfare;~~

~~(5) Committee reports and recommendations;~~

~~(6) Recommendations for the promotion and graduation of students;~~

~~(7) Administration and educational policies; and~~

~~(8) Recommendations to the administrative officers and to the trustees.~~

~~(b) The dean shall appoint the following standing committees of which he shall be a member ex officio: admissions and credentials, curriculum, clinic, laboratories, library and examinations, grades and records.~~

§331.11. Scholastic Regulations Admissions.

~~(a) Admission.~~

~~(1) Each school shall have a committee on admissions and credentials. The admission of students shall be in the hands of a responsible officer who is a member of the committee and his decision shall be subject to the approval of the committee.~~

~~(2) No applicant shall be admitted to any school until he has been personally interviewed for the purpose of determining his character, scholastic aptitude, mental and physical fitness to study and practice. When a great geographic distance precludes personal interview, the same information, supported by affidavits and photographs, may be substituted for the personal interview.~~

~~(3) Documentary evidence of preliminary education must be obtained and kept on file. All transcripts of other schools must be obtained directly from such schools.~~

~~(4) It is strongly recommended by the Board that an entrance examination compiled and administered by recognized testing agencies (e.g., A.C.T., S.A.T.) be required of all students prior to matriculation in order to prove their ability to do college level work.~~

~~(b) Date of Matriculation. No student shall be matriculated at a later date than one week immediately following the advertised date of the commencement of the school term.~~

~~(c) Qualifications of Students. No student shall be matriculated in an approved school unless he is of good moral character and is without major physical deficiencies, except as provided in Section 8.1 of the Act.~~

~~(d) Professional Education. Students shall not be matriculated in any school approved by the board unless they possess, and submit to the school upon their application for matriculation, either:~~

~~(1) A diploma from a standard high school or other institution of standard secondary school grade evidencing completion by the student of a four (4) year course, or~~

~~(2) A certificate from the board stating that the student has submitted proof, satisfactory to the board, of education equivalent in training power to a high school course. The certificate shall bear a date prior to the applicant's matriculation date in any school approved by the board.~~

~~(3) A student who seeks admission in any school approved by the Board after November 3, 1976, shall be subject to the following: The candidate must have completed, with a satisfactory scholastic record, at least 60 semester hours or an equivalent number of quarter hours in prechiropractic subjects at a college listed in the U.S. Office of Education "Education Directory--Higher Education." The specific prechiropractic subjects and/or requirements shall be in accordance with the standards adopted by the Council on Chiropractic Education.~~

~~(e) Advanced Standing.~~

~~(1) Applicants for admission to advanced standing shall be required to furnish evidence to the school:~~

~~(A) That they can meet the same entrance requirements as candidates for the first year class;~~

~~(B) That courses equivalent in content and quality to those given in the admitting school in the year or years preceding that to which admission is desired have been satisfactorily completed;~~

~~(C) That the work was done in a chiropractic college acceptable to the committee on admissions of the college; and~~

~~(D) That the candidate has a letter of recommendation from the dean of the school from which transfer is made.~~

~~(2) Credits for work done in colleges of liberal arts and sciences will be allowed based on the regulations of the Council on Chiropractic Education.~~

~~(3) Credits for basic science subjects on the professional level shall be in accordance with the provisions of the regulations of the Council on Chiropractic Education.~~

~~(4) A student desiring to re-enter the college after a lapse in attendance of one or more years shall fulfill the entrance requirements applying to the class which he seeks to enter. Students whose education was interrupted by service in the armed forces are exempt from this requirement.~~

~~(5) For all such students admitted to advance standing there will be, therefore, on file with the registrar the same documents as required for admission to the first year class and in addition a certified transcript of work completed, together with a letter of honorary dismissal from the college from which transfer was made.~~

~~(6) No candidate for a degree shall be accepted for less than one full academic year of resident study.~~

~~(f) Attendance. In order to obtain credit for a course, a student shall have been present in class at least 90 percent of the time and shall have received a passing letter grade. When the absence exceeds 10 percent, the student shall be automatically dropped from the class.~~

~~If the absences have been due to illness or other excusable reasons and if evidence of these reasons can be submitted, the student may apply for readmission through the dean's office and may be given credit for attendance upon the recommendation of his instructor and completion of course requirements.~~

~~Students shall be required to spend the last academic year of the course in residence in the college which confers the degree.~~

~~(g) Promotion.~~

~~(1) Promotion from one school term to another should be by recommendation of the instructors and consent of the committee on credentials or other similar committee. The decision should be based upon careful evaluation of the student's attendance, application, conduct and grades in quizzes and examinations. In other words, the final standing of the student in each subject shall be based upon the composite judgment of the responsible instructors in that department, and not solely upon the result of written examinations.~~

~~(2) A student failing in any subject in a school term should be required to repeat the subject.~~

~~(h) Requirements for Graduation. The requirements for admission to the school shall have been fulfilled and the candidate, in addition to scholastic qualitative requirements, shall have completed a minimum quantitative requirement of 4,400 hours of instruction in four academic years of nine months each. The last year shall have been spent in the school granting the degree. The candidate shall have complied with all the regulations of the school and be recommended for the degree by the faculty.~~

~~(i) Special (Graduate of An Approved Chiropractic School) or Unclassified Subject. Persons so registered may not be a candidate for a degree. If they desire to become candidates, they shall satisfy the usual requirements for admission as well as the degree requirement. No work done under this classification will be accepted for credit beyond 90 days from the date of matriculation. Holders of a valid chiropractic degree are exempt from this requirement.~~

~~(j) Degree. The degree conferred for completion of professional undergraduate work shall be Doctor of Chiropractic (D.C.).~~

Schools shall ensure any student granted admission has:

(a) Obtained a high school diploma or equivalent

(b) Completed, the equivalent of at least 60 pre-chiropractic college credits, as required by Section 5 of the Act.

Reference: Sections 5 Chiropractic Initiative Act.

§331.12.1. Curriculum Requirements Prior to November 3, 1976.

All applicants for the Board Examination who matriculated into a chiropractic college prior to the passage of Proposition 15 (November 3, 1976) shall fulfill the requirements of this section.

(a) Course of Study. The school shall have an established curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects. The school shall offer, and shall require for graduation, a course of not less than 4,000 academic hours extended over a period of four (4) school terms of not less than nine (9) months each. Such ~~course~~ curriculum shall include the minimum educational requirements set forth in Section 5 of the Act. The minimum number of hours required in the basic subjects shall be as follows:

Anatomy including embryology (minimum of 480 hours), histology (minimum of 160 hours), and dissection (minimum of 160 hours)	800 hours
Physiology	320 hours
Biochemistry, inorganic and organic chemistry	320 hours
Pathology (minimum of 280 hours), bacteriology (minimum of 160 hours), and toxicology (minimum of 40 hours)	480 hours
Public health, hygiene and sanitation, and first aid	120 hours
Diagnosis (minimum of 480 hours), pediatrics (minimum of 40 hours), psychiatry (minimum of 40 hours), dermatology, syphilology and serology (minimum of 40 hours), and X-ray (minimum of 120 hours)	720 hours
Obstetrics and gynecology	120 hours
Principles and practice of chiropractic (minimum of 960 hours), physiotherapy (minimum of 120 hours), and dietetics (minimum of 40 hours)	1,120 hours

(c) Subject Presentation. Laboratory teaching with actual student participation must be included in anatomy, dissection, histology, chemistry, physiology, bacteriology, pathology.

The classes shall be presented in a proper sequence so that the normal shall be presented first before the abnormal is to be considered (i.e., the student must learn anatomy, chemistry and physiology before he is taught pathology and diagnosis). The subject presentation should be of a nature and depth comparable to that found at State colleges in equivalent courses.

ANATOMY: Includes gross anatomy, dissection, embryology, and histology with particular emphasis on neurology.

PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

CHEMISTRY: To include inorganic and organic chemistry, physical chemistry, the chemistry of foods, digestion and metabolism.

PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

PUBLIC HEALTH AND HYGIENE AND SANITATION: To include sanitary and hygienic procedures, First Aid, prevention of disease and Public Health Department regulations.

DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; pediatrics, geriatrics, dermatology, syphilology, psychology, psychiatry and roentgenology (technique and interpretation).

OBSTETRICS AND GYNECOLOGY: To include the standard routine diagnostic procedures, and clinical and laboratory examinations.

PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive techniques and orthopedics.

NUTRITION: To include dietetics and clinical nutrition, including primary and secondary nutritional deficiencies.

PHYSIOTHERAPY: To include the theory, principles and use of the standard recognized physiotherapy equipment and procedures.

OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act.

(d) Additional Hours and Subjects. The school, if it desires, may offer and may require for graduation, course of more than 4,000 hours. Such additional hours may be in elective subjects.

(e) Clinics. Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Said clinical experience shall include spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, Xray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling, dietetics and physical therapy. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the board for inspection.

§331.12.2. Curriculum Requirements Prior to 2020.

All applicants for licensure who matriculated into a chiropractic college prior to (DATE 2020?) shall be required to comply with this section ~~in order~~ to qualify for a California chiropractic license.

(a) Course of Study: Every school shall have a curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects: Each applicant shall offer proof of completion of a course of instruction in a Board-approved chiropractic college of not less than 4,400 hours which includes minimum educational requirements set forth in Section 5 of the Act. The course of instruction completed by the applicant shall consist of no less than the following minimum hours, except as otherwise provided:

Group I	Anatomy, including embryology, histology and human dissection	616 hours
Group II	Physiology (must include laboratory work)	264 hours
Group III	Biochemistry, clinical nutrition, and dietetics	264 hours
Group IV	Pathology, bacteriology, and toxicology	440 hours
Group V	Public health, hygiene and sanitation, and emergency care	132 hours
Group VI	Diagnosis, including E.E.N.T. and serology, dermatology and sexually transmitted diseases, geriatrics, X-ray interpretation, and neurology	792 hours
Group VII	Obstetrics, gynecology, and pediatrics	132 hours
Group VIII	Principles and practice of chiropractic to include chiropractic technique, chiropractic philosophy, orthopedics, X-ray technique, and radiation protection	430 hours
	Clinic, including office procedure	518 hours
	Physiotherapy	120 hours
	Psychiatry	32 hours
Electives		660 hours
		Total 4,400 hours

(c) Subject Presentation: Laboratory teaching with actual student participation shall be included in human dissection, histology, chemistry, physiology, bacteriology, pathology, X-ray and physiotherapy. Each school shall have and use at least one (1) phantom or equivalent equipment for X-ray class and other courses as may be necessary for adequate teaching.

Classes shall be presented in proper academic sequence. Each student shall be taught micro and gross anatomy, human dissection, and physiology before pathology; biochemistry before or concurrent with physiology; and diagnosis before or concurrent with the study of pathology. Clinic hours shall be taken only after a student completes all hours in or concurrently with diagnosis.

(1) ANATOMY: To include gross anatomy, human dissection, embryology and histology.

(2) PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

(3) BIOCHEMISTRY AND NUTRITION: Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.

(4) PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

(5) PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE: To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.

(6) DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.

(7) OBSTETRICS, GYNECOLOGY AND PEDIATRICS: To include the standard routine diagnostic procedures and clinical and laboratory examinations.

(8) PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.

(9) PHYSIOTHERAPY: To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college, provided such course is a regular credit course offered primarily to matriculated students.

Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college in conjunction with clinical training in physiotherapy offered by that college. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.

(10) OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.

(d) Additional Hours and Subjects: It is recommended that a school offer elective subjects, including chiropractic meridian therapy, counseling, hypnotherapy and biofeedback. The school may offer and require for graduation courses of more than 4,400 hours.

(e) Clinics: Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Such clinical experience shall include spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, Xray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling and dietetics.

Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the board for inspection.

Clinical hours, as described in this section, including those relating to physiotherapy, must be completed in a clinic operated or supervised by a chiropractic college.

Each student shall be required to complete, as a minimum for graduation, the following:

(1) Twenty-five (25) physical examinations of which at least ten (10) are of outside (not student) patients.

A physical examination shall include an evaluation of all vital signs, case history, orthopedic and neurological testing.

Students shall also have practical clinical laboratory training, including twenty-five (25) urinalyses, twenty (20) complete blood counts (CBCs), ten (10) blood chemistries, and thirty (30) X-ray examinations. Students shall perform ten (10) proctological and ten (10) gynecological examinations. Proctological and gynecological examinations may be performed on a phantom approved by the Board. Gynecological and proctological examinations not completed prior to graduation may be completed after graduation at a Board-approved chiropractic college.

(2) Students shall perform a minimum of two hundred and fifty (250) patient treatments (visits), including diagnostic procedures, chiropractic adjustive technique and patient evaluation.

(3) Written interpretation of at least thirty (30) different X-ray views, either slide or film,

while a senior in the clinic, in addition to other classroom requirements which shall include the spinal column, all other articulations of the body, and soft tissue.

(4) Minimum of five hundred eighteen (518) hours of practical clinical experience (treating patients in the clinic).

§331.12.3 Curriculum Requirements.

~~All applicants for licensure shall be required to comply with this section in order to qualify for a California chiropractic license.~~

~~Schools shall ensure all graduates have completed the minimum educational requirements identified in Section 5 of the Chiropractic Initiative Act.~~

§331.12.3.4. Eligibility to Take Board Examination.

To be eligible to take the ~~b~~Board examination, ~~as defined in 16 CCR 349(b)(6)~~, each applicant for licensure must furnish proof satisfactory to the Board of meeting all other licensure requirements required by the Board.

§331.13. Physical Facilities. Reserved

~~(a) General: Each school shall own or enjoy the assured use of a physical plant large enough to accommodate classrooms, lecture rooms, laboratories, a clinic, a library and administrative and faculty offices. Each school shall meet and maintain the standards and requirements established by or under the authority of the laws of the State of California governing educational institutions and all applicable city and county ordinances wherein the school is located and shall maintain competent evidence of such compliance, for examination by the Board.~~

~~(b) Administrative Offices: The administrative offices shall provide adequate office space for faculty members.~~

~~There shall be space available for faculty conferences.~~

~~All furnishings shall be serviceable and functional and there shall be sufficient office equipment, subject to Board approval, to efficiently manage the business of the school.~~

~~There shall be fireproof storage for all records and documents required by the Chiropractic Initiative Act, statute, or regulations.~~

~~All administrative offices shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(c) Classrooms: There shall be sufficient number and size of classrooms to separately accommodate the graded classes in 1st, 2nd, 3rd and 4th year classes. No two or more subjects shall be taught in the same classroom simultaneously. No two or more student classes (1st, 2nd, 3rd and 4th year) shall be taught in the same classroom simultaneously.~~

~~Classrooms shall be located where there is quiet and freedom from interruption and distraction.~~

~~All classrooms shall be furnished with audio-visual aids appropriate to the subject matter being taught, and desks and chairs or tablet armchairs. There shall be effective shades to darken rooms equipped with visual projection apparatus.~~

~~All classrooms shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(d) Laboratories: Laboratories shall be well lighted and ventilated and shall be equipped for the practical work in human dissection, histology, chemistry, physiology, bacteriology, pathology, laboratory diagnosis, roentgenology, physiotherapy and chiropractic technique.~~

~~Anatomy and pathology laboratories shall contain standard equipment. No more than ten (10) students shall be assigned per table. Sinks should be equipped with wrist action or foot pedal valves and supplied in a sufficient number. Human cadavers and specimens for individual and small group demonstrations shall be supplied. If human cadavers are not available, or state law prohibits their use, schools must obtain prior written approval from this Board.~~

~~Microscopic laboratories shall have one microscope and one desk light for each two (2) students in the class.~~

~~Chiropractic technique laboratories shall be equipped with one chiropractic adjusting table for every four (4) students in the class.~~

~~Actual student experience with X-ray phantom or equivalent for all areas of the body shall be necessary.~~

~~Additionally, all laboratories shall meet the standards and requirements incorporated in subparagraph (a) above.~~

~~(f) Teaching Aids and Equipment: For the subject of physiotherapy there shall be sufficient generally recognized equipment for classroom and clinic purposes (to include sine galvanic, ultrasound, diathermy, ultraviolet, heat, cold, percussion, and transaction). For the practical work and physical diagnosis students shall be required to own the ordinary and usual diagnostic instruments, including, but not limited to, thermometers, stethoscopes, sphygmomanometers, oto-ophthalmoscope examination sets, and orthopedic neurological examination instruments. Each school shall own and teach the use of the current standard diagnostic instruments and a list of same shall be made available to the Board upon request. For classroom demonstration and visual education aids, each school shall own charts, mannequins, skeletons, bone collections,~~

~~anatomical and embryological models, stereopticons, balopticons, micro-projections, and video players or similar projection equipment. The film and slide library shall be constantly augmented by the addition of new material.~~

~~(g) Library: A library shall be provided for the use of the student body. The minimum requirements for a library are:~~

~~(1) Operation of the library shall be under the direct supervision of a full-time librarian holding a degree in library science.~~

~~(2) The library shall be open to students a minimum of eight (8) hours per day. It shall have room available for study purposes to accommodate at least ten (10) percent of the enrolled students at one time. Hours shall be posted.~~

~~(3) The library volumes shall be cataloged, using a generally accepted system.~~

~~(4) The library shall consist of a minimum of 5,000 volumes of which 2,000 shall be less than ten years of age. Only cataloged scientific volumes which are of interest to the published curriculum of the school can be counted as library volumes. Unbound journals and periodicals shall not be counted in determining compliance with this rule.~~

~~(5) Each school shall conduct a program of student orientation as to the use of the library and class assignments involving the use of the library.~~

~~(h) Clinic: Each school shall operate a general out-patient clinic where the senior students will obtain actual experience, practical knowledge and skill in:~~

~~(1) Diagnosis, including physical examination, palpation, spinal analysis, clinical pathological, laboratory findings, X-ray, and tentative and working diagnoses.~~

~~(2) Adjustive technique, dietetics, and psychotherapy for the care or prevention of disease in accordance with Section 7 of the Act.~~

~~Such a clinic shall at all times be under the supervision of a clinician who meets the standards of the Council on Chiropractic Education.~~

~~The minimum requirements of a clinic are:~~

~~(A) A reception room with a minimum seating capacity for ten (10) persons.~~

~~(B) A minimum of five (5) patient dressing rooms that are equipped with at least curtains to ensure privacy.~~

~~(C) An administration area wherein at least one full-time secretary shall be located, and patient files shall be maintained.~~

~~(D) A minimum of one (1) office for each faculty member supervising the clinic with a minimum of two (2) such offices.~~

~~(E) Separate lavatories for men and women with a minimum of one (1) each.~~

~~(F) A minimum of one (1) physical examination room for every ten (10) students concurrently present and enrolled in the clinic.~~

~~(G) A minimum of one (1) chiropractic adjusting table for every five (5) students performing adjustments on clinic patients with a minimum of five (5) such tables.~~

~~(H) A minimum of one (1) X-ray examination room that is equipped with at least one (1) Xray machine that has a capacity of no less than 125 KV plus 300 M.A. There shall also be an Xray developing room that is equipped with the appropriate and necessary film processing equipment as required by the Board. This room may be an area within the X-ray procedure room or shall be located in the immediate area in the same building of such X-ray procedure room. A list of minimal X-ray equipment which shall be used must be obtained from the Board.~~

~~(I) A lab room equipped with a sterilization facility, unless waived in writing by the Board.~~

~~(J) In addition to the requirements of section 331.12(e), each student's work, conduct, reliability and personality shall be evaluated in writing by his or her supervising teacher and such evaluation shall become a part of the student's record and shall be available for inspection by the Board.~~

~~(i) Operation and Maintenance of the Physical Plant. In addition to the requirement of subparagraph (a) above, each school shall operate and maintain all physical equipment in good repair.~~

~~Lockers shall be available for student use.~~

§331.14. ~~Quality of Instruction. Reserved~~

~~Nothing herein contained shall constitute any limitation or restriction upon the power of the Board to refuse to approve, or to disapprove, any school if in the opinion of the Board the quality of instruction is not sufficiently high to meet the objective of the State Chiropractic Act or these rules.~~

§331.15. Violations and/or Failure to Comply.

~~(a) Any violation of these rules, or failure to comply with them, shall be grounds to revoke approval of any school, and to refuse approval to any school, or to any applicant.~~

~~(b) If any school provisionally approved or approved by the Board undergoes fundamental~~

~~changes in its administration, organization or stated objectives, provisional approval or approval shall be suspended until such time as the Board again appraises the institution.~~

~~Such changes include but are not limited to change in ownership of the school or its assets or noncompliance with Section 29032(a)(2) of the Education Code.~~

~~(c) In the event an approved school or a school applying for provisional approval fails to maintain or meet the required standards, the institution will be given a bill of particulars and granted 60 days to comply; in the event such corrections are not made within said time, the institution will be removed from the approved list or denied provisional approval.~~

~~(d) Institutions rejected or removed from the approved list may apply for reconsideration or reinstatement in accordance with Rule 331.~~

Violations and/or failures to comply with the accreditation standards of the Council on Chiropractic Education or other accreditation bodies approved by the Board, pursuant to Section 5 of the Initiative Act, regional accreditation bodies, and the rules and regulation set forth by the U.S Department of Education, may be grounds for denial of an application for approval or revocation of approval by the Board.

§331.16.13. Definition of Board.

~~Whenever the Board is used in this article, it shall mean the Board of Chiropractic Examiners unless otherwise indicated.~~



**Agenda Item 14
January 20, 2023**

Enforcement Committee Report

Purpose of the Item

The Board will:

- A. Receive an update from Committee Chair Laurence Adams, D.C. on the December 9, 2022 Enforcement Committee meeting;
- B. Review, discuss, and possibly act on the Committee's recommendation regarding proposed regulations for disciplinary decisions involving sexual contact with a patient and required actions against registered sex offenders (add California Code of Regulations [CCR], title 16, sections 384.1 and 384.2); and
- C. Review, discuss, and possibly act on the Committee's recommendation to repeal CCR, title 16, section 354 (Successful Examination).

Action Requested

The Board will be asked to consider the Committee's recommendations regarding the regulatory proposals to add CCR, title 16, sections 384.1 and 384.2 and to repeal CCR, title 16, section 354.

Background

The Committee met by teleconference (Webex) on December 9, 2022, and discussed the following items:

Proposed Regulations for Disciplinary Decisions Involving Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2)

The Committee continued its review and discussion of the proposed language regarding disciplinary decisions involving sexual contact with a patient and required actions against sex offenders from the comprehensive Consumer Protection Enforcement Initiative (CPEI) regulatory package that had been approved by the Board at the August 29, 2016 meeting (see Attachment 2).

The Committee had no concerns with the proposed language to add CCR, title 16, section 384.1 (Sexual Contact with Patient), which would require any proposed decision or decision that contains any finding of fact that a licensee engaged in any act of sexual contact, as defined in [Business and Professions Code section 729, subdivision \(c\)](#), to

contain an order of revocation, and prohibit a proposed decision from containing a stay of the revocation.

The Committee also considered the proposed language to add CCR, title 16, section 384.2 (Required Actions Against Sex Offenders), which would require the Board to deny an application for licensure or revoke a license for an individual who is required to register as a sex offender pursuant to [Penal Code \(PC\) section 290](#), or an equivalent law in another jurisdiction. This section would prohibit the Board from reinstating or reissuing the individual's license, issuing a stay of revocation, or placing the license on probation.

The Committee discussed California's current three-tier sex offender registration system that became effective on January 1, 2021 through [Senate Bill 384 \(Chapter 541, Statutes of 2017\)](#), and how it would be prudent for the Board to retain its discretion for cases involving tier one offenders due to the potential for extenuating circumstances where license denial or revocation without a stay order may not be necessary for public protection.

The Committee recommended that staff be directed to work with regulatory legal counsel to prepare updated proposed language that would require:

- 1) Any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined in BPC section 729, subdivision (c), or is subject to registration as a sex offender under PC section 290 in any tier, to contain an order of revocation and prohibit the proposed decision from containing a stay of the revocation;
- 2) Any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined in BPC section 729, subdivision (c), to contain an order of revocation; and
- 3) The Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender under PC section 290 in any tier, and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender, as defined in PC section 290, subdivision (d)(2) and (3).

At this meeting, the Board is asked to discuss the Committee's recommended updates to this regulatory proposal.

If the Board agrees with the proposed concept and direction of these regulations, staff will work with regulatory legal counsel to develop final proposed text for the Board's review and approval at the April 21, 2023 meeting.

Regulatory Proposal Regarding the Authorized Activities Performed by Unlicensed Individuals within a Chiropractic Practice (Amend CCR, Title 16, Section 312)

The Committee discussed the pending regulatory proposal to amend CCR, title 16, section 312 (Supervision of Unlicensed Individuals), which would clarify the role of and delineate the activities that can be performed by unlicensed individuals within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that unlicensed individuals follow and provide only the treatment defined in the supervising doctor of chiropractic's treatment plan.

The Committee determined that additional updates are needed to the proposed language that had been previously approved by the Board before moving forward with this proposal. The Committee discussed the minimum supervision requirements and expectations within the practice and the need to further define "unlicensed" staff and develop regulations for students participating in a preceptor program.

Staff will incorporate the Committee's discussion and feedback into the proposed language and present an updated proposal to the Committee for review and discussion at a future meeting.

Regulatory Proposal to Repeal CCR, Title 16, Section 354 (Successful Examination)

The Committee considered staff's recommendation to repeal CCR, title 16, section 354, which became effective November 17, 1979, and states:

§ 354. Successful Examination.

Notwithstanding Section 312, applicants who are notified in writing by the Board of the successful completion of the Board examination, may immediately commence the practice of chiropractic in California pending the receipt of their certificate.

This regulation conflicts with CCR, title 16, section 310.2, which prohibits any person from engaging in the practice of chiropractic, as defined in section 302, without holding an active license issued by the Board, and similar provisions within Sections 5 and 15 of the Chiropractic Initiative Act of California.

In addition, this regulation causes confusion regarding the licensure process. Currently, applicants for licensure are immediately notified in writing of the results (pass/fail) of the California Chiropractic Law Examination (CCLE). As the final step for licensure, after passing the CCLE, applicants must submit a copy of their pass results to the Board with the initial license fee. Board staff then performs a final review of their application package, confirms all requirements have been met and no cause exists to deny a license, and issues a doctor of chiropractic license to the applicant. If cause exists to

deny a license, Board staff follows the procedures outlined in Government Code section 11500 et seq.

The Committee concurred with staff's recommendation and voted to recommend that the Board initiate the rulemaking process to repeal CCR, title 16, section 354 (see Attachment 3).

At this meeting, the Board is asked to consider the Committee's recommendation.

Attachments

1. December 9, 2022 Enforcement Committee Notice and Agenda
2. Proposed Language to Add California Code of Regulations, Title 16, Sections 384.1 and 384.2 (Previously Proposed as New Sections 390.7 and 390.8), as Approved by the Board on August 29, 2016
3. Proposed Text to Repeal California Code of Regulations, Title 16, Section 354 (Successful Examination)



NOTICE OF TELECONFERENCE ENFORCEMENT COMMITTEE MEETING

Committee Members

Laurence Adams, D.C., Chair
David Paris, D.C.
Rafael Sweet

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

**Friday, December 9, 2022
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 Enforcement 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=mce34c786c1e3547b5e02d25ae0dc18da>

If joining using the link above

Webinar number: 2495 974 8730
Webinar password: BCE12092022

If joining by phone

+1-415-655-0001 US Toll
Access code: 249 597 48730
Passcode: 22312092

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Wednesday, December 7, 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 October 6, 2022 Committee Meeting Minutes**
- 3. Update on Board's Enforcement Program**
- 4. Review, Discussion, and Possible Recommendation Regarding Proposed Regulations for Disciplinary Decisions Involving Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (add California Code of Regulations [CCR], Title 16, sections 384.1 and 384.2)**
- 5. Review, Discussion, and Possible Recommendation Regarding the Authorized Activities Performed by Unlicensed Individuals within a Chiropractic Practice (amend CCR, Title 16, section 312)**
- 6. Review, Discussion, and Possible Recommendation Regarding Proposal to Amend or Repeal CCR, Title 16, section 354 (Successful Examination)**
- 7. 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).]
- 8. 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.]
- 9. Schedule 2023 Committee Meetings**
- 10. 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.

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.

**Proposed Language to Add California Code of Regulations, Title 16, Sections
384.1 and 384.2 (Previously Proposed as New Sections 390.7 and 390.8)**

(as approved by the Board of Chiropractic Examiners on August 29, 2016)

§ 384.1. Sexual Contact With Patient.

Except as otherwise provided, any proposed decision or decision issued in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, that contains any finding of fact that the licensee engaged in any act of sexual contact, as defined in subdivision (c)(3) of Section 729 of the Business and Professions Code, shall contain an order of revocation. A proposed decision shall not contain a stay of the revocation.

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

Reference: Sections 1000-4(b) and 1000-10, Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii).

§ 384.2. Required Actions Against Registered Sex Offenders.

(a) Except as otherwise provided, with regard to an individual who is required to register as a sex offender pursuant to Section 290 of the Penal Code, or the equivalent in another state or territory, under military law, under federal law, or by a foreign government, or any other jurisdiction or province thereof, the board shall be subject to the following requirements:

(1) The board shall deny an application by the individual for licensure in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(2) If the individual is licensed under (Chiropractic Initiative Act of California) the board shall promptly revoke the license of the individual in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. The board shall not stay the revocation nor place the license on probation.

(3) The board shall not reinstate or reissue the individual's license. The board shall not issue a stay of license denial nor place the license on probation.

(b) This section shall not apply to any of the following:

(1) An individual who has been relieved under Section 290.5 of the Penal Code of his or her duty to register as a sex offender, or whose duty to register has otherwise

been formally terminated under California law or the law of the jurisdiction that requires his or her registration as a sex offender, provided, however, that nothing in this paragraph shall prohibit the board from exercising its discretion to deny or discipline a license under any other provision of state law.

(2) An individual who is required to register as a sex offender pursuant to Section 290 of the Penal Code solely because of a misdemeanor conviction under Section 314 of the Penal Code. However, nothing in this paragraph shall prohibit the board from exercising its discretion to deny or discipline a license under any other provision of state law based upon the licensee's conviction under Section 314 of the Penal Code.

(3) Any administrative adjudication proceeding under Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that is fully adjudicated prior to [insert effective date]. A petition for reinstatement of a revoked or surrendered license shall be considered a new proceeding for purposes of this paragraph, and the prohibition against reinstating a license to an individual who is required to register as a sex offender shall be applicable.

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

Title 16. Board of Chiropractic Examiners

Legend: Proposed deletions of regulatory provisions are shown in ~~single-strikeout~~.

Proposed Repeal of Successful Examination Regulation

Delete Section 354 of Article 5 in Division 4 of Title 16 of the California Code of Regulations as follows:

~~§ 354. Successful Examination.~~

~~Notwithstanding Section 312, applicants who are notified in writing by the Board of the successful completion of the Board examination, may immediately commence the practice of chiropractic in California pending the receipt of their certificate.~~

~~NOTE: Authority cited: Section 4(b) of the Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii). Reference: Section 4(b) of the Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii).~~



**Agenda Item 15
January 20, 2023**

Continuing Education Committee Report

Purpose of the Item

The Board will:

- A. Receive an update from Committee Chair David Paris, D.C. on the December 2, 2022 and January 4, 2023 Continuing Education Committee meetings; and
- B. Review, discuss, and possibly act on the Committee's recommendation regarding proposed changes to the annual continuing education (CE) requirements for licensees and the Board's CE course review and approval process (amend California Code of Regulations [CCR], title 16, sections 360–364).

Action Requested

The Board will be asked to consider the Committee's recommendation regarding the regulatory proposal to amend CCR, title 16, sections 360–364.

Background

The Committee met by teleconference (Webex) on December 2, 2022, and January 4, 2023, and discussed the following items:

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)

To increase the effectiveness of the Board's Continuing Education Program, the Committee has been developing proposed changes to CCR, title 16, sections 360–364 to update the annual CE requirements for licensees and the Board's CE course review and approval process (see Attachment 3 for draft proposed text).

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

This section has been updated for consistency with the current CE fee amounts in [Business and Professions Code section 1006.5](#), as amended effective January 1, 2023, by Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022). After the Board has approved the proposed structure of the new course review and approval process, staff will develop recommended fee amounts to implement through regulation based on the

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January 20, 2023
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actual staff time and resources involved in the review and approval process for 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 for active licensees would remain, the Committee is proposing 10 mandatory hours in four new competency areas as follows:

- 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

The 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 in CCR, title 16, section 363. Courses in these competency areas may not be completed through distance learning.

The remaining 14 hours of CE 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 identified in CCR, title 16, section 361, subdivision (d)(2)–(8).

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.

In addition, the CE provider application forms have been updated to gather additional information on the provider’s background during the initial application and biennial renewal processes (see Attachments 4-6).

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. Specifically, this section:

- Defines a course as a program of coordinated instruction in any one of the five competency areas defined in CCR, title 16, section 361, subdivision (f), and provides a three-year course approval period;

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January 20, 2023

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- Identifies the three learning methods that will be recognized by the Board: 1) in-person learning experience; 2) live and interactive courses given via electronic means (with a real-time audio and video connection between the licensee and provider); and 3) distance learning;
- Outlines the minimum requirements for Board-approved courses; and
- Strengthens the application, review, and approval process for new courses and changes to existing courses, and implements a new process for reapproval of courses (see Attachments 7-11).

CCR, Title 16, Section 363.1. Distance Learning.

This section updates the definition of asynchronous distance learning and requires licensees to pass a test of the subject matter for successful completion of a distance learning course.

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

This section outlines the criteria where a licensee may qualify for full exemption from the annual CE requirement during a license renewal period. The prior language that described other activities that qualify for CE credit was moved to CCR, title 16, section 361 for clarity.

Action Requested by the Board

At this meeting, the Board is asked to discuss the proposed concept and direction of this regulatory proposal. If the Board agrees, staff will work with regulatory legal counsel to finalize the proposed text and forms and with the Department of Consumer Affairs Budget Office to prepare a fiscal analysis and develop proposed fee amounts. Staff would then present the final proposal to the Board for review and approval at the April 21, 2023 meeting.

Proposal to Mandate Basic Life Support or Cardiopulmonary Resuscitation Certification for Licensees (Add CCR, Title 16, Section 371.1)

The Committee reviewed and discussed the pending regulatory proposal to mandate basic life support (BLS) or cardiopulmonary resuscitation (CPR) certification for all licensees that had been approved by the Board on July 30, 2015, and was subsequently placed on hold pending the completion of the comprehensive updates to the Board's CE regulations.

The Committee concurred with staff's recommended changes to the proposal to:

- 1) mandate BLS-level training and certification for active licensees, as BLS courses are

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designed for healthcare providers and public safety professionals whereas general CPR courses are intended for those without formal medical training; and 2) 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 Committee discussed the need to determine if the certifying entities are able to make appropriate accommodations for an individual with a temporary or permanent disability, or if there are certain limitations that may prevent an individual with a disability from being able to obtain the certification.

Staff will discuss this issue with the certifying entities and provide an update to the Committee at the next meeting.

Attachments

1. December 2, 2022 Continuing Education Committee Notice and Agenda
2. January 4, 2023 Continuing Education Committee Notice and Agenda
3. Proposed Language to Amend California Code of Regulations, Title 16, Sections 360-364 (Draft)
4. New Continuing Education Provider Application (Form No. BCE200, Rev. 12/2022) [Draft]
5. Continuing Education Provider Renewal Application (Form No. BCE201, Rev. 12/2022) [Draft]
6. Request for Authorization of Changes to Continuing Education Provider Approval (Form No. BCE202, 12/2022) [Draft]
7. New Continuing Education Course Application (Form No. BCE203, Rev. 01/2023) [Draft]
8. Continuing Education Instructor Attestation (Form No. BCE204, 12/2022) [Draft]
9. Request to Change Continuing Education Course Date(s) or Location(s) (Form No. BCE205, 01/2023) [Draft]
10. Request for Authorization of Changes to Continuing Education Course (Form No. BCE206, 01/2023) [Draft]
11. Application for Reapproval of a Continuing Education Course (Form No. BCE207, 01/2023) [Draft]



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:

Friday, December 2, 2022
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=m4bc2e7f2ac66ef38b75998e8f868e774>

If joining using the link above

Webinar number: 2484 797 5269
Webinar password: BCE12022022

If joining by phone

+1-415-655-0001 US Toll
Access code: 248 479 75269
Passcode: 22312022

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 Wednesday, November 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 October 6, 2022 and October 25, 2022 Committee Meeting Minutes**
- 3. Update on Board's Continuing Education (CE) Program**
- 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)**
- 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. Schedule 2023 Committee Meetings**
- 8. 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

BCE Continuing Education Committee Meeting Agenda

December 2, 2022

Page 3

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.



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

If joining by phone

+1-415-655-0001 US Toll

Access code: 248 555 00584

Passcode: 22301042

Instructions to connect to the meeting can be found at the end of this agenda.

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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)).

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Sacramento, CA 95834

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

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:

1. (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) Advanced imaging and Ddiagnostic testing procedures, interpretation, and technologies that aid in differential diagnosis of all conditions that affect the human body, such as X-rays, magnetic resonance imaging (MRI), computerized tomography (CT) scans, electromyography (EMG), nerve conduction velocity (NCV), diagnostic ultrasound, and electrocardiography (EKG or ECG).

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 ~~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.

(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) Approved by the Board pursuant to subdivision (c) to offer 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 ~~the~~ Board office at least thirty (30) days prior to a scheduled ~~the~~ 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 Board meeting and notification of the ~~the~~ Board's decision will be provided in writing within two (2) weeks following the ~~the~~ Board meeting.

(2) The approval of the provider shall expire two (2) years after it is issued by the 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 ~~h~~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 Pproviders 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 ~~h~~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 ~~h~~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 ~~the~~ Board to appeal the Executive Officer's decision. 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 provider. The ~~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 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 through an audio and video connection.

(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. 01/2023), 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, 01/2023), 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, 01/2023), 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, 01/2023), 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 1000-4(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 1000-4(b), 1000-4(e), and 1000-10, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).



**Agenda Item 15
Attachment 4**

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)

**Board of Chiropractic Examiners
New Continuing Education Provider Application
Page 3 of 4**

Section V. License Information

1. Are any of the individuals identified in Sections II, III, and IV above currently, or have they ever been, licensed by another state or federal licensing agency?

- Yes*
- No

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

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

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 4 of 5

Section V. License Information

1. Are any of the individuals added in Sections II, III, and/or IV above currently, or have they ever been, licensed by another state or federal licensing agency?

- Yes* No Not Applicable

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

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

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

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)
<ul style="list-style-type: none">○ 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.

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Course Learning Format: (Select All That Apply)

- In-Person Learning Experience.** This synchronous learning format consists 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.
- Live and Interactive Course Given via Electronic Means.** This synchronous learning format consists of lectures, webinars, workshops, or 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 through an audio and video connection.
- Distance Learning (Note: Courses in Competency 1 or 3 will not be approved for distance learning).** This form of asynchronous learning is conducted online or outside of a classroom and does not offer participatory interaction between the licensee and the instructor during the instructional period.

Number of Hours of Instruction: _____

Course Application Fee: _____

Total Hours Applied for (_____) x \$116.00 per Hour = _____

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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- 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.

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

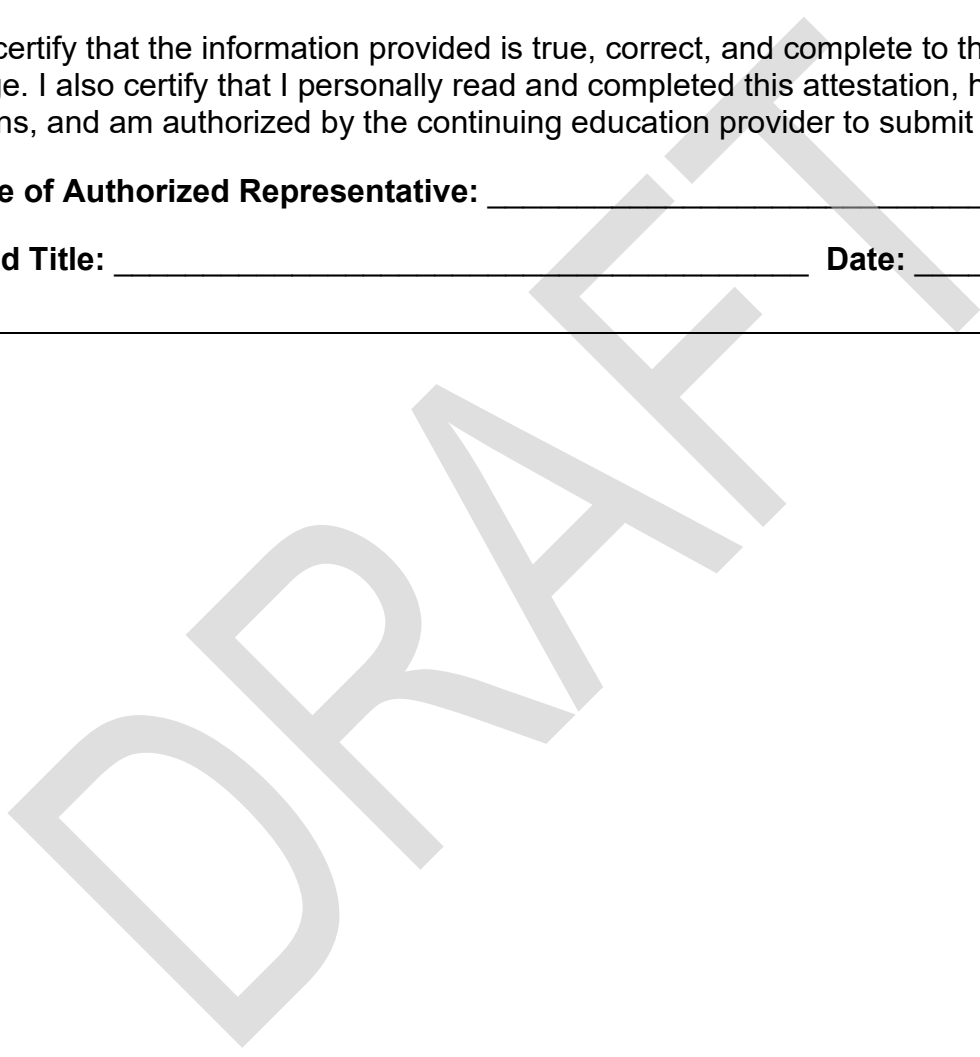
- _____ The provider will obtain the Board's written authorization prior to making any substantive changes to the course.

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:** _____





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

1. Are you currently, or have you ever been, licensed by the California Board of Chiropractic Examiners?
 - Yes License Number: DC _____
 - No
2. 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:		

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 street address, 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. 01/2023).

Section I. Continuing Education Provider Information

Provider's Name:		
Street Address:		
City:	State:	Zip Code:
Provider's Website:		

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"/> Attendance Tracking Method/System
<input type="checkbox"/> Breakdown of Course Content	<input type="checkbox"/> Course Syllabus or Promotional Material
<input type="checkbox"/> Instructor(s)	<input type="checkbox"/> Certificate of Completion
<input type="checkbox"/> Learning Format(s)	<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.

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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:		

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, 01/2023) to this application.

2. Provide the following supporting documentation with this application:

- A detailed description of the updates that have been made to the course content and instructional materials since the Board's last review of the course.
- An updated 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. 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

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Application for Reapproval of a Continuing Education Course
Page 4 of 4

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.

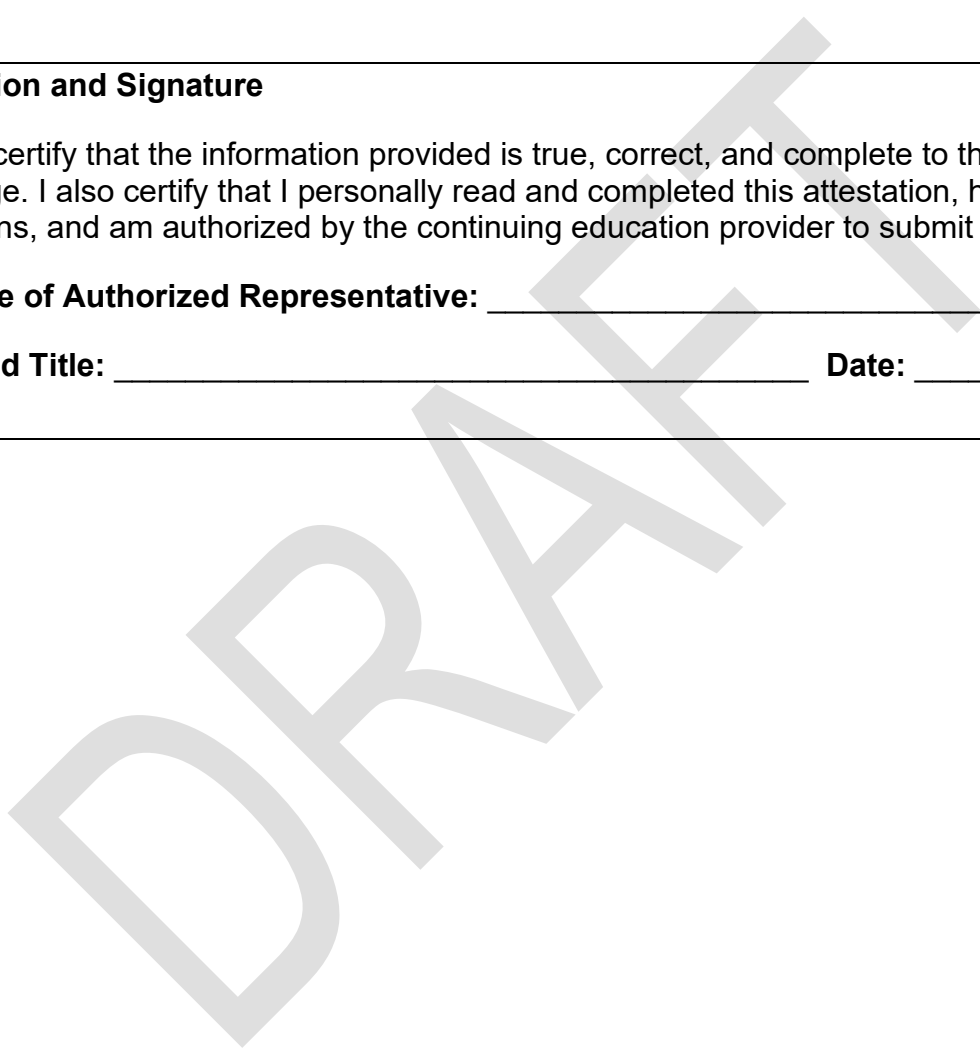
_____ The provider will obtain the Board's written authorization prior to making any substantive changes to the course.

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:** _____





BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS
1625 N. Market Blvd., Suite N-327, Sacramento, CA 95834
P (916) 263-5355 | Toll-Free (866) 543-1311 | F (916) 327-0039 | www.chiro.ca.gov



Agenda Item 16
January 20, 2023

Future Agenda Items

Purpose of the Item

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

The Board 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.]



Agenda Item 17
January 20, 2023

Closed Session

Purpose of the Item

The Board will meet in closed session to:

- **Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)**



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Agenda Item 18
January 20, 2023

Adjournment

Time: _____