PACE

Federation of Chiropractic Licensing Boards
Providers of Approved Continuing Education

Policies & Procedures

Criteria for Quality Continuing Education

Adopted February 9, 2006
Revised July 9, 2014

PACE

Streamlining Continuing Education Provider Approval

INTRODUCTION

The Federation of Chiropractic Licensing Boards (FCLB), the non-profit association of government agencies empowered to regulate the chiropractic profession, is pleased to present the FCLB service entitled Providers of Approved Continuing Education (PACE).

> *The mission of the FCLB is to protect the public and to serve our member boards by promoting excellence in chiropractic regulation.*

At the request of our membership and major CE providers, the FCLB has worked closely with member boards and program stakeholders to develop a uniform approval process designed to streamline recognition for providers seeking board approval for their CE programs. In addition, PACE offers the chiropractic community an efficient mechanism to select their continuing education hours with confidence.

To comply with the legalities of maintaining decision-making authority within the regulatory boards, FCLB and its PACE Committee recommend that member boards adopt the criteria of PACE as part of the criteria of the board. Thereafter, a member board can rely upon the PACE recognition as determining compliance with the defined criteria. Please reference the **Model Statute and Regulations** in Appendix 3.

Chiropractic regulatory boards may also assess providers and/or programs directly to verify compliance with criteria determined by the board. However, the FCLB PACE program is designed to provide uniform criteria and to alleviate the administrative burdens placed upon boards by this resource-intensive process.

Evaluating applicants and approved CE providers is an ongoing process. Once Recognized Provider status is awarded, FCLB continues to assess compliance with PACE requirements as a service to its member boards in furtherance of its public protection mission.

What Is Pace?

PACE evaluates providers for program quality in eight areas which include 25 criteria. Only CE providers that meet the *FCLB PACE Criteria for Quality Continuing Education* and comply with *FCLB PACE Policies & Procedures* are granted PACE approval and are authorized to use the PACE logo and/or approval statement on their publications. Once approved, CE providers are held responsible for continued compliance with those same standards to maintain recognition.

PACE does not approve specific courses or credit hours Recognized Providers offer, but does review course materials as part of the provider application process, and maintains oversight over courses that bear the PACE logo.

Any individual or entity may apply for PACE approval. Applicants pay an initial fee which includes the non-refundable application fee and first year's recognition fee (which is refunded if recognized status is not awarded), register courses at no charge, and pay a modest attendee records fee.

A registry of CE credits for attendees to PACE recognized courses is maintained in the FCLB CIN-BAD database as a service to both attendees and member boards.

PACE Authority

Individual regulatory boards retain the ultimate authority over continuing education content and approval for relicensure.

Within the PACE program, the FCLB Board of Directors, as elected by member licensing boards, grants final approval and authority to all aspects of the program. When making decisions, the FCLB Board considers recommendations of the PACE Committee as based on the investigative efforts of the Review Team.

FCLB Board of Directors	Final Approval Authority	• Recognition of Status • Removal of Status or Probation • Complaints
PACE Committee	Recommending Authority	
Review Team	Investigative & Application Authority	

Using This Book

This booklet includes the two PACE governing documents, *Policies & Procedures* and *Criteria for Quality Continuing Education*. The *Policies* explains the guiding principles and functions of the PACE program while the *Criteria* outlines provider compliance. Both of these documents direct the work of the PACE Committee and Review Team.

As the fundamental guidelines for the PACE program, these are officially adopted documents which cannot be changed without significant stakeholder participation. Standard revisions require a 13 month deliberation and review process. Emergency revisions must be approved by all current Recognized Providers. Specific guidelines for revising the governing documents are outlined in **Policy 5 – Amending PACE Governing Documents**.

The quality control for continuing education programs centers on the *FCLB PACE Criteria for Quality Continuing Education.* These criteria are subject to regular review by the FCLB.

The appendices of this booklet are frequently updated to reflect the most current information about the PACE program and include **sample documents, stakeholder information, frequently asked questions,** and a **history** of the program's development.

PACE

Streamlining Continuing Education Provider Approval

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Federation of Chiropractic Licensing Boards
PACE

Policies & Procedures

1. PACE'S MISSION

"PACE" is the Providers of Approved Continuing Education program, a service of the Federation of Chiropractic Licensing Boards. PACE's mission is to establish criteria and procedures for multi-jurisdictional recognition of continuing education providers, thereby:

A. Furnishing doctors of chiropractic with a dependable basis for selecting continuing education programs,

B. Assisting FCLB member boards in their evaluation of continuing education providers and programs,

C. Improving the quality of continuing education programs through critical scrutiny and provider self-evaluation, and

D. Protecting the public through advancements in chiropractic education.

2. GOVERNANCE OF PACE

Final authority over PACE is vested in the Board of Directors of the FCLB. The Board reserves the right to modify PACE as necessary to achieve the program's objectives.

3. LIMIT OF PACE'S AUTHORITY

FCLB member boards are encouraged to incorporate PACE into their regulatory protocols; however, legal authority to accredit providers and programs remains with each member and is not assumed by PACE.

PACE does not approve individual continuing education courses or award credit hours for course participation. PACE's authority is limited to granting the status of "PACE Recognized Provider" to an applicant that demonstrates compliance with *PACE Criteria for Quality Continuing Education* and *PACE Policies & Procedures.*

4. VOLUNTARY NATURE OF PACE

A continuing education provider's participation in PACE is voluntary, but receiving PACE recognition obligates a provider to comply with *PACE Policies & Procedures* and *PACE Criteria for Quality Continuing Education*.

5. AMENDING PACE GOVERNING DOCUMENTS

Under ordinary circumstances, a proposed amendment to either *PACE Criteria for Quality Continuing Education* or *PACE Policies & Procedures* shall be submitted to the FCLB Board of Directors, which shall publish the proposal at least 30 days before the FCLB's next annual meeting, invite written comment and provide a forum for discussion at the meeting. At the following year's annual meeting, the FCLB Board of Directors shall vote to adopt or reject the proposed amendment.

In the event of an emergency, the *Criteria* and *Policies & Procedures* may be amended with the unanimous consent of all currently recognized providers and the consent of two-thirds of the FCLB Board of Directors and two-thirds of the PACE Committee.

6. ORGANIZATION OF PACE

PACE has three structural components, the PACE Review Team, the PACE Committee and the Appellate Commission.

PACE Review Team. The PACE Review Team's responsibilities are to assess applicants for Recognized Provider status, to conduct course reviews and to investigate allegations of non-compliance by recognized providers. The Review Team reports its findings and recommendations to the PACE Committee.

The Review Team shall be appointed by the President of the FCLB with the approval of the FCLB Board of Directors and shall consist of no fewer than 12 persons. The composition of the Review Team shall be as follows:

A. One representative from each college that is a member of the Association of Chiropractic Colleges, appointed from a slate of three nominees offered by the president of the college;

B. Such experts as may be needed by the Review Team to discharge its responsibilities efficiently and effectively.

The term of service for a Review Team member shall be set by the FCLB Board of Directors but shall not exceed three years, and no member may serve for more than three terms. Terms shall be staggered. The Review Team shall elect a chair.

PACE Committee. The PACE Committee's responsibilities are to provide oversight to the Review Team, receive the Review Team's reports and recommendations and make its own recommendations to the FCLB Board of Directors concerning final action on provider applications, renewals or sanctions. The Committee shall be composed of eight persons appointed by the President of the FCLB with the approval of the FCLB Board of Directors and in conformity with the following criteria:

A. One Committee member shall be a current Director of the FCLB and shall serve as Committee Chair;

B. Two Committee members shall either be currently serving on FCLB member boards or shall have served on member boards within five years preceding appointment;

C. One Committee member shall be an employee or representative of an entity that currently provides chiropractic continuing education;

D. One Committee member shall be the current executive director or head administrator of an FCLB member board;

E. One Committee member, deemed the Public Member, shall not be a Doctor of Chiropractic or a student in a Doctor of Chiropractic program and shall not meet any of the requirements set forth above;

F. One Committee member shall be the chair of the Pace Review Team;

F. One Committee member, *ex officio* and non-voting, shall be an employee on the staff of the FCLB.

The term of service for a PACE Committee member shall be set by the FCLB Board of Directors but shall not exceed three years, and no member shall serve for more than three terms. Terms shall be staggered.

Appellate Commission. The Appellate Commission's responsibilities are to hear and adjudicate appeals resulting from the denial of Recognized Provider status or from any adverse action taken against a provider by the FCLB. To preserve the Commission's impartiality, no Commission member shall participate in any initial decision regarding a provider application, renewal application or proposed adverse action.

The Commission shall be composed of three persons appointed by the President of the FCLB with the approval of the FCLB Board of Directors. At least two of the three Commission members shall be current members of the FCLB Board of Directors. The term of service shall be two years and begin in January so as to run congruently with other FCLB committee appointments.

7. CONFIDENTIALITY

Neither the FCLB nor PACE shall disclose any information regarding PACE-Recognized Providers or applicants for recognition except the following:

A. That an application for recognition has been received and is pending or that a provider has been recognized, including the date of recognition and the date recognition expires;

B. Any information required to be disclosed by applicable law or duly-entered court order.

8. CONFLICTS OF INTEREST

If any decision or action proposed by PACE creates a conflict of interest for a member of the FCLB Board of Directors, the PACE Review Team, the PACE Committee or the Appellate Commission, that member shall promptly recuse himself from participating in the proposed decision or action.

9. APPLYING FOR RECOGNITION

Step 1. Initial Application

Any continuing education provider seeking "PACE Recognized Provider" status shall complete and submit to the FCLB an *Application for Recognition*. Required supporting documentation, the application fee and the first year's recognition fee shall be included with the application. The FCLB staff shall publish submission deadlines, which shall be not less than 60 days prior to the next scheduled meeting of the PACE Committee. The application fee is non-refundable. If the application is denied, the first year's recognition fee shall be refunded.

At any time while an application is pending, PACE reserves the right to seek additional information from any source it deems necessary to properly review the application. Such additional information may include, but is not limited to, the

names, addresses and telephone numbers of continuing education course participants, course evaluation forms turned in by participants, on-site visits by PACE representatives, and observation of continuing education programs

FCLB staff members shall review a submitted application for completeness. If any deficiencies are noted, the applicant shall be so informed within 30 days after receipt of the application and shall be given the option to supplement the application or proceed as filed.

Step 2. Review of Application

Following initial staff review, the application shall be forwarded to the PACE Review Team and assigned to a three-member panel randomly selected by FCLB computer from Review Team members who have no *prima facie* conflict of interest. The applicant shall have the option to disqualify one panel member, and if the applicant exercises this option, a substitute member shall be randomly selected by computer. No further substitutions shall be allowed unless a proposed panel member voluntarily recuses himself. The three-member panel shall assess the application for compliance with PACE requirements and report its findings and recommendations to the PACE Committee.

Step 3. PACE Committee

The PACE Committee may remand an application to the Review Team panel for the development of further information or may recommend to the FCLB Board of Directors that Recognized Provider status be granted, granted subject to conditions, or denied.

Step 4. Final Action by FCLB

The FCLB Board of Directors shall recognize an applicant as a PACE Provider, or grant conditional recognition, or deny recognition. The Board shall notify the applicant of its decision in writing within 15 days after the decision is made. If recognition is denied, the notice shall set forth the basis for denial. An applicant who has been denied recognition may petition the Board for reconsideration.

If PACE Recognized Provider status is granted, the FCLB's written notice shall include:

A. The effective date of recognition;

B. A Recognized Provider reference number;

C. The text of the statement that must be used when announcing or publicizing PACE recognition;

D. A summary of PACE Provider responsibilities and the procedures to be observed for documenting attendance at continuing education programs;

E. A summary of the procedures governing renewal applications for continued recognition;

F. If applicable, a summary of required or recommended improvements to the Recognized Provider's continuing education program.

10. TERMS OF PACE RECOGNITION; REPORTING REQUIREMENTS

The initial period of recognition shall not exceed one year. To renew PACE recognition, a provider shall reapply at least once every three years and may be required to reapply more frequently if the PACE Committee determines that the provider's circumstances so warrant.

A Recognized Provider shall submit annual reports to the PACE Committee demonstrating ongoing compliance with PACE requirements. If required by the Committee, a Recognized Provider shall also submit interim reports to demonstrate that any compliance problem has been solved.

Unless instructed otherwise by the staff of the FCLB, a Recognized Provider's annual recognition fee is payable thirty days in advance of the anniversary of initial recognition.

11. PUBLICIZING PACE RECOGNITION; USE OF PACE LOGO

The grant of PACE Recognized Provider status does not imply recognition of a provider's parent organization, subsidiary, satellite, sister division or partner. No advertising or promotional materials inconsistent with this provision are permitted.

Use of the name "PACE" and the PACE logo is subject to the intellectual property rights of the FCLB and shall conform to the following requirements:

A. Printed declarations of Recognized Provider status shall take the form, "[Provider Name] is recognized by the PACE program of the Federation of Chiropractic Licensing Boards." The PACE logo shall appear in conjunction with this declaration, and neither the logo nor the declaration shall dominate other portions of the text.

B. The PACE logo shall be tastefully displayed and shall not be given greater prominence than the provider's name.

C. The PACE logo shall not be used on the provider's letterhead or in any fashion that would imply an affiliation between the provider and PACE or the FCLB other than as a PACE Recognized Provider.

D. The PACE logo shall not be published in conjunction with any statement or material that, in the judgment of the FCLB, tends to undermine the credibility of the FCLB or its programs.

The FCLB shall maintain a directory of PACE Recognized Providers, which shall be available to the public. The FCLB may charge a reasonable fee for printed copies of the directory.

12. RENEWAL OF RECOGNITION

PACE shall publish a schedule of renewal application deadlines. Deadlines shall fall approximately three months prior to meetings of the PACE Committee. PACE shall inform each Recognized Provider of the procedures for renewal of recognition approximately six months prior to the date recognition expires.

A provider seeking renewal of recognition shall complete and submit an *Application for Renewal of Recognized Provider Status*, along with the required fee, not later than the published deadline next preceding the date recognition expires. The provider may also be required to submit evidence demonstrating ongoing compliance with *PACE Policies & Procedures* and *PACE Quality Criteria.*

The PACE Committee shall either review the application itself or, in its discretion, appoint a panel of the PACE Review Team to study the application and report to the Committee. After the application has been reviewed, the PACE Committee shall recommend to the FCLB Board of Directors that Recognized Provider status be renewed, renewed subject to conditions, or denied.

13. COMPLAINTS AGAINST RECOGNIZED PROVIDERS

Any party who is informed and believes that a PACE Recognized provider has violated *PACE Policies & Procedures* or *PACE Criteria for Quality Continuing Education* may file a written complaint to that effect with the PACE Committee. The Committee shall maintain the confidentiality of all complaints.

14. ENFORCEMENT OF PACE REQUIREMENTS

Investigation of violations. The PACE Committee shall investigate alleged violations of PACE requirements and shall establish procedures, consistent with due process, to give Recognized Providers, applicants for recognition and providers denied recognition a fair opportunity to answer and present a defense to any alleged violation.

The Committee shall have the authority to request that a respondent supply such documents and other materials as the Committee deems useful in conducting its investigation. Refusal to honor the Committee's request may be read against the respondent.

The Committee shall attempt to resolve informally any issue, dispute or concern underlying an investigation. If the matter cannot be resolved informally, the Committee shall serve the respondent with a written complaint reciting the specific provisions of *PACE Policies & Procedures* or *PACE Quality Criteria* alleged to have been violated. The respondent shall be given a reasonable opportunity to answer the charges.

Once the response period has expired, the Committee, at its next regularly-scheduled meeting, shall hear the complaint, compile a record of the hearing and make written recommendations to the FCLB as to the proper adjudication of the charges. This recommendation shall include findings of fact and any sanctions proposed by the Committee.

Sanctions. The FCLB may impose any of the following sanctions, singly or in combination, upon a respondent found guilty of violating PACE requirements:

A. Denial of PACE Recognized Provider Status
B. Permanent revocation of PACE Recognized Provider Status
C. Suspension of PACE Recognized Provider Status, with reinstatement subject to specified conditions
D. Restrictions upon a provider's continuing education course or courses
E. Compulsory submission of interim reports
F. Probation
G. Letters of admonition, caution or concern.

15. RECONSIDERATION & APPEAL OF ADVERSE ACTION

Reconsideration. A party against whom the FCLB has imposed sanctions shall have the right to petition the FCLB for reconsideration of its adverse action. Such petition shall be in writing and state with specificity the grounds for seeking reconsideration.

The issue raised by a petition for reconsideration shall be limited to whether the FCLB followed PACE procedural and substantive requirements in taking adverse action against the petitioner. No additions to the existing record shall be permitted.

A petition for reconsideration shall be submitted via certified mail to the PACE Committee in care of the offices of the FCLB. No petition postmarked more than 30 days after the date of the adverse action shall be accepted. A non-refundable reconsideration fee in guaranteed funds shall be included with the petition.

The PACE Committee shall review the petition and make recommendation to the FCLB Board of Directors whether to grant or deny reconsideration. The denial of reconsideration is itself an adverse action and may be appealed.

The failure to petition for reconsideration shall not preclude a party's appeal of an adverse action.

Appeal. A party adversely affected by a final action of the FCLB shall have the right of appeal to the Appellate Commission. Such an appeal shall conform to the procedures set forth in this section.

The issues on appeal shall be confined to whether the FCLB's action was supported by the evidence of record and whether the action conformed to *PACE Policies & Procedures* and *PACE Criteria for Quality Continuing Education.*

Notice of appeal shall be in writing and shall be submitted to the offices of the FCLB via certified mail within 30 days after the date of the adverse action. A non-refundable fee in the amount of $1,500.00 in guaranteed funds (cashier's check or certified check) shall accompany the notice of appeal.

The FCLB shall promptly provide the appellant with a receipt for the paid fee and a schedule for submission of briefs, supporting documentation and such other information as may be needed to perfect the appeal.

Unless the appellant makes a timely written request for a hearing, the appeal will be adjudicated without oral argument on the record as submitted. If a hearing is requested, the appellant shall bear the costs of holding the hearing and shall pay to the FCLB a deposit in the amount estimated by the FCLB to cover such costs. After

the hearing, the FCLB shall provide the appellant with an itemized statement of costs, and the appellant shall promptly pay any balance due.

The Appellate Commission may affirm in whole or part the action of the FCLB, vacate the action of the FCLB and remand the matter to the PACE Committee for further consideration, or reverse in whole or part the action of the FCLB. The Appellate Commission's shall render its written decision within a reasonable time and shall state the basis upon which the decision is made. The decision shall be served by certified mail upon the appellant and the FCLB Board of Directors.

16. REGISTERING CE PROGRAMS; COMPLIANCE AUDITS

Although a PACE Recognized Provider may offer a continuing education program that does not meet PACE standards, any continuing education program that displays the PACE logo or uses PACE provider recognition in its promotional materials shall be registered with the FCLB. The deadline for registration shall be 30 days prior to the first day of the program.

The PACE Committee, in its discretion, may direct that one or more of its representatives attend a registered program for the purpose of auditing compliance with PACE requirements. After the program has concluded, any PACE representative in attendance shall disclose his identity to the provider's on-site agent. The provider shall make timely reimbursement to PACE for any registration fee paid by its representative unless the representative elects to use his attendance to satisfy a personal license renewal obligation, in which case no reimbursement shall be due.

Compliance reports filed with PACE by its representatives are confidential and may serve as a basis for further investigation or the initiation of adverse action against a provider believed to be in violation of PACE requirements.

17. OFF-SITE PROGRAM REVIEW

Three-member panels of the PACE Review Team shall randomly review documentary components of registered continuing education programs for the purpose of monitoring compliance with PACE requirements. Such documentary or "paper" reviews may be conducted before or after a program is presented, and post-presentation reviews may include course evaluations from program participants.

If a Review Team panel identifies any compliance issue, the provider shall be given a reasonable opportunity to revise or correct the program. If the provider fails to remedy the problem to the satisfaction of the panel, the panel shall request that the provider remove the PACE logo from the program's promotional materials and may initiate a formal complaint against the provider.

18. PARTICIPANT RECORDS

Within 30 days after the conclusion of its registered continuing education program, a PACE Recognized Provider shall forward to the FCLB a complete list of program participants, a summary of participant evaluation surveys and the required records fee. The FCLB shall establish standardized procedures to facilitate timely and accurate reporting of program participation.

The list of program participants shall include each participant's name as it appears on his or her license, license numbers for all known jurisdictions, address of record, the name and date of the program and such additional information as may be necessary to ensure accurate posting on the CIN-BAD database.

The FCLB shall post participant information on CIN-BAD and shall certify each licensee's program attendance to the relevant regulatory board or boards. At a licensee's request, and upon payment of the appropriate fee, attendance records may be forwarded to other parties as directed by the licensee.

19. REPORTING SUBSTANTIVE CHANGES

A substantive change in the circumstances of a PACE Recognized Provider is a change that affects the provider's ability to comply with PACE requirements. Examples of substantive changes include, but are not limited to, change of ownership, legal status or control; change in a source of financial support; and change in educational method.

When a Recognized Provider contemplates making a substantive change, the provider shall notify the PACE Committee in writing at least three months prior to the effective date of the change, describe the proposed change in detail, and demonstrate that the change will not impair compliance with PACE requirements.

The PACE Committee may request such additional information as it deems necessary to evaluate the provider's ability to continue to meet PACE requirements in light of the proposed change. The provider's failure to supply the information requested, or the submission of false or misleading information, shall be grounds for initiating adverse action.

If the PACE Committee determines that the proposed change is likely to place the provider out of compliance with PACE requirements, the Committee may direct the PACE Review Team to re-evaluate the provider's recognition status and make appropriate recommendations.

If a Recognized Provider is unsure whether a proposed change is substantive, the provider may apply in writing to the FCLB for an advisory opinion.

20. COMPLAINTS INVOLVING THE ADMINISTRATION OF PACE

Any party who is not a continuing education provider and who is adversely affected by the administration of PACE may file a complaint with the FCLB. The complaint must be in writing and signed by the party.

The FCLB shall investigate the complaint, consult as necessary with the PACE Committee, the Appellate Commission or the FCLB Board of Directors, and make a good faith effort to resolve the complaint.

21. FEES

All PACE fees are non-refundable unless otherwise noted. No partial refund of a recognition fee shall be made upon early termination of recognition, whether voluntary or involuntary. PACE fees are established by the FCLB Board of Directors. PACE reserves the right to alter its fee schedule upon six months' notice to affected parties. A provider's failure to pay any fee when due may result in immediate loss of PACE recognition. Fees are as follows:

A.	Initial application fee	
	For-Profit	$500
B.	Renewal application fee	
	For-Profit	$250
C.	Annual recognition fee	
	Non-profit organizations:	$0
	For-profit organizations:	$2,000
D.	Reconsideration fee:	$500
E.	Appeal fee (not including hearing costs):	$1,500
F.	Records fee:	$1 per hour, per reported attendee, not to exceed $10 per reported attendee.

FCLB PACE Criteria for Quality Continuing Education

FOREWORD

The Federation of Chiropractic Licensing Boards has approved the following *Criteria for Quality Continuing Education* as part of its PACE program. To obtain or retain the status of PACE Recognized Provider, an applicant must satisfy all criteria.

Federation of Chiropractic Licensing Boards
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I. MISSION AND GOALS

Criterion 1. Mission and Goals

The provider shall develop a written mission statement for its continuing education program that establishes the program's relevance to the health care needs of the public and the educational needs or interests of its intended audience.

If continuing education is only one facet of the provider's organization or institution, the program mission statement shall be consistent with the overall goals of the organization or institution.

If the provider has delegated responsibility for administering the program to an employee or agent, that employee or agent shall contribute to the development of the continuing education program's mission statement.

The provider shall periodically re-evaluate the mission statement and revise it as necessary.

II. ADMINISTRATION AND ORGANIZATION

Criterion 2. Administrative Authority

The provider shall establish a qualified, identifiable and continuous authority to administer its continuing education program. The authority shall be responsible for ensuring and demonstrating that the program complies with all PACE quality criteria.

The authority shall create and retain accurate records of participant attendance and activities offered, including needs assessment, methods, objectives, course outlines and evaluation procedures.

Criterion 3. Support Personnel

The provider shall assign sufficient support personnel to plan and implement its continuing education program effectively.

Criterion 4. Cooperative Courses

When two or more PACE Recognized Providers cooperate to develop, distribute or present a continuing education course, each provider shall be equally and fully responsible for ensuring compliance with PACE quality criteria. The respective functions of each provider shall be identified and documented.

When a PACE Recognized Provider cooperates with a provider not recognized by PACE to develop, distribute or present a course, the PACE Recognized Provider shall be fully responsible for ensuring compliance with PACE quality criteria.

Criterion 5. Publicity

The provider shall ensure that all advertising and promotional materials associated with its continuing education program are complete, accurate and not false or misleading and in full compliance with the advertising laws of each jurisdiction where the course is offered. Information supplied to prospective participants shall include:

- Name of the provider and any other entity giving financial support to the course;
- Course title;
- Description of course content;
- Educational objectives;
- Description of teaching methods used;
- All costs, including costs not covered by course fees;
- How and where to register;
- Instructors and their qualifications;
- Refund and cancellation policies;
- Location, date and time (or period of availability for online courses);
- PACE recognition status of each provider;
- Number of credit hours and requirements for obtaining credit;
- Commercial relationships between the provider or instructors and any external entity giving financial support to the course;
- Prior level of skill, knowledge or experience needed for effective participation.
- Minimum system and equipment requirements

Criterion 6. Record Keeping

The provider shall maintain records of its continuing education program sufficient to serve the needs of participants and regulatory bodies and shall retain these records for at least five years and in accordance with reasonable security standards.

Documentation verifying attendance or participation shall include:

- Name, license or registration number, regulatory jurisdiction, address and telephone number of each registrant;
- Date, location and duration of the course;
- Title of course and subjects taught;
- For courses involving multiple sessions, the title and number of credits awarded for each course segment;
- Educational methods used (e.g., lecture, videotape, clinical participation, electronically mediated, etc.);
- Number of credit hours earned by each participant.

Criterion 7. Method of Verifying Attendance or Participation

The provider shall utilize a sound, accurate method for confirming attendance or participation in its continuing education program.

Criterion 8. Documentation of Attendance or Participation

The provider shall issue formal, unambiguous and non-misleading documentation of attendance or participation to each qualifying participant in a timely manner and in such format as the participant may reasonably require.

The provider shall issue duplicate or replacement documentation, labeled as such, upon request.

Criterion 9. Continuing Education Credits

The provider shall adhere to a uniform quantitative system of measurement for continuing education credit based on the contact hour, defined as 50 minutes of participation. Calculation of credit shall not include time for meals or breaks.

If the course's educational method does not lend itself to direct translation into contact hours (such as home study courses), the provider shall determine

credits to be awarded by realistically appraising the amount of time required to successfully complete the course. The provider shall use a sound and defensible process for making this determination and shall document the manner in which the determination was made.

The provider shall determine the number of contact hours to be awarded for successful completion of its course before offering the course to prospective participants.

Criterion 10. Grievance Procedures

The provider shall develop policies and procedures for the resolution of grievances, including tuition and fee disputes, and shall make its grievance procedures available to all participants.

Criterion 11. Legal Compliance

The provider shall comply with all laws and regulations applicable to its continuing education program.

III. BUDGET AND RESOURCES

Criterion 12. Fiscal Responsibility

The provider shall allocate sufficient fiscal resources to meet the goals and objectives of its continuing education program.

If continuing education is only one element of the provider's activities, the budget allocation for continuing education shall be a separate, clearly identifiable component of the provider's total budget.

IV. FACULTY AND STAFF

Criterion 13. Faculty and Staff

The provider shall ensure that each instructor in its continuing education program is qualified to teach the subject matter assigned to him or her.

The provider shall ensure that the total number of instructors is sufficient to achieve effective educational results, regardless of the teaching method used.

The provider shall ensure that participants are given adequate opportunity for direct interchange with instructors.

The provider shall assign sufficient support personnel to assist with administrative and technical matters incidental to the preparation and presentation of the program.

V. EDUCATIONAL COURSE DEVELOPMENT

Criterion 14. Objectives

The provider shall establish written educational goals and learning objectives to serve as a basis for evaluating the effectiveness of its continuing education courses. These goals and objectives shall be established at the inception of the course so that they may guide the development of content, instructional materials, learning assessment and course evaluation.

Educational goals and learning objectives shall be appropriate for the credit hours allocated to the course. The instruction shall present material clearly and in an organized fashion.

Criterion 15. Needs Assessment

The provider shall study the profession and consult periodically with prospective participants to ensure that its continuing education program meets the actual needs of the intended audience.

Criterion 16. Subject Matter

The provider shall ensure that its continuing education program addresses topics pertinent to contemporary chiropractic art, science, philosophy or practice.

Subject matter shall be evidence-based, authority-based or tradition-based and shall be credible, academically rigorous and presented in a balanced manner.

Subject matter shall be appropriate for the level of education attained.

Practice building courses are not eligible to be offered under the PACE program.

Criterion 17. Instructional Materials

The provider shall develop and make available to participants a syllabus or general outline of its continuing education course.

The provider shall develop suitable instructional materials to support and supplement the course. These materials shall be designed to:

- Enhance understanding of subject matter;
- Foster clinical application of information presented;
- Serve as future reference;
- Encourage additional learning.

The provider shall periodically review its instructional materials to ensure quality and timeliness of content.

Criterion 18. Admissions

The provider shall not exclude any licensed chiropractor or any chiropractic assistant from participating in its continuing education courses unless additional prior training or preparation is required for meaningful participation.

The provider shall state any educational prerequisites in its course announcement and promotional materials.

Criterion 19. Conflicts of Interest

The provider shall be responsible for all arrangements it makes to obtain external financial support for its continuing education program. Whenever possible, the provider shall refrain from entering into financial relationships that create conflicts of interest. When conflicts of interest are unavoidable, they shall be fully disclosed.

The provider shall not accept funding for its program from any external source that conditions financial support upon the provider's ceding control over any aspect of the program to the external source.

The provider shall reduce to writing all terms and conditions upon which its program receives financial support from any external source.

The provider shall disclose to participants, in promotional materials and the course itself, any commercial relationships between the provider or instructors

and any external source of program funding, including any direct or indirect financial interest held by the provider or instructors in any company whose products are discussed in the course.

The course(s) shall present a balanced view of therapeutic options and use generic product names whenever possible.

Criterion 20. Protection of Live Models

The provider shall be responsible for protecting the health, safety and welfare of any person whose body is used to demonstrate clinical techniques or procedures as part of a continuing education course. The provider shall:

- Give students the choice to opt out and observe rather than actively participate in demonstrations of procedures or techniques;
- Explain to the model the technique or procedure, including the potential risks, and obtain the model's informed written consent prior to the demonstration;
- Ensure that instructors possess the skill, knowledge, expertise, licensure status and professional liability coverage necessary to safely perform the technique or procedure being demonstrated;
- Ensure that course attendees participating in demonstrations are properly supervised;
- Verify that the technique or procedure can lawfully be performed in the jurisdiction where the demonstration takes place;
- Supply in good working order any equipment or instruments needed for the demonstration;
- Supply adequate supervision during the demonstration;
- Plan for post-demonstration care, including access to emergency care.

VI. METHODS OF DELIVERY

Criterion 21. Educational Methods

The provider shall be responsible for choosing the educational methods used in its continuing education program. In selecting educational methods, the provider shall consider:

- Course content and goals;
- Size and composition of the intended audience;
- Skill level of participants;

- Suitability of the medium of presentation;
- Appropriateness of facilities;
- Number of instructors, evaluators and support personnel.

If the course requires participants to perform complex tasks under supervision or evaluation, the provider shall limit the number of participants to ensure effective learning.

The provider shall caution participants concerning the risks of integrating new techniques or procedures into their practices after receiving only limited instruction.

If the course requires electronic or technical capabilities, the provider shall consult with appropriate experts during course development.

Criterion 22. Participant Involvement

The provider shall select a method of content delivery that allows for and encourages active audience participation and involvement.

Criterion 23. Distance Learning

Continuing education courses offered as distance learning may include journal articles, manuals, CDs, DVDs, audio and video tapes, research projects, computer or Internet courses, and other emerging formats. Distance learning programs must comply with all other PACE requirements where applicable. In addition, regardless of format, the provider shall ensure that its distance learning course contains the following features:

- A field-tested method of determining credit hours;
- Requisite course deadlines are clearly identified;
- Provision for participant feedback and interaction with instructors;
- Instructor's plan for response time and feedback is reasonable and clearly stated;
- A mechanism by which the participant can assess mastery of subject matter. Longer courses offer frequent progress assessments;
- Technical assistance is available as applicable.

If a provider of a distance learning course anticipates that a participant will perform procedures or techniques upon a patient, the instructor shall direct the participant to create and retain appropriate clinical records; such as informed consent, history, X-rays or other diagnostic imaging, examination findings,

treatments rendered, materials, methods and outcomes. If the distance learning course is computer-based, the course shall offer ease of navigation, and all features shall be functional. There shall be reliable security measures.

VII. FACILITIES

Criterion 24. Facilities, Instructional Media and Equipment

The provider shall select facilities, instructional media and equipment for its continuing education course that are appropriate to audience size and adequate to realize the objectives of the course.

Sufficient space and equipment shall be available to allow active participation by each attendee.

Instructional media and equipment shall be in good working order.

If participants are required to supply their own materials or equipment, the provider shall include specific descriptions of all required materials or equipment in its course announcement and promotional materials.

VIII. EVALUATION

Criterion 25. Course Evaluation

The provider shall supply to each participant in its continuing education program a post-instructional evaluation form that, in addition to other questions the provider might ask, requests the participant's assessment of:

- Physical location and facilities;
- Media and materials;
- Instructor presentations;
- Attainment of stated course objectives.

The provider shall report compiled results of the participant evaluation to PACE.

The provider shall conduct a periodic review of course components to ensure ongoing compliance with PACE quality criteria.

PACE

Streamlining Continuing Education Provider Approval

FREQUENTLY ASKED QUESTIONS

▪ What is the FCLB?

The Federation of Chiropractic Licensing Boards (FCLB) is a non-profit association of government agencies that license and regulate doctors of chiropractic. Established in 1926, FCLB works to protect the public and to serve member boards by promoting excellence in chiropractic regulation. Membership includes regulatory boards in the United States, US Territories, Canada and Australia.

▪ What is PACE?

Providers of Approved Continuing Education (PACE) is a service of FCLB. Providers of continuing education programs who wish to have courses of study accepted for CE credit toward license renewal may apply for recognition status with PACE. PACE Recognized Providers agree to comply with the *FCLB PACE Policies & Procedures* and *FCLB PACE Criteria for Quality Continuing Education.* These two documents establish uniform requirements to assist regulatory boards in granting relicensure credit.

Consistent with the FCLB's mission to protect the public and serve member boards, PACE is a voluntary service to chiropractic regulation. Designed to streamline continuing education approval, PACE lessens administrative burdens for both CE providers and regulatory boards while at the same time offering uniform criteria as a basis for CE approval. As with all FCLB programs, chiropractic regulatory boards are represented and have the opportunity to participate in the development, implementation, and continued improvement of PACE.

▪ How does PACE work?

Providers of continuing education may apply to PACE for recognition status. PACE does not approve individual courses or programs.

If accepted, Recognized Providers may use the PACE logo only on their qualifying programs. A PACE Recognized Provider may not use the logo on a course or program that does not meet PACE standards.

PACE Recognized Providers' qualifying courses of study are registered with FCLB and posted in a searchable database on the FCLB Web site.

Credits earned by individual doctors in courses that meet PACE requirements are reported to restricted access portions of FCLB's CIN-BAD database, which (among other features) maintains CE records to assist chiropractic regulatory boards and professionals. FCLB then issues reports to member boards to help ensure compliance by doctors of chiropractic with relicensure requirements.

Participating providers pay an initial application fee, an annual recognition fee, and a modest fee to maintain and report attendees' records.

▪ Who has authority over PACE?

Individual regulatory boards retain the ultimate authority over continuing education content and approval for relicensure.

Within the PACE program, the FCLB Board of Directors, as elected by member licensing boards, grants final approval and authority to all aspects of the program. When making decisions, the FCLB board considers the recommendations of the PACE Committee as based on the investigative efforts of the Review Team.

FCLB Board of Directors	Final Approval Authority	• Recognition Status • Removal of Status or Probation • Complaints
PACE Committee	Recommending Authority	
Review Team	Investigative & Application Authority	

▪ What are the purposes of evaluating and approving providers of continuing education?

- To enhance the protection of the public by advancing the quality of chiropractic continuing education, for the benefit of the chiropractic regulatory boards;
- To provide a basis for uniform acceptance of continuing education credits among chiropractic regulatory agencies;
- To establish the criteria and characteristics of approved chiropractic continuing education providers;
- To provide doctors of chiropractic with a dependable basis for selecting approved continuing education courses;
- To provide feedback of information to CE providers about their programs, and encourage periodic self-evaluation, with a view towards continual improvement and strengthening of continuing education activities.

▪ Which other professions have some type of national or international centralized approval programs for CE?

Dentists
Pharmacists
Accountants
Optometrists
Opticians
Veterinarians
Veterinary Technicians
Long Term Care Administrators
Social Workers
Nurses
Nurse specialists in numerous fields
Counselors
Psychologists
Canadian rehabilitation professionals
Disability management specialists
Bankers
Fundraising professionals
... just to name a few!

▪ What are the PACE requirements?

PACE is governed by two primary authoritative documents:

❶ ***PACE Policies & Procedures***

- developed by the FCLB PACE Committee with ongoing input from Review Team volunteer experts, PACE Recognized Providers, chiropractic regulatory boards, and other stakeholders
- approved by the FCLB Board of Directors and implemented by the FCLB PACE Committee
- reviewed regularly by FCLB to ensure validity and efficacy

❷ ***Criteria for Quality Continuing Education***

- approved by the FCLB Board of Directors and implemented by the FCLB PACE Committee
- reviewed regularly by FCLB to ensure validity and efficacy

In addition, the appendices to these documents and the online application workbook provide helpful references, resources, and examples to assist CE providers.

▪ Is it mandatory for a CE provider to be recognized by PACE?

No. Participation in PACE is voluntary.

FCLB member chiropractic regulatory boards decide to accept or recognize PACE requirements within their jurisdictions and CE providers elect to apply for PACE Recognition.

Chiropractic regulatory boards are legally responsible for approving chiropractic continuing education as part of the licensure renewal process.

PACE is designed to assist FCLB member boards in the significant substantive and administrative responsibilities associated with reviewing and approving CE providers and their programs.

FCLB recommends that chiropractic regulatory boards adopt the PACE requirements as meeting the continuing education requirements of the board. In addition, and to provide flexibility to the boards and to meet the unique needs of each jurisdiction, boards may approve individual CE programs determined to meet the board's criteria and to be in the public interest.

▪ Can a program that is not offered by a PACE Provider ever get to use the logo?

Yes. A program may partner with a PACE Recognized Provider and offer courses under its authority. This means the PACE Recognized Provider takes the responsibility for full compliance with PACE requirements.

For example, a program on whiplash might be developed by a well-qualified instructor, who does not seek full PACE Recognition status. A postgraduate education department of a chiropractic college (if it has achieved recognized PACE status) might want to include this class in its array of offerings. The college would be responsible for ensuring that the program complied with PACE requirements. It would also be able to extend appropriate and qualifying administrative support as required by PACE, such as records retention.

▪ Who qualifies as a Recognized Provider?

Any entity or individual may apply. The provider should have been offering continuing education programs for at least one year. Organizations, educational institutions, departments, units or private providers are just some of the categories that may qualify.

Recognition will be extended to those who comply with the *FCLB PACE Policies & Procedures* and *FCLB PACE Criteria for Quality Continuing Education.* These include (but are not limited to) submitting and completing an initial application, substantiating compliance with PACE requirements, payment of required fees, registering programs and participants, and proper display of the recognition status (use of the PACE logo and/or approval language).

▪ How much does it cost?

REGULATORY BOARDS

FCLB member boards pay nothing to participate in the program. PACE reduces the regulatory board's workload and standardizes approval criteria.

Also, reports are generated for each FCLB member board to document CE credits for individual licensees. This reduces the financial burden of random audits of all practitioners by identifying those who may need to document legal compliance with renewal requirements.

CE PROVIDERS An initial, non-refundable application fee of $500 is assessed for for-profit providers to process the application and review the provider's compliance with PACE requirements. The annual recognition fee of $2,000 for for-profit providers is also required upon application and is refunded if status is not awarded.

Initial approval is for a maximum of one year. Subsequent reapproval may be granted for up to three years upon

- successful completion of reapplication,
- payment of a reapplication fee and required annual recognition fees, and
- demonstration of continued compliance with PACE.

Following completion of the program, a records fee for each D.C. attendee of $1 per hour (maximum $10 per attendee per course) must be forwarded to FCLB along with a list of participants. This fee supports the costs of maintaining this data in the FCLB CIN-BAD database. Fees only apply to licensed D.C.s and are non-waivable.

▪ *What is the application process?*

An applicant must submit the required fee and complete an online application which describes and documents how the provider will comply with the *FCLB PACE Criteria for Quality Continuing Education.* The application also includes such items as contact information, instructor vitae, administrative qualifications, confirmation of a needs assessment, previous program offerings, etc. The PACE Committee is charged with determining whether the provider is both willing and able to comply with the program requirements.

The application is assigned to a Review Team of volunteer experts who study the material to determine whether compliance can be assured. The Team reports its findings to the PACE Committee, which may remand the application back for further information or it may recommend to the FCLB Board of Directors that recognized status be granted or not.

▪ Is there an appeal process if the provider disagrees with a decision by the FCLB Board of Directors?

Yes. PACE allows for both reconsideration and appeal. Please see the *FCLB PACE Policies & Procedures* for details. The Appellate Commission also handles appeals in cases where recognized status might be removed for non-compliance.

▪ How are complaints about PACE Recognized Providers handled?

The complaint process is outlined in the *PACE Policies & Procedures.* Signed complaints regarding non-compliance with PACE requirements are subject to formal review by the PACE Committee. The process ensures a uniform procedure and timely resolution. Complaints outside the domain of the PACE program (such as fee disputes) are not considered.

▪ How are PACE courses posted?

Each course that qualifies for the use of the PACE logo must be registered with the FCLB in advance of the course being held.

PACE uses an easy online system of posting courses. PACE Recognized Providers simply log on, input basic information about each course, and post the course. Information is replicable, allowing providers to quickly copy existing courses and make minor changes such as date or location.

All posted courses are then made available in a publicly searchable database that includes links to register with the PACE Recognized Provider.

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PACE

Streamlining Continuing Education Provider Approval

HISTORY

Licensing boards and continuing education providers in every profession struggle with making the process of approving providers and programs more efficient. The chiropractic profession has been no exception.

Following a year-long study which commenced in 1995, the FCLB CE Task Force offered a streamlined and uniform CE application for voluntary use by chiropractic regulatory boards. The form was enthusiastically embraced and adopted without dissent at the 1996 Annual Congress of the Federation. More than half the member boards have allowed programs to be submitted for board review on this "uniform CE form."

However, it was clear that designing uniform application materials did not completely solve the efficiency issue. In 1999, another CE committee was appointed by FCLB President Dr. David E. Brown. Committee members included Dr. Wayne Wolfson (FL) - Chair, Dr. Joseph Brimhall (UT), Dr. Richard Cole (TN), Dr. Laurel Cowie (NS), Dr. Lester Lamm (WSCC), Dr. Glenn Moldenhauer (ID), and Dr. Lawrence Gerstein (MO) - FCLB Liaison with CCE Task Force on Postgraduate Education and CE.

The FCLB CE Task Force developed an in-depth survey tool which was widely disseminated in the United States, Canada and Australia among all the regulatory boards, chiropractic colleges, national professional associations, the Congress of Chiropractic State Associations, accrediting agencies, malpractice carriers, and program providers. The purpose of the tool was to assess whether the current system was meeting the needs of the various stakeholders, and whether they would favor a centralized approval system. The results were overwhelmingly positive, encouraging the FCLB to begin the work of drafting a design.

The next step for the CE Task Force was to study the designs already in use in numerous other professions. The Task Force reviewed CE approval programs for social work, dentistry, pharmacy, long-term care, optometry, osteopathy, podiatry, and allopathic medicine. They then developed draft models and initiated ongoing dialogue with member boards at the fall regional and spring annual meetings. College presidents and postgraduate deans reviewed the Task Force's ideas at several meetings of the Association of Chiropractic Colleges. Based on feedback from the various constituencies, the Task Force made significant revisions to the draft program.

The committee membership underwent several changes, and the new CE Development Committee met in Denver in August 2002 to develop draft policies,

procedures and criteria. After numerous improvements by committee members and the FCLB Board of Directors, the 6th draft was widely circulated among the regulatory community and at the Federation's fall regional meetings. The document was also formally presented to the American Chiropractic Association, Congress of Chiropractic State Associations, Canadian Federation of Chiropractic Regulatory Boards, and the Association of Chiropractic Colleges. In addition, it was posted on the FCLB's Web site, and the FCLB Board undertook a broad personal and public outreach seeking appropriate modifications.

In January 2003, the Board of Directors of the Council on Chiropractic Education endorsed the *PACE Criteria for Quality Continuing Education* as representing fair and reasonable standards by which participating postgraduate programs could be assessed.

In April 2003, the FCLB Board of Directors unanimously approved the *PACE Policies & Procedures* and the *PACE Criteria for Quality Continuing Education*, paving the way for the program to begin. Additional revisions were adopted in January 2004 following input the Board received during the 2003 outreach forums.

In January 2005, the FCLB convened the first meeting of the PACE Review Team in Scottsdale, Arizona. Experts in postgraduate chiropractic education, nominated by college presidents, met and reviewed the PACE governing documents. Further review took place when the Review Team was again convened during the FCLB Annual Congress in Montréal the following May. The Review Team submitted a final draft to the Board of Directors for approval in December 2005. The Board adopted the final document on February 9, 2006.

As always, the FCLB stresses that PACE is designed as a partner program to augment and streamline the difficult task of regulatory approval for CE programs. **The final authority for approving providers and programs that qualify for relicensure credit is, and will always be, the responsibility of the regulatory boards.**

In closing, the FCLB extends appreciation to the CE Development Committee for the significant self-sacrifice and dedication of each of its members. The FCLB also acknowledges the many contributions of the extended advisory team of program providers and board members, and especially chiropractic college presidents and postgraduate deans. Special thanks are due to the members of the PACE Review Team for their hard work and insight.

Further, the FCLB recognizes legal counsel Dale Atkinson, Esq., of Atkinson & Atkinson for his wisdom and extensive experience with numerous other professions. Finally, thanks to Vance Kinlaw, Esq., of the North Carolina Board of Chiropractic Examiners for his extensive revisions and clarification of the final documents.

Original CE Development Committee:
Dr. Richard L. Cole (TN) and Dr. Laurel Cowie (NS), Co-chairs
Dr. Joseph Brimhall (UT)
Mr. Kevin Earle (NJ)
Dr. Steve Foreman (CA)
Dr. Lester Lamm (Western States Chiropractic College)
Dr. Jan Harbour (WV)

Inaugural Review Team
Dr. Robert Cooperstein (Palmer College of Chiropractic – West)
Dr. Elizabeth Goodman (Logan College of Chiropractic)
Dr. Jerry Grod (Canadian Memorial Chiropractic College)
Ms. Wanda Hoffman (Texas Chiropractic College)
Dr. David Koch (Palmer College of Chiropractic)
Dr. Lester Lamm (Western States Chiropractic College)
Dr. Sherry McAllister (at-large)
Dr. John Scaringe (at-large)
Dr. Jonathan Soltys (National University of Health Sciences)
Dr. Sheila Thomas (Southern California University of Health Sciences)
Dr. Stacy M. Thornhill (Northwestern Health Sciences University)
Dr. Tom Ventimiglia (New York Chiropractic College)
Ms. Michelle Yungblut (Parker College of Chiropractic)

PACE

Streamlining Continuing Education Provider Approval

CURRENT PACE LEADERSHIP

PACE Committee

Current Director of the FCLB:	Dr. Maggie Colucci (NV), Chair	Exp: 1/2017
FCLB Fellow:	Dr. Karen Mathiak (GA)	Exp: 3/2016
FCLB Fellow:	Dr. William Rademacher (IL)	Exp: 1/2016
Provider Representative:	Dr. John Downes (Life University College of Chiropractic)	Exp: 3/2016
Member Board Director:	Ms. Lisa Blanchard (ND)	Exp: 1/2017
Public Member:	Mr. Vin DiCianni	Exp: 1/2017
Review Team Chair:	Dr. Shannon Gaertner-Ewing	Exp: 2/2017
FCLB Executive Director:	Dr. Jon Schwartzbauer (non-voting)	

PACE Appellate Commission *(terms expire 1/2017)*

Dr. Leroy Otto (MN) Dr. Ron Tripp (OK) Dr. Larry Spicer (MN)

PACE Review Team *

**We thank the Review Team members for their valuable input. Individual providers will make their own decisions regarding application to the PACE program independent of faculty participation on the Review Team.*

Dr. Shannon Gaertner-Ewing (Chair)	Exp: 2/2017
Dr. Jaroslaw Grod (At-large)	Exp: 1/2016
Vacant (New York Chiropractic College)	Exp:
Dr. David Koch (At-large)	Exp: 1/2016
Dr. Robert Cooperstein (Palmer College of Chiropractic-West)	Exp: 6/2015
Dr. Eric Russell (Parker College of Chiropractic)	Exp: 2/2017
Dr. E. M. Willard (University of Western States)	Exp: 2/2017
Vacant (Life University College of Chiropractic)	Exp:
Vacant (Life Chiropractic College West)	Exp: 9/2015
Vacant (University of Bridgeport, College of Chiropractic)	Exp:
Dr. Robert Irwin (Sherman College of Straight Chiropractic)	Exp: 9/2016
Dr. Zach Zachman (Northwestern Health Sciences University)	Exp: 1/2016
Vacant (Texas Chiropractic College)	Exp:
Dr. Dana Lawrence (Palmer College of Chiropractic – Iowa)	Exp: 3/2017
Dr. David Seaman (National University of Health Sciences)	Exp: 3/2015
Dr. Troy Tatum (Palmer College of Chiropractic – Florida)	Exp: 6/2015
Dr. D. Robert Kuhn (Logan College of Chiropractic)	Exp: 6/2015
Dr. William Hsu (Canadian Memorial Chiropractic Coll)	Exp: 1/2016
Dr. Lynn Pownall (D'Youville College)	Exp: 5/2016
Dr. Rosemary Zimmerman (At-Large)	Exp:12/2015
Dr. Carol Davis (At-large)	Exp: 12/2015
Dr. Laurel Cowie (At-large)	Exp: 7/2016
Dr. Scott Hansing (At-large)	Exp: 11/2017
Dr. Richard Tollefson (At-large)	Exp 11/2017
Dr. Donn Fahrendorf (At-large)	Exp: 1/2018
Dr. Mark Korchok (At-large)	Exp: 1/2018
Dr. Timothy J. Spencer (At-large)	Exp: 1/2018

PACE

Streamlining Continuing Education Provider Approval

In an effort to assist member boards in adapting their legal language to utilize the FCLB PACE program, the Federation has developed suggestions for boards to review with their legal counsel. It is hoped that most boards will be able to promulgate Rules without needing to make changes in the Statute. This suggested model allows boards to continue to approve providers or programs like they may do currently, while ALSO recognizing the PACE program.

A complete Model Law as developed by the Federation of Associations of Regulatory Boards (FARB) is available through the FCLB offices, which includes the wording for the entire section on license renewal.

RECOMMENDED STATUTE:

Section ____. Renewal of Licenses.

(A) Licensees shall be required to renew their licenses at the time and manner determined by the Board, including the form of application and payment of applicable renewal fee. Under no circumstance, however, shall the renewal period exceed ___ years.

(B) As a requirement for licensure renewal, each licensee shall provide evidence satisfactory to the Board that such licensee has completed at least ___ hours of continuing education from programs or providers approved by the Board.
(C) The Board, by rule, shall establish requirements for continuing education, including determination of acceptable program content. The Board shall adopt rules necessary to enforce the objectives and provisions of this section and the continued competence of licensees.

RECOMMENDED RULE:

Pursuant to Article ___ Section ____, a licensee must annually complete at least ___ hours of continuing education from programs or providers approved by the Board. Pursuant to the legislative authority granted to the board, the Board hereby recognizes the requirements adopted from time to time of the Federation of Chiropractic Licensing Boards Providers of Approved Continuing Education (FCLB PACE) as the requirements of the Board. The Board recognizes FCLB PACE Recognized Providers as satisfying the requirements of the Board for purposes of the licensure renewal process. The Board, however, reserves the approval authority for all programs based on furtherance of professional development and related areas, and in the interest of the public protection objectives of the Act.

April 2003
Reviewed 2008

PACE

Streamlining Continuing Education Provider Approval

Recognition Application

Terms of Agreement
By submitting this application, I agree that I have read, understand, and will abide by the terms of the PACE program as specified in the *PACE Policies & Procedures* and *Criteria for Quality Continuing Education* manual, and other such governing documents as may be required. Click here to view or download the *PACE Policies & Procedures* and *Criteria for Quality Continuing Education* manual. Requires Acrobat Reader.

Application for Recognition
Please reference the *Criteria for Quality Continuing Education* for detailed information about each criterion. When submitting attachments, please title each document with the appropriate criterion number.

I. Mission and Goals

Criterion 1. Mission and Goals **Criterion 1**

1. Please provide the mission statement for your organization's continuing education program.

2. If the continuing education program is part of a larger organization:

    a. Please provide the mission statement for the larger organization.

3. If you have delegated responsibility for administering the program to an employee or agent:

☐ a. Check to certify that this employee or agent shall contribute to the development of the CE program's mission statement.

b. Please provide the name and title of this employee or agent.

☐ 4. Check to certify that your organization's mission statement is periodically reviewed and revised as necessary.

II. Administration and Organization

Criterion 2. Administrative Authority

Criterion 2

1. What person or department acts as the administrative authority of your CE program?

2. Please list the name, title, and qualifications of the CE program's primary administrator.

☐ 3. Check to certify that this authority's duties include the creation and retention of accurate records of participant attendance and activities offered, including needs assessment, methods, objectives, course outlines and evaluation procedures.

Criterion 3. Support Personnel

Criterion 3

1. Please list the names, titles, and responsibilities of all CE support personnel

☐ 2. Check to certify that this level of staffing is sufficient to plan and implement your CE program effectively.

Criterion 4. Cooperative Courses

Criterion 4

1. Check to certify that you understand and agree to comply with the following:

☐ a. If we offer PACE-designated courses in cooperation with another PACE Recognized Provider, both organizations shall be equally and fully responsible for ensuring compliance with PACE requirements. The respective functions of each provider shall be identified and documented.

☐ b. If we offer PACE-designated courses in cooperation with a non-PACE Recognized Provider, our organization shall be fully responsible for ensuring compliance with PACE requirements.

☐ c. If we have a commercial relationship with any other entity in the development, distribution, or presentation of a PACE-designated course, this relationship shall be fully disclosed to course participants.

Criterion 5. Publicity

Criterion 5

1. Please attach three samples of advertising and promotional materials that comply with this criterion. (click on the criterion button above for details)

Upload Attachments

Criterion 6. Record Keeping

Criterion 6

☐ 1. Check to certify that you will maintain records sufficient to serve the needs of participants and regulatory bodies for at least 5 years.

2. Please attach a sample of attendance verification that complies with the data fields required by this criterion (click on the criterion button above for details).

Upload Attachments

Criterion 7. Method of Verifying Attendance or Participation

Criterion 7

1. Please briefly describe your method(s) of attendance verification that you feel complies with Criterion 7 (click on the criterion button above for details).

2. Please attach any pertinent samples.

Upload Attachments

Criterion 8. Documentation of Attendance or Participation

Criterion 8

1. Please attach a sample copy of documentation of completion.

Upload Attachments

☐ 2. Check to certify that duplicate or replacement documentation is available and labeled as such.

Criterion 9. Continuing Education Credits

Criterion 9

☐ 1. Check to certify that CE credit is based on a 50 minute contact hour, not including meals or breaks.

2. For courses that do not lend themselves to direct translation into contact hours, please describe how you accurately appraise the amount of time required to successfully complete the course.

☐ 3. Check to certify that contact hours are determined prior to offering the course.

Criterion 10. Grievance Procedures

Criterion 10

1. Attach a copy of your organization's grievance procedures. Procedures must include processes to resolve tuition and fee disputes.

Upload Attachments

Criterion 11. Legal Compliance

Criterion 11

☐ 1. Check to certify your CE program agrees to comply with all applicable laws and regulations in the provision of CE offerings.

III. Budget and Resources

Criterion 12. Fiscal Responsibility

Criterion 12

☐ 1. Check to certify that your fiscal resources are sufficient to meet the goals and objectives of your continuing education program.

☐ 2. Check to certify that CE is the sole activity for your organization.

OR ----------

3. If CE is only one element of your organization's multiple activities

☐ a. Check to certify that the CE budget allocation is a separate and clearly identifiable component of your organization's total budget.

IV. Faculty and Staff

Criterion 13. Faculty and Staff **Criterion 13**

☐ 1. Check to certify that each instructor is qualified to teach the subject matter assigned to him or her.

a. Please give an example.

☐ 2. Check to certify that the total number of instructors is sufficient to achieve effective educational results regardless of the teaching method used.

☐ 3. Check to certify that participants are given adequate opportunity for direct interchange with instructors.

☐ 4. Check to certify that sufficient support personnel are assigned to assist with administrative and technical matters for each course.

V. Educational Course Development

Criterion 14. Objectives **Criterion 14**

1. Educational goals and learning objectives must be appropriate for the credit hours allocated to the course. Please attach a sample of educational goals and learning objectives for a course you provided.

Upload Attachments

Criterion 15. Needs Assessment

Criterion 15

1. Briefly describe your methods of conducting needs assessments

2. How frequently are needs assessments conducted?

Criterion 16. Subject Matter

Criterion 16

1. Please provide an example of a course that is evidence-based, authority-based, and/or tradition-based.

2. Please provide an example of a course of yours that is professionally credible, academically rigorous, and presented in a balanced manner.

Criterion 17. Instructional Materials — Criterion 17

1. A syllabus or general outline must be made available to all participants.

   a. Please attach a sample of a course syllabus or course outline

   Upload Attachments

   b. Please attach a sample of supplemental materials that meets the standards outlined in this criterion. (click on the criterion button above for details)

   Upload Attachments

Criterion 18. Admissions — Criterion 18

☐ 1. Please check here to certify that your course(s) will be available to all licensed chiropractors (or chiropractic assistants where appropriate) as specified in this criterion.

2. If prior training or preparation is required for any of your courses, please attach a sample participant notification of prerequisites.

Upload Attachments

Criterion 19. Conflicts of Interest — Criterion 19

☐ 1. Click to certify that whenever possible you shall refrain from entering into relationships that create conflicts of interest. Any conflicts of interest that do occur shall be fully disclosed.

☐ 2. Click to certify that you shall not accept funding from any source that requires you to cede control of any aspect of a PACE-designated course.

☐ 3. Click to certify that all terms and conditions of external financial support shall be in writing.

☐ 4. Click to certify that any commercial relationships will be disclosed in promotional materials to participants.

☐ 5. Click to certify that courses shall present a balanced view of therapeutic options and use generic product names whenever possible.

Criterion 20. Protection of Live Models

Criterion 20

☐ 1. Check to certify that none of your courses will ever include demonstrations on patients or participants.

OR ----------

2. If any of your courses will include demonstrations on patients or participants:

a. Please attach a copy of your written, informed consent document for live models.

Upload Attachments

b. Please explain how you verify instructor and participant qualifications (including licensure status and professional liability coverage) to safely perform the technique or procedure being demonstrated.

c. Please explain how you verify that a technique or procedure to be taught can lawfully be performed in the jurisdiction where the demonstration takes place.

☐ d. Check to certify that you will supply in good working order any equipment or instruments needed for the demonstration.

☐ e. Check to certify that you will supply adequate supervision during the demonstration.

☐ f. Check to certify that you will arrange for post-demonstration care and, if necessary, emergency care for live models.

VI. Methods of Delivery

Criterion 21. Educational Methods — Criterion 21

☐ 1. Check to certify that, in selecting educational methods, you will consider:
- Course content and goals;
- Size and composition of intended audience;
- Skill level of participants;
- Medium of presentation;
- Nature and extent of facilities; and
- Number of instructors, evaluators, and support personnel.

☐ 2. Check to certify that participants are warned about incorporating techniques and procedures in their practices when the course has not provided them with supervised clinical experience in the technique or procedure.

☐ 3. Check to certify that your organization has consulted the appropriate experts for any courses requiring electronic or technical capabilities.

Criterion 22. Participant Involvement — Criterion 22

1. Describe how your courses encourage active audience participation and involvement.

Criterion 23. Distance Learning — Criterion 23

☐ 1. Check to certify that your courses do not include distance learning.

OR ----------

2. If your course(s) employ distance learning, please complete the following:

   a. What method do you use to determine credit hours?

   b. How do you ensure timely participant feedback and communication with instructors?

   c. What self-assessments, such as periodic quizzes or concept reviews, of subject mastery are available for participants? Do longer courses offer section assessments?

   d. How do you provide references for further study?

   ☐ e. Click to certify that any requisite course deadlines are clearly identified.

   ☐ f. Click to certify that <u>if distance learning courses lead a participant to perform procedures or techniques upon a patient</u>, the participant shall be directed to create and retain appropriate clinical records, including informed consent, history, x-rays or other diagnostic imaging, examination findings, treatments rendered, materials, methods, and outcomes.

g. How do you provide necessary technical assistance to participants?

☐ h. Click to certify that computer-based distance learning courses shall offer ease of navigation and that you will strive to ensure that program features are functional.

i. If distance learning will be conducted via electronic correspondence, what security measures will be involved?

VII. Facilities

Criterion 24. Facilities, Instructional Media and Equipment Criterion 24

☐ 1. Check to certify that facilities, instructional media and equipment selected for CE courses shall be appropriate to audience size and adequate to realize the objectives of the course.

☐ 2. Check to certify that sufficient space and equipment shall be available to allow active participation by each attendee.

☐ 3. Check to certify that instructional media and equipment shall be in good working order.

☐ 4. Check to certify that, if participants are required to supply their own materials or equipment, you shall include specific descriptions of all required materials or equipment in your course announcement and promotional materials.

VIII. Evaluation

Criterion 25. Course Evaluation **Criterion 25**

1. Please attach a sample of post-instructional evaluations or satisfaction surveys.

Upload Attachments

☐ 2. Check to certify compiled results of instructional evaluations or satisfaction surveys will be reported to PACE.

PACE

Streamlining Continuing Education Provider Approval

Board & Practitioner Report
Note: All others, including managed care, will not have access to PACE records

CIN-BAD GOES TO WORK FOR YOU!

Licensure Information ■ Board Actions ■ Medicare Exclusions ■ & More

Federation of Chiropractic Licensing Boards

5401 W. 10th Street, Suite 101 ■ Greeley, Colorado 80634 USA ■ PH 970.356.3500 ■ FAX 970.356.3599 ■ www.fclb.org ■ info@fclb.org

FCLB Official Actions Database - Full Report generated on **4/6/2007** at **5:57:47 AM (CST)**
The database was last updated: 03/30/2007

Barbara L Smith

Date of Birth	5/29/1961
Degrees	DC National University of Health Sciences - College of Chiropractic (IL) 1988
Other Certifications	

Primary Source Information

Licensure Information & Address of Record	**Vermont** License# 001111 Issued: 3/19/1989 Expires: 1/01/2008 Renewal: Triennial 2005, 2008, etc. 1152 Bayview Road Dove, VT 60141 **Oregon** License# 002222 Issued: 8/05/1992 Expires: 1/01/2008 Renewal: Triennial 2005, 2008, etc. 1152 Bayview Road Dove, VT 60141
Board Actions	**Vermont** **4/5/1993** *reference #* **93-1111-LEG** *action:* 600 - Other board action - contact board
Medicare Exclusion	The US government has provided information on sanctions against the following individual. Because of the similarity in names, the FCLB has linked that information to this person's report. **Barbara L. Smith** 2193 COAST ROAD MCBRYER, CA 95531 Date of Birth: 5/29/1961 **Sanction by US Department of Health & Human Services** Date sanction was imposed:6/5/1994 For violation of Social Security Act section: **1128(b) (14)** Default on health education loan or scholarship obligations

Notes	

Other Information

Other Addresses	

REMEMBER: Do not take official actions without consulting the board(s) which took action.
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Please note that not being listed in the database does not guarantee that actions have not been taken by regulatory boards. Reports can be in process and not yet received by the FCLB. It is strongly urged that you contact the board(s) to verify: (1) if the doctor has a license in good standing; (2) has any pending or previous actions; (3) has any complaints filed against him/her.

It is the responsibility of the person initiating the search to query at a later date to see if new actions have been reported after the date of the search.

CIN-BAD's Official Actions Database is a "red-flag" service designed to bring attention to matters of potential concern or positive status. Any subsequent actions taken as a result of this report must be based on complete information obtained directly from the licensing authority(ies) which took the original board action(s), or other authorities as noted in this report. It is understood that the OAD is compiled from information provided by sources including international state and provincial licensing authorities, US Department of Health and Human Services (DHHS), and others. The FCLB is not responsible for any inaccurate or incomplete information provided to it by these sources.

*Federation of Chiropractic Licensing Boards ***** info@fclb.org*
5401 W. 10th Street, Suite 101, Greeley, Colorado 80634 USA
(970) 356-3500 --- Fax (970) 356-3599

PACE

Course ID: 514 Philosophy of Adjustive Technique

Start date: 12-12-2006 End date: 12-12-2006
Provider: Western States Chiropractic College

Subject	*Credit*
Adjustive Technique	6
Basic Sciences	2
Philosophy of Chiropractic *	* 2

Course ID: 213-D Pediatric Physical Therapy

Start date: 08-15-2007 End date: 09-15-2007
Provider: Western States Chiropractic College

Subject	*Credit*
Pediatrics	4
Physiotherapy	2

Course ID: 804 Orthopedics

Start date: 09-08-2007 End date: 09-10-2007
Provider: Western States Chiropractic College

Subject	*Credit*
Chiropractic Orthopedics	8
Orthopedics/Biomechanics	2
Chiropractic Clinical Science	2

-D indicates a distance course
* Not eligible for credit in one or more jurisdictions.

Pop-up link from course ID

Course ID: 514 Philosophy of Adjustive Technique

Start date: 12-12-2006 End date: 12-12-2006
Provider: Western States Chiropractic College
Instructor: Dr. Jones
Educational Method: Seminar
Location Offered: Johnstown, Colorado 80534

The following subjects may be **required** in some jurisdictions

Subject	*Credit*
Adjustive Technique	**6**

The following subjects may be **prohibited** in some jurisdictions

Subject	*Credit*
Philosophy of Chiropractic *	**2**

Other Clinical Education

Subject	*Credit*
Basic Sciences	**2**

Learning objectives:
Effective adjustive technique including Palmer, Bell, and Frankenshurter methods. Brief discussion of philosophy behind each technique.

Sample PACE Credit Report to Vermont – Excel Spreadsheet Format

Information by Licensee

Last Name	First Name	M	VT Lic #	Address 1	Address 2	City	State/ Prov	Postal	Phone	E-mail	Course ID	Course Title	Req Hrs in VT	Prohib Hrs in VT	All other Hours	Educ. Method	Start Date	End Date
Smith	Barbara	L	001111	1152 Bayview		Dove	VT	60141	654-231-8987	babs@aol.com	514	Philosophy of Adjustive Technique	6	2	2	Seminar	12-12-2006	12-12-2006
Smith	Barbara	L	001111	1152 Bayview		Dove	VT	60141	654-231-8987	babs@aol.com	213-D	Pediatric Physiotherapy			6	Web-based	8-15-2007	9-15-2007
Weis	Joe	T	001456	823 Elm	Ste. 202	Ash	VT	60152	652-125-1564	Joe@yahoo.com	623	Animal Manipulation		12		Workshop	5-12-2007-	5-19-2007

Course Information

Course ID	Title	Start Date	End Date	Provider	Instructor	Educational Method	Location City	Location State/Prov	Required Subjects	Credit	Prohibited Subjects	Credit	All Other Subjects	Credit
213-D	Pediatric Physiotherapy	08-15-2007	09-15-2007	WSCC	Johnson	Web-based	n/a	n/a					Pediatrics, Physiotherapy	6
514	Philosophy of Adjustive Technique	12-12-2006	12-12-2006	WSCC	Jones	Seminar	Johnstown	CO	Adjustive Technique	6	Philosophy	2	Basic Sciences	2
623	Animal Manipulation	05-12-2007-	05-19-2007	CMCC	Blythe	Workshop	Toronto	ON			Animal Manipulation	12		

PACE

Streamlining Continuing Education Provider Approval

Providers of Approved Continuing Education Chiropractic

Federation of Chiropractic Licensing Boards

PACE Educational Course Entry

Course Management

Course Title:	
Learning Objectives:	
Instructor:	
Salutation:	?
First Name:	
Last Name:	
Audience:	☐ Chiropractors ☐ Chiropractic Assistants ☐ Other:
Format:	Live
Date Offered:	mm/dd/yyyy
Location Offered:	
City:	
State or Province:	Choose State or Province
Zip or Postal Code:	
Registration Phone	123-321-1234
Registration Web Link	http://www.yoursite.com/yourpage.com

Course Contents

The following subjects may be required in some jurisdictions.

Description	Credit Hours
☐ Adjustive Technique	
☐ Diagnostic imaging interpretation, radiographic technique and safety, x-ray	
☐ Scope of practice, rules and regs, and jurisprudence (specific to board)	
☐ Lab	
☐ Public Health/ Hygiene (including AIDS/HIV Prevention/ Education)	
☐ Risk management	
☐ Boundary Issues/ Ethics	
☐ Differential or Physical Diagnosis	
☐ First Aid/ CPR/ Emergency procedures	
☐ Documentation and Record Keeping	
☐ Evidence-Based Outcomes Management	
☐ Pain Management Education	
Other Clinical Education	

The following subjects are not allowed for credit in some jurisdictions.

Description	Credit Hours
☐ Acupuncture	
☐ Forensics	
☐ HIPAA	
☐ Insurance Reporting/ Procedure (including coding)	
☐ Philosophy of chiropractic	
☐ Toxicology/ pharmacology	
☐ Animal chiropractic/ animal manipulation	

Keywords: Classify this course using one or more keywords or a short phrase.

Keyword 1:	
Keyword 2:	
Keyword 3:	
Keyword 4:	
Keyword 5:	
Short Description:	

Submit Reset

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pace@fclb.org - www.fclb.org

PACE

Streamlining Continuing Education Provider Approval

Course Attendance List Upload

Back to Provider Area

Upload Another List

Pay Fees for This Course

The PACE processing systems can accept an Excel CSV file or an ASCII comma delimited file produced by the providers in house software.

The file layout and data item descriptions are included at the bottom of the page. Also included is an example file layout.

Please use the following naming convention for your file uploads:

provider id + course id + date + .txt or .csv

Example: 104003071407.csv

Note: If File size is greater than 2mb please zip

To use the upload feature, create your attendance file, click on the upload button below, navigate to the properly named file on your computer and click upload.

Click Here to Upload Your File

If you have questions or concerns with the data requirements, file layout, or upload process, please contact:

Kelly Webb at kwebb@fclb.org

Please view the file upload requirements below.

Data Item	Description
Provider ID	Found with your provider information at the top of this page.
Course ID	Found with the course information at the top of this page.
Last name	Attendee's last name
First name	Attendee's first name
Middle name or initial	Attendee's middle name or Initial
Suffix	Attendee's suffix (Jr., Sr., III)
Address1	Attendee's Street Address
Address2	Suite, Apt, etc. - If kept as second field.
City	Attendee's city
State or province - abbrev	Attendee's state or province abbreviation
Zip or postal code	Attendee's zip code or postal code
DOB	Licensee's date of birth: mm/dd/yyyy
State of Licensure 1	Attendee's reporting state

License Number 1	Attendee's reporting state license number
State of Licensure 2	Attendee's reporting state
License Number 2	Attendee's reporting state license number
State of Licensure 3	Attendee's reporting state
License Number 3	Attendee's reporting state license number
State of Licensure 4	Attendee's reporting state
License Number 4	Attendee's reporting state license number
State of Licensure 5	Attendee's reporting state
License Number 5	Attendee's reporting state license number
Hours Correction 1	Hours if different than default
Course 1	Course Title
Hours Correction 2	Hours if different than default
Course 2	Course Title
Hours Correction 3	Hours if different than default
Course 3	Course Title
Hours Correction 4	Hours if different than default
Course 4	Course Title
Hours Correction 5	Hours if different than default
Course 5	Course Title

File Layout Requirements

The data should be submitted as an Excel CSV or an ASCII comma delimited file. Please include all fields, even if the field contains no data or is blank (null).

Example file:
104,0000001014,Jones,Jeff,L,Jr,6789 Any Street,Suite,A,Greeley,CO,80634, 12/12/1950,CO,ch21932, NV,12342,CA,76467,,,,,Boundary Issues/ Ethics,1, Lab,2,,,,

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PACE
Application for Recognition
Workbook

Please use this reference in conjunction with your PACE *Policies & Procedures* and *Criteria*. Each section of the application refers to a specific Criterion which is noted at the beginning of the section.

Examples and ***Notes*** appear in gray boxes and may be either helpful notes or examples. In a few cases, the pop-up will be a multiple-page pdf document. In those instances, the necessary link is noted.

Note: The enclosed aids are only examples, not standards. Other documentation may also be acceptable.

I. Mission and Goals

Criterion 1. Mission and Goals **Criterion 1**

1. Please provide the mission statement for your organization's continuing education program.

1.1 Example:

"The mission of the ACME College Department of Continuing Education is to maintain continuing and supplemental education and information on current research for the advancement of practicing chiropractors and their support personnel; to maintain a mechanism to assess the educational needs of those individuals; and to offer advanced training and certification."

2. If the continuing education program is part of a larger organization, such as a department within an institution:

   a. Please provide the mission statement for the larger organization.

1.2 Example:

"The mission of ACME College is to educate students in the art, science and philosophy of chiropractic and prepare them to become Doctors of Chiropractic; to cultivate practitioners' competence in wellness promotion, chiropractic procedures, and management of patients' healthcare needs. ACME is committed to instilling in students a sense of integrity and ethical practice. The College is committed to sponsoring active research, programs for postgraduate education, training for ancillary personnel, and services that benefit the general community."

3. If you have delegated responsibility for administering the program to an employee or agent:

☐ a. Check to certify that this employee or agent shall contribute to the development of the CE program's mission statement.

b. Please provide the name and title of this employee or agent.

☐ 4. Check to certify that your organization's mission statement is periodically reviewed and revised as necessary.

II. Administration and Organization

Criterion 2. Administrative Authority **Criterion 2**

1. What person or department acts as the administrative authority of your CE program?

2. Please list the name, title, and qualifications of the CE program's primary administrator.

> ***2.2 Note:***
>
> Sufficient documentation for Criterion 2.2 includes a CV or resume for the primary administrator of the continuing education program.
>
> ***Example on next page***

Criterion 2.2 sample document

Jonathan Smith, D.C.
ACME College

Professional Accomplishments at ACME College

Director of Continuing Education (2005 to present)
Professor of Orthopedics (1999-2005)
Instructor of Technique (1993-1999)

Academic Accomplishments

ACME College Professor of the Year Award (2004)
Member of NBCE Part III Test Committee (2001-present)

Related Professional Experience

Accreditation site team member – Council on Chiropractic Education (1998 to present)
Guest lecturer – FCLB Annual Congress (1998, 2001, 2002)
Independent private practice (1982-1993)

Additional Training

Diplomate, American Board of Radiology – Mt. Holyoke Chiropractic College
Certified Chiropractic Acupuncturist – Walter Reed Medical School (1999)
Certified Radiographic Technician – Jones Chiropractic College (1974)

Professional Activities and Affiliation

Elected to the Commission on Accreditation for the Council on Chiropractic Education (2003-2005)
Appointed postgraduate representative for the Association of Chiropractic Colleges to the Federation of Chiropractic Licensing Boards. (1999-2003)
Appointed to Federation of Chiropractic Licensing Boards - Continuing Education Task Force (1999-present)

Publications

Smith, J. "Chiropractic Education." ChiroWorld. Fall 2006:12-14
Smith, J. "Teaching the Leaders." Education Weekly. June 2005: 124-130

☐ 3. Check to certify that this authority's duties include the creation and retention of accurate records of participant attendance and activities offered, including needs assessment, methods, objectives, course outlines and evaluation procedures.

Criterion 3. Support Personnel

Criterion 3

1. Please list the names, titles, and responsibilities of all CE support personnel

3.1 Note:

Sufficient documentation for Criterion 3.1 includes a brief job description for the support personnel of the continuing education program.

Example:

Alice Watts, Continuing Education Coordinator
The Coordinator of Continuing Education is directly responsible to the Dean of Continuing Education and coordinates all activities of the Department. Responsibilities include

- creating and maintaining all pertinent records and transcripts
- securing appropriate approval of all department offerings
- performing regular needs assessments
- maintaining files of all course and instructor materials
- coordinating all program offerings including postgraduate relicensure seminars, diplomate programs, and ancillary personnel programs
- maintaining financial records and performing annual financial report
- coordinating contractual agreements with speakers, hotels, and other outside agents
- monitoring divisional activities to ensure compliance with institutional mission statement

William Blythe, Administrative Assistant
Provides clerical assistance including tasks related to preparation for on/off campus seminars. Duties and responsibilities include

- preparing seminar packets and materials
- handling pre-registration activities
- verifying attendance
- making updates to computer database to maintain accurate class listing on all programs

☐ 2. Check to certify that this level of staffing is sufficient to plan and implement your CE program effectively.

Criterion 4. Cooperative Courses

Criterion 4

1. Check to certify that you understand and agree to comply with the following:

☐ a. If we offer PACE-designated courses in cooperation with another PACE Recognized Provider, both organizations shall be equally and fully responsible for ensuring compliance with PACE requirements. The respective functions of each provider shall be identified and documented.

☐ b. If we offer PACE-designated courses in cooperation with a non-PACE Recognized Provider, our organization shall be fully responsible for ensuring compliance with PACE requirements.

☐ c. If we have a commercial relationship with any other entity in the development, distribution, or presentation of a PACE-designated course, this relationship shall be fully disclosed to course participants.

Criterion 5. Publicity

Criterion 5

1. Please attach three samples of advertising and promotional materials that comply with this criterion. (click on the criterion button above for details)

Upload Attachments

Example on next page

Dr. Reginald K. Spencer

...has maintained an active chiropractic practice in Johnstown, CO for over 25 years. He is an accredited traffic accident reconstructionist (ACTAR) and is actively involved in trial work. His second edition has just been released from Smith and Carvey Publishers and is titled *Biomechanics, Diagnosis, and Management of Injuries from Motor Vehicle Collisions.* Dr. Spencer has also published a 2003 book titled *Motor Vehicle Collision Cases: Manual for Medical Experts* which summarizes over 300 DC/MD depositions and trial transcripts. Dr. Spencer has conducted seminars specializing in motor vehicle injuries for more than 15 years.

This course is for any chiropractor who wants to know the latest whiplash associated disorders research!

Other ACME College
Continuing Education Programs

Chiropractic Imaging - New Trends
Speaker: Joan Harper, D.C.

Pediatric Challenges
Speaker: Ronald White, D.C.

ACME Chiropractic Symposium 2008
January 8-14, 2008

For more information on any of our courses including on-line and distance learning, contact the ACME College Department of Continuing Education at
555-555-5555
CE@ACME.edu
Or visit our website at
www.ACMEcollege.edu

ACME College

Department of Continuing Education
123 North Parish Street
Johnstown, Colorado 80534

Phone: *555-555-5555* - Fax: *555-555-5555*
E-mail: CE@ACME.edu

ACME College

Motor Vehicle Collision Injuries

Whiplash Associated Disorders

Reginald K. Spencer, D.C.
Injury biomechanics specialist

Lecture/Seminar

Financial support provided by
W. Coyote's Cervical Collars

ACME College is a PACE Recognized Provider

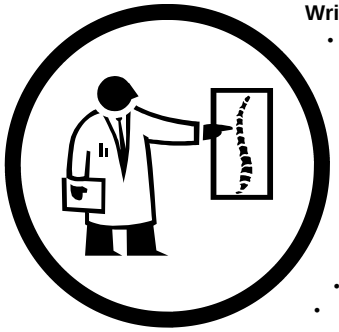
Course Content

Frontal, Side, and Rear-end Crashes
- Types of injuries seen in DC practice
- Speed threshold for injuries
- Validating low-speed injuries

Biomechanical Factors of Injuries
- Passenger cars vs. SUVs and PUs
- Direction of impact and injury
- Seatbelts, airbags, and head restraints

Human Factors Influencing Injury
- Age and gender of occupant
- Out-of-position occupant
- Pre-existing conditions

Diagnosis and Management Strategies
- History and examination strategies
- Diagnosis protocols
- Fitting your management to the type of diagnosis
- Documentation standards



When to Discharge, Prognosis, and Written Reports
- How to determine when MMI has been reached and how to document it
- Distinguishing curative from supportive care
- Review of prognostic studies
- Concluding Report

Literature Validation of Chiropractic
- Evidence based medicine
- Review of chiropractic literature that supports DC treatment
- Patient satisfaction studies
- Future of Chiropractic

Every attempt is made to offer programs as announced. ACME reserves the right to adjust program faculty, location, dates, times, and / or tuition to accommodate unanticipated occurrences, to limit seating, or to cancel due to insufficient enrollment. ACME is not responsible for any expenses incurred by registrants due to program adjustments or cancellation. Only those who are preregistered can be notified in the event of changes/cancellation

Educational Objectives

Chiropractors provide treatment to almost one-third of all car accident claimants in America and successfully manage the multiplicity of conditions that result from these crashes. The physician is required to know how to take a history, perform an examination, make a diagnosis, provide appropriate management strategies, and articulate his/her findings and conclusions to third-party payers and attorneys. It is imperative that the managing physician be knowledgeable regarding the types of injuries that result from automobile accidents and aware of the complexities involved in rehabilitating the injured patient.

- **You will learn** to formulate appropriate documentation of motor vehicle accidents.
- **You will get** 33 years of practical real-world treatment experience from Dr. Spencer that will be applicable to your own practice.
- **You will get** the latest update in the medical-chiropractic research related to MVAs.
- **You will get** an overview of recent publications that support chiropractic in the management of various types of musculoskeletal conditions.
- **Most importantly, you will learn** how to enhance the likelihood of a more positive outcome with your patients.

Continuing Education -
Up to 12 hours of chiropractic continuing education. Must attend entire session for full CE credit. Not all subjects acceptable in all jurisdictions

Program Hours -

Saturday hours: 8:00 am - 12:00 pm and
1:00 pm - 5:00 pm (8 hours)
Sunday hours: 8:00 am - 12:00 pm (4 hours)

Register Now!
or online at www.acme.edu

Location	Dates
☐ Johnstown - Main Campus	07/21/08 - 07/28/08
☐ Johnstown - Main Campus	08/04/08 - 08/05/08
☐ Johnstown - Main Campus	08/18/08 - 08/19/08
☐ Windsor - North Campus	07/21/08 - 07/28/08
☐ Milliken - East Campus	08/04/08 - 08/05/08
☐ Berthoud - West Campus	08/18/08 - 08/19/08

Course fee: $285 USD
(includes $10 PACE record-keeping fee)

Name

Address

Phone

Method of Payment

☐ Check ☐ MasterCard
☐ Bill Me ☐ American Express
☐ Visa

Credit Card # Exp. date

Signature

Note: Meals not provided.
Optional course CD available for purchase for $25.

Refund/Cancellation Policy: Cancellations must be received in writing in the Continuing Education office no later than 2 weeks prior to the course date for a full refund. Partial refunds may be awarded at the discretion of the Dean of Continuing Education.

Contact Charlie Rand: 555-555-5555 ext 5

ACME College

Department of Continuing Education
123 North Parish Street
Johnstown, Colorado 80534

Phone: *555-555-5555* - Fax: *555-555-5555*
E-mail: CE@ACME.edu

Criterion 6. Record Keeping

Criterion 6

☐ 1. Check to certify that you will maintain records sufficient to serve the needs of participants and regulatory bodies for at least 5 years.

2. Please attach a sample of attendance verification that complies with the data fields required by this criterion (click on the criterion button above for details).

Upload Attachments

6.2 Note:

An appropriate upload for this criterion would be an excerpt from your attendance record database, including header row(s).

Tip: Many D.C.s carry multiple licenses, so make sure your database can handle these!

Example:

Last Name	First Name	NPI	Lic. # 1	Juris. # 1	Lic. # 2	Juris. # 2	Lic. # 3	Juris. # 3
Murdock	John	1536498752	DC12439	CA	4523	FL	n/a	n/a
Murdock	John	1536498752	DC12439	CA	4523	FL	n/a	n/a
Williams	Michele	6549835189	105-2495	WY	DC8930	CO	10451123	AZ

Address1	Address2	City	State	Zip	Phone
425 SW 8th Ave	Ste 103	Burnsville	CA	90634	(981) 996-0644
425 SW 8th Ave	Ste 103	Burnsville	CA	90634	(981) 996-0644
9021 CR 47		Windsor	CA	80641	(970) 686-5423

Course title	Course subject(s)	Course date	Course location	Credit hours by subject	Educational method
Recognizing Pediatric Anomalies Session I	pediatrics, diagnosis	3/12/2008-3/13/2008	Los Angeles, CA	6-pediatrics; 6-diagnosis	lecture
Recognizing Pediatric Anomalies Session II	pediatrics, diagnosis	3/14/2008-3/15/2008	Los Angeles, CA	8-pediatrics; 4-diagnosis	lecture
Nutritional Innovations	nutrition	4/2/2008	Cheyenne, WY	4-Nutrition	on-line interactive

Criterion 7. Method of Verifying Attendance or Participation

Criterion 7

1. Please briefly describe your method(s) of attendance verification that you feel complies with Criterion 7 (click on the criterion button above for details).

7.1 Note:

An effective method of verifying attendance may include proctor-mediated check-in and check-out with ID and signature confirmation at the beginning of the course, after breaks, and after the course is dismissed. Other effective methods include bar code scans of ID badges, password-protected online programs, electronic records of time spent online, Web cam verification, etc.

2. Please attach any pertinent samples.

Upload Attachments

7.1 Example:

Nutritional Innovations

Verification sheet:
October 4, 2008
Parkland Marriott Hotel, Parkland, TX
Instructor: Dr. William Finch

Proctor: Lisa Newman *Lisa M. Newman*

Name	Lic # (s)	Check-in Signature	After Break	Check-out
Richard T. Polk, D.C.	CA 3524	Richard T. Polk, D.C.	RTP	RTP
Diana Smythe, D.C.	TX 4520	Diana L. Smythe	DLS	DLS
Jill Walters, D.C.	TX 9022	R. Jill Walters, D.C.	RJW	RJW

Criterion 8. Documentation of Attendance or Participation Criterion 8

1. Please attach a sample copy of documentation of completion.

Upload Attachments

8.1 Note:

Please upload a copy of the document course attendees receive to acknowledge they've take the course.

Example:

Verification of Continuing Education

Course - **Nutritional Innovations**
Date - **January 6-7, 2009**
Instructor - **Roberta Campbell, D.C.**
Credit Hours - **12.0**
Attendee

Douglas Martin, D.C.	**CA Lic: 2566**
329 S Wellington St	**GA Lic: 65988**
Marksdale, CA 95678	**NPI: 4569875298**

ACME College
Dept of Continuing Education
123 North Parish Street
Johnstown, CO 80534
Phone: 555-555-5555
E-mail: CE@ACME.edu

☐ 2. Check to certify that duplicate or replacement documentation is available and labeled as such.

Criterion 9. Continuing Education Credits

Criterion 9

☐ 1. Check to certify that CE credit is based on a 50 minute contact hour, not including meals or breaks.

2. For courses that do not lend themselves to direct translation into contact hours, please describe how you accurately appraise the amount of time required to successfully complete the course.

9.2 Example:
"Credit hours are calculated based on an average number of hours required by several preliminary participants to complete the program. Once established, we monitor the amount of time it takes for learners to complete the program and make adjustments as necessary."

☐ 3. Check to certify that contact hours are determined prior to offering the course.

Criterion 10. Grievance Procedures — Criterion 10

1. Attach a copy of your organization's grievance procedures. Procedures must include processes to resolve tuition and fee disputes.

Upload Attachments

10.1 Example:
GRIEVANCE PROCEDURES:

Policy for Grievance Resolution:
A full description of the grievance must be submitted in writing to the ACME Dean of Continuing Education. Upon assessment of the circumstances surrounding the grievance, the Dean will make a determination as to the validity of the complaint and the degree (if any) of the College's responsibility.

Resolution may include any of the following:
- Tuition fees may be waived
- Tuition fees may be reduced
- Tuition fees may be refunded
- A credit amount may be given toward another class
- No action taken, tuition fees may stand as advertised

Criterion 11. Legal Compliance — Criterion 11

☐ 1. Check to certify your CE program agrees to comply with all applicable laws and regulations in the provision of CE offerings.

III. Budget and Resources

Criterion 12. Fiscal Responsibility **Criterion 12**

☐ 1. Check to certify that your fiscal resources are sufficient to meet the goals and objectives of your continuing education program.

☐ 2. Check to certify that CE is the sole activity for your organization.

OR ----------

3. If CE is only one element of your organization's multiple activities

☐ a. Check to certify that the CE budget allocation is a separate and clearly identifiable component of your organization's total budget.

IV. Faculty and Staff

Criterion 13. Faculty and Staff **Criterion 13**

☐ 1. Check to certify that each instructor is qualified to teach the subject matter assigned to him or her.

a. Please give an example.

13.1.a Note:

An appropriate response to Criterion 13, 1. a. can be to supply an instructor's CV, resume, or brief career narrative.

Example on next page

Dr. Janet Williams teaches Chiropractic Imaging courses for the ACME Department of Continuing Education:

CURRICULUM VITAE
Janet Williams, D.C., DACBR
ACME College
123 North Parish Street
Johnstown, CO 80534

PROFESSIONAL EDUCATION
1992 Diplomate in the specialty of Chiropractic Radiology (DACBR)
1987 Doctor of Chiropractic (D.C.); Graduated Magnum Cum Laude from ACME College; Johnstown, CO

ACADEMIC POSITIONS/EXPERIENCE
Chairperson, Department of Radiology, ACME College (1998 – present)
Director of Clinical Radiology, ACME College (1993 – present)
Associate Professor of Radiology, ACME College (1988 – 1993)

PROFESSIONAL ASSOCIATION MEMBERSHIPS
American Chiropractic Association (ACA) (1991-present)
The American Chiropractic College of Radiology (1991-present)

PUBLICATIONS
Williams, Janet. "Diagnostic Imaging of the Cervical Spine." JMPT, Fall 2006
Williams, Janet. "Interpretation of Patterns." Imaging Monthly, Spring 2004

LECTURES AND PRESENTATIONS
Instructor for the Diplomate Program in Chiropractic Orthopedics. MRI/CT scan: a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, May 15-16, 2004.
Lecturer. Chiropractic Imaging: Plain Films to MRIs. A practical course in what, why and when to order spinal imaging modalities. 12-hour presentation sponsored by ACME College, Johnstown, Colorado, May 1-2, 2004.
Instructor for the Diplomate Program in Chiropractic Orthopedics. Special Studies/Imaging: a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, April 17-18, 2004.
Lecturer. Chiropractic Imaging: Plain Films to MRIs. A practical course in what, why and when to order spinal imaging modalities. a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, January 17-18, 2004.
Presenter. Case Presentations and Differential Diagnosis. Sponsored by Colorado X-ray Council; Windsor, Colorado; June 1, 2002.

☐ 2. Check to certify that the total number of instructors is sufficient to achieve effective educational results regardless of the teaching method used.

☐ 3. Check to certify that participants are given adequate opportunity for direct interchange with instructors.

☐ 4. Check to certify that sufficient support personnel are assigned to assist with administrative and technical matters for each course.

V. Educational Course Development

Criterion 14. Objectives **Criterion 14**

1. Educational goals and learning objectives must be appropriate for the credit hours allocated to the course. Please attach a sample of educational goals and learning objectives for a course you provided.

Upload Attachments

14.1 Example:

PROGRAM: Physical Rehabilitation of the Spine – offered 1/15/08 in Weld, CA
Attendees at this presentation will learn

- how to differentially diagnose chronic, progressive low back pain.
- numerous pathophysiological presentations of common low-back disorders, the understanding of which will provide the practicing chiropractor a basis for determining: the natural course of a disorder, underlying causality, various stages of progression and differentiating factors.
- how to elicit and process relevant clinical information from presenting patients.
- how to process, evaluate, and cluster patient information according to relevance, significance and relatedness and to construct a complete problem list from the available patient information and be able to assess each problem.
- how to confirm or reject hypotheses with additional carefully selected and acquired pieces of patient information; to create diagnostic game plans and structure decision scenarios that are reasonable, orderly, precise, and considerate of cost-benefit-risk-time factors; and what additional data are needed and what further tests to order, bearing in mind the concept of imperfect information.

(continued)

(continued)

- specific diagnostic algorithms for chronic low back pain that are designed to increase the diagnostic accuracy of the practicing chiropractor; to solve patient presentations and confirm diagnoses rapidly, like the seasoned clinician who uses shortcuts, tangents, selected data subsets and high-yield tests.
- how to develop a more intelligent approach to problem solving by knowing what disorders are most common and therefore most likely to be present, by knowing the various presentations of a single disease and by realizing that several diseases may coexist in one patient.
- how to apply valid and reliable provocative orthopedic and neurologic examination procedures to facilitate the differentiation of neuromusculoskeletal disorders from organic disorders.
- how to systematically eliminate from consideration first, the more potentially life/health-threatening disorder before progressing with a concluding a diagnosis.
- how to accurately assess the validity and reliability of any one of the diagnostic possibilities for any given patient presentation.
- methodologies for challenging diagnostic hypothesis as they relate to low-back pain presentations.

Criterion 15. Needs Assessment

Criterion 15

1. Briefly describe your methods of conducting needs assessments

15.1 Note:

Possible formats for needs assessments may be post-course evaluation forms for attendees, structured surveys of the profession, or a review of current literature.

2. How frequently are needs assessments conducted?

Criterion 16. Subject Matter Criterion 16

1. Please provide an example of a course that is evidence-based, authority-based, and/or tradition-based.

16.1 Note:

For a course to be considered evidence-informed and patient-centered, it should (a) integrate individual clinical expertise with the best available external clinical evidence; and (b) reflect thoughtful identification and compassionate use of individual patients' predicaments, rights, and preferences in making clinical decisions about their care.

Where there is a conflict among the criteria that a course be "evidence-based, authority-based or tradition-based," the evidence-informed criterion trumps authority, and the authority criterion trumps tradition. Authority-based courses have the endorsement or approval of a recognized expert in the subject matter whose credentials and credibility are well-acknowledged. Tradition-based courses are based on content that has a long precedent of inclusion within mainstream chiropractic.

Previous applicants have responded with a course listing and summary of objectives. Although such responses generally suffice, the PACE Committee may ask the Provider to demonstrate a more detailed compliance with the provisions of Criterion 16.

1. Haldeman S, Dagenais S. A supermarket approach to the evidence-informed management of chronic low back pain. Spine J 2008;8(1):1-7.

2. Sackett DL. Evidence-based medicine. Semin Perinatol 1997;21(1):3-5.

2. Please provide an example of a course of yours that is professionally credible, academically rigorous, and presented in a balanced manner.

16.2 Example:

Chiropractic Rehabilitation of Patellar Injuries is taught by a certified chiropractic rehabilitation expert. This course includes 8 hours of lecture and 4 hours on hands-on, instructor-directed work. Three diverse methods are presented including the pros and cons of total versus partial immobilization

Criterion 17. Instructional Materials Criterion 17

1. A syllabus or general outline must be made available to all participants.

   a. Please attach a sample of a course syllabus or course outline

   Upload Attachments

Example on next page

   b. Please attach a sample of supplemental materials that meets the standards outlined in this criterion. (click on the criterion button above for details)

   Upload Attachments

17.1.b Note:

Appropriate documents for Criterion 17, 1. b. may include a textbook or workbook, a list of resources for further study, samples of relevant case studies, or a handout containing information and graphics relevant to the course.

Charrette Adjusting Protocols

12 Hour Workshop Overview

INTRODUCTION AND REVIEW OF TERMINOLOGY

SOFT TISSUE CHARACTERISTICS; ELASTIC AND VISCOUS QUALITIES

BIOMECHANICS OF THE LOWER EXTREMITIES
- Foot and Ankle
- Lower Leg
- Knee
- Hip

SERIAL DISTORTION OF THE LOWER EXTREMITY
- Pronation/Supination Syndromes
- Genu Valgus
- Leg Length Inequalities
- Muscle Imbalances
- Plastic Deformations
- Postural Abnormalities

EXAMINATION PROCEDURE
- Orthopedic Tests
- Neurological Tests
- Muscle Testing Techniques

STABILIZATION PROCEDURES
- Supportive Devices

EXTREMITY ADJUSTING

The Foot - Pronation Protocol Adjustments
- Navicular
- Cuboid
- Cuneiform
- Metatarsals 2-3-4
- Metatarsals 1 & 5
- Talus
- Calcaneus

The Foot - Other Foot Adjustments
- Cuboid Malalignment
- Hallux Valgus
- Toe Adjustments

The Knee
- Patella Alta
- Patella Baja
- Fibula
- Wrist Extension Thrust Technique
  - Medial Tibial Condyle
  - Lateral Tibial Condyle
  - Tibial Condyle
- Rehabilitative Exercises

EXTREMITY ADJUSTING, CON'T

The Hip
- Internal Rotation
- External Rotation
- Zindler Anterior Femur Adjustment
- Hip Mobilization

The Shoulder
- Glenohumeral Joint
- Acromioclavicular Joint
- Sternoclavicular Joint
- Costo Scapular Joint
- Trigger Points
- Inferior Glide
- Levator Scapulae Tendon
- Taping
- Rehabilitative Exercises
  - Scapular Squeeze
  - External Shoulder Rotation
  - Serratus Anticus Push

The Elbow
- Radio-Ulnar Joint
- Humero-Ulnar Joint
- Elbow Pronation Test
- Pronation Terses Exercise

The Wrist
- Navicular/Scaphoid
- Triquetrum
- Lunate
- Thumb
- Carpal Spread
- Fingers
- Taping
- Posterior Capitate
- Rehabilitative Exercises
  - Finger Extension
  - Wrist Extension

Criterion 18. Admissions

Criterion 18

☐ 1. Please check here to certify that your course(s) will be available to all licensed chiropractors (or chiropractic assistants where appropriate) as specified in this criterion.

2. If prior training or preparation is required for any of your courses, please attach a sample participant notification of prerequisites.

Upload Attachments

18.2 Note:

Notifications may, for example, be printed on course promotional materials or in course registration information.

Example:

-"Fundamentals 101 required for this course."

-"Basic CPR is required for this course."

Criterion 19. Conflicts of Interest

Criterion 19

☐ 1. Click to certify that whenever possible you shall refrain from entering into relationships that create conflicts of interest. Any conflicts of interest that do occur shall be fully disclosed.

☐ 2. Click to certify that you shall not accept funding from any source that requires you to cede control of any aspect of a PACE-designated course.

☐ 3. Click to certify that all terms and conditions of external financial support shall be in writing.

☐ 4. Click to certify that any commercial relationships will be disclosed in promotional materials to participants.

☐ 5. Click to certify that courses shall present a balanced view of therapeutic options and use generic product names whenever possible.

Criterion 20. Protection of Live Models ➔ Criterion 20

☐ 1. Check to certify that none of your courses will ever include demonstrations on patients or participants.

OR ----------

2. If any of your courses will include demonstrations on patients or participants:

   a. Please attach a copy of your written, informed consent document for live models.

   Upload Attachments

Example on next page

Criterion 20.2a

ACME College
Department of Continuing Education

INFORMED CONSENT
I, _____, understand that I am participating as a live model for the purpose of demonstrating chiropractic techniques, procedures and/or interventions during a continuing education program sponsored by ACME College.

Technique/Procedure to be Demonstrated:	Identified Risks:

Physical Limitations (if any) of Model:

Compensation for participation: $_____

ACME Continuing Education speakers are highly qualified to instruct and demonstrate procedures; however, as with any presentation, there is a chance of injury.

Should an injury occur, I understand my responsibility to inform the ACME College Department of Continuing Education at (555) 555-5555 so that appropriate action can be taken.

_____
Signature *Date*

Print Name _____
Address _____
Telephone (____)____-_____

NOTE: *Any advice or diagnostic/therapeutic procedures that are demonstrated or performed in the lecture/lab* ***do not*** *constitute a "doctor-patient" relationship and* ***do not*** *substitute for care that the model may/may not need.*

b. Please explain how you verify instructor qualifications (including licensure status and professional liability coverage) to safely perform the technique or procedure being demonstrated.

20.2.b Example:

"Each potential instructor must submit a current curriculum vitae which is subsequently evaluated by qualified Department of Continuing Education staff. Background checks of potential instructors are conducted through the CIN-BAD system of the FCLB. At the discretion of the College, additional information (letters of recommendation, video-tape or DVD sample of previous presentations, sample live presentations, syllabi, etc.) may be solicited for evaluation. Potential instructors must submit proof of active licensure in some jurisdiction. Additionally, each potential instructor must submit evidence of current malpractice insurance coverage AND liability coverage."

c. Please explain how you verify that a technique or procedure to be taught can lawfully be performed in the jurisdiction where the demonstration takes place.

20.2.c Example:

"If there is a question regarding the legitimate use of a diagnostic or therapeutic procedure in accordance with the practice act of a particular jurisdiction, it will be ACME College's responsibility to communicate with that particular jurisdiction to insure that what is being taught is in keeping with that jurisdiction's scope of practice."

☐ d. Check to certify that you will supply in good working order any equipment or instruments needed for the demonstration.

☐ e. Check to certify that you will supply adequate supervision during the demonstration.

☐ f. Check to certify that you will arrange for post-demonstration care and, if necessary, emergency care for live models.

VI. Methods of Delivery

Criterion 21. Educational Methods **Criterion 21**

☐ 1. Check to certify that, in selecting educational methods, you will consider:
- Course content and goals;
- Size and composition of intended audience;
- Skill level of participants;
- Medium of presentation;
- Nature and extent of facilities; and
- Number of instructors, evaluators, and support personnel.

☐ 2. Check to certify that participants are warned about incorporating techniques and procedures in their practices when the course has not provided them with supervised clinical experience in the technique or procedure.

☐ 3. Check to certify that your organization has consulted the appropriate experts for any courses requiring electronic or technical capabilities.

Criterion 22. Participant Involvement

Criterion 22

1. Describe how your courses encourage active audience participation and involvement.

> ***22.1 Note:***
>
> Participant involvement may include course discussion, questions and answers with the instructor, participatory demonstrations, worksheets or other seatwork, etc.

Criterion 23. Distance Learning

Criterion 23

☐ 1. Check to certify that your courses do not include distance learning.

OR ----------

2. If your course(s) employ distance learning, please complete the following:

   a. What method do you use to determine credit hours?

> ***23.2.a. Example:***
>
> "To calculate hours for self-paced programs, we establish the credit hours based on an average number of hours required by several participants to complete the program. Once established, we continue to monitor the amount of time it takes for learners to complete the program and make adjustments as necessary."

b. How do you ensure timely participant feedback and communication with instructors?

23.2.b. Note:

Instructor feedback and communication may, for example, be completed through e-mail, online chats or forums, telephone contact, or other standard forms of correspondence including course evaluations.

c. What self-assessments, such as periodic quizzes or concept reviews, of subject mastery are available for participants? Do longer courses offer section assessments?

d. How do you provide references for further study?

23.2.d Note:

Examples of references for further study include recommended bibliographies, web links, or information about related courses.

☐ e. Click to certify that any requisite course deadlines are clearly identified.

☐ f. Click to certify that if distance learning courses lead a participant to perform procedures or techniques upon a patient, the participant shall be directed to create and retain appropriate clinical records, including informed consent, history, x-rays or other diagnostic imaging, examination findings, treatments rendered, materials, methods, and outcomes.

g. How do you provide necessary technical assistance to participants?

23.2.g Example:

"Technical assistance is available via e-mail, telephone, or a help menu. If we anticipate a technical problem, we send an e-mail notification to registered users."

☐ h. Click to certify that computer-based distance learning courses shall offer ease of navigation and that you will strive to ensure that program features are functional.

i. If distance learning will be conducted via electronic correspondence, what security measures will be involved?

23.2.i Note:

Examples of electronic security include password protection, hypertext transfer protocol over secure socket layer (https://), and numerous other security measures. Private e-mails may also be considered secure.

VII. Facilities

Criterion 24. Facilities, Instructional Media and Equipment **Criterion 24**

☐ 1. Check to certify that facilities, instructional media and equipment selected for CE courses shall be appropriate to audience size and adequate to realize the objectives of the course.

☐ 2. Check to certify that sufficient space and equipment shall be available to allow active participation by each attendee.

☐ 3. Check to certify that instructional media and equipment shall be in good working order.

☐ 4. Check to certify that, if participants are required to supply their own materials or equipment, you shall include specific descriptions of all required materials or equipment in your course announcement and promotional materials.

VIII. Evaluation

Criterion 25. Course Evaluation **Criterion 25**

1. Please attach a sample of post-instructional evaluations or satisfaction surveys.

Upload Attachments

> ***25.1 Note:***
>
> Course evaluation for the purposes of PACE is not a post-test. It is attendee feedback on the quality of the course. Course evaluation needs to include, as appropriate, an assessment of physical location and facilities, media and materials, instructor presentations, and attainment of stated course objectives.
>
> ***Example on next page***

☐ 2. Check to certify compiled results of instructional evaluations or satisfaction surveys will be reported to PACE.

ACME College

Continuing Education Program Evaluation

Your opinion is important to us! Please indicate your responses on this evaluation form and return it to the monitor at the conclusion of the program. Thank you.

Program: Whiplash Associated Disorders Location: Johnstown, CO
Speaker: Reginald K. Spencer D.C. Dates: Feb. 25-26, 2006

	Strongly Agree	Agree	Disagree	Strongly Disagree
Program was what I expected from brochure description				
Subject matter was appropriate for postgraduate level				
Instructor had a clear and logical presentation				
Instructor had adequate knowledge of subject matter				
Instructor was well prepared				
Instructor stimulated my interest in the subject				
Topics were well organized and presented with appropriate time given to each area				
Handouts were well organized and appropriate to the presentation				
Slide/overhead projections were easy to read				
Program hours are convenient				
Facility is in a convenient location				

On the back of this page, please indicate the reason(s) for any rating below "Agree"

	Excellent	Very Good	Good	Fair	Poor
OVERALL, how do you rate this instructor?					
OVERALL, how do you rate this program?					
OVERALL, how do you rate this facility?					

On the back of this page, please indicate the reason(s) for any rating below "Good"

What part of the program was **MOST** beneficial/interesting to you? _____

_____

LEAST beneficial/interesting to you? _____

_____

Based on this program experience, would you attend other ACME seminars: Yes No

If "No," please indicate reason _____

_____

General comments: _____

_____

_____

_____

May we use your comments on promotional material? Yes No

Name _____ _____
Please print your name Your signature

(You do not need to give your name if you wish to remain anonymous)