BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

State of California
Edmund G. Brown Jr., Governor

NOTICE OF TELECONFERENCE
LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING

August 26, 2015
12:30 p.m.

One or more Committee Members will participate in this meeting at the teleconference sites listed below. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Licensing, Continuing Education and Public Relations Committee at each teleconference location. The public teleconference sites for this meeting are as follows:

Teleconference Meeting Locations:

Corey Lichtman, DC 538 Stevens Ave. Solana Beach, CA 92075 (858) 481-1889	Heather Dehn, DC 901 P Street, Ste 142A Sacramento, CA 95814 (916) 263-5355	John Roza, Jr., DC 800 Douglas Blvd Roseville, CA 95678 (916) 786-2267

AGENDA

1. **Call to Order & Establishment of a Quorum**

2. **Approval of Minutes**
   July 15, 2015

3. **Review and Discussion of Possible Revisions to the Continuing Education Regulations for Approving Continuing Education Providers.**

4. **Update Regarding BCE Outreach**
   - A Consumer's Guide to Chiropractic
   - Creating a "How to File a Complaint" Pamphlet
   - Update on Fall/Winter 2015 Newsletter
   - Social Media: Facebook, Twitter

5. **Public Comment**
   Note: The Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).] Public comment is encouraged; however, if time constraints mandate, comments may be limited at the discretion of the Chair.

6. **Future Agenda Items**

7. **Adjournment**

T (916) 263-5355
F (916) 327-0039
TT/TDD (800) 735-2929
Consumer Complaint Hotline
(866) 543-1311

Board of Chiropractic Examiners
901 P Street, Suite 142A
Sacramento, California 95814
www.chiro.ca.gov

LICENSING, CONTINUING EDUCATION
& PUBLIC RELATIONS COMMITTEE

Heather Dehn, D.C., Chair
John Roza Jr., D.C.
Corey Lichtman, D.C.

Meetings of the Board of Chiropractic Examiners' Committee are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. Public comments will be taken on agenda items at the time the specific item is raised. The Board's Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at **www.chiro.ca.gov**.

The meeting facilities are accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or e-mail marlene.valencia@chiro.ca.gov or send a written request to the Board of Chiropractic Examiners, 901 P Street, Suite 142A, Sacramento, CA 95814. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
July 15, 2015
901 P Street, Suite 142A
Sacramento, CA 95814

Teleconference Meeting Locations:

Corey Lichtman, DC	Heather Dehn, DC	John Roza, Jr., DC
538 Stevens Ave.	4616 El Camino Ave., Ste B	800 Douglas Blvd
Solana Beach, CA 92075	Sacramento, CA 95821	Roseville, CA 95678
(858) 481-1889	(916) 488-0202	(916) 786-2267

Committee Members Present
Heather Dehn, D.C., Chair
John Roza Jr., D.C.
Corey Lichtman, D.C.

Staff Present
Robert Puleo, Executive Officer
Linda Shaw, Assistant Executive Officer
Dixie Van Allen, Policy Analyst
Brianna Lauziere, Staff Services Analyst

Call to Order
Dr. Dehn called the meeting to order at 12:37 P.M.

Roll Call
Dr. Roza called roll. All Board members were present.

Approval of Minutes

MOTION: DR. ROZA MOVED TO APPROVE THE MINUTES OF THE JULY 7, 2015 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0 (DR. DEHN – AYE, DR. ROZA – AYE, DR. LICHTMAN – AYE)
MOTION CARRIED

Review and Discussion on Possible Revisions to the Continuing Education Regulations for Approving Continuing Education Providers
Dr. Dehn had a discussion about Providers of Approved Continuing Education (PACE) and asked for public comment.

Dr. Brian Porteous and Dr. Mark Cymerint were present at Dr. Lichtman's office and expressed their concerns relating to changing the continuing education (CE) regulations for approving (CE) providers.

Dr. Dehn summarized the committee's progress with this item of discussion. She stated that this committee has been working hard for over a year and meeting minutes are available on the website for public review. Dr. Dehn stated the committee's objective is researching different avenues for approving CE providers, ensuring the best courses are given, and a monitoring system is in place.

Review and Discussion of Possible Language to add CPR Certification as a Mandatory Requirement for Renewal of Licensure (Amend §361 and §371 and Proposed §371.1)
The committee reviewed the proposed language for CPR certification as a mandatory requirement for renewal of licensure. In the proposed §371.1- Cardiopulmonary Resuscitation/Basic Life Support Training, the committee made a change to the spelling of "manikin" to "mannequin" in the second paragraph, line six. The committee will present the amendments to §361 and §371 as well as the proposed §371.1 to the Board at the next Public Board meeting.

MOTION: DR. DEHN MOVED TO PRESENT THE REGULATORY LANGUAGE WITH THE CHANGES TO THE SPELLING OF "MANNEQUIN" ON §361, §371 AND PROPOSED §371.1 TO THE BOARD AT THE JULY 30, 2015 PUBLIC BOARD MEETING
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0 (DR. LICHTMAN – AYE, DR. ROZA – AYE, DR. DEHN– AYE)
MOTION CARRIED

Update Regarding Outreach Publications
Ms. Lauziere received the photos from the photo shoot at Life West College and will email the top 5 photos to the committee to select the photos for the cover and page 2 in the Consumer Guide booklet.

Public Comment
Dr. Porteous complimented the committee on the new Summer 2015 Newsletter.
Mr. Puleo stated upon requests the Board can provide hard copies of any of the Board's publications to those that would like to share the information with others.

Future Agenda Items
Dr. Dehn scheduled the next committee meeting on August 26, 2015 at 12:30 p.m.

Adjournment
Dr. Dehn adjourned the meeting at 2:03 P.M.

From: Back To Chiropractic CE Seminars
Date: August 12, 2015 at 12:38:48 PM PDT
To: Robert Puleo, Sergio Azzolino
Subject: CE providership solutions

Hello, After hearing all the possibilities for change with CE Providers & the concerns of too many providers & not enough course auditing, I have put together a simple potential solution. Please share this with other board members and please consider this or some form of this as a possible solution. I am hoping we all can work together to come up with a system that works for all providers and the licensed DC's keeping their expense down.

If you have any questions please let me know

However brief; always know my email is a friendly & happy message!

Marcus Strutz DC
Back To Chiropractic CE Seminars backtochiropractic.net
33000 North Highway 1
Ft Bragg CA 95437
707.972.0047

"If the public knew what we knew, we would need a lot more chiropractors."

CE Providers Solutions

Issue #1 too many providers

1. Keep all current providers ~ natural attrition will decrease numbers

2. Change rule to become a new provider:

Out of Chiropractic college minimum of 2 years

Sponsored by a current CE Provider for a minimum of 3 years or minimum of twenty 6 hour courses taught.

3. After the above, if in good standing ie no complaints, can apply to become a provider.

Issue #2 quality control of courses

1. Establish course criteria for all live & online courses. Circulate to all providers so they are aware of the criteria.

Live course evaluations

1. Mandate that each attendee fill-out a standardized evaluation.

2. Have one attendee be the secretary of the evaluations. They review all evaluations & submit a standardized summary form to the board with a pass or fail.

If a passing score continue to give courses.

If fail then the provider must pay $50 fee to be audited by a board member.

If they do not pass this time course is suspended for 1 year. Can reapply for $50.

Online course evaluations.

1. Mandate that each attendee fill-out a standardized evaluation. Only non-passing evals get emailed to the board. If that course/provider gets 10 negative evaluations, then course is pulled. Can reapply for $50.

Benefits
all are easy to implement and to police
there are no biases as every DC is evaluating each course

there is no extra cost to attendees, providers or the board.
If there is extra time by board then just increase cost to provider to cover.

Board admin can handle this job as we can easily streamline the course application system ie same course as last year form and going paperless

Mark Cymerint D.C.
Triad Seminars
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Laguna Hills, CA 92653
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markcymerintdc@gmail.com

Monday, August 10, 2015

To: The Licensing, Continuing Education Public Relations Committee of the BCE, John Roza, Jr., D.C., Corey Lichtman D.C., Heather Dehn D.C., Vice-Chair
Executive Director, Robert Puleo, Dixie Van Allen, Sergio Azzolino D.C., Chair, Julie Elginer, Dr. PH, Secretary, Frank Ruffino, Dionne McClain, D.C.,
Cc: Office of Administrative Law, State of California

Dear BCE,

After the last committee meeting, I was encouraged by the committee to go back and review the prior committee meeting notes and weigh in my suggestions to the committee on possible improvement to CE in California. After a thorough review, I am currently working on input to possibly help address the BCE concerns on this topic.

I still feel that the board has not provided enough evidence that a problem exists and the entire continuing education is broken in this state. I am waiting for more details on this so-called regulation changing problem. I also was accused by one of the board members on the CE committee for having self interest because I have an opposing view of this issue. Mudslinging providers that are having difficulty understanding the necessity of this proposed change is not the answer to solve anything. And I do not appreciate this tactic.

I have reviewed in detail the PACE corporation, which has approved a total of 29 providers of CE over the last 10 years. **Eight of the providers have been Chiropractic colleges** (not all Chiropractic colleges participate). **Three of the providers are state associations, which means that at least 47 state associations do not participate. There are a few Chiropractic supplement companies and malpractice insurance companies that are approved as well. This may be a conflict of interest with their own products being promoted during seminar time. Let me note that there are NO providers out of the 29 from the state of California, and only a couple west of the Mississippi.**

Financial impact on BCE

If the BCE farms out the applications to PACE, they would lose a revenue of approximately **$53,100 annually for CE applications** based on an average of $300 per provider in approved seminar fees (from live and online courses). In addition to that, an **additional $8,800 in bi-annual provider renewals.**

PACE charges an average of $2,500 annually for the application plus $1,500 for the appeal of a denied application, **which could bring PACE approximately $700,000 in application fees and denials alone**. In addition, **PACE charges $20 per licensee for 24 hours ($10 per 12 hour seminar). $20 x 14,000 approximate licensees in CA = $280,000 in additional revenue annually. This brings PACE just shy of $1,000,000 annually** on the coup d'etat of getting California business.[1]

Potential Ideas to Address The BCE Concerns

(However, no necessity, clarity, consistency has been demonstrated by this board that a problem exists and that their ideas will solve this problem.)

1. **Go back to the apprentice program to become a provider.** When I became a provider, I had to work under an approved provider of the BCE for a period of **five years** to learn proper documentation, goals and objectives, rules and regulations for CE providers, and monitoring procedures for seminar credit. This not only was a valuable system, but the provider trained potential providers in the field to assure quality of content and public safety. When this system was in place, California only had around 70 providers of CE and the system worked. If the potential provider is in good standing with the board, this apprentice programs should be reinstated.
2. **Change the application form.** It appears to me after reviewing the PACE 37 page application form, that the BCE would need to slightly change the current application form making sure goals and objectives are clearly defined, outline course content, and align with the BCE requirements. This change would need to be thoroughly discussed in the committee. Any new provider application forms would be reviewed by a board member for content and quality before final approval. **Fiscal impact suggestion.** This potential increase in man power to review new providers could be recouped by raising the provider application fee to whatever the committee deems necessary. I would suggest at least doubling the fee for new providers to help offset any administrative costs.
3. **Establish course criteria for all live and online courses.** The committee shall establish CE goals and objectives that meet the board criteria and would post these on the board website for all providers. This would solve the so-called problem of not being able to control content of a CE seminar, and would make sure that all CE content falls within the guidelines of the BCE for final provider approval. I currently thought that all providers had to follow the subjects that were approved on the BCE website before being approved for CE providers. I didn't realize this was a problem.
4. **Auditing of new providers.** It was brought up at the last committee meeting that the board was under staffed and not able to properly audit new providers. PACE does not currently audit CE seminars, so going to PACE is not going to solve this potential problem. However, new providers need to be audited to ensure quality and content, and that the goals and objectives on the application are strictly followed and

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[1] PACE Website- Application & Regulations for CE Providers - http://pacex.fclb.org/

adhered to. **Fiscal impact suggestion:** Because there are costs associated with auditing new providers, the board would need to generate additional revenue from providers to cover the costs. The board could raise application fees for all providers and could raise course fees on all CE courses. This increase could generate an additional $60,000 or more to the BCE for auditing purposes. One other suggestion is to charge all new providers a mandatory $100 to $200 fee to audit their program before final approval of their seminars. In other words, the new provider will pay the BCE to assure goals and objectives and quality of content is adhered to.

5. **Course evaluations.** The board could have a standardized course evaluation form that the committee can generate that would help the board in recognizing a potential problem with a provider and could trigger an audit (at the provider's expense). Although course evaluations can be subjective, this would be an indicator of a potential problem with a provider on content, quality, and goals and objectives. It is my suggestion that at least 20% of the attendees or more have given a poor rating under 50% satisfaction to trigger an audit. This would safe guard the providers from one dishonest attendee who has another hidden agenda from damaging the provider. Course evaluations should be kept by the providers for a period of 4 years and could be sent into the board as well after each seminar. This system would be a further incentive to the providers to provide a top quality CE seminar. **Fiscal impact.** None noted.
6. **Grandfather existing providers in good standing.** Providers **in good standing** with the board should be grandfathered with any change in the CE rules and regulations and all new providers will be affected by the new law. Grandfathered CE providers would be able to maintain their current application system with the CA Board even if they change content on any of their seminars. As long as they are a provider in good standing.
7. **It was put on record at the last committee meeting by the CCA representative and the Life West representative that if it was up to them that they would be the only group allowed to teach CE in CA.** Board member Corey Lichtman asked the representatives to repeat what they said and they repeated it again on tape. This is a disturbing circumstance that revealed a potential conflict of interest and a potential monopoly of CE. Therefore, taking over and controlling CE in the state of California. If that statement becomes true then freedom of education will be eliminated in CA. It also displays the agenda of the CCA and Life West in regards to claiming there is a huge broken problem with CE and that they are the gatekeepers to fix it. This matter is going to be watched closely at the legal level. This board should absolutely look in to this matter for their own legal reasons and the unethical possible conflict of interest of board members who are also members of the CCA.
8. **What does the board have on input from the CE department staff on the problems that were stated by this committee?** In dealing with the CE department for 20 years I have never even heard that there was a problem from the BCE staff in the CE department. Wouldn't it be advantageous to this committee to involve the input of the BCE staff at the committee meetings for all attendees to hear from that department what they perceive as possible problems with CE in CA. I certainly would welcome the staff to be part of the solution to any potential problems with CE.

Although there are more issues and details to be gone over, I do not believe that the changes suggested are outside of the BCE's reach. My experience over the last **20 years of teaching** BCE approved seminars has been very positive. I feel that the CE department at the BCE has been ultra professional, very informative, and handles its duties with the utmost professionalism and efficiency. Genie has been very strict when it comes to guidelines, rules and regulations of CE providers, and has done an excellent job in managing the website and content of the seminar apps. Also Becky, before her, was once again at that same level. I believe if this board can generate some additional revenue, and get the CE department the help that it needs it can solve/clean up any perceived problems of the committee. Therefore, it is my recommendation that due to the financial costs and possible elimination of most of the CE providers that would create a monopoly by switching to PACE is completely unnecessary and is not going to solve anything only create problems for the state.

I would like to personally thank the committee for allowing me as a provider to give input on improving the system and I am absolutely volunteering to continue to participate in committee meetings regarding continuing education and making it safe for California citizens to know that their Doctor of Chiropractic is delivering quality and safe care to the public.

Yours in health,

Mark Cymerint, D.C.

A Consumer's Guide to Chiropractic Care

BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

What is Chiropractic?

The chiropractic approach is prevention-based, focusing on diet, exercise, and lifestyle, and emphasizes natural methods to wellness. A typical chiropractic visit may include evaluation, adjustments, and other therapeutic methods to optimize health and function of the spine and/or arms and legs.

Chiropractic is a form of health care that focuses on the relationship between the nervous system, spine, and body's structure and function. It is most often used to treat neuromusculo-skeletal conditions, such as problems with nerves, muscles, joints, bones, and/or connective tissues (such as cartilage, ligaments, and tendons).

What is a Chiropractic Adjustment and Chiropractic Care?

A chiropractic adjustment is a manipulation of the spine that can help the functioning of your joints and nervous system. Chiropractic care can heal systemic and musculo-skeletal problems, including:

- Headaches
- Neck pain
- Torticollis
- Pain, numbness, tingling in the arms, hands, legs, and/or feet
- Vertigo
- Difficulty breathing
- Spine or shoulder blade pain
- Lower back pain
- Sciatica
- Sports injuries
- Issues arising during pregnancy
- Pain from a fall or an auto accident

Although the main form of treatment in a chiropractic office is an adjustment, other methods may be used to enhance the effectiveness of the chiropractic adjustment. Adjustments may be performed with just the hands or with a handheld instrument or device to the spine. Methods of treatment include:

- Therapeutic ultrasound
- Electrical muscle stimulation
- H-wave
- Massage
- Low-level laser/cold laser
- Ergonomic counseling
- Therapeutic exercises
- Acupressure
- Manual trigger point therapy
- Decompression

How Do I Select a Chiropractor?

The Board of Chiropractic Examiners (Board) advises consumers to check the license of any individual claiming to be a Doctor of Chiropractic (D.C.). Chiropractic doctors must renew their license annually and post their license in plain view for consumers to see.

You can verify a license by checking the Board website at **www.chiro.ca.gov** and clicking on "License Search." The search can also reveal additional information, such as whether the licensee has a pending or prior disciplinary action, or whether his or her license is on probation. You can also find out this information by contacting the Board by phone at (916) 263-5355 or toll-free at (866) 543-1311.

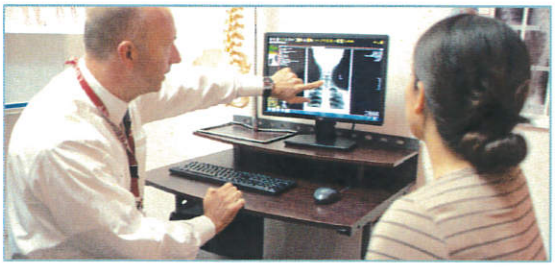
After you have checked the license, be sure to ask your chiropractor and chiropractic office questions about their treatments, costs, etc. Here are some sample questions:

- Do I need a referral from another medical provider?
- How much does a visit cost?
- What are my payment options?
- How often will I have to come?
- What is an adjustment?
- Will my treatment hurt?
- Do I have to have X-rays?
- How long does an appointment take?

You can also choose a chiropractor through referrals from friends, family, or your health care provider. However, remember to *always* check the license.

What Can I Expect at My First Chiropractic Appointment?

At your first appointment, your chiropractor should thoroughly review your health history with you. Be sure to also discuss your specific symptoms with your chiropractor.



Your chiropractor should also conduct a complete diagnostic exam, which includes general tests such as blood pressure, pulse, respiration, and reflexes, as well as specific orthopedic and neurological tests to assess range of motion of the affected area of the body, muscle tone, muscle strength, or neurological integrity.

Based on the results of your history and examination, diagnostic studies may be helpful to more accurately diagnose your condition. The most common diagnostic studies for a chiropractor to perform or order include an X-ray, MRI, CT scan, or other laboratory tests such as blood tests or urinalysis.

Once the diagnosis is established, your chiropractor will determine if your condition will respond to chiropractic care.

At the end of your initial visit, your chiropractor should:

- Explain your diagnosed condition
- Recommend an individualized chiropractic treatment plan
- Advise you of the anticipated length of chiropractic care
- Review costs and payment plan options

How Do I File a Complaint?

If you have a complaint regarding the chiropractic care you received, first try to resolve the issue directly with your chiropractic office.

However, if you feel your chiropractor violated State laws and guidelines, you should file a complaint. All complaints must be in writing. To obtain a complaint form, visit the Board's "Forms and Applications" web page. The written statement should include the nature of your complaint, with specific details and any documents related to your complaint, such as patient records, photographs, contracts, invoices, and correspondence. You do not need to refer to specific sections of the law that you feel have been violated.

All written complaints received by the Board are reviewed by the Enforcement Unit to determine whether the Board has jurisdiction, and, if so, to prioritize the complaints. Complaints alleging sexual misconduct, gross negligence/ incompetence, and insurance fraud are given priority attention and may be referred immediately to investigation.

The Board also has jurisdiction over other categories of complaints, including but are not limited to, conviction of a criminal offense, deceptive or misleading advertising, and unlicensed practice. The Board does not have jurisdiction in fee or billing disputes, general business practices, and personality conflicts. However, other civil channels are available to handle these issues.

Our Mission

The Board of Chiropractic Examiners' paramount responsibility is to protect the health, welfare, and safety of the public through licensure, education, and enforcement in chiropractic care.

Join Our Mailing List

Receive important information about the Board by subscribing to its e-mail subscription list. Go to the Board's website and click on "Join Our Mailing List" under "Quick Hits," and submit your e-mail address.

Also, stay connected and "like" us on Facebook and follow us on Twitter.

For More Information

If you need help with a chiropractor issue, visit the Board's website at **www.chiro.ca.gov** or call the Board at (916) 263-5355 or the Department of Consumer Affairs' Consumer Information Center at (800) 952-5210.

BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

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Telephone: (916) 263-5355 | Fax: (916) 327-0039
www.chiro.ca.gov

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Board of Chiropractic Examiners

[LOGO]

Licensees' Guide

The chiropractic profession
A chiropractor treats conditions such as a headache, neck pain, lower back pain, sports-related injuries, hand/feet pain, shoulder pain, knee/elbow pain, work-related injuries, and carpal tunnel syndrome.

Chiropractic is a health care profession that emphasizes the power of one's own body to heal itself without the use of drugs or surgery. The practice of chiropractic focuses on the relationship between structure (primarily the spine) and function (as coordinated by the nervous system), and how that relationship affects one's health.

The chiropractic approach is prevention-based, focusing on diet, exercise, and lifestyle, and emphasizes natural methods to wellness. A typical chiropractic visit may include an evaluation, adjustments (manipulations of the spine), and other methods to optimize health and function to the spine and/or arms and legs.

The future of chiropractic
Employment of chiropractors is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics. Also, more people are becoming interested in chiropractic care, since chiropractors use nonsurgical methods and do not prescribe drugs.

Getting your license
If you're interested in a career as a chiropractor in California, you must meet the Board of Chiropractic Examiners' (Board's) strict requirements:

- **Degree.** You must receive a Doctor of Chiropractic (D.C.) degree from a Board-approved college. For a list of these colleges, go to the Board's website, **www.chiro.ca.gov**. The curriculum includes class time as well as clinical experience hours.
- **NBCE.** Chiropractic students must pass parts I, II, III, IV, and physiotherapy of the National Board of Chiropractic Examiners (NBCE) exam to be eligible to apply for a State license.
- **Application.** Complete the *Application for a Chiropractic License*, which must include your 2-inch-by-2-inch photograph. Be sure to use the *Check Sheet for the Application for a Chiropractic License* to ensure your application packet is complete. Both forms can be found on the Board's website, **www.chiro.ca.gov**.

- **Fingerprinting.** Live Scan is a process that scans your fingerprints electronically and is mandatory for applicants who are California residents. Take the *Request for Live Scan Service* form to a Live Scan site for fingerprint scanning. Out-of-state residents must submit fingerprint cards.
- **Background check.** California chiropractic license applicants must disclose all citations/arrests on your record—whether set aside, dismissed, or expunged—in response to any direct question in any questionnaire or application for licensure.
- **Fees.** The standard license application fee is $100. The reciprocal application fee is $25. The Live Scan fingerprint services fees are paid directly to the Live Scan agency submitting the print. The fee to submit out-of-state fingerprint cards is $49.
- **CLPPE.** The California Law and Professional Practice Exam (CLPPE) is administered through computerized testing on a continuous basis. Once the Board determines the licensee applicant is qualified to take the CLPPE, the applicant will be notified by letter.

More details regarding requirements can be found in the Board's Chiropractic Initiative Act and in the Board's *Chiropractic Rules & Regulations*. Both can be found on the Board's website, **www.chiro.ca.gov**.

The average time for an initial review of your license application is three-four weeks. At that time, either a letter requesting more information or letter authorizing you to sit for the CLPPE will be sent. The average processing time for an application once received by the Board is three to five months.

Maintaining your license

Continuing education

To maintain an active chiropractic license, D.C.s must complete 24 hours of continuing education (CE) per year. Six of the 24 hours are mandatory from the following categories:

- Two hours of Ethics and Law
- Four hours in any one of or combination of the following topics:
    - Chiropractic Adjustive or Manipulation Technique
    - History Taking and Physical Examination Procedures
    - Proper and Ethical Billing and Coding

Of the 24 hours, 18 hours may be completed in general subject categories, four hours of CE credit can be gained by attending a full Board meeting, and a maximum of 12 CE hours may be completed through distance learning.

License renewal

It is your responsibility to keep your license current. When renewing, do it *early*. Remember to read and review your completed form carefully, check all boxes, and sign the form. Also, be sure you complete all required CE hours prior to submitting the renewal form, and that your check or money order is for the correct amount. Incomplete renewal forms can cause a license to become delinquent, putting your ability to work at risk.

At this time, license renewals cannot be submitted online. Renewal forms are mailed to the address the Board has on file approximately 60 days prior to your license expiration date. If you did not receive your renewal form, you may print and complete a *Replacement Renewal Form* and mail it to our office.

Please note that the Board is required to deny an application for licensure and to suspend the license/certificate/registration of any applicant or licensee who has outstanding tax obligations due to the Franchise Tax Board (FTB) or the State Board of Equalization (BOE) and appears on either the FTB's or BOE's certified lists of top-500 tax delinquencies more than $100,000 (AB 1424, Perea, Chapter 455, Statutes of 2011).

Show it off

Displaying your license is not only a well-deserved privilege, but also a requirement under section 308 of the Board's *Chiropractic Rules & Regulations*. Your license must be clearly visible to consumers at your place of practice, including any certificates issued for satellite offices.

For More Information

If you have any questions about obtaining, maintaining, or renewing a license, visit **www.chiro.ca.gov**, call the Board at (916) 263-5355 or the Department of Consumer Affairs' Consumer Information Center at (800) 952-5210.

[BCE logo & DCA logo]
California Board of Chiropractic Examiners
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www.chiro.ca.gov

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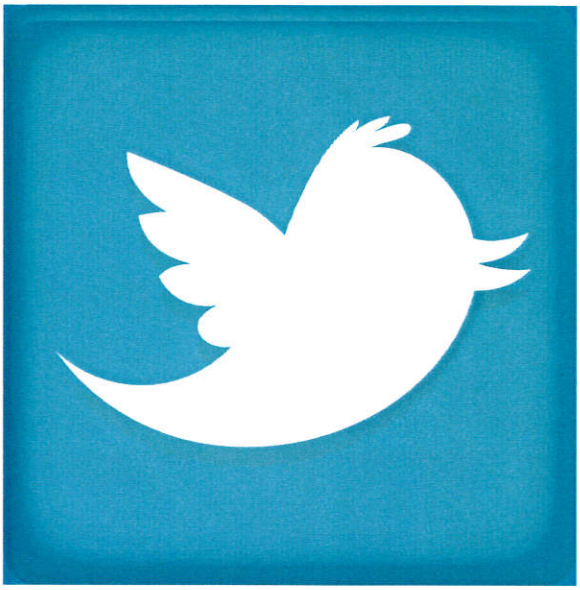

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