

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

July 11, 2016

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:

901 P Street, Suite 142A
Sacramento, CA 95814
(Board Staff)

Corey Lichtman, DC
538 Stevens Ave.
Solana Beach, CA 92075
(858) 481-1889

Heather Dehn, DC
4616 El Camino Ave, Ste B
Sacramento, CA 95821
(916) 488-0202

Dionne McClain, DC
6360 Wilshire Blvd., Ste 410
Los Angeles, CA 90048
(323) 653-1014

AGENDA

- 1. Call to Order & Establishment of a Quorum**
- 2. Approval of Minutes**
June 7, 2016
- 3. Review and Discussion on Strategic Plan Action Items**
 - Goal 1 - Licensing
 - Goal 3 - Professional Qualifications and Continuing Education
 - Goal 5 - Public Relations and Outreach
- 4. Discussion and Possible Action on Creating a Consumer Publication Related to Chiropractic Training and Education Requirements**
- 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**

**LICENSING, CONTINUING EDUCATION
& PUBLIC RELATIONS COMMITTEE**

Heather Dehn, D.C., Chair
Dionne McClain., 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
June 7, 2016
901 P Street, Suite 142A
Sacramento, CA 95814**

Teleconference Meeting Locations:

Board of Chiropractic Examiners 901 P Street, Ste 142A Sacramento, CA 95814 (916) 263-5355	Heather Dehn, DC 4616 El Camino Ave. Sacramento, CA 95821 (916) 488-0242	Dionne McClain, DC 6360 Wilshire Blvd., Ste 410 Los Angeles, CA 90048 (323) 653-1014	Corey Lichtman, DC 538 Stevens Ave. Solana Beach, CA 92075 (858) 481-1889
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Committee Members Present

Heather Dehn, D.C., Chair
Dionne McClain, D.C.
Corey Lichtman, D.C.

Staff Present

Robert Puleo, Executive Officer
Dixie Van Allen, Staff Services Manager I
Brianna Lauziere, Staff Services Analyst
Marcus McCarther, Policy Analyst

Call to Order

Dr. Dehn called the meeting to order at 12:40 P.M.

Roll Call

Dr. McClain called roll. All Board members were present at the locations specified on the Agenda. Dr. Lichtman joined the meeting at 12:44 P.M.

Approval of Minutes

**MOTION: DR. MCCLAIN MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. DEHN SECONDED THE MOTION
VOTE: 2-0 (DR. DEHN- AYE, DR. MCCLAIN - AYE)
MOTION CARRIED**

Dr. Dehn moved to agenda item #5.

Review and Discussion Regarding Proposed Outreach Publications; Possible Recommendation to Full Board

Dr. Dehn asked for feedback about creating a publication that would inform the public about the education and training for doctors of chiropractic.

Dr. Dehn suggested that the Board create a pamphlet that would concentrate on the prerequisite education, grad school training and the scope of practice.

Dr. Dehn shared that she visited Palmer and found that their presentation on chiropractic education, training and scope was very informative. She thought it would be a great addition to the BCE's publications in an effort to educate the public about the qualifications for the profession.

Dr. Dehn will send Mr. Puleo the slides from Palmer as a reference for a new pamphlet.

Dr. Lichtman joined the meeting at 12:44 P.M.

Dr. Dehn would like to outline what chiropractic training consists of and the scope of practice and add a graphic showing the hours required in chiropractic education and a degree requirement comparison.

There was discussion about adding a section specifying what chiropractors can treat beyond neck and back pain.

Mr. Puleo cautioned against comparing ourselves to other professions in a publication for legal reasons.

Dr. Dehn suggested reaching out to Palmer to see what sources they used for their slides and include the date of the information in our publication.

Dr. McClain agreed that it would be a good idea to include a comparison of chiropractic hours and training with other healthcare professions to give the public a better understanding of the extent of chiropractic training.

Mr. Puleo cautioned against creating a publication that promotes the profession because the role of the Board is consumer protection. He advised that these ideas would have to be reviewed by legal counsel.

Dr. Dehn and Dr. McClain stated that they believe it is very important to educate the public on chiropractic qualification and the scope. Education of the public is a part of consumer protection.

Marcus McCarther, Policy Analyst, requested clarification on whether the expectation is for staff to draft a publication to present at the next meeting based on today's conversation.

Dr. Dehn stated that she does not expect staff to draft a publication for the next meeting. She

clarified that a licensee needs to work on the publication and volunteered to work with Ms. Brianna Lauziere, Licensing Analyst, on the publication.

Mr. Puleo asked Dr. Dehn to refer back to agenda item 2, approval of the minutes to see if Dr. Lichtman had any comments.

Mr. Lichtman had no changes and gave his vote to approve the minutes.

Review and Discussion Regarding Social Media Statistics

The committee reviewed the social media statistics.

Dr. Dehn recognized Ms. Lauziere for actively maintaining the Board's Facebook page. Posts have been frequent and the page has gained more followers.

Dr. Dehn asked the committee for suggestions on how to increase likes and followers on the Board's social media sites.

Dr. Lichtman suggested liking associations and DC school pages.

Mr. Puleo stated this would need to be run by legal first.

The committee and staff will continue to promote the Board's social media by sharing important information, dates, and events involving the Board.

Review and Discussion on Possible Revisions to Sections 360-366 of Title 16 of the California Code of Regulations Regarding Continuing Education; Possible Recommendation to Full Board

Dr. Dehn reviewed all of the notes from previous meetings and created a list of points to go through with the committee.

Provider Credentials

Dr. Dehn summarized the options for becoming a CE provider. To become a CE provider one must be a chiropractic school, association, certified by PACE, or serve an apprenticeship. Current CE providers may have an opportunity to be grandfathered in if they meet new requirements or teach under a CE provider.

Dr. Dehn summarized the CE provider requirements. CE providers must comply with all Board regulations, have a DC consultant if provider is not a DC and provide outcome assessments after each course.

Dr. Dehn asked Mr. Puleo how long the CE providers would have to hold onto the outcome assessments for auditing purposes.

Mr. Puleo responded that CE documents should be kept for 5 years for auditing purposes.

Grandfathering Current CE Providers

Dr. Dehn summarized the requirements for grandfathering a current CE provider. To become a grandfathered CE provider, one must have no board complaints, taught CE for 3 years (24

hours per year), prove they meet the new accountability standards and complies with Board regulations and new CE guidelines.

CE Provider Requirements

Dr. Dehn inquired about what we would require of current CE providers to show they have met the new accountability CE standards for grandfathering.

Mr. Puleo advised that once the new regulations go into effect, the CE providers will have to meet the current regulations based on their prior provider history and provide documentation. Going forward, grandfathered CE providers must adhere to the new guidelines for objectives and assessments.

Ms. Laurie Isenberg, Life Chiropractic College West, asked if all providers will have to teach a minimum number of hours each year.

Mr. Puleo stated, that CE providers will have to teach a minimum of 24 hours each year.

Dr. Dehn commented that the CE providers who cannot meet the minimum requirements of 24 hours per year can still teach CE courses under another approved provider, school or association.

Mr. Puleo asked what would happen if a CE provider did not meet the 24 hour teaching requirement or let their providership lapse and what would be required to reinstate?

Dr. Dehn stated the CE provider must apply for provider status again but the committee should consider adding a grace period.

Mr. Puleo asked the committee to consider having an inactive status for up to 3 years for CE providers.

Dr. McClain suggested an inactive status of 2 years.

The committee agreed that inactive status would be available for up to 2 consecutive years.

Ms. VanAllen asked how staff would calculate the inactive status. Would inactive status go into effect when we determine they don't meet the 24 hour yearly teaching requirements or when they submit a request to go into inactive status.

Dr. Dehn suggested adding questions on the renewal form inquiring about whether the provider taught at least 24 hours each year. If no, when was the last class taught and how many hours were taught?

Mr. Puleo explained staff would have to research when they last taught 24 hours collectively to see when inactive status would begin.

Ms. Linda Shaw commented that this would be hard to monitor or enforce.

Mr. Puleo suggested requiring documentation of courses. Ms. Shaw suggested random audits.

Ms. VanAllen announced that Genie Mitsuahara, CE analyst, is creating a spreadsheet to see how many courses CE providers are teaching to determine how many hours on average CE providers are teaching.

Mr. Puleo suggested continuing the brainstorming on how to document the 24 hours per year teaching requirement for providers at a future committee meeting.

Instructor Credentials

Dr. Dehn summarized the requirements for instructors. Instructors must be a chiropractor or a licensed healthcare provider appropriate for instruction in the subject area. Only chiropractors can teach adjustive technique. Instructors must have a degree or be certified in subject area. 5 years of teaching experience may substitute for certification upon approval by the Board.

In-Person Courses Requirements

Dr. Dehn summarized in-person course requirements. In-person courses must be interactive, have Q&A, offer hands on experience if appropriate and provide references for course materials. Learning objectives and competencies must be set for each course and assessments must be completed by participants to receive course credit.

Dr. Dehn asked if webinars were considered in-person courses or distance learning because she received an email indicating that this particular webinar was credited as in-person.

Ms. VanAllen stated that this has been approved as such in the past but currently webinars are approved as distance learning courses.

Dr. Dehn asked the committee if there should be a limit on hours completed through distance learning in a day.

Mr. Puleo stated that limiting hours on distance learning courses would be problematic to enforce. Some courses have time restrictions while others can be completed at your own pace.

Distance Learning Requirements

Dr. Dehn summarized the distance learning course requirements. Quizzes are required after course material is completed. A sample quiz will be submitted with course material for approval.

Committee agreed that participants must pass the quiz with a score of 75% or higher to receive CE credit and providers must retain the quiz and records for 5 years.

Dr. Dehn also mentioned that all web based courses will require periodic check-in times.

Mentor/Apprenticeship Program

Dr. Dehn summarized requirements of the mentor. Mentors must be in good standing, complete a mentor application, comply with all CE requirements and have no blackout dates for apprentice. The mentor must co-teach with the apprentice the first year. The second year the mentor must teach at least 12 hours with the apprentice. The third year the mentor will evaluate at least 6 hours of teaching by the apprentice. The mentor will complete a yearly

evaluation on the apprentice's progress.

The committee had a discussion about apprenticeship disputes.

Mr. Puleo stated there can be an appeal process if a mentor/apprenticeship application is rejected.

Ms. Isenberg asked the committee about the financial model and inquired about whether there would be compensation for the mentor.

Mr. Puleo stated that the apprenticeship will be market driven and the fees will be up to the mentor.

Outcome Assessments

Dr. Dehn summarized the expectations for the outcome assessments. CE providers are required to give out standardized assessment forms after a course. A licensee will not receive CE credit until the assessment has been completed. CE providers must maintain all assessment forms with sign-in sheets for 5 years.

Dr. Dehn would like 10% of CE providers to be audited every year.

Dr. Dehn talked about using a likert scale to answer assessment questions.

The committee decided that a "neutral" answer in the likert scale should not be included. When answering a question, the licensee will choose from strongly agree, agree, disagree, or strongly disagree.

Dr. Dehn listed questions that could be used in the outcome assessments:

- Did the instructor adhere to the course curriculum?
- Did the instructor have adequate knowledge of the subject matter?
- I learned information/technique that I can put to use.
- The instructor had a clear and logical presentation.
- The topics were well organized and presented in a timely manner.
- I would take another course from this provider.
- Should this course be approved for future CE credit? (Your answer will not impact the credit given for this course)
- This course was beneficial.

Dr. Dehn mentioned that the assessment should include the following statement: "If you have any questions or concerns about this course or provider please email the Board at chiro.info@dca.ca.gov".

Dr. McClain left the meeting at 1:30p.m.

Dr. Dehn would like to brainstorm the appeal process and lapse in provider teaching requirement.

Ms. VanAllen requested that the committee think about and discuss specific guidelines for the mentor/apprenticeship program. The committee should list specific expectations for both the

mentor and apprentice to include in regulations.

Ms. VanAllen also asked the committee to think about the CE provider guidelines for the regulations as well as penalties for non-compliance. There also needs to be criteria for renewing and re-instating a provider status if it were revoked by the Board.

The committee had discussion about discipline taken against a CE provider: What type of discipline would take place and whether they can re-apply are questions the committee needs to look into.

Dr. Dehn suggested that the committee members come up with specific expectations for the mentor/apprentice program, CE provider application and guidelines for the next committee meeting.

Dr. Dehn asked Mr. Puleo to send an email to committee members to create a list of specific requirements for applicants and established providers, apprentice/mentors for discussion at the next meeting.

Public Comment

No public comment.

Future Agenda Items

Dr. Dehn would like to continue the discussion about CE provider qualifications and possible changes to the regulations. Committee staff will work on gathering information for our next publication.

Dr. Lichtman would like to have a discussion about standardized entrance exams for Chiropractic College.

Adjournment

Dr. Dehn adjourned the meeting at 1:58 p.m.

GOAL 1: LICENSING

Promote licensing standards to protect consumers and allow reasonable access to the profession.

The objectives and action items to meet this goal are listed below in order of priority:

1.1 Evaluate internal procedures to identify areas for improvement to maintain prompt and efficient processing of applications and renewals.

Objective Measurement

Adherence to timeframes and completed review of existing policies/procedures.

Action Item	Responsible Party	Completion Date
1.1.1 Conduct evaluation of workload and processing timeframes (e.g., monthly reports, quarterly statistics, process goals), and determine discrepancies.	Administration Manager	Q1 2014 (Quarterly)
1.1.2 Compare internal processes to similar health profession boards to identify best practice processing timeframes.	Administration Manager	Q4 2014 (Annually)
1.1.3 Review statistics and existing policies/procedures to identify areas for improvement.	Administration Manager	Q4 2014 (Annually)
1.1.4 Adjust workload policies and procedures and/or goals for greater efficiency.	Administration Manager	Q4 2014 (Annually)

1.2 Collaborate with the Department of Consumer Affairs (DCA) to implement a new licensing and enforcement system (BreEZe) for online processing of initial and license renewals, including acceptance of credit card payments.

Objective Measurement

Successful implementation of BreEZe.

Action Item	Responsible Party	Completion Date
1.2.1 Correspond regularly with DCA's BreEZe team until phase 3 rollout is completed.	Administration Manager/DCA (BreEZe) team	Dependent on BreEZe (Q4 2017)
1.2.2 Actively work with BreEZe development team to define business needs, test system, and clean up data in preparation for BreEZe implementation.	Administration Manager/DCA (BreEZe) team	Dependent on BreEZe (Q4 2017)
1.2.3 Train all Board of Chiropractic Examiners (Board) staff on BreEZe.	DCA (BreEZe) team	Dependent on BreEZe (Q4 2017)

1.3 Determine the feasibility of recognizing equivalent educational standards with other countries.

Objective Measurement		
Presentation of findings to the Licensing, Continuing Education, & Public Relations (LIC/CE/PR) Committee.		
Action Item	Responsible Party	Completion Date
1.3.1 Evaluate the curriculum of foreign schools to ensure it meets Board requirements.	Administration Manager/Executive Officer	Q3 2014
1.3.2 Determine standards of the Chiropractic Council of Education (CCE) and the Councils on Chiropractic Education International (CCEI) to meet minimum standards of equivalence.	Administration Manager/Executive Officer	Q1 2015
1.3.3 Identify needed changes to existing regulations.	Administration Manager/Executive Officer	Q3 2014
1.3.4 Present findings to the LIC/CE/PR Committee.	Administration Manager/Executive Officer	Q4 2015

GOAL 3: PROFESSIONAL QUALIFICATIONS AND CONTINUING EDUCATION

Ensure the initial and continuous competency of all Doctors of Chiropractic.

The objectives and action items to meet this goal are listed below in order of priority:

3.1 Establish provider review standards for continuing education providers.

Objective Measurement		
Completion of regulatory process.		
Action Item	Responsible Party	Completion Date
3.1.1 Define proficiency standards for Continuing Education (CE) providers with the LIC/CE/PR Committee.	Administration Manager/Sponsor: LIC/CE/PR Committee	Q4 2015
3.1.2 Prepare proposed regulatory language in document and display changes.	Administration Manager	Q2 2016
3.1.3 Submit document to the Board for review and approval.	Policy Analyst	Q2 2016
3.1.4 Complete the regulatory process.	Policy Analyst	Q2 2017

3.2 Develop a continuing education course auditing system to ensure providers are delivering quality instruction to licensees and take action against those providers who fail to meet these standards.

Objective Measurement		
Developed auditing mechanism to maintain quality of CE courses and integrity of the CE process.		
Action Item	Responsible Party	Completion Date
3.2.1 Review regulations to determine criteria for course content.	CE Manager	Completed
3.2.2 Develop an auditing form/checklist for CE courses.	CE Manager	Completed
3.2.3 Provide a quarterly list of new CE providers and dates for upcoming courses to the LIC/CE/PR Committee.	CE Manager	Completed (Quarterly)
3.2.4 The LIC/CE/PR Committee assigns auditors to attend CE courses and audit providers.	CE Manager/Sponsor: LIC/CE/PR Committee	Q4 2014 (Quarterly)
3.2.5 Submit audit forms to the CE Manager and take action as appropriate.	CE Manager	Completed (Ongoing)

3.3 Evaluate effectiveness of compliance with continuing education regulations to ensure competency.

Objective Measurement		
Presentation of findings to the LIC/CE/PR Committee.		
Action Item	Responsible Party	Completion Date
3.3.1 Collect and evaluate complaints and compile statistics regarding enforcement trends and new laws related to CE course work.	CE Manager	Q1 2016
3.3.2 Develop a process to conduct random audits of licensees' compliance with CE regulations and course completion.	CE Manager	Completed
3.3.3 Identify the top-ten licensee violations and disseminate to CE providers as topics for CE courses.	Compliance Manager	Q2 2014
3.3.4 Present findings to the LIC/CE/PR Committee to determine the next action items.	CE Manager/Sponsor: LIC/CE/PR Committee	Q3 2014 (Quarterly)

3.4 Establish and document protocols for ongoing communication with chiropractic oversight organizations to ensure consistent standards.

Objective Measurement		
Chair appoints a Board member liaison who provides bi-annual reports to the Board.		
Action Item	Responsible Party	Completion Date
3.4.1 Assign a professional Board member to serve as a liaison to professional organizations and the Board.	Executive Officer/ Appointed Board Liaison	Q2 2014
3.4.2 Update Board member manual to reflect new duties and responsibilities of the Board liaison role.	Executive Officer/ Appointed Board Liaison	Q4 2014
3.4.3 Board member liaison regularly communicates with other chiropractic oversight organizations.	Appointed Board Liaison	Q1 2015 (Quarterly)
3.4.4 Report findings to the Board.	Appointed Board Liaison	Q2 2015 (Bi-annually)

GOAL 5: PUBLIC RELATIONS AND OUTREACH

Communicate with consumers, licensees, and stakeholders about the current and evolving practice of chiropractic and regulation of the profession.

The objectives and action items to meet this goal are listed below in order of priority:

5.1 Partner with DCA to establish internal and external communication protocols.

Objective Measurement

Developed communication plan is approved by the LIC/CE/PR Committee.

Action Item	Responsible Party	Completion Date
5.1.1 Forward the DCA Board/Bureau/Program meeting schedule e-mail to Board members.	Executive Officer	Q1 2014 (Ongoing)
5.1.2 Contact the DCA Office of Public Affairs for information on development of a BCE Communication Plan.	Executive Officer	Q1 2015
5.1.3 Identify DCA resources and examples for the communication plan.	Executive Officer	Q1 2015
5.1.4 Executive Officer shares the gathered information with the LIC/CE/PR Committee.	Executive Officer/ Sponsor: LIC/CE/PR Committee	Q2 2015
5.1.5 Establish Board communication protocols and best practices for the communication plan.	Executive Officer/ Sponsor: LIC/CE/PR Committee	Q3 2015
5.1.6 Develop the BCE Communication Plan.	Executive Officer/ Sponsor: LIC/CE/PR Committee	Q4 2015

5.2 Through the DCA Office of Publications, Design, and Editing (PDE), develop consumer education materials in different languages to assist consumers in making informed decisions.

Objective Measurement

Consumer education material is created, approved by the Board, and distributed to stakeholders and target audiences.

Action Item	Responsible Party	Completion Date
5.2.1A Contact the PDE about creating publications to educate consumers, licensees, and students.	Executive Officer/ Administration Manager	Completed
5.2.2A Present samples from the PDE to the LIC/CE/PR Committee.	Executive Officer/ Administration Manager Sponsor: LIC/CE/PR Committee	Completed
5.2.3A LIC/CE/PR Committee Chair will form a task force to develop publication content.	Executive Officer/ Administration Manager Sponsor: LIC/CE/PR Committee	Q2 2014
5.2.4A Convene the task force to develop a prototype for the LIC/CE/PR Committee's review.	Executive Officer/ Administration Manager Sponsor: LIC/CE/PR Committee	Q2 2014 to Q2 2015
5.2.5A Present the prototype to the Board for approval.	Executive Officer/ Administration Manager Sponsor: LIC/CE/PR Committee	Q3 2015
5.2.6A Prepare approved materials for electronic distribution to stakeholders and target audiences.	Executive Officer/ Administration Manager	Q1 2016

Objective Measurement

Quarterly newsletter is created and distributed to stakeholders and target audiences.

Action Item	Responsible Party	Completion Date
5.2.1B Research areas of interest for quarterly newsletter articles and identify targeted consumers and licensees.	Executive Officer/ Administration Manager	Q2 2014
5.2.2B Draft newsletter articles for the LIC/CE/PR Committee's review.	Executive Officer/ Administration Manager/ Sponsor: LIC/CE/PR Committee	Q3 2014
5.2.3B PDE formats the newsletter.	Executive Officer/ Administration Manager	Q4 2014
5.2.4B DCA Legal Affairs reviews the newsletter and Board staff submits the newsletter for Board approval.	Executive Officer/ Administration Manager	Q4 2014
5.2.5B Approved newsletter is prepared for electronic distribution to consumers and licensees.	Executive Officer/ Administration Manager	Q1 2015 (Quarterly)

5.3 Collaborate with DCA to optimize the Board's website.**Objective Measurement**

Identified website enhancements are approved by the Board and updated on the Board website.

Action Item	Responsible Party	Completion Date
5.3.1 Conduct a needs assessment of the Board's website with Board members to identify gaps and areas of improvement.	Executive Officer/ Administration Manager	Q1 2017
5.3.2 Review the needs assessment findings and identify ideas for website enhancements.	Executive Officer/ Administration Manager/Sponsor: LIC/CE/PR Committee	Q2 2017
5.3.3 Present recommendations to the Board for approval.	Executive Officer/ Administration Manager/Sponsor: LIC/CE/PR Committee	Q3 2017
5.3.4 Consult with PDE web team to enhance the Board's website with the Board's approved enhancements.	Executive Officer/ Administration Manager	Q4 2017

Practice, Education, Training

§302. Practice of Chiropractic.

(a) Scope of Practice.

(1) A duly licensed chiropractor may manipulate and adjust the spinal column and other joints of the human body and in the process thereof a chiropractor may manipulate the muscle and connective tissue related thereto.

(2) As part of a course of chiropractic treatment, a duly licensed chiropractor may use all necessary mechanical, hygienic, and sanitary measures incident to the care of the body, including, but not limited to, air, cold, diet, exercise, heat, light, massage, physical culture, rest, ultrasound, water, and physical therapy techniques in the course of chiropractic manipulations and/or adjustments.

(3) Other than as explicitly set forth in section 10(b) of the Act, a duly licensed chiropractor may treat any condition, disease, or injury in any patient, including a pregnant woman, and may diagnose, so long as such treatment or diagnosis is done in a manner consistent with chiropractic methods and techniques and so long as such methods and treatment do not constitute the practice of medicine by exceeding the legal scope of chiropractic practice as set forth in this section.

(4) A chiropractic license issued in the State of California does not authorize the holder thereof:

(A) to practice surgery or to sever or penetrate tissues of human beings, including, but not limited to severing the umbilical cord;

(B) to deliver a human child or practice obstetrics;

(C) to practice dentistry;

(D) to practice optometry;

(E) to use any drug or medicine included in materia medica;

(F) to use a lithotripter;

(G) to use ultrasound on a fetus for either diagnostic or treatment purposes; or

(H) to perform a mammography.

(5) A duly licensed chiropractor may employ the use of vitamins, food supplements, foods for special dietary use, or proprietary medicines, if the above substances are also included in section 4057 of the Business and Professions Code, so long as such substances are not included in materia medica as defined in section 13 of the Business and Professions Code.

The use of such substances by a licensed chiropractor in the treatment of illness or injury must be within the scope of the practice of chiropractic as defined in section 7 of the Act.

(6) Except as specifically provided in section 302(a)(4), a duly licensed chiropractor may make use of X-ray and thermography equipment for the purposes of diagnosis but not for the purposes of treatment. A duly licensed chiropractor may make use of diagnostic ultrasound equipment for the purposes of neuromuscular skeletal diagnosis.

(7) A duly licensed chiropractor may only practice or attempt to practice or hold himself or herself out as practicing a system of chiropractic. A duly licensed chiropractor may also advertise the use of the modalities authorized by this section as a part of a course of chiropractic treatment, but is not required to use all of the diagnostic and treatment modalities set forth in this section. A chiropractor may not hold himself or herself out as being licensed as anything other than a chiropractor or as holding any other healing arts license or as practicing physical therapy or use the term “physical therapy” in advertising unless he or she holds another such license.

(b) Definitions.

(1) Board. The term “board” means the State Board of Chiropractic Examiners.

(2) Act. The term “act” means the Chiropractic Initiative Act of California as amended.

NOTE: The Chiropractic Initiative Act of California is listed in West's Annotated California Codes following section 1000 of the Business and Professions Code, and in Deering's California Codes Annotated as an appendix to the Business and Professions Code.

(3) Duly licensed chiropractor. The term “duly licensed chiropractor” means any chiropractor in the State of California holding an unrevoked certificate to practice chiropractic, as that term is defined in section 7 of the Act, that has been issued by the board.

§331.12.2. Curriculum.

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

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

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

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

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

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

- (1) **ANATOMY:** To include gross anatomy, human dissection, embryology and histology.
- (2) **PHYSIOLOGY:** To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.
- (3) **BIOCHEMISTRY AND NUTRITION:** Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.
- (4) **PATHOLOGY AND BACTERIOLOGY:** Pathology to include general and special pathology. Bacteriology to include parasitology and serology.
- (5) **PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE:** To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.
- (6) **DIAGNOSIS:** To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.
- (7) **OBSTETRICS, GYNECOLOGY AND PEDIATRICS:** To include the standard routine diagnostic procedures and clinical and laboratory examinations.
- (8) **PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE:** To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.
- (9) **PHYSIOTHERAPY:** To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college, provided such course is a regular credit course offered primarily to matriculated students.

Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college in conjunction with clinical training in physiotherapy offered by that college. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.
- (10) **OFFICE PROCEDURE:** To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.

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

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

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

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

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

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

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

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

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

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

VERIFICATION OF PRECHIROPRACTIC HOURS

Pursuant to the Chiropractic Initiative Act section 5, each applicant for licensure must have satisfactorily completed prechiropractic college credits prior to matriculation into the Doctor of Chiropractic program. These credits must be in accordance with the standards adopted by the Council on Chiropractic Education.

§ 5. License to Practice: Fee: Educational Requirements

Each applicant shall present to the board at the time of making such application a diploma from a high school and a transcript of 60 prechiropractic college credits satisfactory to the board, or proof, satisfactory to the board, of education equivalent in training power to such high school and college courses.

The schedule of minimum educational requirements to enable any person to practice chiropractic in this state is as follows, except as herein otherwise provided:

Group 1	
Anatomy, including embryology and histology	14%
Group 2	
Physiology	6%
Group 3	
Biochemistry and clinical nutrition	6%
Group 4	
Pathology and bacteriology	10%
Group 5	
Public health, hygiene and sanitation	3%
Group 6	
Diagnosis, dermatology, philology and geriatrics, and radiological technology, safety, and interpretation	18%
Group 7	
Obstetrics and gynecology and pediatrics	3%
Group 8	
Principles and practice of chiropractic, physical therapy, psychiatry, and office procedures . . .	25%
Total	85%
Electives	15%

§361. Continuing Education Requirements.

The number of required hours of continuing education courses shall be twenty-four (24).

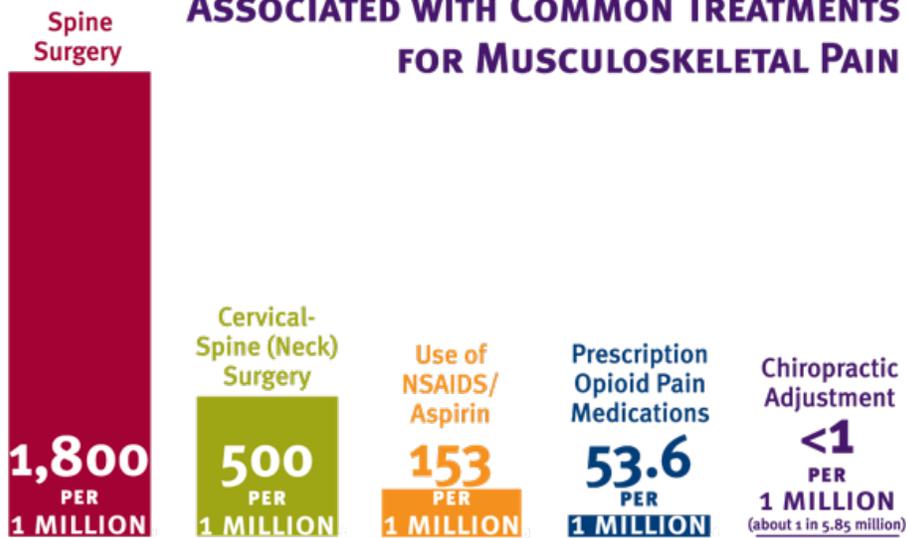
- 2 hours must be completed in: Ethics and Law
- 4 hours must be completed in any one of, or combination of the following subject categories: History Taking and Physical Examination Procedures, OR Chiropractic Adjustive Techniques, OR Chiropractic Manipulation Techniques, OR Ethical Billing and Coding
- 18 hours may be completed in General Subject Categories
- A maximum of twelve (12) continuing education hours may be completed through distance learning

CHIROPRACTIC COLLEGE HOURS

Subject	Minimum Hours Required
Anatomy, including embryology, histology, and human dissection	616
Physiology (must include laboratory work)	264
Biochemistry, clinical nutrition, and dietetics	264
Pathology, bacteriology, and toxicology	440
Public health, hygiene and sanitation, and emergency care	132
Diagnosis	792 including: 1) E.E.N.T. 2) Serology 3) Dermatology 4) Syphilology 5) Geriatrics 6) X-ray interpretation 7) Neurology
Obstetrics, gynecology and pediatrics	132
Principles and practice of chiropractic	518 including: 1) Chiro.technique 2) Chiro.philosophy 3) Orthopedics 4) X-ray technique & radiation protection 5) 430 clinic hours including office procedures
Physiotherapy	120
Psychiatry	32
Total Hours (include required subjects and electives)	4,400

Clinical Experience	Minimum Hours Required
1) Physical Examinations	25 (10 NOT student patients)
2) Urinalysis	25
3) CBC's	20
4) Blood chemistries	10
5) X-ray examinations	30
6) Proctological examinations	10
7) Gynecological examinations	10
8) Patient treatments including diagnostic, adjustive technique, and patient evaluation	250
9) Written interpretation of X-ray (film or slide)	30
10) Practical clinical experience hours	518
11) Physiotherapy procedures performed by the student on their own clinic patients	30

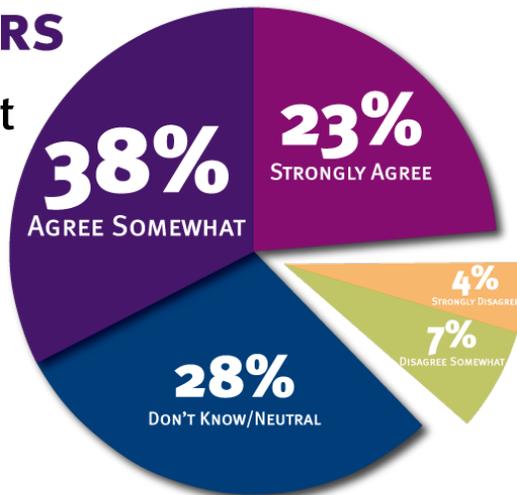
KNOW THE RISKS OF SERIOUS SIDE EFFECTS/DEATH ASSOCIATED WITH COMMON TREATMENTS FOR MUSCULOSKELETAL PAIN



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Sources:
Available at www.palmer.edu/gallup-report/sources (02/16)

A majority of U.S. adults think
CHIROPRACTORS
are **EFFECTIVE** at
treating **NECK**
and **BACK PAIN**



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Source:
2015 Gallup-Palmer College of Chiropractic Inaugural Report:
American's Perceptions of Chiropractic (08/15)

Degree Requirements Comparison



Medical Doctor **4,800** total educational hours



Doctor of Osteopathy **4,665** total educational hours



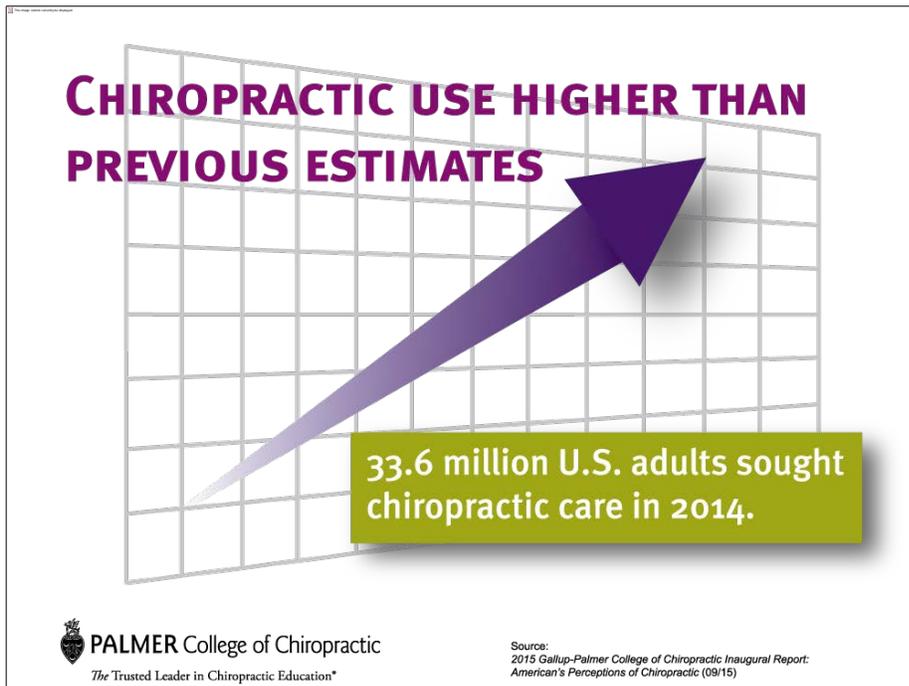
Doctor of Chiropractic **4,620** total educational hours



Doctor of Physical Therapy **3,870** total educational hours

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Source:
ProHealthsys.com
(2014)



X-ray tip of the month: hyperextension strain (whiplash injury) to the cervical spine can be diagnosed by radiography, with sensitivity 81%, specificity 76%, & accuracy 80%, if flexion and extension lateral views are included, and the appropriate measurements are done.