

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

August 30, 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**
July 11, 2016
- 3. 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**
- 4. Review and Discussion 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
July 11, 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
Marcus McCarther, Policy Analyst
Valerie James, Management Services Technician

Call to Order

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

Roll Call

Dr. McClain called roll. All Board members were present at the locations specified on the Agenda.

Approval of Minutes

**MOTION: DR. MCCLAIN MOVED TO APPROVE THE MINUTES OF THE JUNE 7, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0 (DR. MCCLAIN – AYE, DR. LICHTMAN-AYE, DR. DEHN– AYE)
MOTION CARRIED**

Review and Discussion on Strategic Plan Action Items

Dr. Dehn stated the main focus of this meeting is to review the action items that the licensing committee is responsible for and discuss whether those items have been completed or should be carried over to the new strategic plan. The committee will also discuss three (3) new recommendations the committee would like to see on the new strategic plan.

Goal 1: Licensing

Mr. Puleo stated that action items 1.1-1.4 have all been completed.

Mr. Puleo had a discussion about the status of action item 1.2 collaborate with DCA in relation to BreEze. The Board is in Release 3 and may not switch over to BreEze.

Ms. Linda Shaw and Mr. Puleo have scheduled a meetings\ with DCA's SOLID division for process assessments and DCA's IT unit to discuss options for the Board.

Mr. Puleo plans to meet with the budget office to see if the Board needs to revise their budget to pay for a new operating system.

Dr. Dehn asked if action items 1.1.1-1.1.4 should be reviewed on an annual basis even though they have been completed.

Mr. Puleo stated that a review of processing timeframes could be added to the Board Member Administrative Procedure Manual (BMAPM).

Dr. Dehn requested that processing timeline review be added to the BMAPM.

Dr. Dehn asked whether BreEze has been officially ruled out.

Mr. Puleo explained that the Department of Consumer Affairs has not determined a solution for Boards that are in phase 3. He continues to meet with experts at DCA to go over other options for a new operating system. He would like to see a system that accepts online applications and credit card payments.

Dr. Dehn suggested that goal 1.2 be addressed in the new strategic plan and state that the Board will work together with the DCA to determine its needs.

The committee agreed to move action item 1.2 into the new strategic plan.

Dr. Dehn explained that action item 1.3 (Determine the feasibility of recognizing equivalent educational standards with other countries) was a pathway for international licensees to practice in California. The committee has explored options to allow international licensees to practice in California but determined it is outside the Board's expertise. CCEI is in the middle of a meta-analysis which compares credentials between international colleges and the United States (CA).

Dr. Dehn stated that the meta analysis was supposed to be completed last year but is still in progress. This action item can be re-worded to mention that the Board is waiting on results of the meta analysis from CCEI.

The committee agreed to keep this action item for the new strategic plan.

Dr. Lichtman commented that the Board should give international students/chiropractors options for practicing in California if all standards are met.

Dr. McClain recently attended a meeting at Life Chiropractic College West and talked about developing an international program.

Mr. Puleo stated that CCE must determine if the international credentials are equivalent to ours.

Mr. Puleo mentioned that our Act and regulations prohibit the Board from approving applicants who did not graduate from a CCE accredited school.

Goal 3: Professional Qualifications and Continuing Education

Dr. Dehn stated the committee is currently working on goal 3 and needs to reword the action items for the new strategic plan.

The committee discussed action item 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).

The committee discussed requiring assessment forms to be completed by each licensee after every CE course. These assessment forms would be randomly audited to gather information on CE courses and providers.

The committee agreed to combine action items 3.1 (establish CE provider standards) & 3.2- (ensure the quality of CE courses) with revisions including implementation of CE course assessments.

Mr. Puleo suggested adding "develop an audit process" to the strategic plan.

Dr. Dehn addressed action item 3.3 (Evaluate effectiveness of compliance with continuing education regulations to ensure competency).

Dr. Dehn talked about whether the distribution of the Top 10 Violation flyer at CE courses has contributed to a decrease of these types of violations.

The committee decided to keep this action item in the new strategic plan.

Mr. Puleo suggested addressing this item in the regulations rather than as an action item in the strategic plan. The Board can specify in the regulation that ethic courses are required to educate on common violations. It would be the Board's responsibility to ensure the flyer is kept current and up to date.

The committee had a discussion about CE providers educating licensees on the Top 10 Violations and its consequences and how it affects a DC's license.

Mr. Puleo talked about providing statistical information on probation, citations and relating to common violations for CE providers to share with students.

Dr. Dehn would like to create an outreach pamphlet on discipline probation for CE providers to use along with the Top 10 Violations handout.

Dr. Dehn moved onto action item 3.4 (Establish and document protocols for ongoing communication with chiropractic oversight organizations to ensure consistent standards).

Mr. Puleo stated that it doesn't make sense to have a liaison due to the travel restrictions the Board must follow.

Mr. Puleo suggested adding to the BMAPM that Board members can express interest in events and ask to represent the Board.

Dr. Dehn stated action item 3.4 should not be moved to the new strategic plan but rather to the BMAPM.

Goal 5: Public Relations and Outreach

Dr. Dehn stated that action item 5.1 and 5.2 (Communicate with consumers, licensees, and stakeholder about the current and evolving practice of chiropractic and regulation of the profession) has been successful and does not need to be added to the new strategic plan.

Mr. Puleo stated that the Government Affairs committee and licensing committee will be recommending moving the public relations and outreaching responsibilities to the BMAPM.

Dr. Dehn suggested adding steps to create a publication to the BMAPM.

The committee had a discussion about action item 5.3 (Collaborate with DCA to optimize the Board's website).

Dr. Dehn asked if changes can be made to the Board's website.

Mr. Puleo stated the Board uses templates created by DCA and the website is user friendly. Our staff has the capability to add and change some information on the website.

Dr. Dehn stated this item has been addressed in our committee and Dr. Lichtman agreed that it was not necessary to carry forward in the strategic plan.

Mr. Puleo shared with the committee that information has been added to the website as issues have come up. The newsletters and publications are available online. The primary complaints received about the Board website is that our licensees are unable to submit applications and make payments online. These matters are being considered.

Discussion and Possible Action on Creating a Consumer Publication Related to Chiropractic Training and Education Requirements

Dr. Dehn asked Mr. Puleo if he spoke to legal about using the graphics and information included in the packet.

Mr. Puleo explained that we would have to justify how this information helps protect consumers.

Dr. Dehn stated the goal of this handout would be to educate policy makers on a chiropractor's education. The public should be educated on a chiropractor's background and requirements.

Mr. Puleo stated that the source of this information would have to be verified and continually reviewed for updates.

Mr. Puleo asked the committee whether this information should be shared with consumers or for internal use. He explained it might be better for internal use to share with legislators.

Mr. Puleo stated that the Board members can direct staff to work with CCA and other schools to gather this information on compiling a comparison of education and training with other professions.

Mr. Puleo will ask Brianna Lauziere, Licensing Analyst, to reach out to schools and associations for information and we can present it to the committee and decide what should be added to the handout for internal use.

Marcus McCarther, Policy Analyst, suggested that this information could also be shared on the Board's website.

Public Comment

No public comment.

Future Agenda Items

The next committee meeting is scheduled for August 30th, 2016 at 12:30P.M.

Adjournment

Dr. Dehn adjourned the meeting at 1:49 p.m.

§ 360. Continuing Education Fees.

The following represents fees for continuing education:

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

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

§ 361. Continuing Education Requirements.

- (a) For purposes of this section, "implementation date" means two years following June 8, 2011.
- (b) For license renewals that expire on or after the implementation date, the number of required hours of continuing education courses shall be twenty-four (24). For license renewals that expire prior to the implementation date, the number of required hours of continuing education courses shall be twelve (12).
- (c) For license renewals that expire on or after the implementation date, a maximum of twelve (12) continuing education hours may be completed through distance learning as defined in Section 363.1. For license renewals that expire prior to the implementation date, a maximum of six (6) continuing education hours may be completed through distance learning as defined in Section 363.1.
- (d) Any continuing education hours accumulated before June 8, 2011 that meet the requirements in effect on the date the hours were accumulated, will be accepted by the board for license renewals.
- (e) On or after the implementation date, licensees shall complete a minimum of two (2) hours in subdivision (g)(11) - Ethics and Law, a minimum of four (4) hours in any one of, or a combination of, the subject areas specified in subdivision (g)(3) - History Taking and Physical Examination Procedures, subdivision (g)(5) - Chiropractic Adjustive Techniques or Chiropractic Manipulation Techniques, or subdivision (g)(10) - Proper and Ethical Billing and Coding.
- (f) With the exception of the mandatory hours referenced in subdivision (e), the remaining eighteen (18) hours of additional continuing education requirements may be met by taking courses in any of the subject areas listed in subdivision (g) or courses taken pursuant to subdivision (h). The eighteen (18) hours may include any combination of continuing education courses in subject areas specified in either subdivision (g) or approved by agencies specified in subdivision (h). By way of example, a licensee may take eight (8) hours of continuing education courses in subject areas listed in subdivision (g), that are approved by the board, and ten (10) hours of continuing education courses that are approved by the California Department of Industrial

Relations, Division of Workers Compensation pursuant to subparagraph (1) of subdivision (h).

(g) Courses approved by the board shall be limited to the following subject areas:

1. Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach; the vertebral subluxation complex and somato-visceral reflexes including their relationships between disease and health; and other chiropractic theory and philosophy.
2. Instruction in basic sciences of anatomy, histology, neurology, physiology, nutrition, pathology, biochemistry or toxicology.
3. Instruction in various basic to comprehensive history taking and physical examination procedures, including but not limited to orthopedic, neurological and general diagnosis related to evaluation of the neuro-musculoskeletal systems, and includes general diagnosis and differential diagnosis of all conditions that affect the human body.
4. Diagnostic testing procedures, interpretation and technologies that aid in differential diagnosis of all conditions that affect the human body.
5. Chiropractic adjustive techniques or chiropractic manipulation techniques.
6. Pain management theory, including, but not limited to, current trends in treatment and instruction in the physiology and anatomy of acute, sub-acute and chronic pain.
7. Physiotherapy.
8. Instruction in Manipulation Under Anesthesia including the safe handling of patients under anesthesia.
9. Instruction in the aspects of special population care, including, but not limited to, geriatric, pediatric, and athletic care as related to the practice of chiropractic.
10. Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of evaluation, treatment and progress of a patient. This is not to include practice building or patient recruitment/retention or business techniques or principles that teach concepts to increase patient visits or patient fees per case.
11. Ethics and law: including but not limited to: truth in advertising; professional boundaries; mandatory reporting requirements for child abuse/neglect, elder abuse/neglect; spousal or cohabitant abuse/neglect; sexual boundaries between patient and doctors; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California.
12. Adverse event avoidance, including reduction of potential malpractice issues.
13. Pharmacology, including side effects, drug interactions and the pharmacodynamics of various commonly prescribed and over-the-counter drugs; drug reactions and interactions with herbs, vitamins and nutritional supplements; blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of drug testing strips or kits utilizing urinalysis, saliva, hair and nail clippings.
14. A licensee may earn up to a maximum of two (2) hours of continuing education credit in cardiopulmonary resuscitation, basic life support or use of an automated external defibrillator.
15. Board Meeting: A licensee may earn a maximum of four (4) hours of continuing education credit per renewal period for attending a full board meeting that includes the

hearing of cases related to petitioners seeking the reinstatement of revoked licenses or early termination of probationary licenses. A petitioner may not earn any continuing education hours for attending a board meeting on the same day in which said petitioner's hearing is conducted. The attendance of a licensee at a board meeting under this subparagraph shall be monitored and confirmed by board staff designated by the Executive Officer.

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

- (A) Principles of practice.
- (B) Wellness. (prevention, health maintenance)
- (C) Rehabilitation.
- (D) Public health.

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

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

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

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

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

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

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

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

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

(b) As used in this section, a provider is an individual, partnership, corporation, professional association, college or any other entity approved by the board to offer board approved continuing education courses to licensees to meet the annual continuing education requirements set forth in Section 361 of these regulations.

(c)(1) To apply to become an approved provider, an applicant shall complete and submit a "Continuing Education Provider Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the fee specified in Section 360(a).

Applications for approval shall be submitted to the board office at least 30 days prior to a scheduled board meeting. Providers with applications that are incomplete will be notified of the deficiencies in writing within three (3) weeks from the date of receipt. Complete applications will be reviewed at the scheduled board meeting and notification of the board's decision will be provided in writing within two (2) weeks following the board meeting.

(2) The approval of the provider shall expire two (2) years after it is issued by the board and may be renewed upon the filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).

(3) Providers who were approved by the board prior to the effective date of this regulation shall renew their provider status two years from June 8, 2011 by filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).

(4) The board will not process incomplete applications nor applications that do not include the correct application fee.

(d) Providers shall:

(1) Identify an individual responsible for overseeing all continuing education activities of the provider.

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

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

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

(5) Inform the board in writing immediately of any change to the date, time or location of the course.

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

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

- (A) Name and address of provider.
- (B) Course title.
- (C) Course approval number.
- (D) Date(s) and location of course.
- (E) Licensee name.
- (F) License number.
- (G) Printed name and signature of the provider's designated representative.
- (H) Number of hours the licensee earned in continuing education, including the type of mandatory hours, and whether the hours were obtained in classroom instruction or distance learning.

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

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

§ 363. Approval of Continuing Education Courses.

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

(b) A "course" is defined as an approved program of coordinated instruction in any one of the subject areas as defined in Section 361(g) and given by an approved Provider. Once approved, a course may be given any number of times for one year following

approval, with the single continuing education course fee paid one time annually by the provider. A course may not consist of more than one subject area as defined in Section 361(g).

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

- (1) An hourly breakdown of the continuing education course;
- (2) A final copy of the syllabus/course schedule including seminar name, date and location of seminar, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, disclosure of expenses underwritten or subsidized by vendors of any goods, and supplies or services;
- (3) A copy of the course brochure and all other promotional material to be used;
- (4) A curriculum vitae for each instructor including the instructor's name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location and years of practical experience; the type, location and years of teaching experience; the type, location and years of research experience; the type, location and years of other relevant experience; and the title, journal, and date of publications.

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

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

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

- (1) No more than twelve (12) hours of continuing education credit shall be awarded to an individual licensee for coursework completed on a specific date.
- (2) Each hour of continuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience. Class breaks shall be at the discretion of the instructor and shall not count towards a course hour. Providers shall furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning and conclusion of the course each day. Furthermore, the form shall state that a licensee by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of course work. Each licensee shall be responsible for signing

the "sign-in sheet" at the start and conclusion of each day's coursework, and failure to do so may invalidate credit for that day's coursework. Providers shall retain sign-in sheets for four (4) years from the date of course completion and shall provide copies to the Board within thirty (30) days upon written request.

(f) The board shall not approve the following subjects for continuing education courses: financial management, income generation, practice building, collections, self-motivation, and patient recruitment.

(g) If a provider makes a substantive change in content of an approved course, he or she shall notify the board as soon as possible of the changes prior to giving the course. A new application may be required as determined by the Executive Officer.

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

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

§ 363.1. Distance Learning Courses.

In addition to the applicable requirements of Sections 362 and 363, providers of continuing education courses offered through distance learning formats, including, but not limited to, computer, Internet, manuals, compact disks, digital video, versatile discs, and audio and video tapes, shall meet all of the following:

- (a) Disclose course instructors' curriculum vitae or resumes.
- (b) Explain the appropriate level of technology required for a student licensee to successfully participate in the course.
- (c) Make available technical assistance as appropriate to the format.
- (d) Contain security measures to protect the learner's identity, course and related content from unauthorized access.

- (e) Establish a deadline for completion.
- (f) Review instructional materials annually to ensure the content is current and relevant.
- (g) The continuing education provider shall notify the licensee when he or she is leaving a continuing education site and directed to a promotional or sponsored site. Course material may not endorse manufacturers, distributors, or other sellers of chiropractic products or services. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.

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

§ 364. Exemptions and Reduction of Requirement.

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

- (a) A licensee who holds a license on inactive status is not required to complete continuing education on an annual basis; however, they must provide proof of completion of the required continuing education hours prior to activating their license as specified in Section 371 (f);
- (b) A new licensee is exempt from continuing education requirements in the year of initial licensure;
- (c) An instructor who has taught for one (1) year and currently teaches core curriculum courses for more than eight (8) credit hours per week at any Council on Chiropractic Education accredited college for at least six (6) months during any license renewal period year shall be exempt from continuing education.
- (d) A licensee who teaches a board-approved continuing education course may earn one (1) hour of continuing education credit for each hour of lecture up to 24 hours per year.
- (e) Notwithstanding Section 361 (c), a licensee who is unable to attend continuing education courses due to a physical disability and provides written certification from a primary health care provider may earn all 24 hours of continuing education credits for the period of the license renewal through Board-approved distance learning courses as defined in Section 363.1.
- (f) A licensee who participates as an examiner for the entire part four portion of the National Board of Chiropractic Examiners (NBCE) examinations shall receive a maximum of six (6) hours of continuing education credit for each examination period conducted by the NBCE during the license renewal period. The licensee must provide written certification from the NBCE confirming the licensee has met the requirements of this subsection.
- (g) An active Board Member. A professional board member who has served one full year on the Board of Chiropractic Examiners shall be exempt from the continuing education requirement in each year of board member service.

(h) Notwithstanding Section 361(c), a licensee on active duty with a branch of the armed forces of the United States shall be permitted to take all twenty-four (24) hours of required continuing education through board-approved distance learning courses as defined in Section 363.1.

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

§ 365. Revoked Licenses.

Any person making application for reinstatement or restoration of a license which has been revoked shall be required to fulfill the continuing education requirements for each year the license was revoked and may be required to complete an approved course of continuing education, or to complete such study or training as the board deems appropriate.

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

§ 366. Continuing Education Audits.

The Board shall conduct random audits to verify compliance with Continuing Education requirements of active licensees. Licensees shall secure and retain certificates of completion issued to them at the time of attendance of approved Continuing Education courses for a period of four (4) years from their last renewal and shall forward these documents to the Board upon request.

Licensees who fail to retain certificates of completion shall obtain duplicate certificates, from approved Continuing Education providers, who shall issue duplicates only to licensees whose names appear on the providers' rosters of course attendees. The certificates of completion shall be clearly marked "duplicate" and shall contain the information specified in Section 362(d)(6).

Licensees who furnish false or misleading information to the Board regarding their Continuing Education hours shall be subject to disciplinary action. Providers who provide false or inaccurate verification of a licensee's participation may lose their provider status for up to ten (10) years, at the discretion of the Executive Officer. The full board's ruling, as described in Section 362(e), shall be the final order on the matter. The board or its designee shall not be restricted from inspecting, observing, or auditing any approved chiropractic course in progress, at no charge.

The board, at its discretion, may contact attendees after a continuing education course as part of the board's auditing process to obtain information regarding the quality and content of the course.

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



CALIFORNIA CHIROPRACTIC ASSOCIATION

Comparison of the Education of DCs and MDs

These basic educational requirements for graduates of both chiropractic and medical schools show that although each has its own specialties, the hours of classroom instruction are about the same. (The class hours for basic science comparisons were compiled and averaged following a review of curricula of 18 chiropractic colleges and 22 medical schools, based on the 1988-1989 Association of American Medical College Curricula.)

Minimum Required Classroom Hours Chiropractic College - Medical College

456.....Anatomy & Embryology.....	215
243.....Physiology.....	174
296.....Pathology.....	507
61.....Chemistry.....	100
145.....Microbiology.....	145
408.....Diagnosis.....	113
149.....Neurology.....	171
271.....X-Ray.....	13
56.....Psychology & Psychiatry.....	323
66.....Obstetrics & Gynecology.....	284
168.....Orthopedics.....	2
2,419.....Total Hours for Degree.....	2,047

College Accreditation

The Council on Chiropractic Education (CCE) is the agency recognized by the U.S. Secretary of Education for accreditation of programs and institutions offering the doctor of chiropractic degree. The CCE college & curriculum standards are available on line here: <http://www.cce-usa.org/Publications.html>

Licensing and Postgraduate Education

The doctor of chiropractic must pass three levels of national board exams and a physical therapy exam to be eligible to sit for state board examinations. State board exams involve both written examination and oral practical exams involving clinical practice and x-ray interpretation.

After graduation, the DC may undergo postgraduate training to become board certified as a chiropractic radiologist, neurologist, orthopedist, internist, family practitioner, sports medicine, rehabilitation specialists, clinical nutritionist, or pain management specialist. Medical doctors also may become board certified. Options such as surgery are open to medical and osteopathic physicians. Board certification is not necessary for either type of doctor become licensed and to practice. Chiropractic doctors are currently required to obtain 24 continuing education units each year for license renewal.

Academic Entrance Requirements

Upon successful completion of the undergraduate studies, those students who are accepted to a chiropractic college enter a 4-5 year academic program, which is similar in content to medical school. Course work includes an in-depth study of anatomy, physiology, pathology, neurology, radiology, biomechanics, spinal adjustive techniques, including a variety of other health-related areas.

Although the undergraduate and classroom instruction are similar, medical doctors are required to participate in rotations starting in the third year of medical school. This is when the student receives hands-on experience in the various specialties of medicine, such as pediatrics, internal medicine, surgery and emergency medicine, to name a few. Doctors of chiropractic also receive hands-on experience as part of their college curriculum. Additionally, in their final year of college chiropractic students undergo an eight month externship treating patients under the supervision of a licensed doctor of chiropractic proctor in a clinical setting.

Both chiropractic and medical schools require certain course work for admission. These vary from school to school. Very few schools of either type require a bachelor's degree, although some specify that they prefer the applicant have such a degree. Chiropractic colleges do not require the MCAT. Some medical schools do. Contrary to common belief, some medical schools (including high profile institutions) require the bare minimum of undergraduate requirements. We took the admission requirements for medical schools from the publication titled: *Medical School Admission Requirements, 1997-1998: United States and Canada, 47th edition* (published by The Association of American Medical Colleges). Admission requirements for accredited chiropractic schools are dictated by the Council on Chiropractic Colleges (the agency appointed by the U.S. Dept. of Education to accredit chiropractic colleges).

Chiropractic school involves between 400-to-600 more classroom hours than medical school. This was shown by two studies in the 1970s. The Parker College study more recently reported that on average, chiropractic college involves 372 more classroom hours than medical school. Chiropractic students also have more hours of training in anatomy, physiology, diagnosis, and orthopedics (the musculoskeletal system). It should be apparent from looking at the data below that in general, the chiropractic student has a more extensive classroom education in these areas, particularly in diagnosis, than the medical student.

Requirements for Admission to Chiropractic and Medical Schools

Parker College of Chiropractic

Biological Science (with lab).....1
year

General or Inorganic Chemistry
(with lab).....1
year

Organic Chemistry (with lab).....1
year

Physics (with lab).....1
year

English or Communicative Skills.....2
years

Psychology.....1/2
year

Humanities or Social Sciences.....Not
less
than 15 semester hours, or 22.5 quarter
hours

Electives.....From 4-to-12 semester
hours,
or from 6-to-18 quarter hours

Harvard Medical School

Biology (with lab).....1
year

General or Inorganic Chemistry
(with lab).....1
year

Organic Chemistry (with lab).....1
year

Physics (with lab).....1
year

Mathematics (calculus).....1
year

Expository Writing.....1
year

Stanford University School of Medicine

Biology (with
lab).....1 year

Chemistry, including organic (with
lab).....2 years

Physics (with
lab).....1 years

Johns Hopkins University School of Medicine

Biological Science (with lab).....8
semester hours

General or Inorganic Chemistry
(with lab).....8
semester hours

Organic Chemistry (with lab)..... 8
semester hours

Physics (with lab).....8
semester hours

Humanities or Social Sciences.....24
semester hours

Mathematics (calculus).....4
semester hours

The following is published by the Parker College of Chiropractic, 2500 Walnut Hill, Dallas, Texas 75229 (214) 438-6932: