# Board of Chiropractic Examiners

Licensing/Continuing Education/Public Relations
Committee Meeting

May 1, 2017

BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

State of California
Edmund G. Brown Jr., Governor

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

**May 1, 2017**
**10:00 a.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)

Julie Elginer, Dr. PH
Agoura Hills Library
29901 Ladyface Circle
Agoura Hills, CA 91301
(818) 889-2278

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**
   August 30, 2016

3. **Review and Discussion on the 2017-2019 BCE Strategic Plan action items for Licensing Committee**

4. **Review and Discussion on Possible Revisions to Sections 360-366 of Title 16 of the California Code of Regulations Regarding Continuing Education**

   - **Review Arizona's Regulations Regarding Continuing Education (Article 8- R4-7-801)**

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**
Dionne McClain., D.C.
Julie Elginer, Dr. PH

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
# August 30, 2016
# 901 P Street, Suite 142A
# Sacramento, CA 95814

Teleconference Meeting Locations:

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

**Committee Members Present**
Heather Dehn, D.C., Chair
Dionne McClain, D.C.
Corey Lichtman, D.C.

**Staff Present**
Linda Shaw, Assistant Executive Officer
Dixie Van Allen, Staff Services Manager
Marcus McCarther, Policy Analyst
Brianna Lauziere, Staff Services Analyst

**Call to Order**
Dr. Dehn called the meeting to order at 12:33 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. LICHTMAN MOVED TO APPROVE THE MINUTES OF THE JULY 11, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING**
**SECOND: DR. MCCLAIN SECONDED THE MOTION**
**VOTE: 3-0 (DR. DEHN– AYE, DR. MCCLAIN – AYE, DR. LICHTMAN-AYE)**
**MOTION CARRIED**

**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 stated the committee would like to make changes to our current CE provider application to include requirements and qualifications to become a CE provider.

Dr. Dehn summarized the options for becoming a CE provider. To become a CE provider one must be approved by a chiropractic school, association or go through an apprenticeship. Current CE providers may have an opportunity to be grandfathered in if they meet new requirements or teach under a CE provider. CE providers must comply with all Board regulations

Dr. Dehn summarized the proposed 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 comply with Board regulations and new CE guidelines.

Dr. Dehn asked the committee how the board can qualify a chiropractic association to become a CE provider. Does the chiropractic association need to have a certain number of members or be established a certain amount of years?

Dr. McClain mentioned that qualifying a chiropractic association by number of members would not be sufficient.

Dr. Dehn asked Penny Cunha, Executive Director, California Chiropractic Association (CCA), how the Board can determine the legitimacy of a chiropractic association is appropriate.

Ms. Cunha, recommended checking the status of a chiropractic association on the Secretary of State website and verify that it is a non-profit corporation and review its bylaws with a structured list of officers.

Ms. Cunha also mentioned that you want a chiropractic association to be able to take on the responsibility of providing records for attendees and that they have a structured corporation with reliable members.

Dr. Dehn stated that the committee should create guidelines that the chiropractic associations must meet. Requirements would include confirmation of non-profit status, copies of bylaws, and number of members.

Dr. Lichtman introduced Ms. Christine Barry from National Provider Compliance Corporation (NPCC).

Ms. Barry stated that she works with over 70 Boards and 20 of them are Chiropractic Boards and do not include a definition of a legitimate professional association in their regulations.

Linda Shaw stated that we would have to check with legal and other boards on how we can distinguish an association.

DRAFT

Ms. Dixie Van Allen asked the committee if the concern was about the structure of an association or their experience giving CE courses. The standard that we establish for providing CE courses should remain the same for all providers.

The committee agreed that the standard for becoming a CE provider would be 3 years of experience with a minimum of 24 hours of teaching per year.

Ms. Lori Isenberg from Life West College of Chiropractic asked if the regulations should clarify that schools must be accredited by CCE.

The committee agreed to make qualification consistent for all providers.

Dr. Dehn asked how often the board requires re-certification from CE providers.

Ms. Shaw stated that CE providers must re-certify with the board every 2 years using the CE provider application.

Dr. Dehn discussed allowing a grace period of 2 years for CE providers that cannot meet the minimum teaching requirement of 24 hours per year.

Dr. Dehn stated at the last committee meeting she asked Ms. Van Allen to have Genie Mitsuhara, CE analyst, create a spreadsheet to see how many courses CE providers are teaching to determine how many hours on average CE providers are teaching.

Dr. Dehn asked about the status of the spreadsheet and the average number of hours CE providers were teaching.

Ms. Van Allen stated that this task has not been completed and will check with Ms. Mitsuhara.

Dr. Dehn asked the committee about adding a box on the CE provider application to become a CE provider mentor.

The committee agreed that was a good idea.

Dr. Dehn suggested that the applicant submit a mission statement with their application if interested in becoming a mentor.

Ms. Isenberg asked what the significance of the mission statement would be. Would CE provider applicants be rejected based on a mission statement?

Dr. McClain stated the board would be able distinguish a certain level of teaching and with a mission it gives the board an idea of their ability to stay on track with requirements.

Dr. Dehn believes that CE providers should be mindful and have purpose for teaching their course.

Ms. Van Allen stated if a provider wants to be certified as a mentor they should complete a

DRAFT

separate form for mentorship.

Dr. Dehn stated that identifying potential interest in becoming a mentor should be on the provider application.

Ms. Shaw stated an application is to qualify someone not certify them.

Ms. Van Allen stated that Office of Administrative Law will ask why that question is necessary to qualify as a CE provider.

Marcus McCarther, Policy Analyst, stated there must be objective measures on an application.

Dr. Dehn asked the committee what they would like to see on the CE provider application.

The committee can discuss and eliminate things that do not have substance and would be problematic for staff.

Dr. Dehn mentioned the committee has been brainstorming ideas for over 2 years and it would be best to collect all the ideas for review with members and staff.

Dr. Dehn moved on to discuss the requirements from the person who is applying to become a provider. In each organization/business there should be someone with chiropractic experience.

Dr. Dehn asked if there should be a section on the application asking who their chiropractic consultant is.

Dr. Lichtman agreed that question should be added to the application. If they are not a chiropractor, they will have to list their chiropractic consultant and DC number. Dr. Lichtman suggested looking at other board's applications for suggestions.

Ms. Van Allen stated that other boards outsource for CE provider approval and that is why the committee decided to look into using PACE.

Dr. Dehn mentioned that PACE would still be an acceptable way to become an approved CE provider but it is costly and the committee wanted to make sure the schools and associations would still be an option.

Dr. McClain asked to review Arizona's CE provider application at the next committee meeting.

Dr. Dehn asked the committee if we would provide an outline on the application for providers to review their responsibilities such as retaining CE records. There could be a check list that the applicant must acknowledge.

Ms. Shaw mentioned it would be best to refer the applicant/CE provider to a specific regulation.

DRAFT

Dr. Dehn suggested adding a box to check acknowledging that the applicant has read and will comply with the appropriate sections in the regulations.

Dr. Dehn asked if the committee would like to have a grievance procedure for students if there are any issues with the courses.

Ms. Shaw stated that the board cannot regulate that and if student has issues, they must file a complaint with the board.

Ms. Van Allen stated that the committee had already discussed having a question on the survey about the course. There were concerns they could contact the board using the chiro.info@dca.ca.gov address.

Dr. Lichtman wanted to remind the committee that there should be a section on the CE provider application asking if they have had any complaints against them.

Dr. Dehn asked the public for any input regarding the CE provider application.

Ms. Isenberg asked the committee if there would be a section to list educational experience.

Dr. McClain agreed that information on educational background would be relevant to the qualification process.

Dr. Dehn stated if the CE provider was not a chiropractor they would have to meet other requirements, such as, teaching for at least 3 years with a minimum of 24 hours per year. If the provider cannot meet these requirements they have the option of entering into a mentorship program to gain the experience.

Dr. Dehn will type up her notes of suggestions on the CE provider application and email it to Robert Puleo to distribute to the committee members. The committee can review the notes and see what is appropriate and feasible to change.

**Review and Discussion on Creating a Consumer Publication Related to Chiropractic Training and Education Requirements**
Robert Puleo was not present at the committee meeting to report information regarding charts from Palmer that he was going to review with legal.

Agenda item was tabled for the next committee meeting.

**Public Comment**
No public comment.

**Future Agenda Items**
Continue the review and discussion on the CE provider application.

**Adjournment**
Dr. Dehn adjourned the meeting at 1:37 p.m.

DRAFT

# Agenda Item #2

# Agenda Item #3

# Licensing and Professional Qualification

*Ensure the continuous competency of all Doctors of Chiropractic by promoting licensing standards, professional conduct, and requirements for continuing education.*

## 1.1

Interface with the Council on Chiropractic Education (CCE) to explore the possibility of revising entrance requirements at chiropractic colleges to enhance the quality and caliber of graduates.

| Objective Measurement | |
|---|---|
| Made determination of the path to take. | |
| **Action Item** | **Carry-Over Item** |
| 1.1.1 Discuss objective scope with Licensing Committee at next meeting. | 2014* |
| 1.1.2 Invite CCE representative to participate in a Licensing Committee meeting to discuss possibility of enhancing entrance requirement. | 2014* |
| 1.1.3 Depending on results of CCE meeting, partner with SOLID to possibly convene a task force to discuss entrance requirements (Federation of Chiropractic Licensing Boards [FCLB], CCE, California Chiropractic Association [CCA], American Chiropractic Association [ACA]). | 2014* |
| 1.1.4 Determine if there is data to share with Board regarding national discussion. | 2014* |

*Action items from BCE's *2014–2017 Strategic Plan.*

## 1.2

Establish approval standards for continuing education (CE) providers to enhance the quality of education being provided.

| Objective Measurement | |
|---|---|
| Put regulations in place. | |
| **Action Item** | **Completion Date** |
| 1.2.1 Convene two focus groups (Northern and Southern California) to gather information from stakeholders regarding potential standards. | Q1 2016 |
| 1.2.2 Licensing Committee determines final regulatory language regarding approval standards. | Q1 2017 |
| 1.2.3 Prepare regulatory package. | Q1 2018 |

## 1.3

Develop and implement an auditing process for CE courses to confirm compliance with requirements and conduct quality control of the courses.

| Objective Measurement | |
|---|---|
| Developed auditing mechanism to maintain quality of CE courses and integrity of the CE process. | |
| **Action Item** | **Completion Date** |
| 1.3.1 Review regulations to determine criteria for course content. | Q2 2017 |
| 1.3.2 Develop an auditing form/checklist for CE courses. | Q3 2017 |
| 1.3.3 Provide a quarterly list of new CE providers and dates for upcoming courses to the Licensing, Continuing Education, and Public Relations Committee. | Q3 2017 (Quarterly) |

| | |
|---|---|
| 1.3.4 The Licensing, Continuing Education, and Public Relations Committee assigns auditors to attend CE courses and audit providers. | Q3 2017 (Quarterly) |
| 1.3.5 Submit audit forms to the CE Manager and take action as appropriate. | Q3 2017 |

## 1.4

In order to enhance efficiency and convenience of Board services, research and implement possible technological solution(s) that address stakeholders' current inability to utilize online services.

| Objective Measurement | |
|---|---|
| Provided successful online services to stakeholders. | |
| **Action Item** | **Completion Date** |
| 1.4.1 Meet with Department of Consumer Affairs' (DCA's) Office of Information Services (OIS) to discuss the current IT system and possible alternatives. | Q3 2016 |
| 1.4.2 Partner with SOLID to map licensing and enforcement processes to determine business needs. | Q4 2016 |
| 1.4.3 Provide OIS with assessment and obtain recommendations for possible IT options. | Q2 2017 |
| 1.4.4 If determination is made that BreEZe meets business needs, work with OIS to implement BreEZe. | Q3 2017 |
| 1.4.5 If determination is made that BreEZe does not meet business needs, work with OIS to implement alterative. | Q3 2017 |

## 1.5

Continue to explore updating chiropractic college curriculum requirements to better align them with contemporary healthcare education.

| Objective Measurement | |
|---|---|
| Implemented new regulations regarding curriculum requirements. | |
| **Action Item** | **Completion Date** |
| 1.5.1 Ask California chiropractic colleges to recommend necessary and preferred changes to BCE curriculum regulations. | Q1 2017 |
| 1.5.2 Bring recommended regulatory language to Licensing Committee to make a determination. | Q4 2017 |
| 1.5.3 Licensing Committee makes recommendation to full Board. | Dependent on Licensing Committee |
| 1.5.4 Begin regulatory process. | Q4 2019 |

## 1.6

Develop and implement a new CE course regarding BCE laws.

| Objective Measurement | |
|---|---|
| Put new regulation in place regarding the "Top 10 Violations." | |
| **Action Item** | **Completion Date** |
| 1.6.1 Collect data on enforcement statistics for recently licensed chiropractors and determine trends. | Q1 2018 |
| 1.6.2 Identify the top 10 most common violations. | Q2 2018 |
| 1.6.3 Present trends to Licensing Committee for their review. | Q3 2018 |

| | |
|---|---|
| 1.6.4 Licensing Committee makes recommendation to full Board. *Note: Incorporate with 1.2 regulation package.* | Q4 2017 |
| 1.6.5 Create a regulation to require CE providers to incorporate the top 10 violations in ethics and law course. *Note: Incorporate with 1.2 regulation package.* | Q4 2019 |

## 1.7

Evaluate and make a determination about amending the Chiropractic Practice Act (Practice Act) to affirm that the Board's mandate maintains consistency with contemporary practice.

| Objective Measurement | |
|---|---|
| Made determination regarding the direction to take in dealing with the Practice Act. | |
| **Action Item** | **Completion Date** |
| 1.7.1 Partner with SOLID to convene stakeholder focus groups to discuss the direction of the profession. | Q1 2018 |
| 1.7.2 Determine if consensus is met among stakeholders. | Q2 2018 |
| 1.7.3 Determine whether amending the Practice Act is necessary to achieve goals. | Q3 2018 |
| 1.7.4 Make determination regarding further action. | Q4 2018 |

# Arizona's Continuing Education Law

## ARTICLE 8. CONTINUING EDUCATION

### R4-7-801. Continuing Education Requirements

A. To be eligible to renew a license, a licensee shall complete 12 credits of continuing education between January 1 and December 31 of each year, and document compliance with continuing education requirements on the license renewal application as required by R4-7-503(C). Continuing education credit shall be given for a minimum of fifty minutes of continuous study for each class hour. No credit shall be allowed for breaks or for time expended for study outside of the classroom.

B. Basic requirements – The primary consideration in determining whether or not a specific course qualifies as acceptable continuing education is that it must be a formal program of learning which will contribute directly to the professional competence of a licensee in the practice of chiropractic. Each course shall be on subjects of clinical benefit to the consumer of chiropractic services.

1. The content of the course, seminar or workshop must be recognized by reputable authorities as having validity, and must conform to the scope of practice for assessment, treatment and diagnosis as authorized under A.R.S. § 32-925 and A.R.S. § 32-922.02.
2. Instructors shall be qualified by education and/ or experience to provide instruction in the relevant subject matter.
3. Each licensee is responsible for determining in advance that the course which he or she attends qualifies for continuing education credit under this Article.

C. A licensee shall only obtain continuing education credit by:

1. Attending a course, (which includes a seminar or workshop), through a provider and on a subjects that have been pre-approved by the Board.
2. Participating in the development of, or proctoring the National Board of Chiropractic Examiners (NBCE) examinations. Continuing education credits earned in this manner are calculated as one credit hour for each hour of participation in the development of the NBCE examination for a maximum credit of eight hours per year, and one credit hour for each hour proctoring the NBCE

exam for a total of eight hours per year. A licensee shall obtain a certificate of participation from the National Board of Chiropractic Examiners to verify compliance with this provision.

3. By teaching a post-graduate course that has been pre-approved by the Board for continuing education credit under this Section as a faculty member of a college or university that is accredited by or is in good standing with the Council on Chiropractic Education or is accredited by an accrediting agency recognized by the United States Department of Education or the Private Postsecondary Education Board during the renewal year. Continuing education credits earned in this manner are calculated as one credit of continuing education for each hour of post-graduate course instruction. A maximum of six credits of continuing education credit may be earned in this manner annually.

4. By completing a post-graduate mediated instruction or programmed learning course pre-approved by the Board through an accredited college or university that meets the requirements of A.R.S. § 32-931(B). Mediated instruction and programmed learning refers to learning transmitted by intermediate mechanisms such as webinar or other internet delivered courses that are structured to confirm 50 minutes of continuous instruction for each credit hour received. A licensee shall obtain a certificate of program completion from the accredited college or university to verify compliance with this provision

D. The following are predetermined to meet Board approval as providers for continuing education. Additional approval is not required, nor should it be expected. An application submitted for a course that falls under this subsection shall be returned to the applicant without a review and subsection (E) does not apply. Coursework provided by these entities is approved as meeting continuing education requirements only for those subjects listed in subsections (J) and (K) of this Section. Preapproval does not include mediated instruction or programmed learning courses.

1. A college or university that meets the requirements of A.R.S. § 32-921(B)(2)(a), the American Chiropractic Association and the International Chiropractors

Association, with qualified instructors and that provide courses that meet the subject requirements under subsections (J) or (K).

2. CPR training provided or sponsored by the American Heart Association, the American Red Cross, or an entity that meets equivalent standards of the American Heart Association and the American Red Cross. A maximum of four credits of continuing education credit may be earned in this manner annually.

3. Participation in the development of or proctoring the NBCE examinations.

E. Prior approval is required for all course providers not mentioned in subsection (D) and for all mediated instruction or programed learning courses regardless of subsection (D). A provider applying for approval of a continuing education course shall submit a complete application to the Board at least 60 days prior to the anticipated initial date of the course if submitted by internet, or 75 days if provided in hard copy form. The Board shall notify the applicant in writing that the package is either complete or incomplete. If the package is incomplete, the notice shall specify the information that is missing and the applicant must submit the missing information within 10 days of the notice. The Board will not approve a course if a complete application has not been submitted at least 15 business days prior to the initial date of the course identified in the initial application. If the applicant changes the initial date of the course or the course content or the instructors, it shall be considered a new application. A complete application shall include:

1. The name, dates, and locations of the course.

2. The number of hours requested for approval.

3. The subjects of the course, broken down by the specific time of instruction in/of each subject.

4. A course description including the content, explicit written objectives identifying expected learner outcomes for each section of the course and teaching method (i.e. lecture, discussion, PowerPoint, internet, webinar).

5. A detailed, hour by hour syllabus identifying the subject of instruction for each hour, with the instructor for each section identified. If less than an hour is dedicated to a subject, the syllabus shall identify the number of minutes dedicated to instruction on that subject.

6. A resume or curriculum vitae for each instructor and an attestation of the following:
   a. Licenses for all instructors are currently in good standing.
   b. No instructor has had a license placed on probation or restricted within the past five years in this or any other jurisdiction.
   c. No instructor has ever had a license suspended or surrendered for unprofessional conduct or revoked in this or any other jurisdiction.
   d. No instructor has had a license application or renewal denied for unprofessional conduct.
   e. No instructor has been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction.
7. Documentation of license in good standing for each instructor for each state in which the instructor has or currently holds a license, if applicable. If an instructor is currently under investigation by a regulatory agency or is under investigation for ,or been charged with, a criminal offence, the applicant shall disclose the investigation or charge and shall provide all relevant records.
8. One letter of reference for each course instructor from a person familiar with the instructor's qualifications as an instructor and education and/or experience in the relevant subject.
9. Identification of a sponsor, if applicable, and disclosure of any connection between the provider and/or instructor and/or sponsor of any commercial relationship and/or any external entity giving financial support to the course. If the course does have a sponsor, a completed sponsor/program provider agreement for continuing education, signed and notarized by a responsible party must be provided with the application.
10. Documentation of the method by which attendance will be monitored, confirmed and documented.
11. The name and contact information for the attendance certifying officer with an attestation that the certifying officer is supervised by the applicant provider and a

description of the supervision method employed to confirm that the certifying officer is performing the duty of monitoring and confirming attendance.

12. Attestation that each course hour consists of no less than 50 minutes of continuous instruction and that credit is not provided for breaks.
13. The non-refundable fee required under R4-7-1301 for each course, whether individual or included in a program of multiple courses.
14. The name, address, telephone number, fax number and e-mail of a contact person.
15. Any other information required or requested by the Board.
16. If the course is a mediated instruction or programmed learning course, a detailed description of the method used to confirm that the participant was engaged in 50 minutes of continuous instruction for each credit hour awarded.
17. The Board may require that the applicant provide additional information in support of the application if the course qualifications are not clearly demonstrated through the materials provided.

F. The Board shall approve a continuing education course if the applicant has submitted a complete application to the Board's satisfaction within the time-frame required by this chapter and has demonstrated the following:

1. The course complies with this Chapter.
2. The course instructor is faculty at an accredited college or university that meets the requirements of A.R.S. § 32-921(B)(2)(a) or demonstrates equivalent qualifications through postgraduate study and experience teaching postgraduate coursework. An instructor must:
   a. Hold an applicable license in good standing.
   b. Shall not have had a license placed on probation within the last five years.
   c. Shall not ever had a license suspended, surrendered for unprofessional conduct or revoked .
   d. Shall not have had a license application or renewal denied for unprofessional conduct.
   e. Shall not or been convicted of a felony in this or any other jurisdiction.

3. The course instructor is qualified by education and experience to provide instruction in the relevant subject matter.
4. The subject of the course qualifies under subsections (D)(2) and (3), (J) and (K).
5. The course demonstrates attendance and/or monitoring procedures. Monitoring procedures must provide confirmation that a licensee was engaged in 50 minutes of continuous study for each credit hour.

G. The Board shall not approve a continuing education course if the applicant fails to submit a complete application within the time-frame required by this Chapter or if:

1. The course does not qualify under this Chapter.
2. The course subject does not qualify for continuing education credit under subsections (D)(2) and (3), (J) and (K).
3. The instructor does not qualify as per subsection (F)(2).
4. The instructor's references do not support the qualifications of the instructor as per subsection (F).
5. The course primary focus is to promote a product or service.
6. The course requires participants to purchase a product or service.
7. The course has no significant relationship to the assessment, diagnosis or treatment of patients within the scope of practice of chiropractic as defined under A.R.S. §§ 32-925 and 32-922.02.
8. The content cannot be verified.
9. The course refutes generally accepted medical care and treatment and/or instructs participants to encourage patients to stop taking medication and/or stops participating in generally accepted medical care or fails to qualify under subsection (K).

H. A course approved by the Board pursuant to subsections (E) and ( F) shall be issued an approval number. Once approved, a course provider shall:

1. Provide course attendees with a certificate confirming course participation. The certificate shall: a.) include the name of the college or university through which the course was completed, or the course approval code issued by the Board, if applicable, b.) the name and Arizona license number of the attendee, c.) the name

of the course provider, the course subject matter, d.) the name of the course if different than the subject matter listed, e.) the date and location of the course, and the number of hours of continuing education completed.

2. Maintain a list of all course attendees for a minimum of five years after each date that the course is held, and shall provide a copy of the list to the board within 10 days of a written request to do so.
3. Maintain a copy of the course syllabus and stated learning objectives, a list of instructors and documentation of the name, location and date of the course for a minimum of five years and shall provide the Board with a copy these materials within 10 days of a written request to do so.
4. Monitor course attendance by each attendee in a manner that confirms that the attendee was present and participating in the course for a continuous 50 minutes for each hour of continuing education credited.
5. Notify the Board immediately of concerns or problems that may arise regarding the approved course, to include discipline being imposed on the license of an instructor or an instructor being convicted of a criminal offense.
6. Reapply for Board approval every two years no later than the first day of the month in which the course was initially approved, and every time the subject of the course changes and/or there is a change in instructors that does not include an instructor already approved by the Board. Failure to reapply as per this subsection shall disqualify the course for ongoing continuing education credit.
7. Not represent that the course is sanctioned or promoted by the state of Arizona Board of Chiropractic Examiners. The provider may state that the course meets the continuing education requirements as per A.R.S. § 32-931. If the course has been directly approved by the Board, the provider may display the Board's course approval number.

I. The Board may monitor a continuing education provider's compliance with continuing education statutes and rules as follows:

1. The Board may request any or all documentation as per Section (H) of this rule from a board-approved Continuing education provider for any course registered for license renewal to ensure compliance with this rule.
2. A representative of the Board may attend any approved continuing education course for the purpose of verifying the content of the program and ensuring compliance with the Board's continuing education rules at no charge to the Board representative.
3. If the Board finds that a course or provider is not compliant with the Continuing statutes or rules, has misrepresented course content or instructors in an application, failed to obtain new approval for a course with a change in subject or instructor or failed to pay the course fee, the Board may withdraw its approval for continuing credit for the course and/or the provider. The withdrawal of approval shall be effective upon written notification to the provider's contact of record by the Board.
4. The Board shall notify a provider that it will consider withdrawal of course approval and provide the date, time and location of the meeting at which the matter will be discussed and possible action taken.
5. If approval is withdrawn, the Board shall notify the provider of the reasons for withdrawal of approval.
6. The provider shall notify all Arizona licensees who attended the course that any course hours obtained through the course cannot be used for continuing education credit of license renewal in the State of Arizona. If a provider fails to provide appropriate notice to Arizona licensed attendees, within ten business days of written notice from the Board that course approval has been withdrawn, that provider shall not be considered for approval of continuing education credit in the future. The notice to the Arizona licensed attendees must be made by certified mail in order to establish documentation that the requirement was met.

J. Course subjects approved for continuing education for renewal of an Arizona chiropractic license are:

1. Adjusting techniques;
2. Spinal analysis;

3. Physical medicine modalities and therapeutic procedures as defined in A.R.S. § 32-900(7) and (8);
4. Record keeping and documentation;
5. Ethics;
6. CPR;
7. Public health;
8. Communicable diseases;
9. Sexual boundaries;
10. Emergency procedures;
11. Acupuncture;
12. Nutrition;
13. Examination;
14. Assessment and diagnostic procedures to include physical, orthopedic, neurological procedures;
15. Radiographic technique;
16. Diagnostic imaging and interpretation;
17. Laser as permitted by law;
18. Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports);
19. Anatomy;
20. Physiology;
21. Bacteriology;
22. Chiropractic orthopedics and neurology;
23. Chemistry;
24. Pathology;
25. Patient management;
26. Evidence-based clinical interventions models;
27 Symptomatology;
28. Arizona jurisprudence, and;

29. Participation in National Board of Chiropractic Examiners examination development or administration of examinations.

K. In addition to the subjects in subsections (A), (C), (D) and (J), courses for the purpose of recognizing, assessing and determining appropriate referral or collaborative treatment of complex conditions, including but not limited to cancer, autism, multiple sclerosis, diabetes, and developmental disorders, for the purpose of co-management of the patient's condition with qualified medical providers shall qualify for continuing education credit.

L. The following subjects shall not qualify for continuing education for the purpose of license renewal and shall not be approved by the Board:

1. Billing, coding;
2. Malpractice defense;
3. Practice management;
4. Risk management;
5. Promotion of a product or a service or a requirement that attendees purchase a product or service;
6. Strategies to increase insurance payments;
7. Administrative or economic aspects of a practice;
8. Motivational courses;
9. Legal courses other than pre-approved Board jurisprudence;
10. Anti-aging;
11. Hormone treatment;
12. Aroma therapy;
13. Stress management;
14. Psychological treatment;
15. HIPAA;
16. Homeopathic practice that exceeds A.R.S. § 32-925;
17. Professional or business meetings, speeches at luncheons, banquets, etc.;
18 Subject matter that exceeds the assessment, diagnosis and treatment of patients within the scope of practice of chiropractic as defined in this chapter;

19. Any course without a significant relationship to the safe and effective practice of chiropractic under A.R.S. § 32-925 and A.R.S. § 32-922.02;

20. And any course that involves a distance learning format or materials if the course has not been pre-approved by the board and issued a board approval number;

M. A licensee's compliance with subsections (A), and (C), shall include the following coursework in order to renew a license.

1. Each licensee shall complete a minimum of two hours of continuing education in recordkeeping for every even numbered year.

2. Each person who is issued a new license to practice chiropractic in Arizona on or after January 1, 2013 is required to attend three hours of a single regularly scheduled Board meeting within the first year of residence in Arizona. The licensee cannot distribute the three hours of Board meeting attendance over two or more Board meetings. The licensee shall notify the Board in writing within ten days of moving to Arizona. The meeting attendance must be pre-scheduled and pre-approved by Board staff. Continuing education credit will not be awarded if the licensee is attending the meeting as a subject of an investigation or other Board review or if the licensee fails to properly schedule attendance as per this Section. This subsection does not pertain to any person who has had a license to practice chiropractic in Arizona issued prior to January 1, 2013.

N. The Board shall grant an extension of 90 days to comply with the continuing education requirements to a qualified licensee. To qualify for an extension, a licensee shall:

1. Timely file a license renewal application and renewal fee; and

2. Submit a written request for an extension no later than December 1 of the current renewal year, including evidence of good cause why the continuing education requirements cannot be met by December 31 of the current renewal year.

O. The following reasons constitute good cause for the Board to grant an extension of time to comply with the continuing education requirements:

1. The licensee lived in a country where there was no accredited chiropractic college, or a college that meets the requirements of R4-7-702, for at least seven months during the year that the continuing education requirements are to be met;

2. The licensee was in active military service for at least seven months during the year that the continuing education requirements are to be met; or
3. The licensee was not able to complete the continuing education requirements because of a documented disability of the licensee or the licensee's spouse, child, or parent.

P. If the Board grants an extension of time to complete the required 12 hours of continuing education requirements, 12 hours of required continuing education credits obtained during the 90-day extension shall be applied to meet only the requirements for which the extension is granted. A licensee shall not report those 12 hours of continuing education credit earned during a 90-day extension for a subsequent renewal year.

**R4-7-802. Documenting Compliance with Continuing Education Requirements**

A. A licensee shall retain documents to verify compliance with the continuing education requirements for at least five years from the date the continuing education credit is used to qualify the licensee for renewal. The Board may audit continuing education compliance at any time during those five years by requiring submission of documentation of course completion.

B. With each license renewal application, a licensee shall attest by providing the licensee's signature, that the licensee has met the continuing education requirements, and complied with R4-7-503(C) (8) and subsection (A). A licensee's documentation of compliance on the license renewal application shall include the name of the approved course provider.

C. The Board may require a licensee to provide documentation to verify compliance with continuing education requirements, including evidence that:
1. Each continuing education credit was for 50 minutes of education,
2. The requirements of subsections (A) and (B) were satisfied,
3. Continuing education credit was earned between the immediately preceding January 1 and the date that the license renewal application was filed or the date on which an extension of time expired,
4. No continuing education credit earned between the immediately preceding January 1 and the date that the license renewal application was filed was earned

under an extension of time to comply with the continuing education requirements of a previous year , and

5. The provisions of A.R.S. § 32-931 and R4-7-801were met.

D. Documentation shall be in the form of a certificate of completion issued by a Board-approved provider. The Board may require submission of a time sheet demonstrating that the licensee was in attendance for a continuous 50 minutes for every hour of continuing education credit awarded.

E. The Board shall suspend a license upon notification to the licensee that the licensee has failed to demonstrate compliance with continuing education requirements as per A.R.S. § 32-923(C), A.R.S. § 32-931 and R4-7-801.

# Arizona's

# Course Requirements & Compliance Reporting

**State of Arizona**
**Board of Chiropractic Examiners**

5060 North 19th Avenue Suite 416 • Phoenix, Arizona 85015
Voice: (602) 864-5088 • FAX (602) 864-5099
TTY (800) 367-8939 (AZ Relay Service)

# Continuing Education Course Requirements & Compliance Reporting

This document is intended to help you determine whether a course will qualify for continuing education credit and learn how to report courses you have taken on your renewal form.

## Live In-Person Courses

To qualify for credit in Arizona, a live, in-person continuing education course must:

A. Be provided by an accredited college or university. (This does not include sponsored or co-sponsored courses or those taught by an adjunct faculty member of an accredited college or university.)
OR
Be provided by the American Chiropractic Association or the International Chiropractors Association.
OR
In cases of CPR, be provided by the American Heart Association, the American Red Cross or an ASHI training program.
OR
Be approved by the State of Arizona, Board of Chiropractic Examiners. If the Board approved the course, it will have an approval number that begins with the letters "AZCE".

**AND**

B. Be on one or more of the following subjects:
- Adjusting techniques
- Spinal analysis
- Physical medicine modalities and therapeutic procedures
- Record keeping and documentation
- Ethics
- CPR (up to four hours)
- Public health
- Communicable diseases
- Sexual boundaries
- Emergency procedures
- Acupuncture
- Nutrition

- Examination
- Assessment and diagnostic procedures to include physical, orthopedic, and neurological procedures
- Radiographic technique
- Diagnostic imaging and interpretation
- Laser as permitted by law
- Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports)
- Anatomy
- Physiology
- Bacteriology
- Chiropractic orthopedics and neurology
- Chemistry
- Pathology
- Patient management
- Evidence-based clinical intervention models
- Symptomatology
- Arizona jurisprudence
- Participation in the NBCE examination development or administration.

**AND**

C. Be comprised of 50 continuous minutes of instruction for each hour of continuing education credit awarded.

## Online Courses

To qualify for credit in Arizona, an online continuing education course must:

A. Be through an accredited college or university that received Board approval to provide the course. If the Board approved the course, it will have an approval number that begins with the letters "AZCE".

**AND**

B. Be on one or more of the following subjects:
   - Adjusting techniques
   - Spinal analysis
   - Physical medicine modalities and therapeutic procedures
   - Record keeping and documentation
   - Ethics
   - CPR (up to four hours)
   - Public health
   - Communicable diseases
   - Sexual boundaries
   - Emergency procedures
   - Acupuncture

- Nutrition
- Examination
- Assessment and diagnostic procedures to include physical, orthopedic, and neurological procedures
- Radiographic technique
- Diagnostic imaging and interpretation
- Laser as permitted by law
- Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports)
- Anatomy
- Physiology
- Bacteriology
- Chiropractic orthopedics and neurology
- Chemistry
- Pathology
- Patient management
- Evidence-based clinical intervention models
- Symptomatology
- Arizona jurisprudence

**AND**

C. Be comprised of 50 continuous minutes of instruction for each hour of continuing education credit awarded.

## Credit for Teaching

The following rules apply when receiving continuing education credit for teaching:

A. You must teach a post-graduate course that has been pre-approved by the Board for continuing education credit as a faculty member of a college or university that is accredited by or is in good standing with the Council on Chiropractic Education or is accredited by an accrediting agency recognized by the United States Department of Education or the Private Postsecondary Education Board during the renewal year.

**AND**

B. The course must be on one or more of the following subjects:
   - Adjusting techniques
   - Spinal analysis
   - Physical medicine modalities and therapeutic procedures
   - Record keeping and documentation
   - Ethics
   - CPR (up to four hours)
   - Public health
   - Communicable diseases
   - Sexual boundaries
   - Emergency procedures

- Acupuncture
- Nutrition
- Examination
- Assessment and diagnostic procedures to include physical, orthopedic, and neurological procedures
- Radiographic technique
- Diagnostic imaging and interpretation
- Laser as permitted by law
- Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports)
- Anatomy
- Physiology
- Bacteriology
- Chiropractic orthopedics and neurology
- Chemistry
- Pathology
- Patient management
- Evidence-based clinical intervention models
- Symptomatology
- Arizona jurisprudence

C. Continuing education credits are calculated as one credit of continuing education for each hour (50 continuous minutes) of post-graduate course instruction.

D. A maximum of six credits of continuing education credit may be earned in this manner annually.

## Reporting Continuing Education Compliance

You will be required to document your continuing education compliance on your annual license renewal application by providing the following information:

A. Whether you completed the required continuing education for the calendar year. Please answer "yes" or "no." Do NOT leave the question blank, answer "N/A", circle the answer, or enter a check mark.

B. The date you took your continuing education course, to include the day, month and year.

C. The course subjects. You must list the **subjects** taught during the continuing education course you completed on your renewal form. Please do not list the title of the course, as it does not always indicate the subjects taught during the course. Topics may include:
- Adjusting techniques
- Spinal analysis
- Physical medicine modalities and therapeutic procedures
- Record keeping and documentation

- Ethics
- CPR (up to four hours)
- Public health
- Communicable diseases
- Sexual boundaries
- Emergency procedures
- Acupuncture
- Nutrition
- Examination
- Assessment and diagnostic procedures to include physical, orthopedic, and neurological procedures
- Radiographic technique
- Diagnostic imaging and interpretation
- Laser as permitted by law
- Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports)
- Anatomy
- Physiology
- Bacteriology
- Chiropractic orthopedics and neurology
- Chemistry
- Pathology
- Patient management
- Evidence-based clinical intervention models
- Symptomatology
- Arizona jurisprudence
- Participation in the NBCE examination development or administration.

D. The name of the course provider. If the course was provided directly by an accredited college or university, the American Chiropractic Association or International Chiropractic Association, or the American Heart Association or American Red Cross, you must provide this information on your license renewal application.
<u>OR</u>
The Board approval number for the course. This applies to live, in-person courses that were not provided directly by an accredited college or university and to ALL online courses. If the Board has issued an approval number, that number will begin with the letters "AZCE" and should be obtained from the course sponsor or instructor.

**You must retain documentation of continuing education compliance that meets the requirements of statute and rule for a minimum of five years. The Board does not receive those records or retain them in your licensing file.**

# Arizona's Continuing Education Course Approval Application

STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS
1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

**Continuing Education Course Approval**
Eligibility & Requirements

The State of Arizona Board of Chiropractic Examiners welcomes your interest in providing continuing education for Arizona licensees. Please read the following forms, laws and rules carefully before submitting your application, as the Board cannot refund application fees, even if you do not qualify for approval.

Not all continuing education courses require Board approval. The following providers and courses are predetermined to meet the continuing education requirements. They do not require, nor should they expect, Board approval. The Board will return all applications submitted for courses that meet the following criteria without review.

- In-person courses provided by accredited colleges and universities, with qualified instructors, on topics allowed by statute and rule. (This does not include sponsored or co-sponsored courses or those taught by an adjunct faculty member of an accredited college or university.)
- In-person courses provided by the American Chiropractic Association and the International Chiropractors Association, with qualified instructors, on topics allowed by statute and rule.
- In-person CPR training provided or sponsored by the American Heart Association (AHA), the American Red Cross or an entity that meets the equivalent standards of the AHA and the Red Cross as determined by the Board.
- Participation in the development or proctoring of the NBCE examinations.

Approval is required for providers not listed above and for all online courses.

**Subject Eligibility:**

To qualify for Board approval, a continuing education course must meet the subject requirements set forth in A.A.C. R4-7-801 (D), (J) or (K). Qualifying subjects include:

- Acupuncture
- Adjusting techniques
- Anatomy
- Arizona jurisprudence
- Assessment and diagnostic procedures to include physical, orthopedic, and neurological procedures
- Bacteriology
- Chemistry
- Chiropractic orthopedics and neurology
- Clinical laboratory procedures limited to urine collection, fingerpicks and venipuncture (not to be confused with evaluation of lab reports)
- Communicable diseases
- CPR (via Red Cross or AHA)
- Diagnostic imaging and interpretation
- Emergency procedures
- Ethics
- Evidence-based clinical intervention models
- Examination

- Laser as permitted by law
- Nutrition
- Pathology
- Patient management
- Physical medicine modalities and therapeutic procedures
- Physiology
- Public health
- Radiographic technique
- Record keeping and documentation
- Sexual boundaries
- Spinal analysis
- Symptomatology

In addition, courses provided for the purpose of recognizing, assessing and determining appropriate referral or collaborative treatment of complex conditions, including but not limited to cancer, autism, multiple sclerosis, diabetes, and developmental disorders qualify for continuing education credit.

Please note that the Board will NOT approve courses in which the primary focus is the promotion of a product or service or courses that require participants to purchase a product or service. The course must have a significant relationship to the assessment, diagnosis or treatment of patients within the scope of practice of chiropractic, as defined in A.R.S. § 32-925 and 32-922.02. Course subjects that do NOT qualify for continuing education credit are listed in A.A.C. R4-7-801 (L). Please read this list carefully before submitting your application.

**Instructor Eligibility:**

Instructors must be qualified by education and/or experience to provide instruction in the course subject matter.

Qualifying instructors must:

- Be faculty of an accredited college or university or demonstrate equivalent qualifications through postgraduate study and experience teaching postgraduate coursework.
- Hold an applicable license in good standing.

Qualifying instructors must not:

- Have had a licensed placed on probation for unprofessional conduct within the past 5 years.
- Have had a license suspended, surrendered or revoked.
- Have had an initial license or renewal application denied for unprofessional conduct.
- Have been convicted of a felony.

**Online Courses:**

To qualify for approval, an online course must be provided or sponsored by an accredited college or university that meets the requirements of A.R.S. § 32-931(B). Online courses that are sponsored by, but not provided directly through, an accredited college or university must complete the Online Continuing Education Addendum in addition to the Continuing Education Course Application.

**Application Requirements:**

- A completed Continuing Education Course Application. (You must complete one application for each course, whether individual or included in a program of multiple courses.)
- A check or money order for $50.00 in payment of the initial course application fee. Please make the check or money order payable to the Arizona Chiropractic Board. (You must submit an application fee for each course application).
- A resume or curriculum vitae for each course instructor.
- One letter of reference for each course instructor from a person familiar with the instructor's qualifications as an instructor, his or her education or his or her experience in the course subject.
- Verification of licensure in good standing from each jurisdiction in which each instructor holds or has held a license sent directly from the issuing agency.
- A course description that includes the course content, explicit written objectives identifying expected learner outcomes for each section of the course and the teaching method employed.
- A detailed, hour-by-hour, syllabus identifying the subject of instruction, the instructor for each hour and time of day. If less than an hour is dedicated to a subject, the syllabus shall identify the number of minutes dedicated to instruction on that subject.

You must submit your complete application at least 75 days prior to the anticipated initial offering of the course if you submit the application by U.S. Mail. You must submit your complete application 60 days prior to the anticipated initial offering of the course if you submit the application by email. Email submissions should be sent to the attention of the CE Course Application Reviewer at bryan@chiroboard.az.gov. Please indicate that you are submitting a continuing education application in the subject line. Please note that if you submit your application by email, the Board must receive a check or money order in payment of the application fees within 10 days of submission. Staff cannot accept your application should you fail to submit your payment.

In accordance with A.A.C R4-7-801(E) Staff will review and respond to your submission in writing. If your application is missing any information or documentation it will be considered incomplete, you will receive a written notice and you will have 10 days to supply the missing information.

**Compliance:**

If the Board approves your course, you will receive a letter providing you with your approval code. To maintain your approval, you must reapply every two years, no later than the first day of the month in which the course was initially approved. You must also reapply every time the course subject or instructors change. Failure to reapply will result in the disqualification of your course.

After a licensee has completed your course, you must provide them with a certificate confirming course participation. The certificate must provide the name and license number of the attending chiropractor, the name of the course provider, the course approval code, the subject matter of the course, the course title (if different from the subject matter listed), the date and location of the course and the number of hours of continuing education the chiropractor completed.

As the provider of a Board-approved continuing education course, you are under continuing obligation to report to the Board. You must notify the Board immediately of concerns or problems that arise regarding your course, including any disciplinary action imposed on the license of an instructor or an instructor being convicted of a criminal offense.

In accordance with A.A.C. R4-7-801 (H)(2) and (3), you must maintain a list of all course attendees for a minimum of five years after each date the course is held and provide a copy of the list to the Board within 10 days of a written request to do so. You must also maintain a copy of the course syllabus with stated learning objects, a list of instructors and documentation of the name, location and date of each course held for at least five years and shall provide a copy of these materials to the Board within 10 days of a written request to do so.

A Board representative may attend your continuing education course to verify its content and ensure its compliance with statute and rule at no charge. The Board may withdraw its approval if they find that the course provider is not compliant with statute or rule, has misrepresented the course content or has failed to obtain approval after a change to the course content or its instructors. By making application to the Board, you agree to comply with these provisions.

STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS
1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

## Continuing Education Course Application

Type or print in blue or black ink. You must provide a response to each question. You may answer "None" or "N/A" if it is the correct response.

**Applicant Information:**

1. Applicant (Organization Presenting the Course):_____

   Contact Person:_____

   Mailing Address:_____

   City:_____ State:_____ Zip:_____

   Telephone Number:_____ Fax Number:_____

   Email Address:_____

**Course Information:**

2. Course Title:_____

   _____

3. Course Length:_____
4. Number of Hours Requested for Approval:_____
5. How will the course be delivered? ❑ Online ❑ In-person
6. If the course will be delivered online, provide the web address._____

   _____

7. Does each course hour consist of at least 50 minutes of continuous instruction? ❑ Yes ❑ No
8. Is credit provided for breaks? ❑ Yes ❑ No
9. If the course will be delivered online, provide an explanation of the method used to confirm that the participant was engaged in 50 minutes of continuous instruction for each credit hour awarded. _____

   _____

   _____

10. If the course will be delivered in-person, please indicate the method by which attendance will be monitored, confirmed and documented._____

_____

_____

_____

_____

_____

_____

_____

11. Name of Attendance Certifying Officer (Individual Responsible for Certifying Attendance):_____

_____

Mailing Address:_____

City:_____State:_____Zip:_____

Telephone Number:_____Fax Number:_____

Email Address:_____

12. Please provide the dates and locations of each of the planned course offerings for the next two years in the boxes below. If you run out of space, please continue your list on a separate sheet and attach it to your application.

| Date: | Location: |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

**Course Subject Matter:**

13. Please review R4-7-801 (J) and (K) and then review the subjects of the course using the subject names listed in those rules in the space provided. Please also list the specific time of day for the instruction in each of the subjects.

| Subject: | Instruction Time of Day: |
|---|---|
| Acupuncture | |
| Adjusting Techniques | |
| Anatomy | |
| Arizona Jurisprudence | |
| Assessment And Diagnostic Procedures To Include Physical, Orthopedic, And Neurological Procedures | |
| Bacteriology | |
| Chemistry | |
| Chiropractic Orthopedics And Neurology | |
| Clinical Laboratory Procedures Limited To Urine Collection, Fingerpicks And Venipuncture (Not To Be Confused With Evaluation Of Lab Reports) | |
| Communicable Diseases | |
| CPR (Via Red Cross Or AHA) | |
| Diagnostic Imaging And Interpretation | |
| Emergency Procedures | |
| Ethics | |
| Evidence-Based Clinical Intervention Models | |
| Examination | |
| Laser As Permitted By Law | |
| Nutrition | |
| Pathology | |
| Patient Management | |
| Physical Medicine Modalities And Therapeutic Procedures | |
| Physiology | |
| Public Health | |
| Radiographic Technique | |
| Record Keeping And Documentation | |
| Sexual Boundaries | |
| Spinal Analysis | |
| Symptomatology | |

1. Attach a course description that includes the content, explicit objectives, and expected learner outcomes for the course. Please also include the teaching method (e.g. lecture, discussion, webinar).

2. Attach a detailed syllabus, broken down by hour, identifying the subject of instruction and instructor for each section identified. If a subject will be taught for less than one hour, please indicate the number of minutes dedicated to instruction on that subject.

3. Does the content of any portion of this course refute generally accepted medical care and treatment and/or instruct participants to encourage patients to stop taking medication and/or stop participating in generally accepted medical care? ☐ Yes ☐ No

**Instructors:**

4. Please list all course instructors, their degree, the jurisdictions in which they hold or have held a license, their topics of instruction and whether they are new or returning. For each new instructor, attach a resume or curriculum vitae and one letter of reference. For all instructors, you must have verification of licensure in good standing sent directly from the jurisdiction(s) in which they are licensed. You may attach a separate sheet if necessary.

| Name | Degree | Type of License & State Issued | Topic of Instruction | New or Returning? |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5. Please initial to indicate compliance with the following:

   a. All of the instructors for this course are currently in good standing with the licensing jurisdiction in which they hold or have held a license. _____

   b. None of the instructors for this course have had a license placed on probation or restricted within the past five years in this or any other jurisdiction. _____

   c. None of the instructors for this course have had a license suspended, surrendered or revoked in this or any other jurisdiction. _____

   d. None of the instructors for this course have had an initial or renewal license application denied for unprofessional conduct. _____

   e. None of the instructors for this course have been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction. _____

   f. None of the instructors for this course are currently under investigation by a regulatory agency. _____

g. None of the instructors for this course are currently under investigation for or been charged with a criminal offense. _____

**Sponsorship:**

6. Will another entity sponsor or co-sponsor this course? ❑ Yes ❑ No

   If Yes, please attach a copy of a completed sponsor/program provider agreement signed and notarized by a responsible party.

7. If yes, please indicate the name of the sponsor or co-sponsor:_____
8. If yes, does the sponsor have a commercial relationship or provide financial support to the course? ❑ Yes ❑ No
9. If yes, please provide a brief explanation of the commercial relationship or financial support.____

   _____

   _____

   _____

10. Will participants be required to purchase a product or service? ❑ Yes ❑ No

I, the undersigned, do hereby swear and affirm that the foregoing statements contained in this application are true and correct.

_____ _____

Signature of Authorized Agent Date

**State of Arizona**
**Board of Chiropractic Examiners**

1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

## Online Continuing Education Addendum

Please read the enclosed forms and Board policy carefully before submitting your application, as the Board cannot refund application fees, even if you are not eligible for approval.

To be eligible for consideration, the course provider must attest to their compliance with the enclosed Board-approved parameters by initialing the attestations below and submit documentation to the Board regarding their review and approval of the standards set by the provider for online learning.

Applicant (Organization Presenting the Course):_____

Applicant's Authorized Agent (Name and Title of the Person Completing this Form):_____

_____

Course Title:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Telephone Number:_____ Fax Number:_____

Email Address:_____

Please initial the following to indicate your compliance:

**Provider**

1. This course is sponsored by an accredited college or university and the sponsorship contract is included with this application. _____
2. The course sponsor has been asked to submit documentation of their review of the standards set by this institution for online learning. _____

**Security**

3. All courses and users are ID and password protected. _____
4. Our website and network are protected by firewalls and security systems. _____
5. All courses establish the learners' ethical responsibilities when earning continuing education credit online. _____

**Monitoring**

6. Our monitoring mechanism clocks learners' time by the minute. _____

7. Our monitoring mechanism confirms ongoing learner participation with an online timer and with completed work and tracks learners' time within each unit of the course in real time. _____

8. This course includes rotating question and answer examinations for each course hour. _____

9. Successful completion of assessments are required for course completion and for certificate issuance. _____

**Examination Questions**

10. Educational instructors review examination questions prior to upload. _____

11. A statistical analysis of questions is performed on a reasonable schedule and frequently missed questions are analyzed against course content to improve content or questions. _____

**Instructor Interaction**

12. Learners can interact with instructors via email or other communication and do not wait more than 48 hours for a response to questions or requests for assistance. _____

**Continuing Education Credit Approval**

13. Learners can only earn credit for the time and work completed as supported by the monitoring mechanism. If a learner spends 2 hours on a 4 hour course, the learner is only awarded 2 hours of credit. _____

**Course Completion Certificates**

14. Certificates of course completion are not issued until the learners' work and attendance have been verified. _____

15. The certificates of course completion provided to learners include all of the information required by A.A.C. R4-7-801 (H)(1) and are sent to the learners' physical addresses by the affiliated accredited college or university. _____

## Board Testing

16. We authorize a Board or staff member of the Arizona State Board of Chiropractic Examiners to take part in this course online and have

attached a user identification number and password for the Board or staff member to use to test the above parameters. _____

I, the undersigned, hereby affirm that the foregoing attestations contained in this Addendum are true and correct, and that all requirements of the Board-approved parameters for online continuing education are met by this course. I fully understand that any false statement in this Addendum shall be grounds for denial , revocation or refusal to renew approval of this course.

_____ _____

Signature of Authorized Agent Date

## Board Approved Online Continuing Education Parameters

An online continuing education course must meet all of the parameters listed below.

**A. Provider**

The course must be provided directly through an accredited college or university or sponsored by an accredited college or university. If a college or university sponsors the course, the contract with the sponsor must be included with the application.

**B. Security Parameters**

1. All courses and users are ID and Password protected.

2. The provider utilizes firewalls and security systems in its management.

3. Every course establishes the ethical responsibility required from each learner when taking CE credit through an online resource.

**C. Monitoring Mechanism**

1. The course must have a mechanism by which the learner's time can be clocked by the minute.

2. The mechanism must be capable of confirming ongoing learner participation with an on-line timer and with completed work. The on-line monitoring tool must be able to track each learner's physical time within each unit of the course, in real time minutes/hours.

3. The course must include, at the least, rotating question and answer examinations for each course hour.

4. Assessments are a necessary component for completion and certificates are not issued until those elements are complete.

**D. Examination questions**

1. Examination questions are reviewed by educational instructors prior to upload.

2. A statistical analysis of questions must be performed on a reasonable schedule and frequently missed questions are analyzed against course content to improve the content or questions.

**E. Instructor Interaction**

1. Learners can readily interact with instructors via email or other communication resources.

2. Learners do not wait more than 48 hours for a response to a question or request for assistance.

**F. Credit Approval**

Learners can only earn CE credit for the time and work completed as supported by the monitoring mechanism. If a learner spends 2 hours on a 4-hour course, the learner is only awarded 2 hours of credit.

**G. Course Certificates**

1. A certificate of course completion is not issued until the provider checks the learner's work and verifies attendance.

2. The course certification provided to the learner must include all of the information required by A.A.C. R4-7-801(H)(1).

3. A certification for course completion is sent from the affiliated accredited college or university to the learner's physical address rather than issued electronically.

**H. Board Access to On-Line Courses**

Applicants for on-line courses are required to provide Board staff access to an on-line course for its review as part of the application process and will need to continue to provide the Board and its staff access to on-line courses for continued monitoring.

# Arizona's

# Continuing Education Renewal Application

STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS
1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

**Continuing Education Course Renewal**

To maintain the approval of your continuing education course, you must submit a completed Continuing Education Course Renewal Application. A complete application includes:

- A completed Continuing Education Course Renewal Application.
- A check or money order for $50.00 in payment of the continuing education course renewal application fee. Please make the check or money order payable to the Arizona Chiropractic Board. (You must submit a renewal application fee for each course application).
- A resume or curriculum vitae for each new course instructor.
- One letter of reference for each new course instructor from a person familiar with the instructor's qualifications as an instructor, his or her education or his or her experience in the course subject.
- Verification of licensure in good standing from each jurisdiction in which each instructor holds or has held a license sent directly from the issuing agency.
- If the course content has changed, a course description that includes the course content, explicit written objectives identifying expected learner outcomes for each section of the course and the teaching method employed.
- If the course content has changed, a detailed, hour-by-hour, syllabus identifying the subject of instruction and the instructor for each hour. If less than an hour is dedicated to a subject, the syllabus shall identify the number of minutes dedicated to instruction on that subject.

If the Board approves the renewal of your course, you will receive a letter confirming your approval. Please maintain this letter as proof that your approval has been renewed.

If you have any questions regarding this application, please contact the Board office.

STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS
1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

## Continuing Education Course Renewal Application

Type or print in blue or black ink. You must provide a response to each question. You may answer "None" or "N/A" if it is the correct response.

**Applicant Information:**

1. Applicant (Organization Presenting the Course):_____

   Contact Person:_____

   Mailing Address:_____

   City:_____ State:_____ Zip:_____

   Telephone Number:_____ Fax Number:_____

   Email Address:_____

**Course Information:**

2. Course Title:_____
3. Course Approval Code:_____
4. Expiration Date of Course: _____
5. Number of Hours Requested for Approval: _____
6. Has the course length changed? ☐ Yes ☐ No
7. Are you requesting approval of a different number of hours? ☐ Yes ☐ No
8. Will the method of delivery remain the same? ☐ Yes ☐ No
9. Will the Attendance Officer remain the same? ☐ Yes ☐ No
10. Please attach a separate sheet of the dates and locations of each of the course offerings for the next two years.
11. Has any of the course content changed? ☐ Yes ☐ No

12. Has sponsorship of the course changed? ☐ Yes ☐ No

13. Will participants be required to purchase a product or service? ☐ Yes ☐ No

**Instructors:**

14. Please list all course instructors, their degree, the jurisdictions in which they hold or have held a license, their topics of instruction and whether they are new or returning. For each new instructor, attach a resume or curriculum vitae and one letter of reference. For all instructors, you must have verification of licensure in good standing sent directly from the jurisdiction(s) in which they are licensed. You may attach a separate sheet if necessary.

| Name | Degree | Type of License & State Issued | Topic of Instruction | New or Returning? |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

15. Please initial to indicate compliance with the following:
    a. All of the instructors for this course are currently in good standing with the licensing jurisdiction in which they hold or have held a license. _____
    b. None of the instructors for this course have had a license placed on probation or restricted within the past five years in this or any other jurisdiction. _____
    c. None of the instructors for this course have had a license suspended, surrendered or revoked in this or any other jurisdiction. _____
    d. None of the instructors for this course have had an initial or renewal license application denied for unprofessional conduct. _____
    e. None of the instructors for this course have been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction. _____
    f. None of the instructors for this course are currently under investigation by a regulatory agency. _____
    g. None of the instructors for this course are currently under investigation for or been charged with a criminal offense. _____

I, the undersigned, do hereby swear and affirm that the foregoing statements contained in this application are true and correct.

_____ _____

Signature of Authorized Agent Date