

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

March 19, 2015

1:45 p.m.

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

Teleconference Meeting Locations:

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

Heather Dehn, DC
John Roza, Jr., DC
901 P St, #142A
Sacramento, CA 95814
(916) 263-5355

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes**
February 26, 2015
- 3. Review and Discussion on Possible Revisions to the Continuing Education Regulations for Approving Continuing Education Providers and/or Recognizing Accrediting Agencies.**
- 4. Review and Discussion Regarding the Possibility of Requiring Licensees to Complete a Mandatory Continuing Education Course in Cardio Pulmonary Resuscitation (CPR) as Part of their License Renewal Requirements.**
- 5. Review and Discussion Regarding Proposed Outreach Publications**
 - About the Board
 - A Consumer's Guide to Chiropractic
- 6. 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.
- 7. Future Agenda Items**
- 8. Adjournment**

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

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

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

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



**Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
February 26, 2015
901 P Street, Suite 142A
Sacramento, CA 95814**

Teleconference Locations with Public Access

Corey Lichtman, DC
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Committee Members Present

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

Staff Present

Robert Puleo, Executive Officer
Brianna Lauziere, Staff Services Analyst

Call to Order

Dr. Dehn called the meeting to order at 11:14 A.M.

Roll Call

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

Approval of Minutes

**MOTION: DR. ROZA MOVED TO APPROVE THE MINUTES OF THE JANUARY 22, 2015
LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0
MOTION CARRIED**

Review and Discussion on Possible Revisions to the Continuing Education Regulations for Approving Continuing Education Providers and/or Recognizing Accrediting Agencies.

Dr. Dehn summarized the current requirements for becoming a CE Provider. Currently there are no restrictions for becoming a CE provider.

Dr. Dehn would like to improve the quality and accountability of our CE providers and programs. Dr. Dehn acknowledged that the Board cannot look over all CE courses nor do we have the authority.

Dr. Dehn discussed possible solutions for improving the quality of Continuing Education. First the Board needs to change the CE regulations. The focus would be, who can become a CE provider, how much it costs, and who can review our CE programs for compliance with our regulations.

Dr. Dehn listed three options our CE applicants could use to become approved providers. These options included approval from the Chiropractic Colleges, Chiropractic Associations, and accrediting agencies. Dr. Dehn stated this does not mean the Board will not be involved. The Board will still approve the CE courses. The Board will have to make changes to the regulations to create a criteria for CE providers and courses.

Dr. Dehn talked about the rules and regulations from the Psychology and Physical Therapy Boards. The Physical Therapy Regulations stated that "Each approval agency must have the capacity to evaluate each course offered by a provider to ensure compliance with applicable laws and shall conduct audits of at least 10% of its approved providers' courses to ensure compliance".

Dr. Dehn stated that if these three categories; Chiropractic Colleges, Chiropractic Associations, and accrediting agencies review 10% of CE courses and our Board audits another 10% then that will be 20% of our mandate. Dr. Dehn proposed that we change the regulations to allow Licensees to audit 24 hours of CE courses a year. They would be required to complete the 24 hours including mandatory subjects and submit an audit.

Dr. Roza mentioned DWC. Mr. Puleo said we do not currently accept DWC approved courses but could change our regulations to accept CE approved by DWC. Recent changes have allowed us to accept approved CE courses from other healing art Boards. Dr. Dehn stated we should permit DWC approved courses as long as the subjects are related to the healing arts.

Mr. Puleo researched several accrediting agencies that specialized in continuing medical education. Ms. Lauziere, Ms. Van Allen, and Mr. Puleo spoke with the Accreditation Council for Continuing Medical Education (ACCME) to learn more about their requirements, fees, and determine the potential impact our CE providers. Mr. Puleo stated that the ACCME standards were much different and focused more on the ability to teach a course instead of reviewing the material being taught.

Jacob Coverstone from Life West Chiropractic College joined the meeting. Mr. Coverstone is very familiar with the ACCME guidelines and offered his insight into their accrediting process. Mr. Coverstone mentioned that the ACCME upholds and accredits organizations to grant CE

credit. They review the entire organization pursuant to different standards and individual activities to make sure all standards are being met. They want to make sure the courses are being created and delivered with guidelines up to different educational standards. ACCME reviews the development of course content to make sure it achieves quality education and addresses the following questions: Are they developing courses to achieve the proper outcome? Are the instructors' going through the process of understanding what the learners need? What are the learners taking away?

Dr. Dehn asked what ACCME charges and if the cost is to the regulatory body or the provider of the course. Mr. Coverstone commented that the cost is to the provider. The price ranges from \$5300-\$5700 a year.

Dr. Dehn asked about other organizations that would be applicable to our Board and regulating continuing education courses/providers. Mr. Coverstone mentioned that the American Registry of Radiologic Technologists (ARRT) has similar standards and focuses on initial certification. Individual providers that would want to put on a course would have to go through the organization to be approved and meet the standards under their umbrella.

Mr. Puleo stated the Board would still independently audit the courses but he wants to identify institutions the Board can delegate authority to for approving CE providers/courses.

Dr. Dehn would like to research what organizations the Board can use for accrediting, how the cost will affect CE providers, and what the process consist of.

Mr. Puleo stated we do not want to create a barrier for CE providers but right now we have few enforceable standards. We would like to ensure there is a review of the CE provider's credentials and that they are providing a quality course. By auditing the course we can make sure they are complying with our standards.

Dr. Dehn asked about Providers of Approved Continuing Education (PACE), which is under the Federation of Chiropractic Licensing Boards (FCLB).

Mr. Coverstone gave a brief description of PACE. PACE is a movement of a standard application for CE approval. PACE will work with other State Boards.

Mr. Puleo asked Ms. Lauziere to gather more information about PACE.

Mr. Puleo wants to make sure there is consistency among the accrediting organizations that the Board accepts.

Dr. Roza stated we need to establish criteria first.

Dr. Dehn expressed her biggest concern is the cost burden on CE providers. She does not want the cost of CE courses to double. Dr. Dehn would like to work on creating a cost analysis after creating guidelines.

Mr. Coverstone asked what the basic problems the Board wants to solve are.

Dr. Dehn explained the volume of courses is too large to audit on our own. Our concerns are that content is sufficient and that the course is being taught for the correct amount of time.

Mr. Coverstone talked about measuring the outcome by having the licensee evaluate the CE provider. Mr. Coverstone suggested when creating guidelines for CE courses to require a level of engagement to make sure the licensees are participating.

Ms. Cunha suggested reviewing the Medical Board's Rules and Regulations on Continuing Education.

Mr. Puleo printed out copies of the Medical Board's online guidelines. Ms. Lauziere scanned a copy of the Medical Board's Regulations to Dr. Lichtman.

Dr. Dehn asked that at our next meeting we have materials for ACCME, PACE and the guidelines that were in place when CCE and the colleges approved CE providers/courses.

Review and Discussion on Strategic Plan Action Items

Dr. Dehn reviewed action item 3.4 "Establish and document protocols for ongoing communication with chiropractic oversight organizations to ensure consistent standards".

Dr. Dehn asked if she goes to a convention can she speak on behalf of the Board as a Board member.

Mr. Puleo stated that if there is approval from the Chair a board member may speak on behalf of the Board.

Review and Discussion Regarding Proposed Outreach Publications

The Licensing/Continuing Education/Public Relations committee reviewed the changes made from February 26th, 2015.

Dr. Dehn shared questions she collected from an informal business group she met with.

The committee reworded a few sentences in the "About the Board" and "Consumers Guide to Chiropractic" publications.

Public Comment

Mr. Coverstone made a statement that he was pleased to see the Board taking action to make a change to the continuing education standards and regulate the CE providers/courses.

Future Agenda Items

Dr. Dehn would like to continue the discussion about possible revisions to the continuing education regulations to establish guidelines for auditing continuing education courses, approving continuing education providers and/or recognizing accrediting agencies at the next committee meeting. Dr. Dehn asked Ms. Lauziere to provide information on the accrediting agencies that we discussed.

Adjournment

Dr. Dehn adjourned the meeting at 1:14 P.M.

Chiropractic Board of California

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**Board of Chiropractic Examiners****Final Statement of Reasons**

Hearing Date: March 26, 1998

Sections Affected: Amend Sections 356, 357, and 358 and add Section 356.5 of Division 4 of Title 16.

Updated Information

The Initial Statement of Reasons is included in the file. The information contained therein is updated as follows:

Problem Addressed

In the early 1970s, the board instituted a requirement for continuing education to be completed as a condition of annual license renewal. The prevailing view in health care regulation has been that continuing education programs help ensure continued competency of the licensed professional. Toward that end, amendments have been made over time to refine the board's continuing education program. These amendments are the board's latest endeavor to strengthen continuing education for chiropractors.

Specific Purpose of each Adoption, Amendment, or Repeal

The amendment of sections 356, 357 and 358 will clarify requirements of the board's continuing education program and standardize terminology used in the continuing education regulations. Adoption of section 356.5 will broaden course providership opportunities, set forth the board's procedures for approving providers, and clarify the board's expectations regarding duties and responsibilities of continuing education course providers.

Factual Basis

Factual basis for determination that proposed changes are necessary:

The mission of the Board of Chiropractic Examiners is to ensure protection of consumers through proper use of the licensing and enforcement authorities assigned to it by the Chiropractic Initiative Act. Each year, the board processes license renewals for approximately 15,000 active and inactive

licensees. A key element of the license renewal program is compliance with continuing education requirements designed to provide some assurance of continued competency.

Throughout the proposed regulations, the words "seminar" and "program" are replaced with the word "course." At the time the continuing education regulations were originally written, these terms were used interchangeably. Since then, however, each term has developed a unique connotation in the world of continuing education. Similarly, the words "relicensure" and "relicensure credit" are replaced by the words "continuing education credit." By standardizing the terminology used in these regulations, the board is not altering its interpretation of the regulations, but is providing clarity and consistency through use of terminology currently accepted throughout California professional licensure and continuing education programs.

Clarity is further provided by reordering existing elements of sections 356 and 357 (incorporating some of them into the new section 356.5) in order to co-locate related provisions. This will make the regulations more "user friendly" and help those who must comply with their provisions understand what is expected of them.

Section 356: The first phrase in the existing regulation, which refers to the renewal period for 1979, is deleted since it is no longer necessary. Additionally, the statement of continuing education goals and objectives is updated to reflect the relationship between continuing education and the desire to maintain practitioner knowledge and continued competency. This is consistent with broadly accepted contemporary philosophy of health care continuing education. Changes in subsection (3) make the regulation more accurate by referring to the Chiropractic Initiative Act by its proper name and referring to the proper level of course work involved (postgraduate vis à vis graduate). Reference to programs pursuing status with the Council on Chiropractic Education (CCE) is deleted because this accrediting agency no longer identifies such programs.

Section 356.5: This new section is added to delineate and clarify the board's expectations regarding continuing education providers. In the past, only California chiropractic associations, accredited chiropractic colleges, and California educational institutions could provide approved continuing education course work. Provisions of this new section will broaden opportunities for continuing education course sponsorship by allowing approval of experienced health care continuing education providers who do not qualify under the existing regulations. This will enlarge the list of board-approved continuing education course offerings and thus improve licensee access to continuing education courses. In professional school accreditation, it is standard practice to offer accreditation only to a program that has been in existence for a sufficient number of years. This helps to ensure demonstrated solvency and sound instructional practices. The board believes it is appropriate to utilize this practice in approving continuing education providers because situations have occurred in other states where continuing education providers accepted course registrations and tuition and then left the state without either refunding the tuition or holding the scheduled class sessions. By requiring providers who wish approved status to apply in writing, furnish a mission statement, and demonstrate success in offering continuing education courses for at least five years prior to applying for board approval, the board is striving to screen out insolvent, incompetent, and unscrupulous providers. For years, individuals and organizations who do not qualify as course providers on their own merits have

worked with chiropractic colleges to offer continuing education courses under college sponsorship. Nothing in the proposed regulations would prohibit continuation of this practice, and it will undoubtedly continue to serve as the primary avenue for new providers to enter the market and eventually qualify for status as board-approved providers. This section also incorporates existing provisions regarding provider responsibility for attendance monitoring, record keeping, and notifying the board of changes in course content, time, date, or location. Subsections (3), (4), (7), (8) address issues that have been problems in the past. The board expects that clarification of its expectations regarding the responsible party, teaching methods, facilities, instructional aids, and vendor sponsorship will reduce the number of substandard course offerings and increase student benefit.

Section 357: Changes to this section are nonsubstantive and represent clarifications of terminology or current practices. Former subsections (d), (e), and (f) have been moved to the new section 356.5 in order to make the regulations less cumbersome.

Section 358: Most changes to this section are proposed to provide clarity, eliminate unnecessary verbiage, or utilize a more consistent style. The change to subsection (a)(1) eliminates unnecessary words since inactive licensees are by definition not practicing in California. The only revisions of substance are made to subsection (a)(5), which allows long-distance learning for licensees who are ill or disabled. Existing law was written to allow use of audio tapes. The revision would allow course videos to also be utilized and thus greatly enhance this alternate learning opportunity. The provision in subsection (a)(6) is continued because the work performed by an examination commissioner is more than comparable to the work necessary to meet the annual continuing education requirement. Commissioners of the practical examination must be expert in the knowledge, skills, and abilities necessary for entry level professional competency. Commissioners administer an oral practical examination to each applicant, evaluate the applicant's responses, and grade the examination. By performing these functions, they set the national standard for competency in chiropractic. The provision in subsection (a)(7) is continued because in the course of their normal duties, board members routinely audit continuing education courses to ensure compliance with the board's standards for continuing education. It makes little sense, therefore, to ask board members to complete additional courses in order to meet the continuing education requirement.

Local Mandate

A mandate is not imposed on local agencies or school districts.

Business Impact

These sections should not have a significant adverse economic impact on businesses since the continuing education program that is guided by these regulations is directed at individual licensees of the board and there is no increase in the annual number of continuing education hours required of each licensee. Some businesses that provide continuing education courses should benefit from these regulations since businesses that formerly were not able to provide California board-approved continuing education will now be eligible to become approved providers. Although the proposal increases the record retention period for providers from two to four years, this does not appear to

represent a significant adverse economic impact. No providers have objected to this provision.

Consideration of Alternatives

No alternative which was considered would be either more effective than or equally as effective as and less burdensome to affected private persons than the proposed regulation.

Objections or Recommendations/Responses

The following recommendations or comments were made regarding the proposed action:

(1) The California Trade and Commerce Agency expressed concern that the proposed regulations would result in adverse economic impacts to providers of continuing education because the record retention period for continuing education providers is increased from two to four years. They stated that retaining the records for a longer period of time will constitute a minor economic impact on continuing education providers, some of which are small businesses, and recommended that the Board consider keeping the current two-year record retention period.

This recommendation was rejected because the Board does not anticipate additional costs related to the increased record retention period. Some course providers are small operations, offering only a few courses approved by the California Board in any given year and requiring very little space for retention of these records. Other providers, such as the chiropractic colleges, are much larger operations with long-standing provisions for adequate records management. Many providers currently retain records on electronic media, such as computer floppy or hard disks, and increasing the time frame for retaining those records from two to four years does not appear to present any undue hardship or increased cost. Providers who maintain paper records will retain a single file folder which contains a roster of course participants, syllabus, copy of the course approval application, related Board correspondence, and promotional materials utilized in promoting course participation. In the case of either electronic or paper file records, the record to be retained for each course will require a very small amount of storage space, so maintenance of the file for four years, instead of two, is not expected to present hardship or a significant increase in the cost of doing business.

It should be noted that the board held a series of publicly noticed and attended workshops during the development of these proposed amendments. The workshops were attended by representatives of both large and small businesses that provide continuing education courses. Their input was incorporated into the proposed regulatory language and they supported this proposal, including the increased record retention period.

Additionally, it is significant that the move to a four-year record retention period will increase consistency among state professional licensing boards. A four-year continuing education course record retention period is already the standard among many of the state's health care regulatory boards, including the Pharmacy Board, Osteopathic Medical Board, Dental Board, Medical Board, Respiratory Care Board, and Acupuncture Committee.

(2) Gerard Clum, D.C., President of Life Chiropractic College West, spoke at the hearing. He asked if the board contemplated including a provision for distanced learning, Internet-based learning, or anything of that nature.

The board responded that reformation of the continuing education program is being accomplished in phases. The proposed amendments are the first phase of the project and were designed solely to address the issues of providership and use of consistent terminology. Other aspects of the continuing education program, such as those raised by Dr. Clum, are currently under consideration and may be addressed in future rulemaking proposals.

(3) At the hearing Eva Perlaki spoke on issues regarding elementary education in the United States as compared with elementary education in her former homeland in Eastern Europe.

The board responded with their thanks, but did not address her concerns since they did not relate to the proposed regulations under consideration.

Mew 3-19-99

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**Board of Chiropractic Examiners****Final Statement of Reasons**

Hearing Date: March 26, 1998

Sections Affected: Amend Sections 356, 357, and 358 of Division 4 of Title 16.

Updated Information

The Initial Statement of Reasons is included in the file. The information contained therein is updated as follows:

Local Mandate

A mandate is not imposed on local agencies or school districts.

Business Impact

These sections will not have a significant adverse economic impact on businesses.

Consideration of Alternatives

No alternative which was considered would be either more effective than or equally as effective as and less burdensome to affected private persons than the proposed regulation.

Objections or Recommendations/Responses

The following recommendation was made regarding the proposed action:

The California Trade and Commerce Agency expressed concern that the proposed regulations would result in adverse economic impacts to providers of continuing education because §357(d) increases the record retention period for continuing education providers from two to four years and this same four-year retention requirement is also found in §356(e). They stated that retaining the records for a longer period of time will constitute a minor economic impact on continuing education providers, some of which are small businesses, and recommended that the Board consider keeping the current two-year record retention period.

This recommendation was rejected because the Board does not anticipate additional costs related to the increased record retention period. Some course providers are small operations, offering only a few courses approved by the California Board in any given year and requiring very little space for retention of these records. Other providers, such as the chiropractic colleges, are much larger operations with long-standing provisions for adequate records management. Many providers currently retain records on electronic media, such as computer floppy or hard disks, and increasing the time frame for retaining those records from two to four years does not appear to present any undue hardship or increased cost. Providers who maintain paper records will retain a single file folder which contains a roster of course participants, syllabus, copy of the course approval application, related Board correspondence, and promotional materials utilized in promoting course participation. In the case of either electronic or paper file records, the record to be retained for each course will require a very small amount of storage space, so maintenance of the file for four years, instead of two, is not expected to present hardship or a significant increase in the cost of doing business.

It should be noted that the Board held a series of publicly noticed and attended workshops during the development of these proposed amendments. The workshops were attended by representatives of both large and small businesses that provide continuing education courses. Their input was incorporated into the proposed regulatory language and they supported this proposal, including the increased record retention period.

Additionally, it is significant that the move to a four-year record retention period will increase consistency among state professional licensing boards. A four-year continuing education course record retention period is already the standard among many of the state's health care regulatory boards, including the Pharmacy Board, Osteopathic Medical Board, Dental Board, Medical Board, Respiratory Care Board, and Acupuncture Committee.

Revisions to Regulations Relating to Continuing Education

356. Course Content.

(a) ~~Beginning with the renewal period for 1979,~~ All doctors engaged in active practice, whether on a full-time or part-time basis, shall complete a minimum of twelve (12) hours per licensing year at an of educational continuing education program courses approved by the board.

The board shall consider for approval the application of any continuing education course which conforms to the criteria below and is sponsored by a board approved continuing education provider.

A continuing education course may contain more than twelve (12) hours of approved subject material. Any twelve (12) approved hours may be selected for continuing education credit, provided, however, the same course may not be attended more than once for credit within that licensing year, and four (4) hours of every twelve (12) hours selected for continuing education credit must be in the subject area of adjustive technique. The four (4) hours in adjustive technique may be satisfied by lecture and demonstration.

The basic objectives and goals of continuing education are the growth, maintenance of knowledge and competency, the cultivation of skills, and greater understanding, with a continual striving for excellence in chiropractic care and the improvement in the health and welfare of the public.

(b) Each seminar course approved by the board must present subject material directly related to the concepts of chiropractic principles and practice including diagnostic procedures, patient care and management. The board recommends special attention be given to the following:

(1) (a) Principles of practice of chiropractic and office procedures including but not limited to:

(A) (1) Chiropractic treatment and adjustment technique, including physiotherapy, nutrition and dietetics;

(B) (2) Examination and diagnosis or analysis including physical, laboratory, orthopedic, neurological and differential;

(2) (b) Radiographic technique and interpretation involving all phases of roentgenology as permitted by law;

(A) (1) Study of the methods employed in the prevention of excessive radiation and safety precautions to the patient;

(3) (c) ~~Post~~ Graduate studies including, but not limited to, subjects contained within groups one through six of Section 5 of the Chiropractic Initiative Act;

(4) (d) Insurance procedures and reporting.

~~The board shall consider for approval the application of any continuing education program which conforms to the above criteria and is sponsored by a recognized California chiropractic associations or California educational institutions which provide postgraduate instruction in subject matter approved for continuing education credit.~~

~~Postgraduate programs at chiropractic colleges having status with or actively pursuing status with the Council on Chiropractic Education may also be considered for approval provided the course content meets the above criteria for approval.~~

~~A continuing education program may contain more than twelve (12) hours of approved subject material. Any twelve (12) approved hours may be selected for relicensure credit, provided; however, the same lecture may not be attended more than once for credit, and that four (4) hours of every twelve (12) hours selected for licensure credit must be in adjustive technique. The four (4) hours in adjustive technique may be satisfied by lecture and demonstration.~~

NOTE: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code.
Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code.

HISTORY:

1. Amendment filed 5-5-78; effective thirtieth day thereafter (Register 78, No. 18).
2. Amendment of subsection (d) filed 7-30-87; operative 8-29-87 (Register 87, No. 32).
3. Amendment of subsection (d) filed 6-3-92; operative 7-3-92 (Register 92, No. 23).

356.5. Continuing Education Provider Approval, Duties and Responsibilities

(a) In order to become and remain eligible for approval by the board as a continuing education provider, each provider must comply with provisions (b)(1) through (b)(10) of this section and provisions of section 357. Failure to comply with these provisions may result in the withdrawal of approval of the provider by the board. A provider that has had its approval withdrawn by the board shall not be eligible to provide continuing education credit until the board reinstates the provider. A provider that has lost approval may reapply to the board for approval as a continuing education provider after a period of suspension established by the board at the time that approval is withdrawn not to exceed two years.

(b) Each continuing education provider shall:

(1) Make written application to the board for approval as a continuing education provider, and also provide to the board a written mission statement that outlines the provider's continuing education objectives and declares the provider's commitment to conform to the standards set forth in this section. 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 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 weeks following the board meeting;

(2) Have engaged in the business of providing continuing education to licensed health care professionals consisting of no less than one course in each year of a five year period immediately preceding the date of application for approval by the board as a continuing education provider;

(3) Designate a person responsible for overseeing all continuing education activities of the provider and provide written notification to the board identifying that individual;

(4) Use teaching methods that ensure student comprehension of the subject matter and concepts being taught;

(5) Establish and maintain procedures for documenting completion of courses, retain attendance records for at least four (4) years from the date of course completion, and furnish the board with a roster of persons completing the course, including the name and state chiropractic license number of each course participant, within sixty (60) days of course completion. Failure to submit the list of course participants within sixty (60) days of course completion may be grounds for withdrawal or denial of course approval;

(6) Be responsible for maintaining full-time monitoring of course attendance. If any participant's absence from the room exceeds ten (10) minutes during any one hour period, credit for that hour shall be forfeited and such forfeiture shall be noted in the provider's attendance report submitted to the board as required in subsection (b)(5) of this section. It shall further be the responsibility of the provider to see that each person in attendance is in place at the start of each course period. Failure to maintain proper attendance monitoring procedures may be grounds for withdrawal or denial of course approval;

(7) Ensure availability to course participants of meeting rooms, study aids, audiovisual aids, and self-instructional materials designed to foster learning and ensure student comprehension of the subject matter and concepts being taught;

(8) Disclose in any continuing education course advertising if expenses of the program are underwritten or subsidized by any vendors of goods, supplies, or services;

(9) Inform the board immediately of any event that may affect the provider's approval as a continuing education provider by the board;

(10) Inform the board in writing immediately of any change to the course that would affect the date, time or location when or where the course will be held.

NOTE: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code.
Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code.

357. Approval of Continuing Education Seminars Courses.

(a) The application for approval of a continuing education program course shall be submitted to the board office at least 45 days prior to the date of the seminar course and shall include a non-refundable application fee of \$50.00 and any other documentary information required by the board pursuant to section 356. The application fee for ongoing postgraduate programs courses presented by chiropractic institutions having status with or actively pursuing status with accredited by the Council on Chiropractic Education (C.C.E.) is due upon initial receipt of the application for approval, regardless of the number of course meetings in one calendar year. Programs Courses with schedules continuing into a second calendar year must make submit a new application for the second year if continuing education credit hours are to be offered for that year. The new application for the second year must contain the required fee (\$50.00).

If a program course meets the criteria of the board, the sponsor board shall notify the provider when a course has been approved. will be so notified that approval has been granted, or that the program may be "eligible" for credit for continuing education. Mention of such approval or eligibility shall be included in announcements of the program and the printed program itself as follows: "Approved by the California State Board of Chiropractic Examiners for license renewal."

(b) Any board member, or members, or board designee shall have the right to inspect or audit any approved chiropractic course in progress.

(c) The board, may, after notification and an opportunity to be heard, withdraw approval of any continuing education course of continuing education, and shall immediately notify the director or person in charge thereof provider of such withdrawal action.

(d) Each director or person in charge of an approved course in continuing education shall maintain a record of the persons completing such course for a period of two years thereafter.

(e) Each director or person in charge of an approved course in continuing education shall submit to the board office in a timely manner, as prescribed by the board, a complete and total list of all those in attendance at the seminar. Failure to submit in a timely manner, as prescribed, may be grounds for withdrawal of seminar approval.

(f) Each director or person in charge of a approved course in continuing education shall be responsible for maintaining full-time monitoring of the seminar attendance. If absence from the room exceeds ten (10) minutes during any one hour period, credit for that hour will be forfeited. It will further be the responsibility of the monitor or monitors to see that each person in attendance is in place in a timely manner at the start of each lecture. Failure to maintain proper monitoring procedures, as prescribed, may be grounds for withdrawal of seminar approval.

NOTE: Authority cited: Sections 1000-4(b), 1000-(e), Business and Professions Code.
Reference: Sections 1000-4(b), 1000-10(a), Business and Professions Code.

HISTORY:

1. Amendment filed 1-4-77; effective thirtieth day thereafter (Register 77, No. 2).
2. Amendment filed 5-5-78; effective thirtieth day thereafter (Register 78, No. 18).
3. Amendment of subsection (a) filed 2-15-79; effective thirtieth day thereafter (Register 79, No. 7).
4. Amendment of subsection (a) filed 7-30-87; operative 8-29-87 (Register 87, No. 32).
5. Editorial correction of subsection (a) printing error (Register 87, No. 38).

358. Exemptions and Reduction of Requirement.

(a) All doctors of chiropractic specifically exempted from, or obtaining a reduction in the continuing education requirements of continuing education, include the following:

- (1) Inactive Licentiates not currently practicing in California;
- (2) New licentiates in the year of initial licensure (~~exempted only in the year they receive license~~);
- (3) Teachers. (A full-time teacher, as defined by C.C.E. regulation, shall be exempt from the required hours until no longer engaged in full-time chiropractic teaching.);
- (4) Lecturers. (A lecturer shall be given two hours credit for each hour of actual lecturing at a recognized seminar course. Credit for the same lecture course presentation shall be taken granted only once during each year.);
- (5) If a doctor is unable to attend a format continuing education program course due to ill health, credit ~~shall~~ may be given granted by the board upon request for listening to documented completion of twelve (12) hours of recording or videotaped of approved seminar programs continuing education course work. Such an exemption request must be made prior to the date that the required continuing education must be completed and in writing to the board's office and must also be accompanied by an attending doctor's statement.

The licensee ~~will~~ shall send to the board's office a signed affidavit affirming he or she has monitored completed twelve (12) hours of approved seminar program continuing education tapes and will must provide the board with the names and dates of the approved seminar or seminars continuing education courses comprising the lecture tapes.

- (6) Commissioners on Examination. Commissioners on Examination who administer a board the practical examination in excess at least twelve (12) hours annually shall be exempt from the required continuing education requirement in the years they act as Commissioners on Examination.

(7) Active Board Members. Professional Board members who have served one full year on the Board of Chiropractic Examiners shall be exempt from the required continuing education hours requirement in the each year they serve including the year in which their term ends of board member service.


NOTE: Authority cited: Section 1000-4(b), Business and Professions Code. Reference: Sections 1000-4(b) and 1000-4(e), Business and Professions Code.

HISTORY:

1. Amendment filed 1-4-77; effective thirtieth day thereafter (Register 77, No. 2).
2. Repealer and new section filed 5-5-78; effective thirtieth day thereafter (Register 78, No. 18).
3. New subsection (6) filed 9-27-79; effective thirtieth day thereafter (Register 79, No. 39).
4. Amendment filed 7-30-87; operative 8-29-87 (Register 87, No. 32).

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 California Code of Regulations

■ Title 16. Professional and Vocational Regulations

■ Division 4. State Board of Chiropractic Examiners

■ Article 5. Examinations

§ 356.5. Continuing Education Provider Approval, Duties and Responsibilities. [Renumbered]

Latest version.

HISTORY

1. New section filed 3-22-99; operative 3-22-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 13).
2. Renumbering of former section 356.5 to section 362 filed 5-9-2011; operative 6-8-2011 (Register 2011, No. 19).

NOTE

Note: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code. Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code.

(2) Courses that are approved by any Healing Arts 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 or Bureau in Division 2 of the Business and Professions Code;

(3) Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of treatment, evaluation and progress of their patient;

(4) Truth in advertising;

(5) Ethics and law: including professional boundaries, mandatory reporting requirements for child abuse/neglect, elder abuse/neglect, spousal abuse/neglect; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California;

(6) Adverse event avoidance, including reduction of potential malpractice issues;

(7) Pharmacology, including side effects, drug interactions of various commonly prescribed and over-the-counter drugs, blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of urinalysis and drug testing strips or kits.

(8) Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach.

(9) Cardiopulmonary resuscitation: A licensee may earn a maximum of two (2) hours.

(10) Board Meeting: A licensee shall earn a maximum of four (4) hours of continuing education credit in Category II for attending a full 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 credit for attending a board meeting on the same day in which said petitioner's hearing is conducted. A licensee may earn a maximum of four (4) hours of continuing education credit for the license renewal period under this subsection.

~~§356.1. Cardiopulmonary Resuscitation/Basic Life Support Training.~~

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

~~(a) In order to become and remain eligible for approval by the board as a continuing education provider, each provider must comply with provisions (b)(1) through (b)(10) of this section and provisions of section 357.~~

~~Failure to comply with these provisions may result in the withdrawal of approval of the provider by the board.~~

~~A provider that has had its approval withdrawn by the board shall not be eligible to provide continuing education credit until the board reinstates the provider.~~

A provider that has lost approval may reapply to the board for approval as a continuing education provider after a period of suspension established by the board at the time that approval is withdrawn not to exceed two years. 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 requirement set forth in section 356 of these regulations.

(a) To apply to become a provider, an applicant shall complete and submit a "Continuing Education Provider Application" form (Rev. insert date) which is hereby incorporated by reference form, and pay a fee of thirty-five dollars (\$35).

The board will not process incomplete applications or applications that do not include the correct application fee.

If an application is denied under this section, the applicant may request an informal hearing on the denial with the Executive Officer within 30 days of the denial date.

Upon request for informal hearing, the Executive Officer shall schedule the informal hearing within 30 days of receipt of request. Within 10 days following the hearing, the Executive Officer shall provide written notification of his or her decision to the applicant. If the Executive Officer upholds a denial under this section, the applicant may request a hearing on the denial before the board within 30 days of the denial date. Upon request for hearing, the Executive Officer shall schedule the hearing at a future board meeting but not later than 180 days. Within 10 days following the hearing, 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. 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 required application and fee referenced in this subsection.

~~(b) Each continuing education provider shall:~~

~~(1) Make written application to the board for approval as a continuing education provider, and also provide to the board a written mission statement that outlines the provider's continuing education objectives and declares the provider's commitment to conform to the standards set forth in this section. 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 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 weeks following the board meeting;~~

~~—(2) Have engaged in the business of providing education to licensed health care professionals consisting of no less than one course in each year of a five-year period immediately preceding the date of application for approval by the board as a continuing education provider;~~

~~—(3) Designate a person responsible for overseeing all continuing education activities of the provider and provide written notification to the board identifying that individual;~~

~~—(4) Use teaching methods that ensure student comprehension of the subject matter and concepts being taught;~~

~~—(5) Establish and maintain procedures for documenting completion of courses, retain attendance records for at least four (4) years from the date of course completion, and furnish the board with a roster of persons completing the course, including the name and state chiropractic license number of each course participant, within sixty (60) days of course completion. Failure to submit the list of course participants within sixty (60) days of course completion may be grounds for withdrawal or denial of course approval;~~

~~—(6) Be responsible for maintaining full-time monitoring of course attendance. If any participant's absence from the room exceeds ten (10) minutes during any one-hour period, credit for that hour shall be forfeited and such forfeiture shall be noted in the provider's attendance report submitted to the board as required in subsection (b)(5) of this section.~~

~~It shall further be the responsibility of the provider to see that each person in attendance is in place at the start of each course period. Failure to maintain proper attendance monitoring procedures may be grounds for withdrawal or denial of course approval;~~

~~—(7) Ensure availability to course participants of meeting rooms, study aids, audiovisual aids, and self-instructional materials designed to foster learning and ensure student comprehension of the subject matter and concepts being taught;~~

~~—(8) Disclose in any continuing education course advertising if expenses of the program are underwritten or subsidized by any vendors of goods, supplies, or services;~~

~~—(9) Inform the board immediately of any event that may affect the provider's approval as a continuing education provider by the board;~~

~~—(10) Inform the board in writing immediately of any change to the course that would affect the date, time or location when or where the course will be held. Providers shall:~~

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

(2) Ensure that the instructors teaching Mandatory and Category I courses in section 356 of these regulations have taught for the previous five (5) consecutive years in the subject matter being taught;

(3) Establish and maintain procedures for documenting completion of courses, retain attendance records for four (4) years from the date of course completion and shall provide a course roster to the board 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 by the within thirty (30) days may result in the withdrawal or denial of previous course approval and withdrawal of provider status;

(4) Maintain course instructor curriculum vitas or resumes for four (4) years, if applicable.

(5) Provide to each attendee a "Continued Education Course Survey" form (Dated 1/09) which is incorporated herein by reference at the conclusion of the course. A provider may not grant continuing education hours to a licensee who fails to complete and turn in a Continued Education Course Survey. Each provider shall retain all course surveys for four (4) years.

Upon written request of the board, providers shall provide all course surveys to the board within thirty (30) days of request.

(6) If a participant's absence from the room exceeds ten (10) minutes during any one hour instruction period, his or her credit for that hour shall be forfeited and such forfeiture shall be noted in the provider's attendance report in accordance with the section _____ of these regulations.

(7) Ensure availability to course participants of meeting rooms, study aids, audiovisual aids, and self-instructional materials designed to foster learning and ensure student comprehension of the subject matter and concepts being taught;

ACCME 2014 Simplified Criterion

ESSENTIAL AREA 1: PURPOSE AND MISSION		PROVISIONAL ACCREDITATION COMMENDATION
1	The provider has a CME mission statement that includes expected results articulated in terms of changes in competence, performance, or patient outcomes that will be the result of the program.	
ESSENTIAL AREA 2: EDUCATION & PLANNING		
2	The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners.	
3	The provider generates activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement.	
4	Eliminated in 2014.	
5	The provider chooses educational formats for activities/interventions that are appropriate for the setting, objectives, and desired results of the activity.	
6	The provider develops activities/educational interventions in the context of desirable physician attributes [eg, Institute of Medicine (IOM) competencies, Accreditation Council for Graduate Medical Education (ACGME) Competencies].	
7	The provider develops activities/educational interventions independent of commercial interests. (SCS 1, 2, and 6).	
8	The provider appropriately manages commercial support (if applicable, SCS 3 of the ACCME Standards for Commercial Support SM).	
9	The provider maintains a separation of promotion from education (SCS 4).	
10	The provider actively promotes improvements in health care and NOT proprietary interests of a commercial interest (SCS 5).	
ESSENTIAL AREA 3: EVALUATION AND IMPROVEMENT		
11	The provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions.	
12	The provider gathers data or information and conducts a program-based analysis on the degree to which the CME mission of the provider has been met through the conduct of CME activities/educational interventions.	
13	The provider identifies, plans and implements the needed or desired changes in the overall program (eg, planners, teachers, infrastructure, methods, resources, facilities, interventions) that are required to improve on ability to meet the CME mission.	
14	Eliminated in 2014.	
15	Eliminated in 2014.	
ACCREDITATION WITH COMMENDATION		
16	The provider operates in a manner that integrates CME into the process for improving professional practice.	
17	The provider utilizes non-education strategies to enhance change as an adjunct to its activities/educational interventions (e.g., reminders, patient feedback).	
18	The provider identifies factors outside the provider's control that impact on patient outcomes.	
19	The provider implements educational strategies to remove, overcome or address barriers to physician change.	
20	The provider builds bridges with other stakeholders through collaboration and cooperation.	
21	The provider participates within an institutional or system framework for quality improvement.	
22	The provider is positioned to influence the scope and content of activities/educational interventions.	



Standards for Commercial Support: Standards to Ensure Independence in CME Activities

Standard 1: Independence

Standard 1.1 A CME provider must ensure that the following decisions were made free of the control of a commercial interest. (See www.accme.org for a definition of a "commercial interest" and some exemptions.) (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

Standard 1.2 A commercial interest cannot take the role of non-accredited partner in a joint sponsorship relationship.

Standard 2: Resolution of Personal Conflicts of Interest

Standard 2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "relevant" financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Standard 2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

Standard 2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

Standard 3: Appropriate Use of Commercial Support

Standard 3.1 The provider must make all decisions regarding the disposition and disbursement of commercial support.

Standard 3.2 A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.

Standard 3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.

Standard 3.4 The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint sponsor.

Standard 3.5 The written agreement must specify the commercial interest that is the source of commercial support.

Standard 3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

Standard 3.7 The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.

Standard 3.8 The provider, the joint sponsor, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Standard 3.9 No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.



Standards for Commercial Support: Standards to Ensure Independence in CME

Published on Accreditation Council for Continuing Medical Education

(<http://www.accme.org>)

Standard 3.10 If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

Standard 3.11 Social events or meals at CME activities cannot compete with or take precedence over the educational events.

Standard 3.12 The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint sponsor or educational partner.

Standard 3.13 The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

Standard 4: Appropriate Management of Associated Commercial Promotion

Standard 4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

Standard 4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For print, advertisements and promotional materials will not be interleaved within the pages of the CME content. Advertisements and promotional materials may face the first or last pages of printed CME content as long as these materials are not related to the CME content they face and are not paid for by the commercial supporters of the CME activity. For computer based, advertisements and promotional materials will not be visible on the screen at the same time as the CME content and not interleaved between computer 'windows' or screens of the CME content. For audio and video recording, advertisements and promotional materials will not be included within the CME. There will be no 'commercial breaks.' For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

Standard 4.3 Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.

Standard 4.4 Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement.

Standard 4.5 A provider cannot use a commercial interest as the agent providing a CME activity to learners, e.g., distribution of self-study CME activities or arranging for electronic access to CME activities.

Standard 5: Content and Format without Commercial Bias

Standard 5.1 The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

Standard 5.2 Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

Standard 6: Disclosures Relevant to Potential Commercial Bias

Standard 6.1 An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest.



Standards for Commercial Support: Standards to Ensure Independence in CME

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Standard 6.2 For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist.

Standard 6.3 The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind" the nature of the support must be disclosed to learners.

Standard 6.4 'Disclosure' must never include the use of a trade name or a product-group message.

Standard 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.

Source URL:

<http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>



Accreditation Criteria

Published on Accreditation Council for Continuing Medical Education
(<http://www.accme.org>)

Accreditation Criteria

The Accreditation Criteria are divided into three levels. To achieve Provisional Accreditation, a two year term, providers must comply with Criteria 1, 2, 3, and 7-12. Providers seeking full Accreditation or reaccreditation for a four-year term must comply with Criteria 1-13. To achieve Accreditation with Commendation, a six-year term, providers must comply with all Accreditation Criteria.

Criterion 1

The provider has a CME mission statement that includes expected results articulated in terms of changes in competence, performance, or patient outcomes that will be the result of the program.

Criterion 2

The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners.

Criterion 3

The provider generates activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement.

Criterion 4

This criterion has been eliminated effective February 2014.

Criterion 5

The provider chooses educational formats for activities/interventions that are appropriate for the setting, objectives, and desired results of the activity.

Criterion 6

The provider develops activities/educational interventions in the context of desirable physician attributes [eg, Institute of Medicine (IOM) competencies, Accreditation Council for Graduate Medical Education (ACGME) Competencies].

Criterion 7

The provider develops activities/educational interventions independent of commercial interests. (SCS 1, 2, and 6).

Criterion 8

The provider appropriately manages commercial support (if applicable, SCS 3 of the ACCME Standards for Commercial SupportSM).

Criterion 9

The provider maintains a separation of promotion from education (SCS 4).

Criterion 10

The provider actively promotes improvements in health care and NOT proprietary interests of a commercial interest (SCS 5).

Criterion 11

The provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions.

Criterion 12

The provider gathers data or information and conducts a program-based analysis on the degree to which the CME mission of the provider has been met through the conduct of CME activities/educational interventions.

Criterion 13

The provider identifies, plans and implements the needed or desired changes in the overall program (eg, planners, teachers, infrastructure, methods, resources, facilities, interventions) that are required to improve on ability to meet the CME mission.

Criterion 14



Accreditation Criteria

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(<http://www.accme.org>)

This criterion has been eliminated effective February 2014.

Criterion 15

This criterion has been eliminated effective February 2014.

Accreditation with Commendation

Criterion 16

The provider operates in a manner that integrates CME into the process for improving professional practice.

Criterion 17

The provider utilizes non-education strategies to enhance change as an adjunct to its activities/educational interventions (e.g., reminders, patient feedback).

Criterion 18

The provider identifies factors outside the provider's control that impact on patient outcomes.

Criterion 19

The provider implements educational strategies to remove, overcome or address barriers to physician change.

Criterion 20

The provider builds bridges with other stakeholders through collaboration and cooperation.

Criterion 21

The provider participates within an institutional or system framework for quality improvement.

Criterion 22

The provider is positioned to influence the scope and content of activities/educational interventions.

Source URL:

<http://www.accme.org/requirements/accreditation-requirements-cme-providers/accreditation-criteria>



Policies

Published on Accreditation Council for Continuing Medical Education
(<http://www.accme.org>)

Policies

The ACCME issues policies that supplement the ACCME Criteria and Standards for Commercial Support. Accredited providers must adhere to the ACCME policies that are relevant to their organizations, as well as to the Accreditation Criteria and the ACCME Standards for Commercial Support.

The materials available from the links below include the policies as well as ACCME Notes, which provide definitions and explanatory information about the policies.

- ACCME GOVERNANCE
 - Public and Confidential Information about Accredited Providers
 - Rule-Making Policy
- CME PROGRAM AND ACTIVITY ADMINISTRATION
 - Organizational Mission and Framework
 - English as Official Language for Accreditation and Recognition Procedures
 - HIPAA Compliance Attestation
 - CME Program Business and Management Procedures
 - Accreditation Statement
 - CME Content: Definition and Examples
 - CME Clinical Content Validation
 - Content Validity of Enduring Materials
 - CME Content and the American Medical Association Physician's Recognition Award
 - CME Activity and Attendance Records Retention
 - Administrative Deadlines
 - Fees for ACCME-Accredited Providers
 - ACCME Logo Usage
 - Publicizing ACCME Accreditation
- JOINT PROVIDERSHIP
 - Joint Providership
- POLICIES SUPPLEMENTING THE STANDARDS FOR COMMERCIAL SUPPORT
 - Definition of a Commercial Interest
 - Financial Relationships and Conflicts of Interest
 - Disclosure of Financial Relationships to the Accredited Provider
 - Commercial Support: Definition and Guidance Regarding Written Agreements
 - Verbal Disclosure to Learners
 - Commercial Support: Acknowledgments
 - Commercial Exhibits and Advertisements

Source URL:

<http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions>

PACE

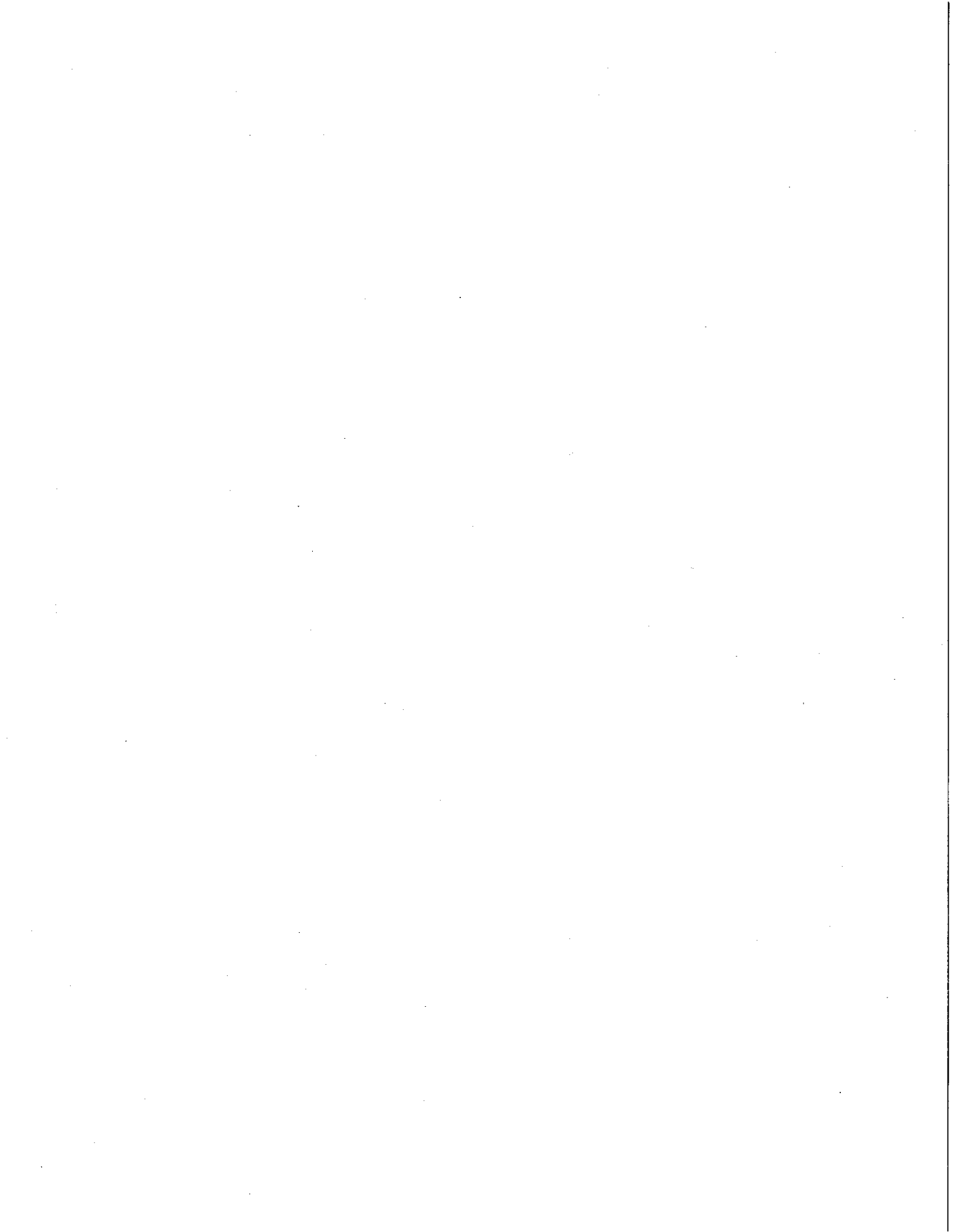
*Federation of Chiropractic Licensing Boards
Providers of Approved Continuing Education*



Policies & Procedures

*Criteria for Quality
Continuing Education*

*Adopted February 9, 2006
Revised July 9, 2014*





PACE

Streamlining Continuing Education Provider Approval

INTRODUCTION

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

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

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

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

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

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



What Is Pace?

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

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

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

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

PACE Authority

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

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

FCLB Board of Directors	Final Approval Authority	<ul style="list-style-type: none">• Recognition of Status• Removal of Status or Probation• Complaints
PACE Committee	Recommending Authority	
Review Team	Investigative & Application Authority	

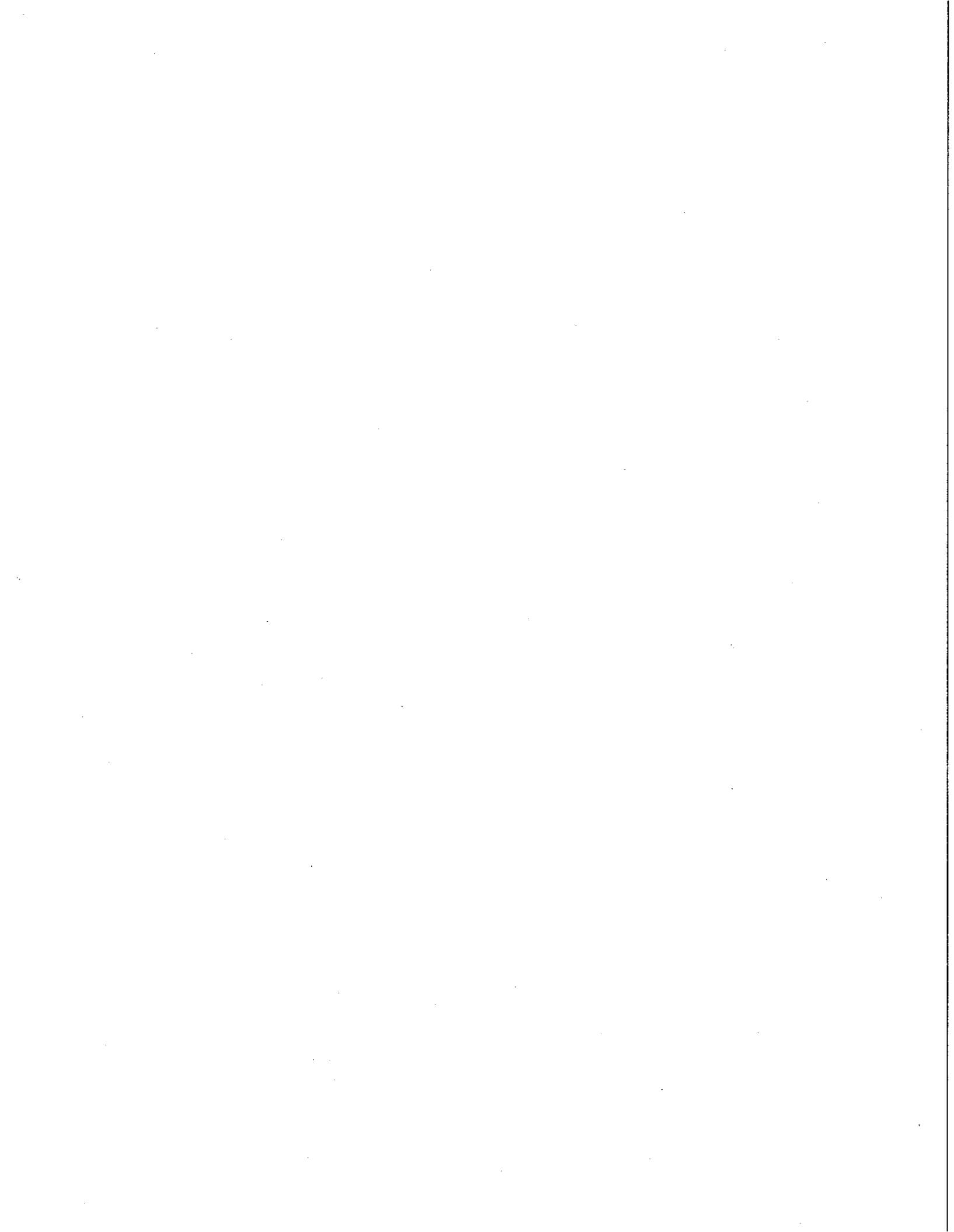
Using This Book

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

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

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

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





PACE

Streamlining Continuing Education Provider Approval

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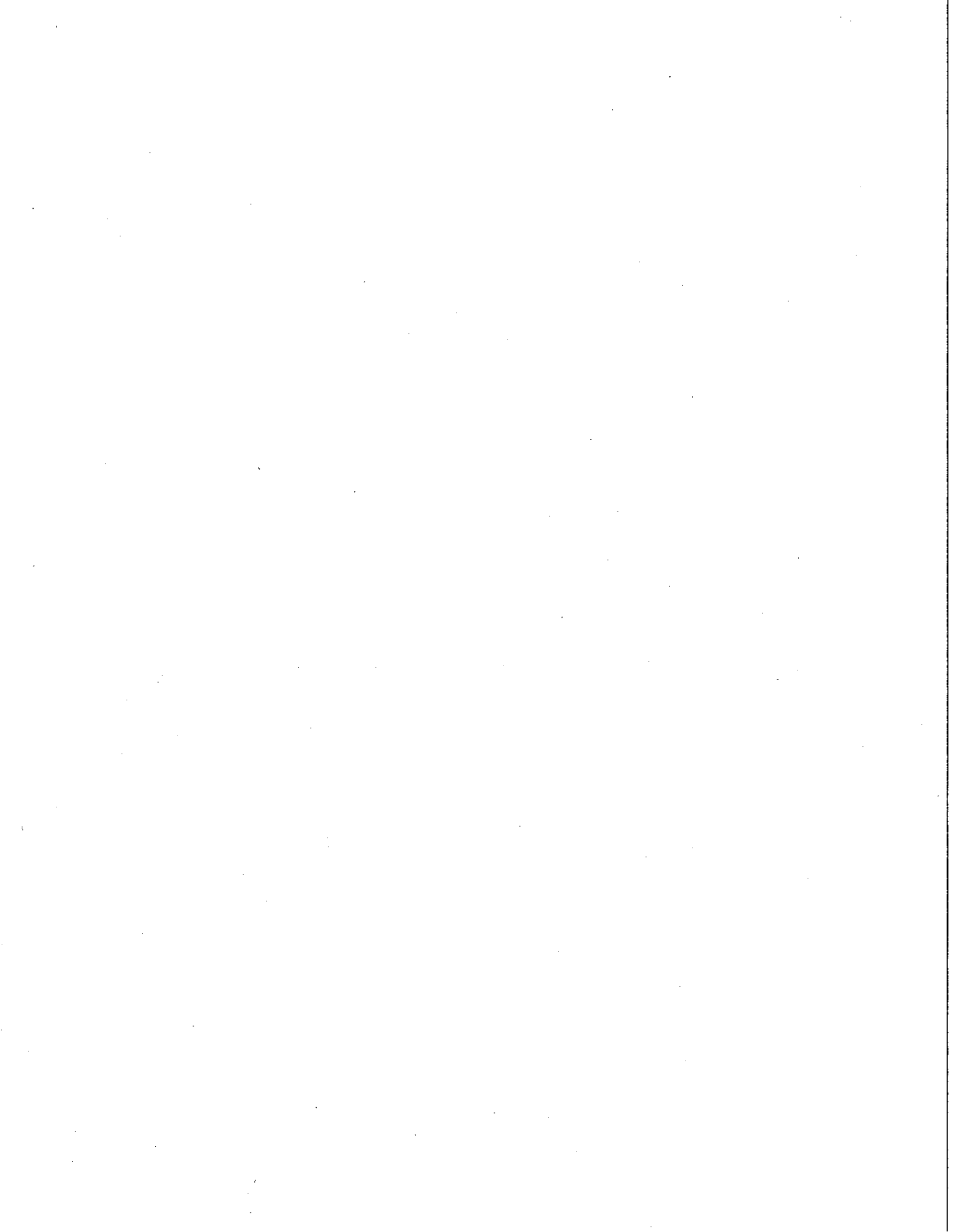
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1. PACE'S MISSION

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

- A. Furnishing doctors of chiropractic with a dependable basis for selecting continuing education programs,
- B. Assisting FCLB member boards in their evaluation of continuing education providers and programs,
- C. Improving the quality of continuing education programs through critical scrutiny and provider self-evaluation, and
- D. Protecting the public through advancements in chiropractic education.

2. GOVERNANCE OF PACE

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

3. LIMIT OF PACE'S AUTHORITY

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

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

4. VOLUNTARY NATURE OF PACE

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

5. AMENDING PACE GOVERNING DOCUMENTS

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

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

6. ORGANIZATION OF PACE

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

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

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

- A. One representative from each college that is a member of the Association of Chiropractic Colleges, appointed from a slate of three nominees offered by the president of the college;
- B. Such experts as may be needed by the Review Team to discharge its responsibilities efficiently and effectively.

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

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

- A. One Committee member shall be a current Director of the FCLB and shall serve as Committee Chair;
- B. Two Committee members shall either be currently serving on FCLB member boards or shall have served on member boards within five years preceding appointment;
- C. One Committee member shall be an employee or representative of an entity that currently provides chiropractic continuing education;
- D. One Committee member shall be the current executive director or head administrator of an FCLB member board;
- E. One Committee member, deemed the Public Member, shall not be a Doctor of Chiropractic or a student in a Doctor of Chiropractic program and shall not meet any of the requirements set forth above;
- F. One Committee member shall be the chair of the Pace Review Team;
- F. One Committee member, *ex officio* and non-voting, shall be an employee on the staff of the FCLB.

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

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

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

7. CONFIDENTIALITY

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

- A. That an application for recognition has been received and is pending or that a provider has been recognized, including the date of recognition and the date recognition expires;
- B. Any information required to be disclosed by applicable law or duly-entered court order.

8. CONFLICTS OF INTEREST

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

9. APPLYING FOR RECOGNITION

Step 1. Initial Application

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

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

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

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

Step 2. Review of Application

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

Step 3. PACE Committee

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

Step 4. Final Action by FCLB

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

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

- A. The effective date of recognition;
- B. A Recognized Provider reference number;

- C. The text of the statement that must be used when announcing or publicizing PACE recognition;
- D. A summary of PACE Provider responsibilities and the procedures to be observed for documenting attendance at continuing education programs;
- E. A summary of the procedures governing renewal applications for continued recognition;
- F. If applicable, a summary of required or recommended improvements to the Recognized Provider's continuing education program.

10. TERMS OF PACE RECOGNITION; REPORTING REQUIREMENTS

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

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

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

11. PUBLICIZING PACE RECOGNITION; USE OF PACE LOGO

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

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

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

- B. The PACE logo shall be tastefully displayed and shall not be given greater prominence than the provider's name.
- C. The PACE logo shall not be used on the provider's letterhead or in any fashion that would imply an affiliation between the provider and PACE or the FCLB other than as a PACE Recognized Provider.
- D. The PACE logo shall not be published in conjunction with any statement or material that, in the judgment of the FCLB, tends to undermine the credibility of the FCLB or its programs.

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

12. RENEWAL OF RECOGNITION

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

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

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

13. COMPLAINTS AGAINST RECOGNIZED PROVIDERS

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

14. ENFORCEMENT OF PACE REQUIREMENTS

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

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

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

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

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

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

15. RECONSIDERATION & APPEAL OF ADVERSE ACTION

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

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

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

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

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

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

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

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

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

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

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

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

16. REGISTERING CE PROGRAMS; COMPLIANCE AUDITS

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

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

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

17. OFF-SITE PROGRAM REVIEW

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

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

18. PARTICIPANT RECORDS

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

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

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

19. REPORTING SUBSTANTIVE CHANGES

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

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

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

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

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

20. COMPLAINTS INVOLVING THE ADMINISTRATION OF PACE

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

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

21. FEES

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

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

FCLB PACE Criteria for Quality Continuing Education

FOREWORD

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

FCLB PACE Criteria for Quality Continuing Education

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I. MISSION AND GOALS

Criterion 1. Mission and Goals

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

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

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

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

II. ADMINISTRATION AND ORGANIZATION

Criterion 2. Administrative Authority

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

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

Criterion 3. Support Personnel

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

Criterion 4. Cooperative Courses

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

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

Criterion 5. Publicity

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

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

Criterion 6. Record Keeping

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

Documentation verifying attendance or participation shall include:

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

Criterion 7. Method of Verifying Attendance or Participation

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

Criterion 8. Documentation of Attendance or Participation

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

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

Criterion 9. Continuing Education Credits

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

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

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

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

Criterion 10. Grievance Procedures

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

Criterion 11. Legal Compliance

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

III. BUDGET AND RESOURCES

Criterion 12. Fiscal Responsibility

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

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

IV. FACULTY AND STAFF

Criterion 13. Faculty and Staff

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

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

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

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

V. EDUCATIONAL COURSE DEVELOPMENT

Criterion 14. Objectives

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

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

Criterion 15. Needs Assessment

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

Criterion 16. Subject Matter

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

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

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

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

Criterion 17. Instructional Materials

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

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

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

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

Criterion 18. Admissions

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

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

Criterion 19. Conflicts of Interest

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

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

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

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

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

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

Criterion 20. Protection of Live Models

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

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

VI. METHODS OF DELIVERY

Criterion 21. Educational Methods

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

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

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

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

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

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

Criterion 22. Participant Involvement

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

Criterion 23. Distance Learning

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

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

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

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

VII. FACILITIES

Criterion 24. Facilities, Instructional Media and Equipment

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

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

Instructional media and equipment shall be in good working order.

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

VIII. EVALUATION

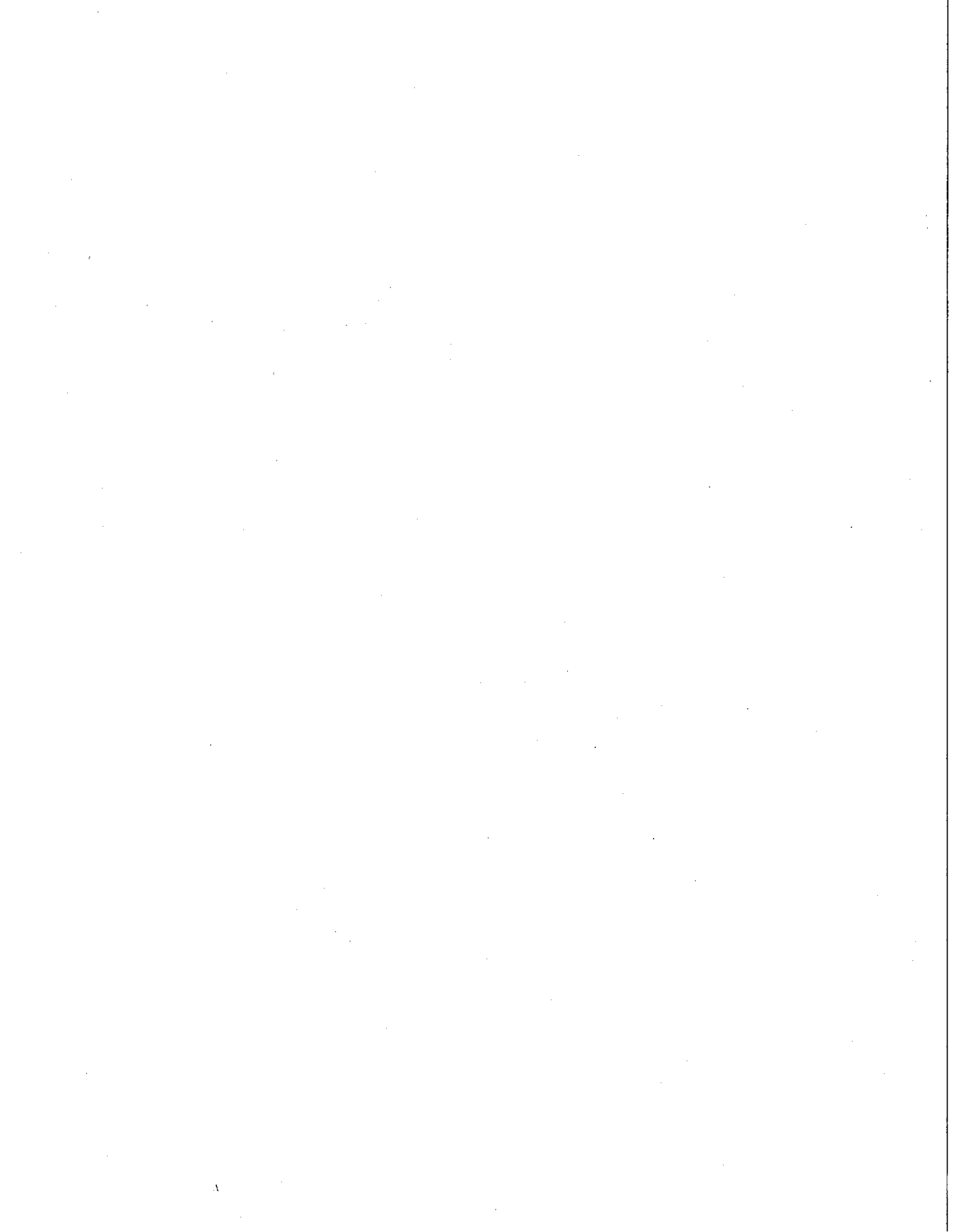
Criterion 25. Course Evaluation

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

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

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

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





PACE

Streamlining Continuing Education Provider Approval

FREQUENTLY ASKED QUESTIONS

▪ What is the FCLB?

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

▪ What is PACE?

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

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

▪ How does PACE work?

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

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

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

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

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

▪ **Who has authority over PACE?**

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

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

FCLB Board of Directors	Final Approval Authority	<ul style="list-style-type: none"> • Recognition Status • Removal of Status or Probation • Complaints
PACE Committee	Recommending Authority	
Review Team	Investigative & Application Authority	

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

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

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

Dentists
Pharmacists
Accountants
Optometrists
Opticians
Veterinarians
Veterinary Technicians
Long Term Care Administrators
Social Workers

Nurses
Nurse specialists in numerous fields
Counselors
Psychologists
Canadian rehabilitation professionals
Disability management specialists
Bankers
Fundraising professionals
... just to name a few!

▪ **What are the PACE requirements?**

PACE is governed by two primary authoritative documents:

❶ ***PACE Policies & Procedures***

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

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

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

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

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

No. Participation in PACE is voluntary.

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

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

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

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

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

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

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

▪ **Who qualifies as a Recognized Provider?**

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

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

▪ **How much does it cost?**

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

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

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

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

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

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

▪ ***What is the application process?***

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

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

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

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

- **How are complaints about PACE Recognized Providers handled?**

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

- **How are PACE courses posted?**

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

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

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

###



PACE

Streamlining Continuing Education Provider Approval

HISTORY

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

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

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

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

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

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



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

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

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

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

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

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

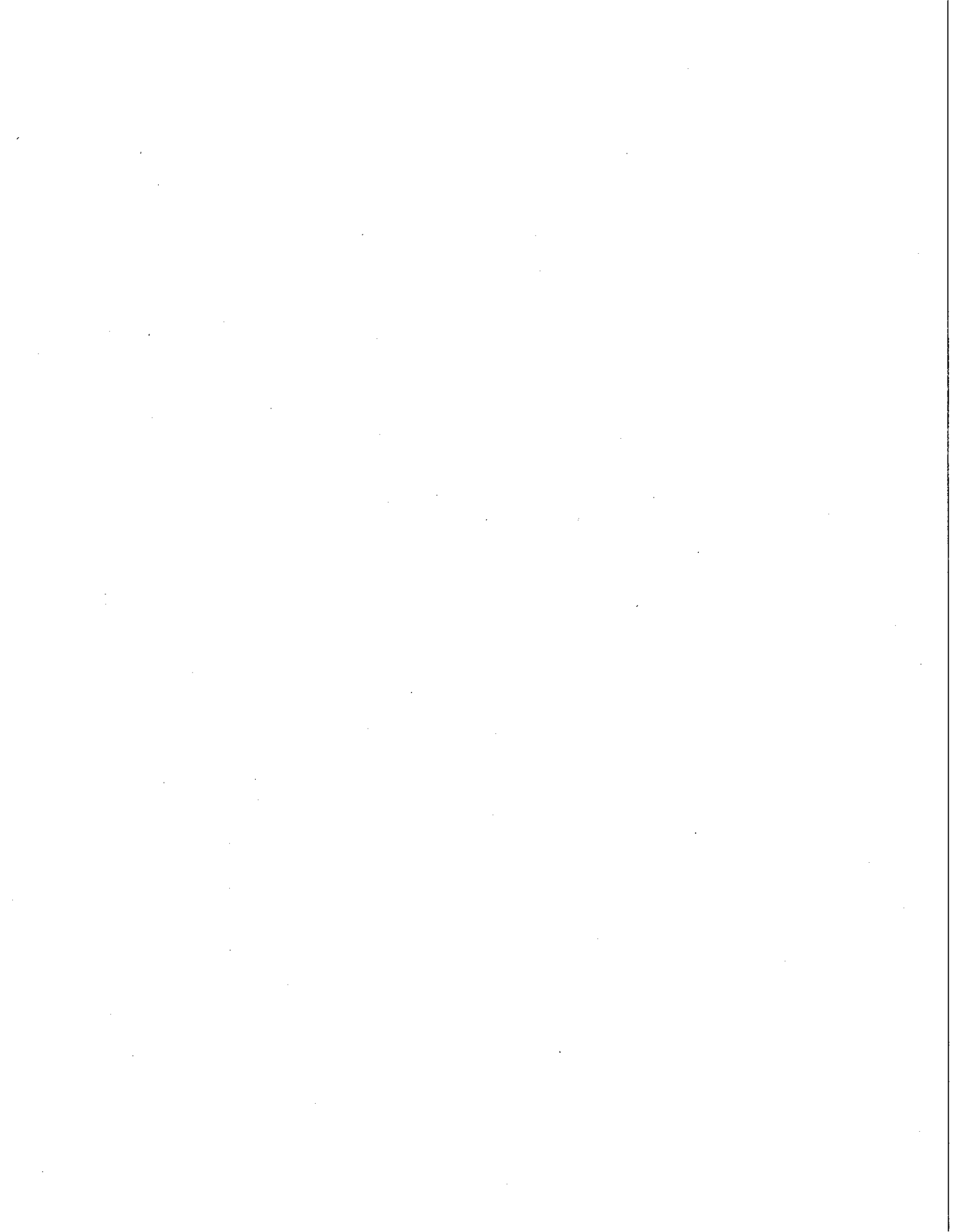
Further, the FCLB recognizes legal counsel Dale Atkinson, Esq., of Atkinson & Atkinson for his wisdom and extensive experience with numerous other professions. Finally, thanks to Vance Kinlaw, Esq., of the North Carolina Board of Chiropractic Examiners for his extensive revisions and clarification of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

Original CE Development Committee:

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

Inaugural Review Team

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





PACE

Streamlining Continuing Education Provider Approval

CURRENT PACE LEADERSHIP

PACE Committee

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

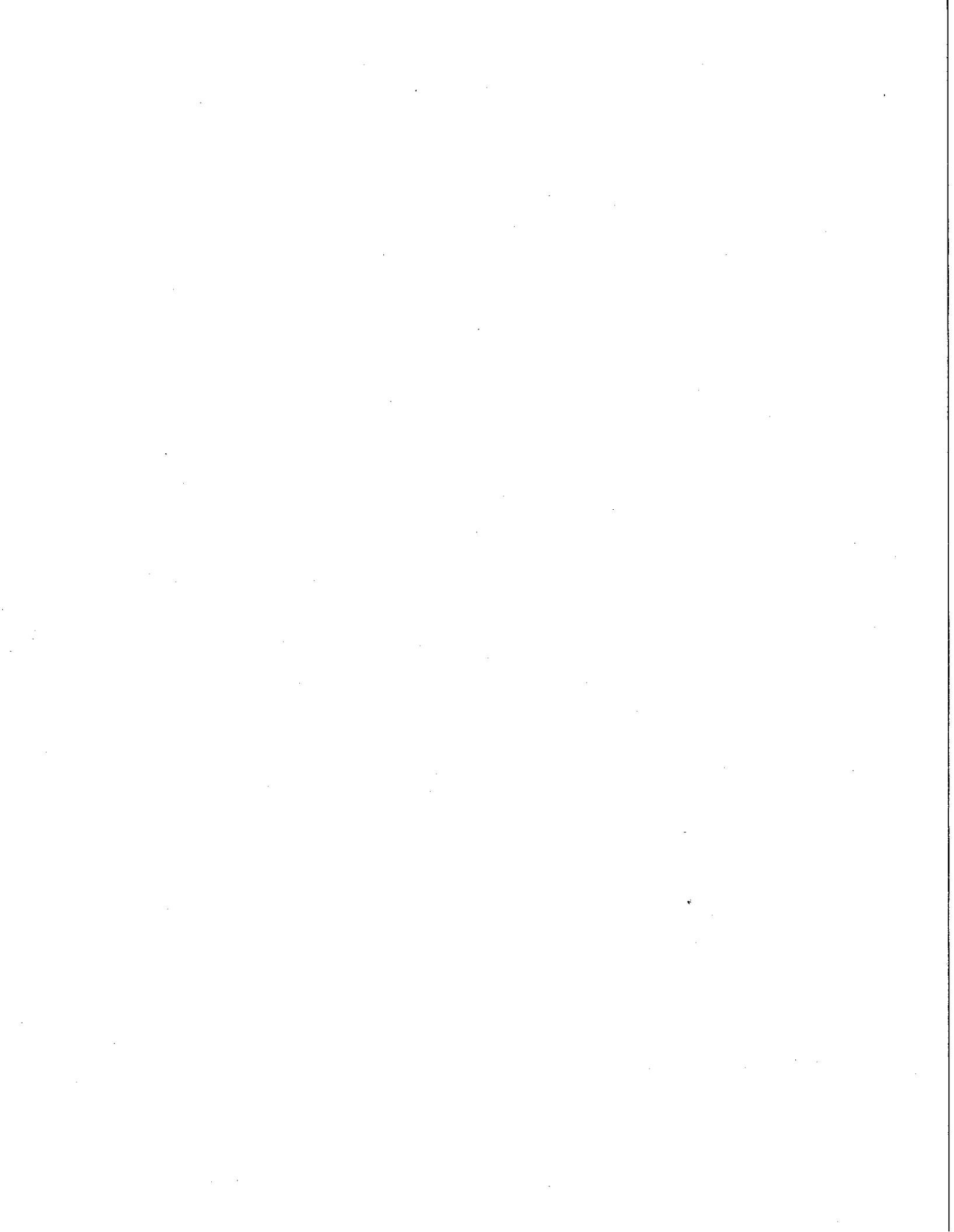
PACE Appellate Commission *(terms expire 1/2017)*

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

PACE Review Team *

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

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





PACE

Streamlining Continuing Education Provider Approval

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

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

RECOMMENDED STATUTE:

Section ____ . Renewal of Licenses.

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

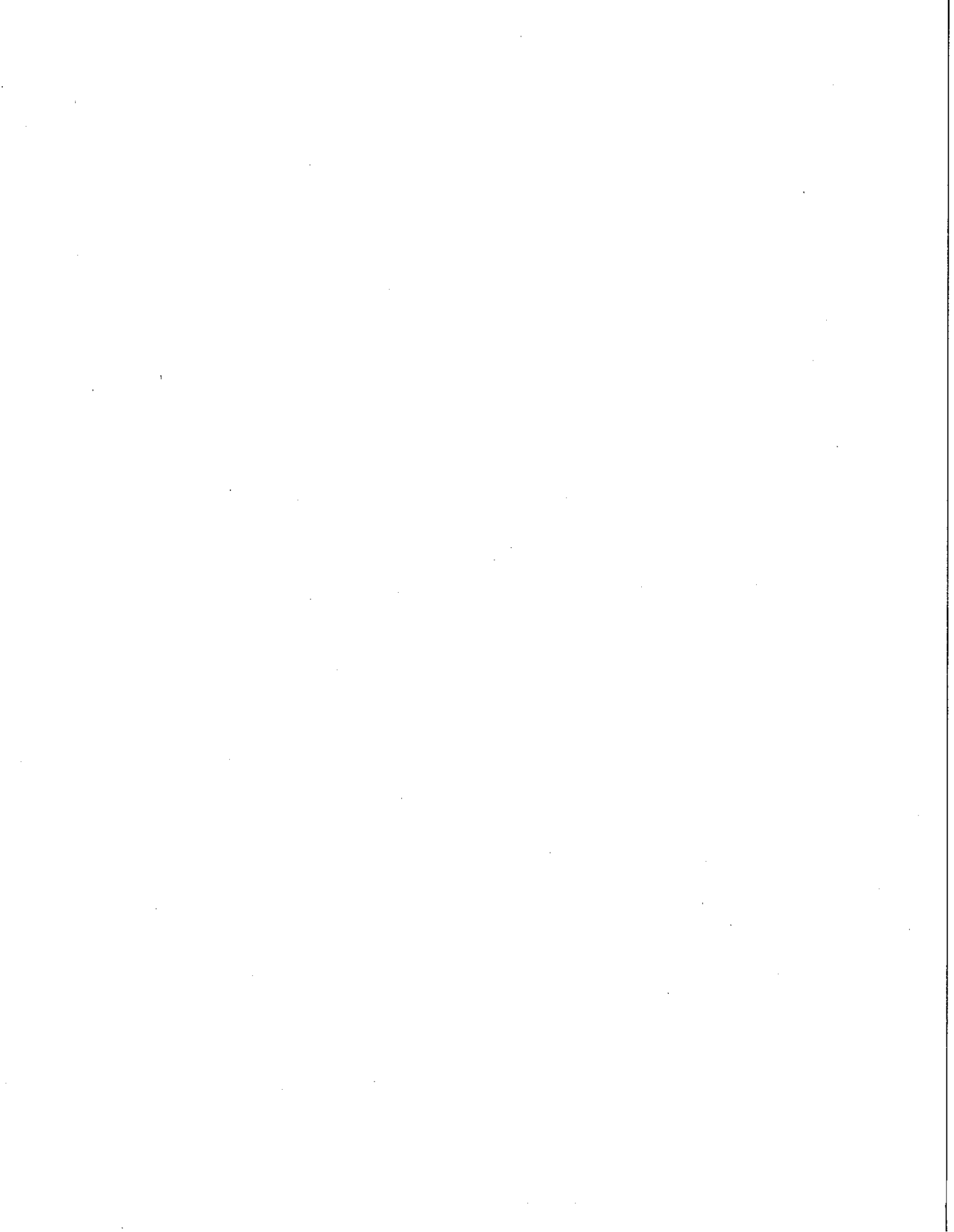
(B) As a requirement for licensure renewal, each licensee shall provide evidence satisfactory to the Board that such licensee has completed at least ____ hours of continuing education from programs or providers approved by the Board.

(C) The Board, by rule, shall establish requirements for continuing education, including determination of acceptable program content. The Board shall adopt rules necessary to enforce the objectives and provisions of this section and the continued competence of licensees.

RECOMMENDED RULE:

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

April 2003
Reviewed 2008





PACE

Streamlining Continuing Education Provider Approval

Recognition Application

Terms of Agreement

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

Application for Recognition

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

I. Mission and Goals

Criterion 1. Mission and Goals

Criterion 1

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

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

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



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

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

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

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

II. Administration and Organization

Criterion 2. Administrative Authority

Criterion 2

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

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

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

Criterion 3. Support Personnel **Criterion 3**

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

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

Criterion 4. Cooperative Courses **Criterion 4**

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

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

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

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

Criterion 5. Publicity **Criterion 5**

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

[Upload Attachments](#)



Criterion 6. Record Keeping

Criterion 6

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

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

[Upload Attachments](#)

Criterion 7. Method of Verifying Attendance or Participation

Criterion 7

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

2. Please attach any pertinent samples.

[Upload Attachments](#)

Criterion 8. Documentation of Attendance or Participation

Criterion 8

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

[Upload Attachments](#)

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

Criterion 9. Continuing Education Credits**Criterion 9**

1. Check to certify that CE credit is based on a 50 minute contact hour, not including meals or breaks.
2. For courses that do not lend themselves to direct translation into contact hours, please describe how you accurately appraise the amount of time required to successfully complete the course.

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

Criterion 10. Grievance Procedures**Criterion 10**

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

[Upload Attachments](#)**Criterion 11. Legal Compliance****Criterion 11**

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

III. Budget and Resources**Criterion 12. Fiscal Responsibility****Criterion 12**

1. Check to certify that your fiscal resources are sufficient to meet the goals and objectives of your continuing education program.
2. Check to certify that CE is the sole activity for your organization.

OR -----

3. If CE is only one element of your organization's multiple activities
- a. Check to certify that the CE budget allocation is a separate and clearly identifiable component of your organization's total budget.

IV. Faculty and Staff

Criterion 13. Faculty and Staff

Criterion 13

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

a. Please give an example.

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

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

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

V. Educational Course Development

Criterion 14. Objectives

Criterion 14

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



Criterion 15. Needs Assessment

Criterion 15

1. Briefly describe your methods of conducting needs assessments

2. How frequently are needs assessments conducted?

Criterion 16. Subject Matter

Criterion 16

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

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



Criterion 17. Instructional Materials

Criterion 17

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

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

[Upload Attachments](#)

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

[Upload Attachments](#)

Criterion 18. Admissions

Criterion 18

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

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

[Upload Attachments](#)

Criterion 19. Conflicts of Interest

Criterion 19

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

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

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

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

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

Criterion 20. Protection of Live Models**Criterion 20**

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

OR -----

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

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

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

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

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

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

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

VI. Methods of Delivery

Criterion 21. Educational Methods

Criterion 21

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

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

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

Criterion 22. Participant Involvement

Criterion 22

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

Criterion 23. Distance Learning

Criterion 23

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

OR -----



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

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

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

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

d. How do you provide references for further study?

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

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



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

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

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

VII. Facilities

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

- 1. Check to certify that facilities, instructional media and equipment selected for CE courses shall be appropriate to audience size and adequate to realize the objectives of the course.
- 2. Check to certify that sufficient space and equipment shall be available to allow active participation by each attendee.
- 3. Check to certify that instructional media and equipment shall be in good working order.
- 4. Check to certify that, if participants are required to supply their own materials or equipment, you shall include specific descriptions of all required materials or equipment in your course announcement and promotional materials.

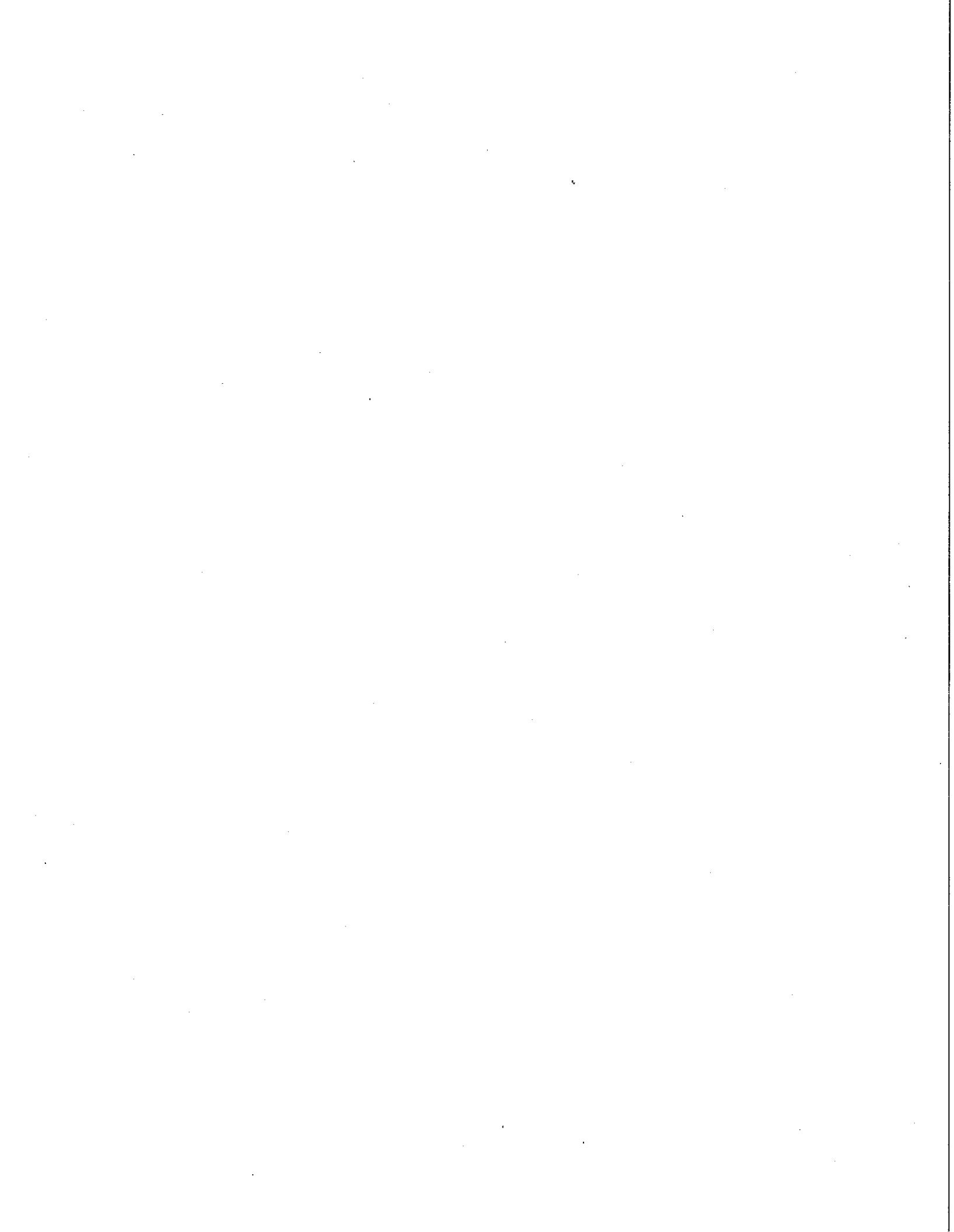
VIII. Evaluation

Criterion 25. Course Evaluation

▶ Criterion 25

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

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





PACE

Streamlining Continuing Education Provider Approval

Board & Practitioner Report

Note: All others, including managed care, will not have access to PACE records

CIN-BAD GOES TO WORK FOR YOU!



Licensure Information ■ Board Actions ■ Medicare Exclusions ■ & More

Federation of Chiropractic Licensing Boards

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

FCLB Official Actions Database - Full Report generated on 4/6/2007 at 5:57:47 AM (CST)

The database was last updated: 03/30/2007

Barbara L Smith

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

Primary Source Information

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



Notes	
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Other Information

Other Addresses	
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**REMEMBER: Do not take official actions without consulting the board(s) which took action.
Copyright 2007, Federation of Chiropractic Licensing Boards**

For internal use of Federation of Chiropractic Licensing Boards only.

Please note that not being listed in the database does not guarantee that actions have not been taken by regulatory boards. Reports can be in process and not yet received by the FCLB. It is strongly urged that you contact the board(s) to verify: (1) If the doctor has a license in good standing; (2) has any pending or previous actions; (3) has any complaints filed against him/her.

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

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

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



PACE

Course ID: 514 Philosophy of Adjustive Technique

Start date: 12-12-2006 End date: 12-12-2006

Provider: Western States Chiropractic College

<i>Subject</i>	<i>Credit</i>
Adjustive Technique	6
Basic Sciences	2
Philosophy of Chiropractic *	* 2

Course ID: 213-D Pediatric Physical Therapy

Start date: 08-15-2007 End date: 09-15-2007

Provider: Western States Chiropractic College

<i>Subject</i>	<i>Credit</i>
Pediatrics	4
Physiotherapy	2

Course ID: 804 Orthopedics

Start date: 09-08-2007 End date: 09-10-2007

Provider: Western States Chiropractic College

<i>Subject</i>	<i>Credit</i>
Chiropractic Orthopedics	8
Orthopedics/Biomechanics	2
Chiropractic Clinical Science	2

-D indicates a distance course

* Not eligible for credit in one or more jurisdictions.

Course ID: 514 Philosophy of Adjustive Technique

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

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

<i>Subject</i>	<i>Credit</i>
Adjustive Technique	6

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

<i>Subject</i>	<i>Credit</i>
Philosophy of Chiropractic *	2

Other Clinical Education

<i>Subject</i>	<i>Credit</i>
Basic Sciences	2

Learning objectives:

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

Sample PACE Credit Report to Vermont – Excel Spreadsheet Format

Information by Licensee

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

Course Information

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

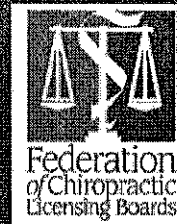


PACE

Streamlining Continuing Education Provider Approval



**Providers of Approved
Continuing Education
Chiropractic**



PACE Educational Course Entry

Course Management

Course Title:

Learning Objectives:

Instructor:

Salutation: ?

First Name:

Last Name:

Audience: Chiropractors
 Chiropractic Assistants
 Other:

Format: Live

Date Offered: mm/dd/yyyy

Location Offered:

City:

State or Province: Choose State or Province

Zip or Postal Code:

Registration Phone: 123-321-1234

Registration Web Link:

<http://www.yoursite.com/yourpage.com>



Course Contents

The following subjects may be required in some jurisdictions.

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

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

Description	Credit Hours
<input type="checkbox"/> Acupuncture	
<input type="checkbox"/> Forensics	
<input type="checkbox"/> HIPAA	
<input type="checkbox"/> Insurance Reporting/ Procedure (including coding)	
<input type="checkbox"/> Philosophy of chiropractic	
<input type="checkbox"/> Toxicology/ pharmacology	
<input type="checkbox"/> Animal chiropractic/ animal manipulation	

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

Keyword 1:

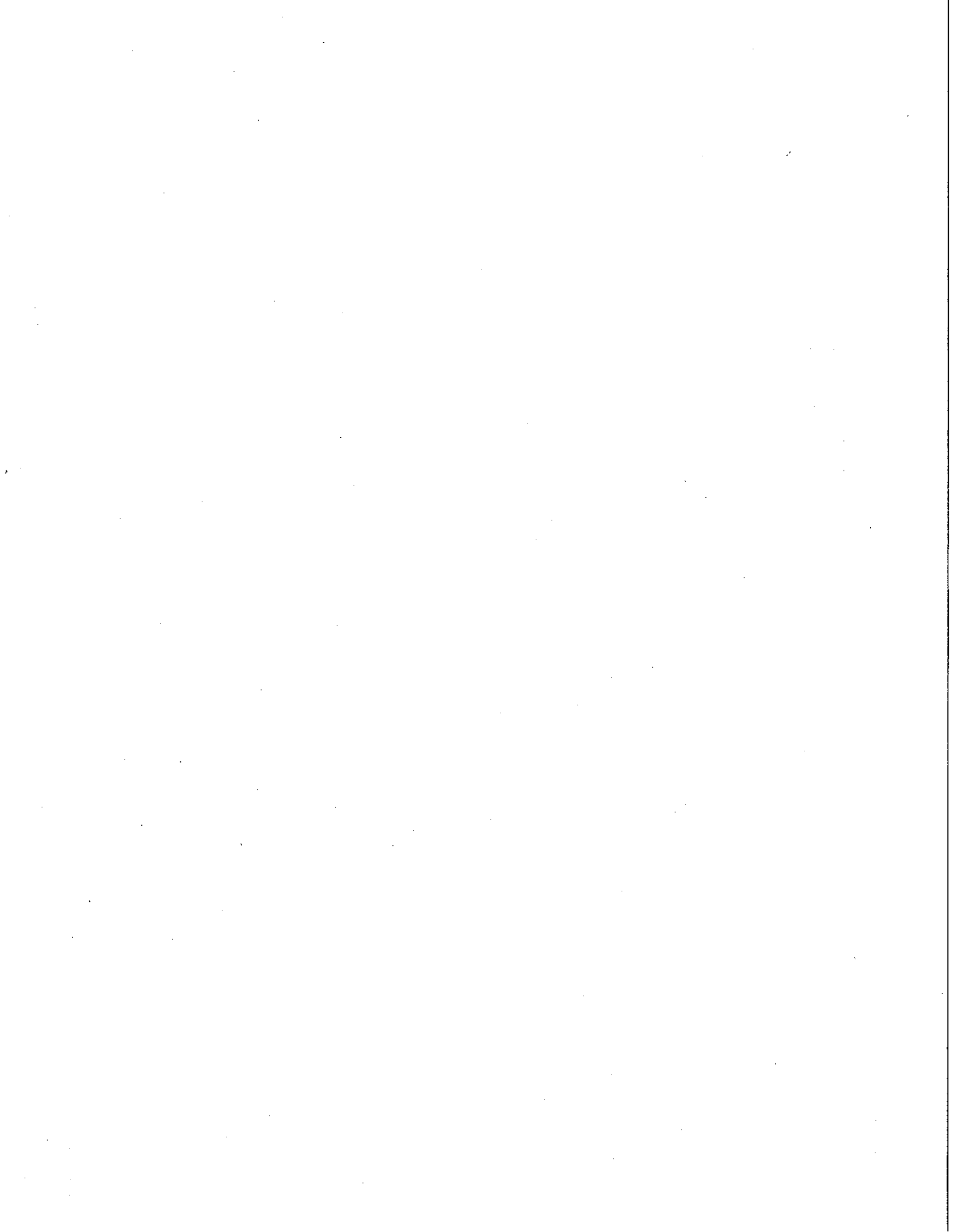
Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Short Description:





PACE

Streamlining Continuing Education Provider Approval

Course Attendance List Upload

[Back to Provider Area](#)

[Upload Another List](#)

[Pay Fees for This Course](#)

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

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

Please use the following naming convention for your file uploads:

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

Example: 104003071407.csv

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

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

[Click Here to Upload Your File](#)

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

Kelly Webb at kwebb@fcb.org

Please view the file upload requirements below.

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



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

File Layout Requirements

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

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

5401 W. 10th Street, Suite 101, Greeley, CO 80634-4400, USA, 970.356.3500, FAX 970.356.3599
pace@fcb.org - www.fcb.org

PACE
Application for Recognition
Workbook



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

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

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

I. Mission and Goals

Criterion 1. Mission and Goals

Criterion 1

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

1.1 Example:

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

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

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

1.2 Example:

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

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

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

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

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

II. Administration and Organization

Criterion 2. Administrative Authority

Criterion 2

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

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

2.2 Note:

Sufficient documentation for Criterion 2.2 includes a CV or resume for the primary administrator of the continuing education program.

Example on next page

Criterion 2.2 sample document

Jonathan Smith, D.C.
ACME College

Professional Accomplishments at ACME College

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

Academic Accomplishments

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

Related Professional Experience

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

Additional Training

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

Professional Activities and Affiliation

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

Publications

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

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

Criterion 3. Support Personnel

Criterion 3

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

3.1 Note:

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

Example:

Alice Watts, Continuing Education Coordinator

The Coordinator of Continuing Education is directly responsible to the Dean of Continuing Education and coordinates all activities of the Department.

Responsibilities include

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

William Blythe, Administrative Assistant

Provides clerical assistance including tasks related to preparation for on/off campus seminars. Duties and responsibilities include

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

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

Criterion 4. Cooperative Courses

Criterion 4

1. Check to certify that you understand and agree to comply with the following:
- a. If we offer PACE-designated courses in cooperation with another PACE Recognized Provider, both organizations shall be equally and fully responsible for ensuring compliance with PACE requirements. The respective functions of each provider shall be identified and documented.
 - b. If we offer PACE-designated courses in cooperation with a non-PACE Recognized Provider, our organization shall be fully responsible for ensuring compliance with PACE requirements.
 - c. If we have a commercial relationship with any other entity in the development, distribution, or presentation of a PACE-designated course, this relationship shall be fully disclosed to course participants.

Criterion 5. Publicity

Criterion 5

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

Upload Attachments

Example on next page

Dr. Reginald K. Spencer

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

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

Other ACME College
Continuing Education Programs

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

Pediatric Challenges
Speaker: Ronald White, D.C.

ACME Chiropractic Symposium 2008
January 8-14, 2008

For more information on any of our courses including on-line and distance learning, contact the ACME College Department of Continuing Education at 555-555-5555

CE@ACME.edu

Or visit our website at
www.ACMEcollege.edu



ACME College

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

Phone: 555-555-5555 - Fax: 555-555-5555

E-mail: CE@ACME.edu

ACME College

**Motor Vehicle
Collision Injuries**

Whiplash Associated Disorders



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

Lecture Seminar

Financial support
provided by
**W. Coyote's
Cervical Collars**



ACME College is a PACE
Recognized Provider

Course Content

Frontal, Side, and Rear-end Crashes

- Types of injuries seen in DC practice
- Speed threshold for injuries
- Validating low-speed injuries

Biomechanical Factors of Injuries

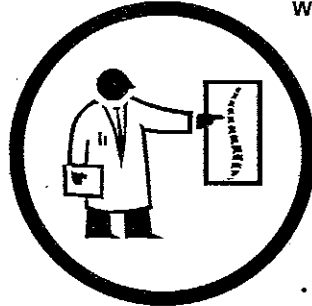
- Passenger cars vs. SUVs and PUs
- Direction of impact and injury
- Seatbelts, airbags, and head restraints

Human Factors Influencing Injury

- Age and gender of occupant
- Out-of-position occupant
- Pre-existing conditions

Diagnosis and Management Strategies

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



When to Discharge, Prognosis, and Written Reports

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

Literature Validation of Chiropractic

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

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

Educational Objectives

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

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

Continuing Education -

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

Program Hours -

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

Register Now!
or online at www.acme.edu

Location	Dates
<input type="checkbox"/> Johnstown - Main Campus	07/21/08 - 07/28/08
<input type="checkbox"/> Johnstown - Main Campus	08/04/08 - 08/05/08
<input type="checkbox"/> Johnstown - Main Campus	08/18/08 - 08/19/08
<input type="checkbox"/> Windsor - North Campus	07/21/08 - 07/28/08
<input type="checkbox"/> Milliken - East Campus	08/04/08 - 08/05/08
<input type="checkbox"/> Berthoud - West Campus	08/18/08 - 08/19/08

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

Name _____
Address _____

Phone _____

Method of Payment

- Check MasterCard
 Bill Me American Express
 Visa

Credit Card # _____ Exp. date _____
Signature _____

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

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

Contact Charlie Rand: 555-555-5555 ext 5

ACME College

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

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

Criterion 6. Record Keeping

Criterion 6

- 1. Check to certify that you will maintain records sufficient to serve the needs of participants and regulatory bodies for at least 5 years.
- 2. Please attach a sample of attendance verification that complies with the data fields required by this criterion (click on the criterion button above for details).

[Upload Attachments](#)

6.2 Note:

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

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

Example:

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

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

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

Criterion 7. Method of Verifying Attendance or Participation**Criterion 7**

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

7.1 Note:

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

2. Please attach any pertinent samples.

Upload Attachments

7.1 Example:**Nutritional Innovations**

Verification sheet:

October 4, 2008

Parkland Marriott Hotel, Parkland, TX

Instructor: Dr. William Finch

Proctor: Lisa Newman *Lisa M. Newman*

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

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

Upload Attachments

8.1 Note:

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

Example:

Verification of Continuing Education
Course - Nutritional Innovations
Date - January 6-7, 2009
Instructor - Roberta Campbell, D.C.
Credit Hours - 12.0
Attendee
Douglas Martin, D.C. CA Lic: 2566
329 S Wellington St GA Lic: 65988
Marksdale, CA 95678 NPI: 4569875298

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

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

1. Check to certify that CE credit is based on a 50 minute contact hour, not including meals or breaks.
2. For courses that do not lend themselves to direct translation into contact hours, please describe how you accurately appraise the amount of time required to successfully complete the course.

9.2 Example:

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

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

Criterion 10. Grievance Procedures**Criterion 10**

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

Upload Attachments

10.1 Example:**GRIEVANCE PROCEDURES:****Policy for Grievance Resolution:**

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

Resolution may include any of the following:

- Tuition fees may be waived
- Tuition fees may be reduced
- Tuition fees may be refunded
- A credit amount may be given toward another class
- No action taken, tuition fees may stand as advertised

Criterion 11. Legal Compliance**Criterion 11**

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

III. Budget and Resources

Criterion 12. Fiscal Responsibility

Criterion 12

- 1. Check to certify that your fiscal resources are sufficient to meet the goals and objectives of your continuing education program.
- 2. Check to certify that CE is the sole activity for your organization.

OR -----

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

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

IV. Faculty and Staff

Criterion 13. Faculty and Staff

Criterion 13

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

- a. Please give an example.

13.1.a Note:

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

Example on next page

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

CURRICULUM VITAE

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

PROFESSIONAL EDUCATION

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

ACADEMIC POSITIONS/EXPERIENCE

Chairperson, Department of Radiology, ACME College (1998 - present)
Director of Clinical Radiology, ACME College (1993 - present)
Associate Professor of Radiology, ACME College (1988 - 1993)

PROFESSIONAL ASSOCIATION MEMBERSHIPS

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

PUBLICATIONS

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

LECTURES AND PRESENTATIONS

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

- 2. Check to certify that the total number of instructors is sufficient to achieve effective educational results regardless of the teaching method used.
- 3. Check to certify that participants are given adequate opportunity for direct interchange with instructors.
- 4. Check to certify that sufficient support personnel are assigned to assist with administrative and technical matters for each course.

V. Educational Course Development

Criterion 14. Objectives

Criterion 14

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

Upload Attachments

14.1 Example:

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

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

(continued)

(continued)

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

Criterion 15. Needs Assessment

Criterion 15

1. Briefly describe your methods of conducting needs assessments

15.1 Note:

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

2. How frequently are needs assessments conducted?

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

16.1 Note:

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

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

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

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

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

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

16.2 Example:

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

Criterion 17. Instructional Materials

Criterion 17

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

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

Upload Attachments

Example on next page

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

Upload Attachments

17.1.b Note:

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

Charrette Adjusting Protocols

12 Hour Workshop Overview

INTRODUCTION AND REVIEW OF TERMINOLOGY

SOFT TISSUE CHARACTERISTICS; ELASTIC AND VISCOUS QUALITIES

BIOMECHANICS OF THE LOWER EXTREMITIES

- Foot and Ankle
- Lower Leg
- Knee
- Hip

SERIAL DISTORTION OF THE LOWER EXTREMITY

- Pronation/Supination Syndromes
- Genu Valgus
- Leg Length Inequalities
- Muscle Imbalances
- Plastic Deformations
- Postural Abnormalities

EXAMINATION PROCEDURE

- Orthopedic Tests
- Neurological Tests
- Muscle Testing Techniques

STABILIZATION PROCEDURES

- Supportive Devices

EXTREMITY ADJUSTING

The Foot - Pronation Protocol Adjustments

- Navicular
- Cuboid
- Cuneiform
- Metatarsals 2-3-4
- Metatarsals 1 & 5
- Talus
- Calcaneus

The Foot - Other Foot Adjustments

- Cuboid Malalignment
- Hallux Valgus
- Toe Adjustments

The Knee

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

EXTREMITY ADJUSTING, CON'T

The Hip

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

The Shoulder

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

The Elbow

- Radio-Ulnar Joint
- Humero-Ulnar Joint
- Elbow Pronation Test
- Pronation Tenses Exercise

The Wrist

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

Criterion 18. Admissions**Criterion 18**

1. Please check here to certify that your course(s) will be available to all licensed chiropractors (or chiropractic assistants where appropriate) as specified in this criterion.
2. If prior training or preparation is required for any of your courses, please attach a sample participant notification of prerequisites.

Upload Attachments

18.2 Note:

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

Example:

-“Fundamentals 101 required for this course.”

-“Basic CPR is required for this course.”

Criterion 19. Conflicts of Interest**Criterion 19**

1. Click to certify that whenever possible you shall refrain from entering into relationships that create conflicts of interest. Any conflicts of interest that do occur shall be fully disclosed.
2. Click to certify that you shall not accept funding from any source that requires you to cede control of any aspect of a PACE-designated course.
3. Click to certify that all terms and conditions of external financial support shall be in writing.
4. Click to certify that any commercial relationships will be disclosed in promotional materials to participants.
5. Click to certify that courses shall present a balanced view of therapeutic options and use generic product names whenever possible.

Criterion 20. Protection of Live Models

Criterion 20

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

OR -----

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

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

Upload Attachments

Example on next page

Criterion 20.2a

ACME College
Department of Continuing Education

INFORMED CONSENT

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

Technique/Procedure to be Demonstrated:	Identified Risks:

Physical Limitations (if any) of Model:

Compensation for participation: \$ _____

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

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

Signature _____ Date _____

Print Name _____

Address _____

Telephone (____) ____ - _____

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

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

20.2.b Example:

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

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

20.2.c Example:

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

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

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

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

VI. Methods of Delivery

Criterion 21. Educational Methods

Criterion 21

1. Check to certify that, in selecting educational methods, you will consider:

- Course content and goals;
- Size and composition of intended audience;
- Skill level of participants;
- Medium of presentation;
- Nature and extent of facilities; and
- Number of instructors, evaluators, and support personnel.

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

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

Criterion 22. Participant Involvement

Criterion 22

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

22.1. Note:

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

Criterion 23. Distance Learning

Criterion 23

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

OR -----

2. If your course(s) employ distance learning, please complete the following:
 - a. What method do you use to determine credit hours?

23.2.a. Example:

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

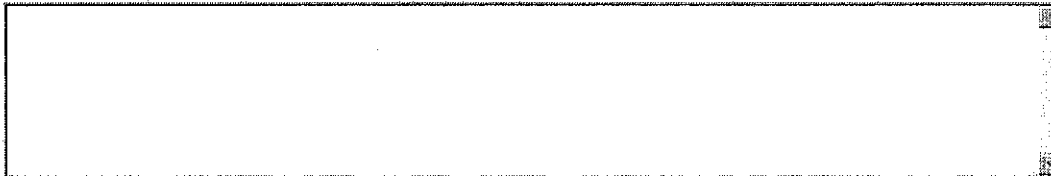
b. How do you ensure timely participant feedback and communication with instructors?



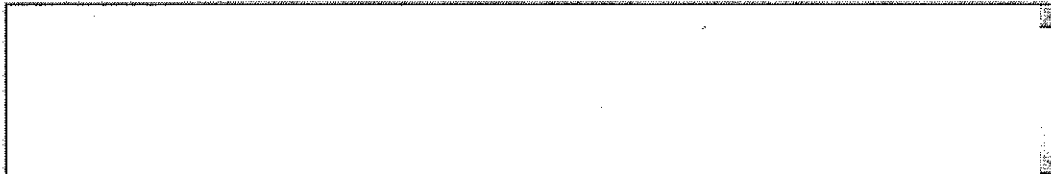
23.2.b. Note:

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

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



d. How do you provide references for further study?



23.2.d. Note:

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

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

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

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

23.2.g Example:

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

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

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

23.2.i Note:

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

VII. Facilities

Criterion 24. Facilities, Instructional Media and Equipment Criterion 24

- 1. Check to certify that facilities, instructional media and equipment selected for CE courses shall be appropriate to audience size and adequate to realize the objectives of the course.
- 2. Check to certify that sufficient space and equipment shall be available to allow active participation by each attendee.
- 3. Check to certify that instructional media and equipment shall be in good working order.
- 4. Check to certify that, if participants are required to supply their own materials or equipment, you shall include specific descriptions of all required materials or equipment in your course announcement and promotional materials.

VIII. Evaluation

Criterion 25. Course Evaluation Criterion 25

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

25.1 Note:

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

Example on next page

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

ACME College Continuing Education Program Evaluation

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

Program: Whiplash Associated Disorders
Speaker: Reginald K. Spencer D.C.

Location: Johnstown, CO
Dates: Feb. 25-26, 2006

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

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

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

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

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

LEAST beneficial/interesting to you? _____

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

If "No," please indicate reason _____

General comments: _____

May we use your comments on promotional material? Yes No

Name _____

Please print your name

Your signature

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

Examples for CPR Certification

North Carolina State Board of Dental Examiners

In May, 2011, the Board has changed their rules to require a hands-on or blended course; online courses will no longer be accepted. The new rule 21 NCAC 16A .0101 (5) reads:

"CPR certification" means that the licensee has successfully completed a CPR course that meets American Red Cross or American Heart Association standards for certification and that provides manikin testing on the subjects of cardio-pulmonary resuscitation. The course must also cover the use of an automatic external defibrillator, unconscious and conscious choking and rescue breathing, provided that the foregoing requirements shall not be interpreted in any way that violates the Americans with Disabilities Act. The manikin testing must be provided by an instructor who is physically present with the students.

CPR does not have to be repeated annually, if a 2 year certification is achieved; however the certification must always be current.

Code of Maryland Regulations

10.43.11 *Chiropractic* — Continuing Education Requirements

04 Accreditation.

H. In addition to the 48 hours of continuing education, a licensee shall maintain a current CPR certification at the healthcare provider level from a Board-approved CPR provider for each renewal period

Delaware Regulations : Administrative Code : Title 24

6.0 Continuing Professional Education (CPE) and Renewal

6.3 Continuing Education. All persons licensed to practice dentistry in the State of Delaware shall be required to acquire fifty (50) hours of continuing professional education (CPE) credit every two (2) years. Two (2) of the 50 credit hours shall be obtained in courses covering infection control. In addition to the CPE, licensees must provide evidence that they have successfully completed a current course in cardiopulmonary resuscitation (CPR) every two (2) years. The CPR course must encompass hands on clinical participation. On-line courses will not be accepted to satisfy the CPR requirement. Examples of acceptable courses include, but are not limited to, courses offered by the American Red Cross and the American Heart Association and courses offered or approved by any of the organizations listed in 6.5.1.1 through 6.5.1.4 of these regulations. All dentists, upon initial licensure in Delaware and prior to registration renewal, shall be given a written notice of these CPE requirements.

California Health Boards

CPR Requirements

1. Board of Vocational Nursing and Psychiatric Technicians:

There is no language in the Vocational Nursing Practice Act or the Psychiatric Technicians Law that requires the Board's licensees (licensed vocational nurses and psychiatric technicians) to be certified in CPR. However, most curricula in VN and PT programs contain the CPR content (although not specifically defined in regulation). Additionally, employers of these licensees often require that the licensees be certified in CPR.

2. Speech- Language Pathology & Audiology & Hearing Aid Dispensers Board:

The Board **does not** require its licensees to either take a CPR course or be CPR certified.

3. Board of Behavioral Science:

The Board **does not** require its licensees to either take a CPR course or be CPR certified.

4. Board of Registering Nursing:

The Board of Registered Nursing does not require licensees to take a CPR course or be certified. It is the employer that may require CPR certification.

5. Psychologist- California State Prison:

You do not need to be CPR certified as a psychologist, but you do need it to work at CDCR.

6. Board of Pharmacy:

California pharmacy law requires pharmacists to be certified in basic life support if they provide immunizations to patients. There may be additional requirements scattered throughout the code: this is the only one that comes to mind.

7. Dental Hygiene Committee of California:

There is a mandatory requirement for certification in Basic Life Support for dental hygienists as a condition for licensure renewal.

8. Board of Occupational Therapy:

The OT Board **does not** required CPR course or CPR certification. However, most OTs and OTAs are CPR-certified due to employer requirements.

9. Veterinary Medical Board:

The Board **does not** require its licensees to either take a CPR course or be CPR certified.

10. Board of Podiatric Medicine:

The Board **does not** require its licensees to either take a CPR course or be CPR certified.

[Front cover]
BCE LOGO
About the Board

[panel 1]

Who We Are

Created in December 1922, the Board of Chiropractic Examiners (Board) regulates the chiropractic profession in California. The Board protects Californians from licensed and unlicensed individuals who engage in the fraudulent, negligent, or incompetent practice of chiropractic.

The Board ensures that only applicants who have completed the necessary education, examination, and experience requirements receive a California license to practice chiropractic. It oversees approximately 14,000 licensed Doctors of Chiropractic (D.C.s), often called chiropractors, and 19 chiropractic schools and colleges in the United States and Canada.

The Board consists of seven members appointed by the Governor, comprised of five licensed doctors of chiropractic and two members who represent the public. There are three standing Board committees and each committee is comprised of at least two Board members and a staff resource that provides technical and administrative support. Each committee has a chairperson who coordinates the committee's work, ensures progress toward the Board's priorities, and provides a report at each Board meeting.

In addition to licensing chiropractors and regulating continuing education providers, the Board provides license status information, educates consumers, investigates consumer complaints, and pursues disciplinary actions.

Visit the Board website at www.chiro.ca.gov for more information.

[panel 2]

What Is Chiropractic?

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

[What sort of conditions would prompt a consumer to come to a chiropractor?]

Headache, neck pain, low back pain, sports related injuries, hand/feet pain, shoulder pain, knee/elbow pain, work related injuries, carpal tunnel syndrome, etc.

The chiropractic approach is prevention-based, focusing on diet, exercise, and lifestyle, and emphasizes natural methods to wellness. A typical chiropractic visit may include evaluation, adjustments and other therapeutic modalities to optimize health and function to the spine and/or arms and legs. Adjustments may be performed with just the hands or a hand held instrument/device to the spine.

[panel 3]

Who We Are/Licensees

[General info about whom/what BCE licenses and what are BCE's responsibilities are regarding their licensees and unlicensed]

The Board's primary mandate is to enforce the Chiropractic Initiative Act (the ACT). The Act became effective on December 21, 1922, through an initiative measure approved by the voters of California on November 7, 1922. The act created the Board to establish standards for chiropractic education and services. The Board protects and serves the consumers of California through enforcement of the chiropractic profession and oversight of approximately 14,000 California licensed chiropractic and 19 chiropractic schools and colleges.

The Board continually strives to fulfill its state mandate and mission in the most efficient manner, by exploring new policies and revising existing policies, programs, and processes. The Board is committed to increasing the quality and availability of services it offers to licensees and consumers.

We encourage Licensees to attend Public Board Meetings. Section 361(g)15 of Title 16 of the California Code of Regulations allows a licensee to 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. You can find information about upcoming meetings on our webpage and social media websites.

*Insert webpage link to meeting: http://www.chiro.ca.gov/about_us/meetings/index.shtml

[panel 4]

Who We Are/Consumers

[General info on how BCE protects consumers – e.g., license verification, info about filing a complaint]

The Board regulates California-licensed chiropractors who provide chiropractic care in a variety of settings. In overseeing the chiropractic industry and fulfilling its mission to protect consumers, the Board performs a number of activities, including:

Setting Educational Standards

The Board's requirements, including its regulation of continuing education, prepare individuals to become licensed chiropractors.

Evaluating Licensure Applications

Applications are carefully evaluated to determine whether applicants meet all licensure requirements. To be licensed, the applicant must complete the educational requirements, pass a national licensing examination, as well as the California Law & Professional Practice exam and be cleared through a background check for any convictions. ~~of any crime that may make the applicant ineligible for licensure.~~

Enforcing Chiropractic Standards

Contact the Board if you wish to file a complaint against your chiropractor or an unlicensed individual who is offering/providing chiropractic services. The Board is responsible for investigating complaints and taking any disciplinary actions.

*Insert web address for Check the License & Compliant Form;
<http://www.chiro.ca.gov/consumers/complaint.shtml>
http://www.chiro.ca.gov/consumers/lic_lookup.shtml

[panel 5] Our Mission

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

[panel 6]

PL logo and DCA logo

Board of Chiropractic Examiners
901 P Street, Suite 142A
Sacramento, CA 95814

Phone: (916) 263-5355
CA Relay Service TT/TDD: (800) 735-2929
Consumer Complaint Toll-Free Hotline: (866) 543-1311

E-mail: chiro.info@dca.ca.gov

"Like" us on Facebook and follow us on Twitter **insert icons**

[BCE LOGO]

A Consumer's Guide to Chiropractic Care

What Is Chiropractic Care?

[What is chiro?]

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

Chiropractic is a form of health care that focuses on the relationship between the nervous system, spine and body's structure and function.

Chiropractic is most often used to treat neuromusculoskeletal conditions, such as problems with the:

- Nerves
- Muscles
- Joints
- Bones
- Including connective tissues (such as cartilage, ligaments, and tendons)

The word "chiropractic" combines the Greek words cheir (hand) and praxis (action) and means "done by hand." Chiropractic is an alternative medical system and takes a different approach from conventional medicine in diagnosing, classifying, and treating medical problems. (Online Source, By Carol Eustice)

[What conditions do DCs treat?]

Headaches

Neck pain

Torticollis

Pain, numbness, tingling in the arms and/or hands

Vertigo Difficulty breathing

Pain in the spine or shoulder blades

Low back pain

Sciatica

Pain, numbness, tingling in the legs or feet

Sports injuries including problems with shoulders, knees, ankles feet and wrists

Issues arising during pregnancy

Pain from an auto accident or fall

[What do DCs do?]

A chiropractic adjustment is meant to help your joints and nervous system function optimally. Your nervous system controls just about everything in your body and your joints control how your body moves. Chiropractic care can help many systemic and musculoskeletal problems including (but not limited to) the ones listed below.

Although the main form of treatment in a chiropractic office is an adjustment, other modalities may be used to enhance the effectiveness of the chiropractic adjustment. Adjustments may be performed with just the hands or with a hand-held instrument/device to the spine. Some of these modalities may include (but are not limited to)

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

[What does "DC" stand for and in general are the education, examination qualifications, and licensing requirements required to get this degree?]

1. DC stands for Doctor of Chiropractic
2. Educational requirements include; 4-year Chiropractic College, 4400 hours of instruction, 60 hours of college pre-requisite classes, in addition to 24 hours of Continuing education annually.

How Do I Select a Chiropractor?

Ask your health care provider, family, and friends for recommendations.

The Board advises consumers to check the license of any individual claiming to be a Doctor of Chiropractic. Chiropractic doctors must renew their license annually and post their license in plain view for consumers to see. You can verify a license by checking our website at www.chiro.ca.gov and clicking on "License Search." The search can also reveal additional information, such as whether the licensee has a pending disciplinary action or prior disciplinary action, or whether his or her license is on probation. You can also find out this information by contacting the Board by phone at (916) 263-5355 or toll-free at (866) 543-1311.

[Sample interview questions for consumers to ask DCs?]

How much is a visit?
Payment options/how to tell if my insurance will pay?
Can't I just crack/adjust myself?
What is an adjustment?
Does it hurt?
Do I have to have X-rays?
How long does an appointment take?
How often will I have to come?
Does my doctor need to refer me?

What Can I Expect at a Chiropractic Appointment?

DC will keep records of each visit
Review patients health history
Inform Consent
Explain diagnoses
Provide treatment options/plans
Explain costs & payment options

[What are your consumer rights as far as chiro care?]

Request health records
Billing options
Ask questions
Treatment options/plans

How to File a Complaint

Contact the Board if you wish to file a complaint against your chiropractor. The Board is responsible for investigating complaints and any disciplinary actions. [?]

All complaints *must* be in writing. To obtain a complaint form, visit the Board's **Forms and Applications** web page. The written statement should include the nature of your complaint with specific details and any documents related to your complaint, such as patient records, photographs, contracts, invoices, and correspondence. You do not need to refer to specific sections of the law that you feel have been violated. [How does the complainant submit the complaint—u.s. mail, fax, email?]

*add web page link to filing a complaint; <http://www.chiro.ca.gov/consumers/complaint.shtml>

[DESIGN: put this mission statement on one of pages of brochure]

Mission

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

The Board of Chiropractic Examiners (Board) regulates the chiropractic profession in California, protecting consumers from licensed and unlicensed individuals who engage in the fraudulent, negligent, or incompetent practice of chiropractic. The Board has the authority to require licensees to abide by provisions of the Chiropractic Initiative Act, Business and Professions Code, and sections of the California Code of Regulations relating to the practice of chiropractic.

The Board achieves its mission to protect consumers through its specific requirements and programs:

- **Education:** Gauges the demonstrated entry-level competence of a chiropractor prior to licensure.

- **Board licensing:** Assures consumers that the chiropractic doctor has completed their academic and clinical training, passed national and State examinations, and completed a criminal background check.
- **Continuing education:** Ensures licensees maintain up-to-date knowledge of the chiropractic profession.
- **Enforcement:** Disciplines licensees who violate the laws and regulations.

Join Mailing List

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

Also, stay connected by "liking" us on Facebook [logo] and following us on Twitter. [logo]

For More Information

[Give additional resources info?]

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

[BCE logo and contact info.]