BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

State of California
Edmund G. Brown Jr., Governor

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

April 18, 2016
12:00 p.m.

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

Teleconference Meeting Locations:

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

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

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

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

AGENDA

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

2. **Approval of Minutes**
   March 30, 2016

3. **Review and Discussion of CE Provider Qualification Focus Group Results**

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

5. **Review and Discussion Regarding Proposed Outreach Publications; Possible Recommendation to Full Board**
   A. Licensee Guide

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
Dionne McClain., D.C.
Corey Lichtman, D.C.

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

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

Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
March 30, 2016
901 P Street, Suite 142A
Sacramento, CA 95814

Teleconference Meeting Locations:

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

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

Staff Present
Robert Puleo, Executive Officer
Dixie Van Allen, Staff Services Manager I
Brianna Lauziere, Staff Services Analyst

Call to Order
Dr. Dehn called the meeting to order at 12:35 P.M.

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

Approval of Minutes

MOTION: DR. LICHTMAN MOVED TO APPROVE THE MINUTES OF THE JANUARY 19, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. MCCLAIN SECONDED THE MOTION
VOTE: 3-0 (DR. LICHTMAN– AYE, DR. DEHN – AYE, DR. MCCLAIN – AYE)
MOTION CARRIED

Review and Discussion of CE Provider Qualification Focus Group Results
Dr. Dehn welcomed Dr. McClain to the committee and gave her a brief summary of what the Licensing/Continuing Education/Public Relations committee has been working on over the last two years as far as making possible changes to the CE regulations to improve the quality of our CE providers and courses.

Dr. McClain inquired about focus group minutes from previous meetings.

Mr. Puleo explained that DCA's SOLID Unit (SOLID) had provided our committee with notes from the Northern and Southern focus groups.

Dr. Dehn clarified that Dr. McClain was referring to handouts that were shared by CE providers at the previous focus group that Dr. Lichtman has requested to review.

Mr. Puleo will gather all meeting materials from the focus groups and send them to the committee members before the next meeting.

Dr. Dehn recalled receiving handouts and requests that the CE providers had made about reviewing CE regulations/requirements from other states such as Arizona.

The committee reviewed the Continuing Education Provider Stakeholder Meeting Notes that SOLID provided.

Dr. Dehn suggested that the committee review each item to decide what the Board wanted to incorporate or research further.

Dr. Dehn began with reviewing instructor/provider credentials.

The committee discussed the requirements for becoming a CE instructor.

Dr. McClain agreed with Dr. Dehn that a CE provider does not need to be a licensed chiropractor; however, certain courses, such as adjustive technique, should be taught by a licensed chiropractor.

Dr. McClain stated that the CE provider should have the appropriate certification for the area of expertise or a minimum number of years of experience in their field.

Dr. Dehn discussed CE providers should have a minimum of 5 years teaching in their field.

The committee had a discussion about certification.

Dr. McClain suggested looking at a list of agencies that certified people in subjects related to health and researching their requirements.

Spencer Walker, DCA Legal Counsel, referenced Article 6, Continuing Education; section 363(c)(4) Approval for Continuing Education Courses for the committee to review.

DRAFT

Mr. Puleo stated that the Board has those requirements but there are no standards that the CE provider must meet to qualify or be disqualified. However, Instructors must meet certain standards in order to teach.

Mr. Walker stated that section 363 must be amended to include new standards that the Board wishes to add.

Dr. Dehn summarized that the CE provider must be a licensed chiropractor or approved healthcare provider, certified in a particular area of expertise, or have a minimum of 5 years in the subject area that they want to teach.

Mr. Puleo raised the question of what would be acceptable for years of experience. The CE provider would need to submit documentation describing where their experience comes from for Board approval.

Dr. Dehn suggested that the Board recognize 5 or more years of experience as a substitute for certification with Board approval.

Mr. Puleo asked Mr. Walker how the Board would evaluate the CE provider's 5 years of experience.

Mr. Walker explained that the CE Provider would have some sort of duty statement or list of qualifications that would include subject matters they are required to know, with the right to an appeal process if they were rejected.

Dr. Dehn mentioned a list of new standards that was generated by Dr. Barry and will be shared with the committee at the next meeting.

Dr. Dehn summarized the instructor credentials to be: a chiropractic license or healthcare provider, certified in a subject area, or a minimum of 5 years or more of experience in a subject area in place of certification, with Board approval.

Dr. McClain suggested that the Board recognize a degree or certification in subject of instruction.

The committee moved on to discussing provider credentials.

Dr. Lichtman asked about a comment that was made about providers having a background in education.

Dr. Dehn stated that having an education background should not be required. The provider will receive teaching experience and have guidelines to follow.

Dr. McClain asked about the difference between the provider and instructor.

Mr. Puleo explained that sometimes the provider and instructor are one and the same.

Dr. Dehn asked the committee what kind of credentials should the provider have. There was a

discussion about provider responsibilities vs. provider credentials. The provider needs to make sure that the instructor is teaching effectively.

There was a discussion about grandfathering CE providers and the necessity of having a background in teaching/education.

Dr. Dehn stated that the provider is responsible for what the instructor teaches. If there are complaints about a course, the provider would be the one held responsible.

Dr. Dehn summarized provider credentials include teaching qualifications, schools, associations, and providers with a minimum years of teaching experience.

Dr. Dehn would like to revisit this topic.

The committee moved on to talk about in-person and distance learning course standards.

The committee agreed that in-person courses should be "hands-on" with the opportunity to participate.

Mr. Puleo advised that the regulations should state that in-person courses be "interactive" with the opportunity to ask questions.

The committee discussed the standards that should be in place for distance learning courses.

Dr. Dehn commented that she liked the system that the state uses for distance learning courses where there are short quizzes between the different sections.

Dr. Lichtman stated that the CE providers did not like the term "quiz".

Dr. McClain recommended that another term be used to review the information that is presented in a distance learning course.

Dr. Dehn asked the committee if they should require a certain number of questions for a distance learning course.

Mr. Puleo suggested that there should be a review section periodically throughout the course.

Dr. Dehn asked Mr. Puleo and Ms. Lauziere to look into other terms for quizzes in online courses.

The committee ended their discussion at distance learning standards and will continue with apprenticeship/mentorship at the next meeting.

Dr. Dehn stated that the committee will continue with item 3 and tabled items 4 and 5 until the next committee meeting.

Public Comment
No public comment was made.

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Future Agenda Items
Dr. Dehn would like to continue the discussion about the CE provider qualification. The committee scheduled the next meeting for April 18, 2016 at 12:00 p.m.

Adjournment
Dr. Dehn adjourned the meeting at 2:15 p.m.

DRAFT

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Agenda Item 3

CE Provider Qualification Focus Group Update

Purpose of the item

This agenda item has been included to provide the Committee with an update on the outcome of the Northern and Southern California CE Provider Qualification Focus Group.

Background

The Licensing/Continuing Education/Public Relations Committee Members discussed the following:

- Instructor Credentials
- Provider Credentials
- In-Person Course Standards
- Distance Learning Standards
- Apprenticeship/Mentorship
- Outcome Assessments/Course Evaluation
- Approval of CE Providers: Grandfathering Existing Providers
- Standards for CE Providers: What else should the Board consider?

The Licensing/Continuing Education/Public Relations committee will continue to review and discuss possible changes to the CE regulations.

Next Step

The Licensing/Continuing Education/Public Relations committee will discuss which continuing education regulations need to be revised and establish timeframes.

The CE Provider Qualification Focus Group outcome will be discussed at the next Board meeting.

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
Sacramento, CA – November 5, 2015
Southern California - February 12, 2015

INSTRUCTOR CREDENTIALS – November 5, 2015

1. Subject specific/dependent
2. Don't have to be a D.C. (i.e.: Ph.D. in Nutrition)
    - Expertise in a given area is more favorable to requiring a specific degree
3. Consider years of experience instructing/work practice.
4. Establish a minimum requirement of expertise (Market driven)
5. Self-evaluation/continuous improvement
6. Create a few new standards for the application form (a list will be generated by Dr. Barry)
7. Evaluation form should be sent to the Board by learners; instructor should be pulled
8. If one can't qualify to teach at a school then they shouldn't be teaching on their own
9. Board could survey stakeholders to find/establish minimum standards
10. Standard requirements should be equal (Med Board, etc.)
11. Provider and instructor must assure Board that their course is of value
12. Board sets standards and qualities that instructors/providers must satisfy: Board evaluates competency

INSTRUCTOR CREDENTIALS – February 12, 2016

1. Licensed healthcare provider (or skilled/qualified/expert in their area)
2. Should it only be chiropractors - not if someone is skilled in their area
3. At least 2 or 3 years of experience after college
4. Require a review instructor credentials by the CE Committee
5. Minimum number of years of teaching experience (used to be 5 years but suggest 3 year with minimum of teaching hours per year)
6. In the academic world, a chiropractor has to be licensed for 5 years before they can oversee students

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
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PROVIDER CREDENTIALS – November 5, 2015

1. Should be subject specific/dependent
2. Provider should have to be a D.C. to be a provider but should knowledgeable (too broad currently)
3. Expertise in a given area/or educational background
4. Years of experience should be established
5. What do you have to know to provide that education and licensees get what they need?
6. May not teach directly
7. Get endorsement by peers? Evaluation by other experts
8. Should be required to prove their instructors can actually teach
9. Mentorship program; non-experienced connect with established providers. Then apply for providership, (work for 5 years, 3 years) Receive documentation of hours & work completed, letters of rec.
10. Private entities should/can be on par with schools
11. How will Board fund assessing these entities?
12. Research other states procedures? Borrow processes? (generic results have already been established)

PROVIDER CREDENTIALS – February 12, 2016

1. Have a chiropractor on the staff be able to provide input
2. Caution: the Board would want to make sure the Board is within the law to avoid protectionism. The Board cannot put up any unnecessary barriers to becoming a provider.
3. Should have some teaching experience before applying i.e.: 3 years of experience with at least teaching 48 hours a year to be an apprentice with an existing provider.
4. Have to make sure the Board is not discriminating against CE providers
5. Some level of competence in the chiropractic profession
6. Should a business that isn't chiropractor be a provider of CE or should a qualified instructor of billing be an instructor who works under a provider?
7. The provider should be responsible/aware for what the instructor is instructing.
8. Should provider have some type of medical background related to what they are teaching?
9. Look at providers who are educational institutions versus entrepreneurs or not-for-profit associations (or for profit). There is a difference in the types of providers that the Board should be aware of.

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
Sacramento, CA – November 5, 2015
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IN-PERSON COURSE STANDARDS – November 5, 2015

1. Types of courses (list of courses, categories)
2. What SHOULDN'T be there? (Perhaps delete online list on the web site Section 362 page 48)
3. Establish a minimum baseline course requirements
4. There needs to be workshop material for "hands on" classes
5. Not in favor of testing or quizzes
6. Objectives and outcomes (accountability of the person teaching/measure results)
7. Evidence-based/authority-based/tradition (PACE)
8. Needs assessment of the practicing D.C.'s (borrow/consult with PACE version)

IN-PERSON COURSE STANDARDS – February 12, 2016

1. References & bibliography for each course
2. Competencies set, objectives for each course
3. Assessments/learning outcomes
4. Live interactive seminar/Q&A
5. Demonstration
6. Literature and research available
7. With webinars attendees need to have periodic check-ins to make sure the attendees present
8. Should the Board establish minimum baseline course requirements?
    - Depends on the topic
    - Must be general enough related to topic
    - Accountability (proctors, check ID, sign in and out sheets)
    - Learning objectives

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
Sacramento, CA – November 5, 2015
Southern California - February 12, 2015

DISTANCE LEARNING STANDARDS – November 5, 2015

1. Distance testing for knowledge
2. Testing for practical application
3. Limit the maximum amount of hours per day
4. How to ensure attendees are who they say they are? How do we know if learners are in front of computer, etc.? Review what other agencies are doing and borrow.
5. Insurance Commission requires 40 hours of brokerage each year - perhaps BCE could model this format.
6. Distance learning testing is appropriate; periodic quizzes throughout
7. Traffic school has a good model (through CA DMV)
8. Provider should show Board what their quizzes are/and material/security standards (confirming hours, identifies, etc.)
9. See Florida acupuncture worksheet (Katie Sullivan)
10. Measure objectives and outcomes for accountability of the person teaching and to measure results
11. Evidence-based/authority-based/tradition (PACE)
12. Needs assessment of the practicing D.C.'s (borrow/consult with PACE version)

DISTANCE LEARNING STANDARDS – February 12, 2016

1. Consider student to teacher ratio; consider using A/V
2. Accountability verification
3. If attendees watch a dvd attendees should sign an affidavit
4. Board should be able request evidence that learners were present the entire time.
5. Webinars: periodic quizzing; quiz or non-quiz checkpoints in order to continue watching the webinar and to ensure participants attended entire webinar
6. Equal standards as with classroom training

Synonyms for quiz

noun **questioning, often in an organized academic setting**

- Query
- Inquiry
- Check "Check for Understanding"
- Examine
- Poll
- Question
- Survey
- Trivia
- Question
- Practice- "Time for Practice"
- Test- "Test your knowledge"
-

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
Sacramento, CA – November 5, 2015
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APPRENTICESHIP/MENTORSHIP – November 5, 2015

1. Length of time of provider: 2-3 years; 3-6 months; Zero but with a checklist; 5 years to hone their skills;
2. Instructional hours for people who are not currently providers: minimum = 100 instructional hours/supervisory hours; smaller provider: 24hrs/year; no diff for larger providers
3. Identify mentor obligation to mentee: co-manage the program
4. Identify benefit to mentor
5. What should mentor NOT be able to do? Blackout dates; limiting topics; competition of topics; schedule during other conferences
6. Who arbitrates disagreements between both parties?
7. Need to measuring accountability of apprentice and mentor
8. Board puts out the checklist (outcome/success measure)
9. Beware of over-regulating (all subjects)

APPRENTICESHIP/MENTORSHIP – February 12, 2016

1. Minimum teaching req. for an instructor who has aspirations of becoming a provider should have 3 years and 48hours (same as previous). Basic training to that instructor, laws, audits, course content. Provider should guide them through process.
2. Standardized course evaluations
3. Consider associations/colleges that want to become a provider
4. Mentor should be physically present in a course
5. Lecture experience worldwide
6. Program evaluation or review process, best practices are being maintained, keeping up with technology and research
7. Mentor would have to meet qualifications of a provider
8. Apprentice program application; internal course review
9. If someone has a teaching credential would they need a mentorship certificate?
10. See Comprehensive CE Activity Certification Program proposal by Dr. Barry
11. Are all standards the same for all? (see #3)
12. What about authors? Would authors wanting to teach CE courses need same qualifications?

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
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OUTCOME ASSESSMENTS/COURSE EVALUATION – November 5, 2015

1. Use pre and post assessment to measure learning and instructor/class effectiveness
2. Bring sample assessment tools already being used
3. Evaluation topics to be included
4. Threshold criteria leading to course review by the Board
5. Determine outcomes of poor course evaluations
6. Vetting of course providers
7. Empower and obligate providers to remove the C.E. from a student who is not participating/listening (consider the size of the group)(*could be liability & complaint issues with this*)
8. Likert scale to measure learning (Participant saying the course is not good is a conflict of interest)
9. 70% is a passing score overall (80% for MPCC)
10. Low score could trigger Board audit
11. Form required for credit
12. Standard for participation: university standards could be used; hours based on attentiveness
13. Post the standards; add the state seal and credentialed logos, etc.
14. If asked, the attendance sheet and forms should match; 100% evaluation completion

OUTCOME ASSESSMENTS/COURSE EVALUATION – February 12, 2016

1. Create a standardized evaluation
2. Evaluate course a month later so see the impact. Try to measure the impact.
3. Research assessment tools we can borrow from
4. Custom design assessments
5. Keep the assessment simple and quick to use; a month later may not be realistic in some instances
6. All programs should have an evaluation. (See sample from Dr. Cymerint.)
7. Evaluations should be sent directly to the Board to prevent interference
8. Make evaluation mandatory for getting credits, must match roster (from Nor Cal focus group)
9. Gary Bustin provided a second evaluation sample
10. Good feedback for provider but too many forms! Provider should be able to decide whether to use an evaluation. Not to prove that they learned or have competency.
11. Is it realistic to expect CE providers to get evaluations to the Board?
15. As part of evaluation form, add required text that says: If you have a problem with this class please contact the Board directly (and include Board contact information).
16. In the past, re-licensing had nothing to do with what they learned.
17. Initiate baby steps to transition from re-licensing to CE
18. Compare CE with other healthcare models/professions

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
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CE PROVIDER APPROVAL: GRANDFATHERING EXISTING PROVIDERS – November 5, 2015

1. Chiropractic
    a. Colleges
    b. Associations
2. PACE certified providers
3. Current CE providers that meet to-be-established minimum requirements
4. If Board sets a standard for years that a provider needs to be mentored, then whoever gets grandfathered in should also have a set standard of years.
5. Meet new criteria
6. On a "go forward" basis
7. Must have at least trained or offered a class in the last _____ years, or annually for the last 3 years, or provide minimum number of seminars per year (1 - 4) (seminar being 12 hours min, including documentation, etc.)
8. $75 for the app fee
9. Hours need to be consistent with the mentorship program/requirements
10. College teaching experience, advanced degrees should be analyzed and considered
11. No complaints on record. Review audits and complaints. Create a minimum as a standard for consideration

CE PROVIDER APPROVAL: GRANDFATHERING EXISTING PROVIDERS – February 12, 2016

1. If providers have been in the program and haven't had problems the Board should look at content and instructor quality to make sure up to par.
2. Make up new standard for providers, any who already meet that standard is ok, those who do not need to brush up
3. Look at how many courses CE providers have given and how recent,
4. Minimum criteria/activity level. Six is one every other month, any form. Minimum 3 hours for example.
5. Providers demonstrate that they can meet new accountability criteria
6. Consider disciplinary actions/clean record

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
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CE PROVIDER STANDARDS: WHAT ELSE SHOULD THE BOARD CONSIDER? – November 5, 2015

1. It may take a couple of years and it is a lengthy process to create new regulations
2. Public opinion would be considered before new regulations
3. Board should be cautious against over-regulating and inadvertently developing monopolies (Nebraska and board of health in 1998)
4. Arizona, Texas, and Wisconsin are example of over regulated Board
5. States that are succeeding: Minnesota
6. Federation of State Boards

CE PROVIDER STANDARDS: WHAT ELSE SHOULD THE BOARD CONSIDER? – February 12, 2016

1. Auditing: Provide opportunity for anonymous CE feedback on Board's website
2. Quality of hours not just quantity. Allow for many options for CE, such as obtaining CE from other professions in healthcare.
3. Protect against inappropriate relationships with sponsorship
4. Analyze the difference between re-licensing hour and CE hours/units
5. Application form is currently a half page. See sample provided by Dr. Cymerint.
6. Course submissions/forms. Avoid unnecessary duplication. Constant changes of criteria are a problem. Sometimes, a CE provider only gets 10 or 11 months because by the time the Board approves CE provider. Two months could have passed and annual renewal is required. Have to apply twice a year sometimes which is more paper and more money. The process is too confusing, make an effective date and last for 12 months. They should stamp it the date of the seminar not when they receive it so that the full 12 months are given.
7. Board of Certification has their whole process online. www.bocatc.org

Board of Chiropractic Examiners
Continuing Education Provider Stakeholder Meeting Notes
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OTHER COMMENTS FROM EVALUATIONS

1. Very informative! We are close to improving quality of CE in CA. The suggestions are there, now Board should decide how to improve.
2. The whole shift to "possibly" requiring attendees to prove what they learned (Test) is huge. Do you really want to require a passing test grate to get relicensing hours? I think it should be left at the level of requiring course evaluations, standardized, and no more.
3. Great discussion. Thanks for "upping" the profession!!
4. There are many sources of CE hours/unit. The ability to access these which are not reviewed/approved would be helpful. While it was mentioned CE by other Boards is accepted, I did not see clearly defined in the current rules. Mind you I only checked via my phone during the meeting.
5. The profession is becoming (more?) of a profession and I am glad to see the Board is becoming more professional. The transition of the (approach?) from a vocation to a profession is a (not legible) but much and many (not legible) are needed to truly claim our mission.
6. I worry about over regulation.

BOARD of CHIROPRACTIC EXAMINERS
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Agenda Item 4

Review and Discussion on Possible Revisions to Sections 361-366 of Title 16 of the California Code of Regulations Regarding Continuing Education; Possible Recommendation to Full Board

Purpose of the item

This agenda item has been included as a reference to provide the Committee with an opportunity to view the current CE regulations and discuss changes to the CE language contained in Cal. Code of Regulations Sections 360-366. based on the suggestions provided at the Northern and Southern California CE Provider Qualification Focus Groups.

Background

The Licensing/Continuing Education/Public Relations Committee Members hosted two CE Provider Qualification Focus Groups in Northern and Southern California where suggestions for improvements to existing regulations were received. Although it is unlikely that the Committee will be able to draft proposed changes to existing regulations at this Committee meeting, this language will be provided as a standing item to guide the discussions in drafting the proposal.

Next Step

The Licensing/Continuing Education/Public Relations committee will discuss which continuing education regulations need to be revised and establish timeframes.

§ 360. Continuing Education Fees.

The following represents fees for continuing education:
(a) Continuing Education Provider Application Fee: $75
(b) Biennial Continuing Education Provider Renewal Fee: $50
(c) Continuing Education Course Application Fee: $50 per course. A course is defined in Section 363.

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

§ 361. Continuing Education Requirements.

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

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

hearing of cases related to petitioners seeking the reinstatement of revoked licenses or early termination of probationary licenses. A petitioner may not earn any continuing education hours for attending a board meeting on the same day in which said petitioner's hearing is conducted. The attendance of a licensee at a board meeting under this subparagraph shall be monitored and confirmed by board staff designated by the Executive Officer.
16. Any of the following as related to the practice of chiropractic:
(A) Principles of practice.
(B) Wellness. (prevention, health maintenance)
(C) Rehabilitation.
(D) Public health.
(h) With the exception of the mandatory courses specified in subdivision (e), the remaining continuing education requirements may be met by taking continuing education courses, including distance learning, that are approved by either of the following:
(1) The California Department of Industrial Relations, Division of Workers Compensation.
(2) Any Healing Arts Board or Bureau within Division 2 of the Business and Professions Code or approved by any organization authorized to approve continuing education by any Healing Arts Board or Bureau in Division 2 of the Business and Professions Code.
(i) The continuing education providers and courses referenced in subdivision (h) do not need to be approved by the Board for credit to be granted nor do they need to meet the requirements contained in Sections 362, 363, and 363.1.

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

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

(a) CONTINUING EDUCATION PROVIDER DENIAL AND APPEAL PROCESS: If an application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing with the Executive Officer regarding the reasons stated in the denial notification. The appeal must be filed within 30 days of the date of the denial notification.
The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within 30 days of the date of the Executive Officer's denial notification, request a hearing before the board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request.

Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the applicant. The board's decision shall be the final order in the matter.
(b) As used in this section, a provider is an individual, partnership, corporation, professional association, college or any other entity approved by the board to offer board approved continuing education courses to licensees to meet the annual continuing education requirements set forth in Section 361 of these regulations.
(c)(1) To apply to become an approved provider, an applicant shall complete and submit a "Continuing Education Provider Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the fee specified in Section 360(a). Applications for approval shall be submitted to the board office at least 30 days prior to a scheduled board meeting. Providers with applications that are incomplete will be notified of the deficiencies in writing within three (3) weeks from the date of receipt. Complete applications will be reviewed at the scheduled board meeting and notification of the board's decision will be provided in writing within two (2) weeks following the board meeting.
(2) The approval of the provider shall expire two (2) years after it is issued by the board and may be renewed upon the filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).
(3) Providers who were approved by the board prior to the effective date of this regulation shall renew their provider status two years from June 8, 2011 by filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).
(4) The board will not process incomplete applications nor applications that do not include the correct application fee.
(d) Providers shall:
(1) Identify an individual responsible for overseeing all continuing education activities of the provider.
(2) Provide a course roster to the board, within 30 days, upon written request. Course rosters shall include the names of all licensees, license numbers, and e-mail addresses if available. Failure to submit the roster upon written request within thirty (30) days may result in the withdrawal or denial of previous course approval and withdrawal of provider status. Providers shall maintain the course roster for four (4) years from the date of completion of the course.
(3) Maintain course instructor curriculum vitae or resumes for four (4) years.
(4) Disclose to prospective participants the names of the individuals or organizations, if any, who have underwritten or subsidized the course. Providers may not advertise, market, or display materials or items for sale inside the room while the actual instruction is taking place. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.
(5) Inform the board in writing immediately of any change to the date, time or location of the course.
(6) Provide a certificate of completion to licensees within 30 days following completion of the continuing education course. Providers shall retain records of course completion for four (4) years from the date of completion and provide records of completion to the

Board within thirty (30) days, upon written request. The certificate shall include the following information:
(A) Name and address of provider.
(B) Course title.
(C) Course approval number.
(D) Date(s) and location of course.
(E) Licensee name.
(F) License number.
(G) Printed name and signature of the provider's designated representative.
(H) Number of hours the licensee earned in continuing education, including the type of mandatory hours, and whether the hours were obtained in classroom instruction or distance learning.
(e) The Executive Officer, after notification, may withdraw approval of any continuing education provider for good cause, including, but not limited to, violations of any provision of the regulation or falsification of information, and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within 30 days of the date of the notification. The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the provider. If the Executive Officer upholds his or her decision under this subsection, the provider may, within 30 days of the date of the Executive Officer's notification, request a hearing before the board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the provider. The board's decision shall be the final order in the matter.

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

§ 363. Approval of Continuing Education Courses.

(a) Providers must complete and submit a "Continuing Education Course Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the non-refundable application fee as provided by Section 360(c) at least 45 days prior to the date of the course. Providers shall submit and complete one application for each continuing education course being offered.
(b) A "course" is defined as an approved program of coordinated instruction in any one of the subject areas as defined in Section 361(g) and given by an approved Provider. Once approved, a course may be given any number of times for one year following

approval, with the single continuing education course fee paid one time annually by the provider. A course may not consist of more than one subject area as defined in Section 361(g).
(c) The following documentation shall be submitted with each Continuing Education Course Application:
(1) An hourly breakdown of the continuing education course;
(2) A final copy of the syllabus/course schedule including seminar name, date and location of seminar, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, disclosure of expenses underwritten or subsidized by vendors of any goods, and supplies or services;
(3) A copy of the course brochure and all other promotional material to be used;
(4) A curriculum vitae for each instructor including the instructor's name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location and years of practical experience; the type, location and years of teaching experience; the type, location and years of research experience; the type, location and years of other relevant experience; and the title, journal, and date of publications.
(d) DENIAL AND APPEAL PROCESS: If a course application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing regarding the reasons stated in their denial notification, with the Executive Officer. The appeal must be filed within 30 days of the date of the denial notification.
The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within 30 days of the date of the Executive Officer's denial notification, request a hearing before the board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the applicant. The board's decision shall be the final order in the matter.
(e) Only those courses that meet the following shall be approved:
(1) No more than twelve (12) hours of continuing education credit shall be awarded to an individual licensee for coursework completed on a specific date.
(2) Each hour of continuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience. Class breaks shall be at the discretion of the instructor and shall not count towards a course hour. Providers shall furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning and conclusion of the course each day. Furthermore, the form shall state that a licensee by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of course work. Each licensee shall be responsible for signing

the "sign-in sheet" at the start and conclusion of each day's coursework, and failure to do so may invalidate credit for that day's coursework. Providers shall retain sign-in sheets for four (4) years from the date of course completion and shall provide copies to the Board within thirty (30) days upon written request.
(f) The board shall not approve the following subjects for continuing education courses: financial management, income generation, practice building, collections, self-motivation, and patient recruitment.
(g) If a provider makes a substantive change in content of an approved course, he or she shall notify the board as soon as possible of the changes prior to giving the course. A new application may be required as determined by the Executive Officer.
(h) The Executive Officer, after notification, may withdraw approval of any continuing education course for good cause, including, but not limited to, violations of any provision of this regulation or falsification of information and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within 30 days of the date of the notification. The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the provider. If the Executive Officer upholds his or her decision under this subsection, the provider may, within 30 days of the date of the Executive Officer's notification, request a hearing before the board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the provider. The board's decision shall be the final order in the matter.

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

§ 363.1. Distance Learning Courses.

In addition to the applicable requirements of Sections 362 and 363, providers of continuing education courses offered through distance learning formats, including, but not limited to, computer, Internet, manuals, compact disks, digital video, versatile discs, and audio and video tapes, shall meet all of the following:
(a) Disclose course instructors' curriculum vitae or resumes.
(b) Explain the appropriate level of technology required for a student licensee to successfully participate in the course.
(c) Make available technical assistance as appropriate to the format.
(d) Contain security measures to protect the learner's identity, course and related content from unauthorized access.

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

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

§ 364. Exemptions and Reduction of Requirement.

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

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

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

§ 365. Revoked Licenses.

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

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

§ 366. Continuing Education Audits.

The Board shall conduct random audits to verify compliance with Continuing Education requirements of active licensees. Licensees shall secure and retain certificates of completion issued to them at the time of attendance of approved Continuing Education courses for a period of four (4) years from their last renewal and shall forward these documents to the Board upon request.
Licensees who fail to retain certificates of completion shall obtain duplicate certificates, from approved Continuing Education providers, who shall issue duplicates only to licensees whose names appear on the providers' rosters of course attendees. The certificates of completion shall be clearly marked "duplicate" and shall contain the information specified in Section 362(d)(6).
Licensees who furnish false or misleading information to the Board regarding their Continuing Education hours shall be subject to disciplinary action. Providers who provide false or inaccurate verification of a licensee's participation may lose their provider status for up to ten (10) years, at the discretion of the Executive Officer. The full board's ruling, as described in Section 362(e), shall be the final order on the matter. The board or its designee shall not be restricted from inspecting, observing, or auditing any approved chiropractic course in progress, at no charge.

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

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

BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

State of California
Edmund G. Brown Jr., Governor

Agenda Item 5

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

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Purpose of the item

This agenda item has been included to provide the Committee with an opportunity to view a revised draft of the "Guide to the Chiropractic Profession" based on suggestions made at the January Licensing Committee Meeting and Board Meeting.

Background

As part of the Board's Strategic Plan, the Licensing/Continuing Education/Public Relations Committee has sought to create publications for outreach to licensees and applicants. The Committee has created the attached draft for use by individuals interested in pursuing a career in the chiropractic profession as well as those are currently licensed with the Board as a tool to guide them in obtaining and maintaining their chiropractic license.

Next Step

The Licensing/Continuing Education/Public Relations committee will review the attached draft, finalize the verbiage and approve the document for submission to the full Board at the May 2016 board meeting for final approval.

A Guide to the Chiropractic Profession:

Gettting licensed and staying licensed

BOARD *of* CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

The profession

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.

Its future

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

Getting licensed

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

- **Degree.** You must receive a Doctor of Chiropractic (D.C.) degree from a Board-approved college. For a list of these colleges, go to the Board's website, **www.chiro.ca.gov**. The curriculum includes class time as well as clinical experience hours.
- **NBCE.** Chiropractic students must pass parts I, II, III, IV, and physiotherapy of the National Board of Chiropractic Examiners (NBCE) exam to be eligible to apply for a State license.

- **Application.** Complete the *Application for a Chiropractic License*, which must include your 2-inch-by-2-inch photograph. Be sure to use the *Check Sheet for the Application for a Chiropractic License* to ensure your application packet is complete. Both forms can be found on the Board's website, **www.chiro.ca.gov**.
- **Fingerprinting.** Live Scan is a process that scans your fingerprints electronically and is mandatory for applicants who are California residents. Take the *Request for Live Scan Service* form to a Live Scan site for fingerprint scanning. Out-of-state residents must submit fingerprint cards.
- **Background check.** California chiropractic license applicants must disclose all citations/arrests on your record—whether set aside, dismissed, or expunged—in response to any direct question in any questionnaire or application for licensure.
- **Fees.** The standard license application fee is $100. The reciprocal application fee is $25. The Live Scan fingerprint services fees are paid directly to the Live Scan agency submitting the print. The fee to submit out-of-state fingerprint cards is $49.
- **CLPPE.** The California Law and Professional Practice Exam (CLPPE) is administered through computerized testing on a continuous basis. Once the Board determines the licensee applicant is qualified to take the CLPPE, the applicant will be notified by letter.

Out-of-state reciprocal applicants

Refer to the *Application for Reciprocal License to Practice Chiropractic* for a complete list of the requirements to obtain a reciprocal license in California. You can find the application on the Board's website at **www.chiro.ca.gov/forms_pubs/index.shtml**.

International applicants

Currently, the Board is unable to issue a license to applicants who do not hold a diploma from a Board-approved chiropractic college. Prior to submitting an *Application for Chiropractic License* to the Board, international applicants are encouraged to contact a California Board-approved chiorpractic college for information regarding course work needed to obtain a degree from an approved chiropractic college.

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

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

Staying licensed

Continuing education

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

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

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

License renewal

It is your responsibility to keep your license current. When renewing, do it early. Remember to read and review your completed form carefully, check all boxes, and sign the form. Also, be sure you complete all required CE hours prior to submitting the renewal form, and that your check or money order is for the correct amount of $250. Incomplete renewal forms can cause a license to become delinquent, putting your ability to work at risk.

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

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

Show it off

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

Not worth it

Be aware of and understand the top licensee violations that may result in disciplinary actions. Frequent enforcement violations include:

- **Insurance fraud**
- **Practicing with a nonvalid license**
- **Sexual misconduct, sexual abuse, or sexual relations with a patient, client, customer, or employee**
- **Excessive treatment**
- **Conviction of a crime (including DUI violation)**
- **False and/or misleading advertising**
- **Negligence/incompetence**

More information regarding possible grounds for discipline can be found in the Board's Chiropractic Initiative Act and Chiropractic Examiners Rules & Regulations. Both can be found on the Board's website, **www.chiro.ca.gov**.

For More Information

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

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