



**NOTICE OF TELECONFERENCE LICENSING &  
CONTINUING EDUCATION COMMITTEE MEETING**

May 7, 2021  
10 a.m. to 1 p.m.  
or until completion of business

Notice of Teleconference Meeting Held Under Executive Order N-29-20 (3/17/20)

FOR PUBLIC COMMENT, PLEASE LOG ON TO THIS WEBSITE:

<https://dca-meetings.webex.com/dca-meetings/onstage/g.php?MTID=e9732196b9b95dca640d55ff61ac0eb94>

***The preferred audio connection is via mobile phone.*** The phone number and access code will be provided as part of your connection to the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment. Public comments will be limited to 3 minutes per person unless, in the discretion of the Board, circumstances require a shorter period. Members of the public will not be permitted to "yield" their allotted time to other members of the public to make comments.

**Important Notices to the Public:** The Board of Chiropractic Examiners will hold this meeting via WebEx – access information is provided above. General instructions for using WebEx are attached to the agenda. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at (916) 263-5355 or e-mail [chiro.info@dca.ca.gov](mailto:chiro.info@dca.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.

**AGENDA**

- 1. Call to Order & Establishment of a Quorum**
- 2. Approval of March 25, 2021, Meeting Minutes**
- 3. Public Comment for Items Not on the Agenda**

*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.*

- 4. Review, Discussion and Possible Action to Article 6. Continuing Education Sections 361 – 363**
- 5. Review, Discussion and Possible Action on Committee’s Activities to Solicit Stakeholder Participation in Promulgating Continuing Education Regulations**
- 6. Review, Discussion and Possible Action on Scheduling Future Committee Meetings**
- 7. Public Comment for Items Not on the Agenda**  
*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.*
- 8. Future Agenda Items**  
*Note: The Committee may not discuss or take action on any matter raised during this future agenda Items 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.]*
- 9. Adjournment**

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In accordance with Executive Order N-29-20, no physical location is available for observation and public comment, so please plan to attend the meeting telephonically. Meetings of the Board of Chiropractic Examiners 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 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](http://www.chiro.ca.gov).

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# HOW TO – Join – DCA WebEx Event

The following contains instructions to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

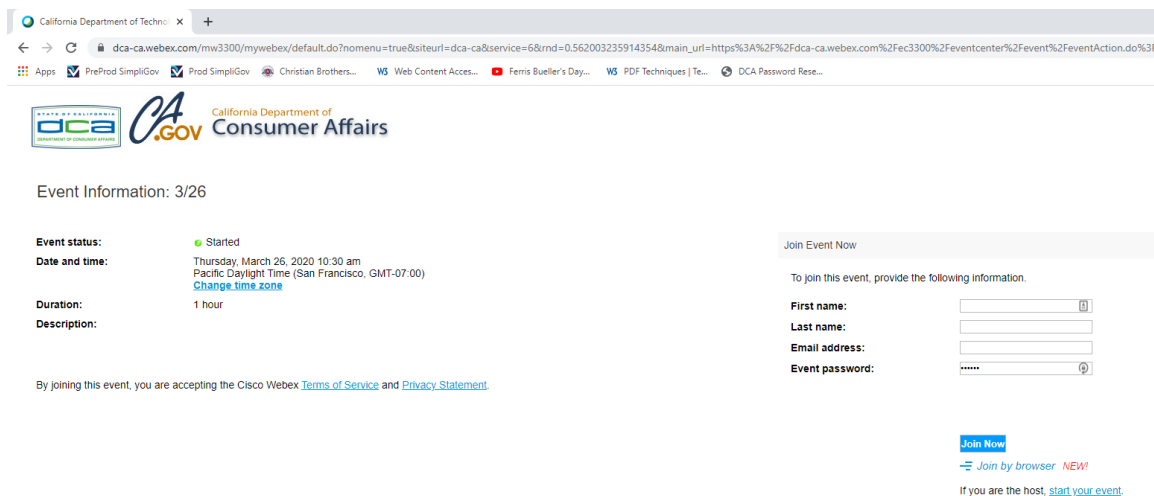
NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

Meeting Link: <https://dca-meetings.webex.com/dca-meetings/onstage/g.php?MTID=e9732196b9b95dca640d55ff61ac0eb94>

Event / Meeting Number: 187 687 1582

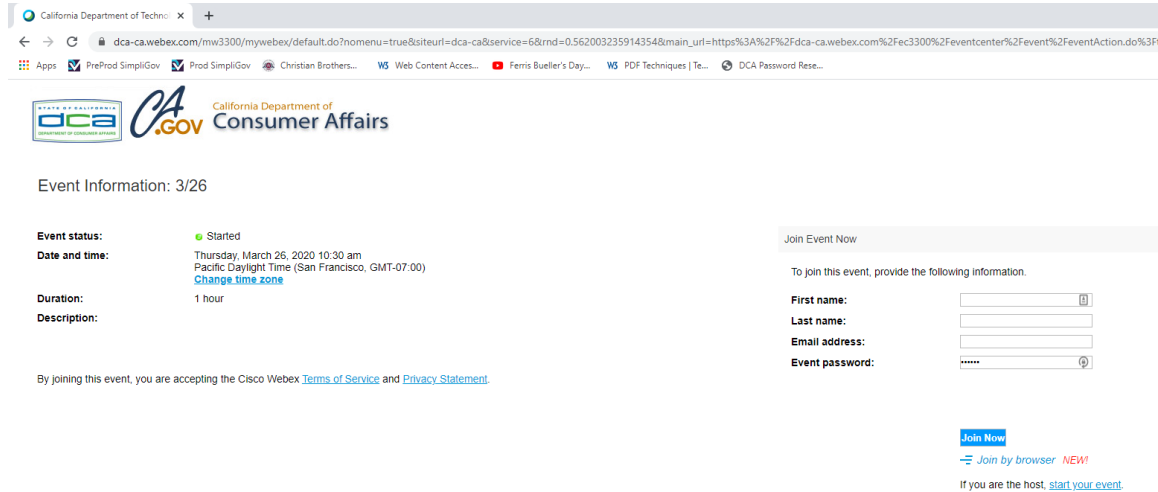
Password: BCE572021



2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.

NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.

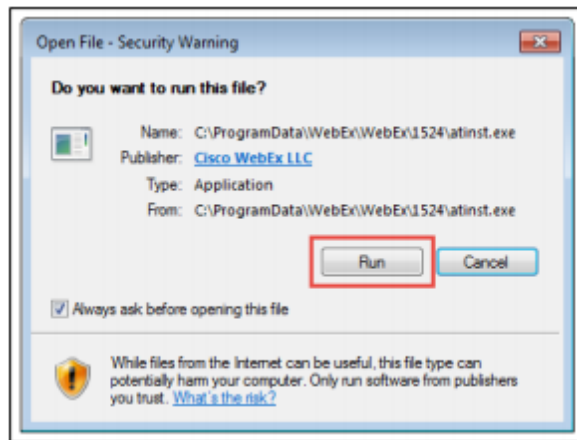
# HOW TO – Join – DCA WebEx Event



3. Click the 'Join Now' button.

**NOTE:** The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.

## HOW TO – Join – DCA WebEx Event

### Starting Webex...



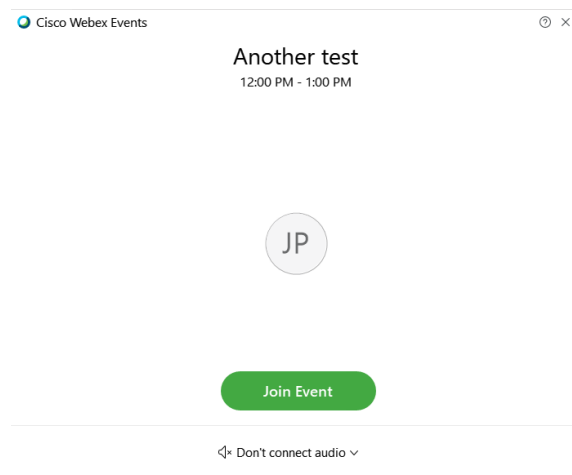
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.
6. A dialog box will appear at the bottom of the page, click 'Run'.



The temporary software will run, and the meeting window will open.

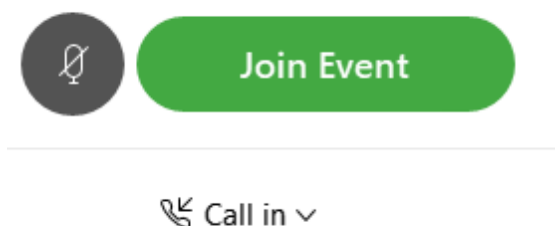
7. Click the audio menu below the green 'Join Event' button.



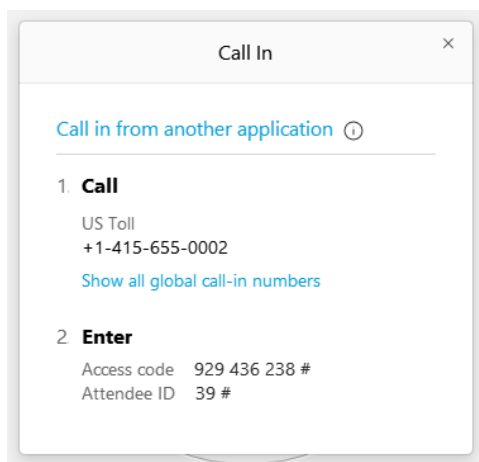
8. When the audio menu appears click 'Call in'.

## HOW TO – Join – DCA WebEx Event

9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.



10. Call into the audio conference with the details provided.

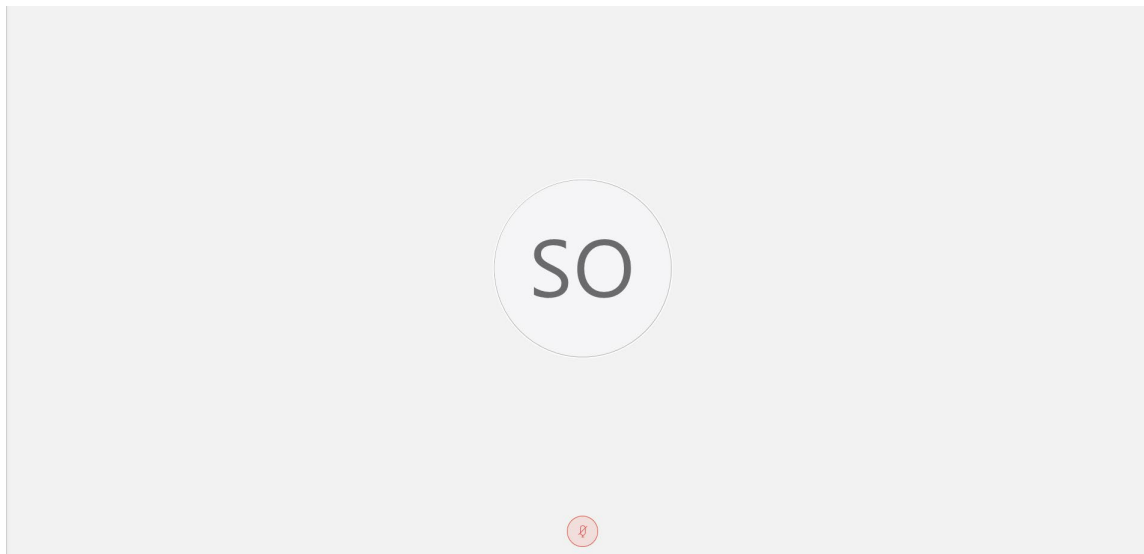


**NOTE:** The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

## HOW TO – Join – DCA WebEx Event

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

Congratulations!

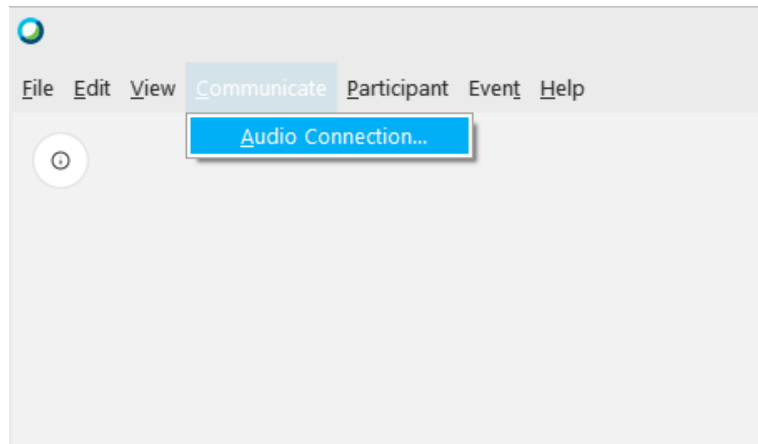


**NOTE:** Your audio line is muted and can only be unmuted by the event host.

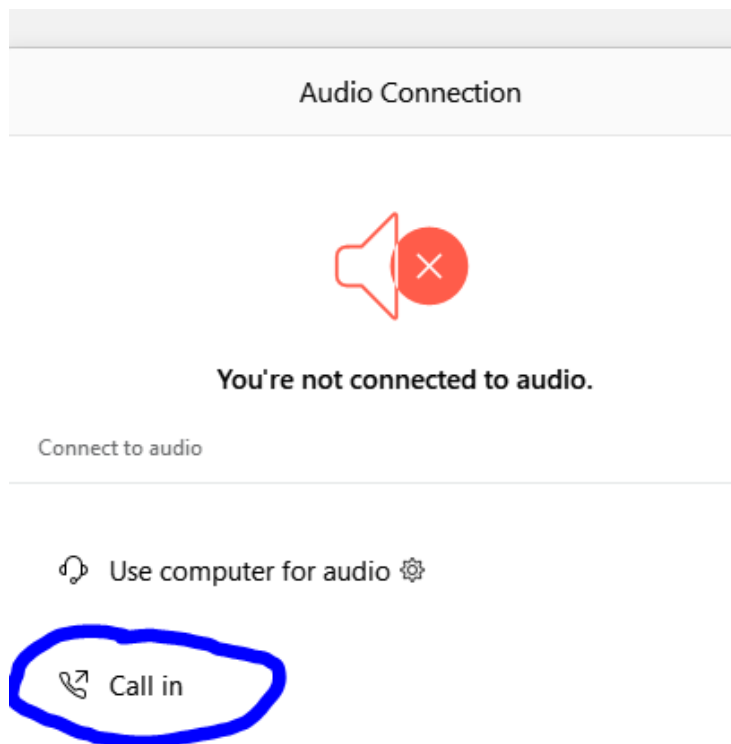
If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

## HOW TO – Join – DCA WebEx Event



The 'Call In' information can be displayed by selecting 'Call in' then 'View'

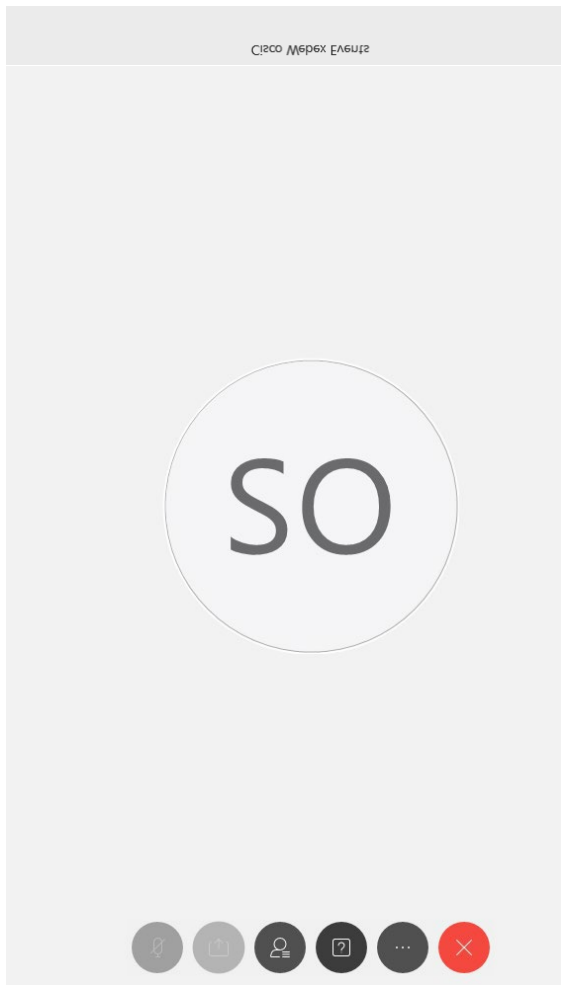


You will then be presented the dial in information for you to call in from any phone.

## HOW TO – Join – DCA WebEx Event Participating During a Public Comment Period



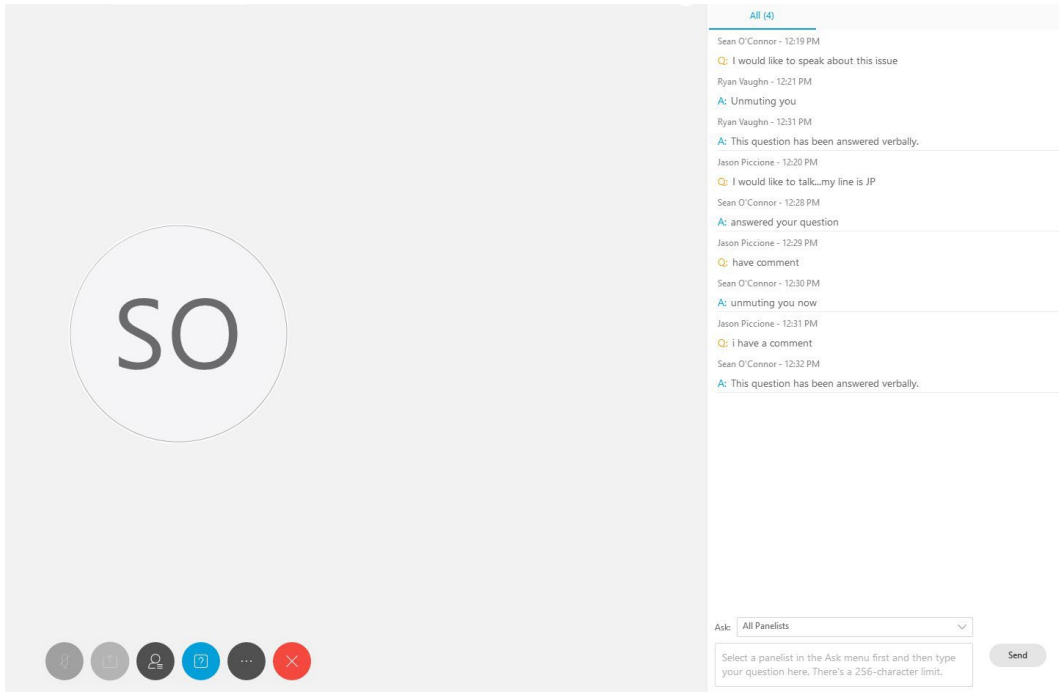
At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

**NOTE:** The 'Q and A' button will only be available when the event host opens it during a public comment period.

## HOW TO – Join – DCA WebEx Event



To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

**NOTE:** Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.



**Agenda Item 2**  
**May 7, 2021**

**Approval of March 25, 2021, Meeting Minutes**

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**Purpose of the item**

The Licensing and Continuing Education Committee will review the March 25<sup>th</sup>, 2021 Committee Meeting minutes.

**Action(s) requested**

The Committee will be asked to make a motion to approve the March 25<sup>th</sup>, 2021 Committee Meeting minutes.

**Background**

N/A

**Recommendation(s)**

N/A

**Next Step**

N/A

**Attachment(s)**

- Meeting minutes from the March 25<sup>th</sup>, 2021 Licensing & Continuing Education Committee Meeting.

**Board of Chiropractic Examiners  
TELECONFERENCE MEETING MINUTES  
Licensing & Continuing Education Committee  
March 25, 2021**

Teleconference Meeting

**Committee Members Present**

Dionne McClain, D.C., Chair  
Laurence Adams, D.C.

**Staff Present**

Robert Puleo, Executive Officer  
Kristin Walker, Assistant Executive Officer  
Dixie Van Allen, Staff Services Manager I  
Natalie Boyer, Continuing Education Analyst  
Amanda Campbell, Continuing Education Analyst  
Michael Kanotz, Attorney III

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

Dr. McClain called the meeting to order at 1:03 pm.

Dr. Adams called roll. All members were present. A quorum was established.

**2. Approval of November 6, 2020, Meeting Minutes**

**MOTION: DR. ADAMS MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 6<sup>th</sup>, 2020 LICENSING & CONTINUING EDUCATION COMMITTEE MEETING.**

**SECOND: DR. MCCLAIN SECONDED THE MOTION.**

Discussion: Dr. Adams was curious if further discussion would occur around in-person and video conferencing courses.

Dr. McClain responded that further discussion would occur and that the full Board would have the opportunity to review and approve the language of the continuing education (CE) regulations.

Public Comment: There was none.

**VOTE: 2 - 0, (DR. MCCLAIN – AYE, DR. ADAMS – AYE)  
MOTION CARRIED.**

### **3. Discussion and Possible Action Regarding the Federation of Chiropractic Licensing Boards – Providers of Approved Continuing Education Presentation from the January 28, 2021, Board Meeting**

Ms. Boyer provided a synopsis of the agenda topic to the Committee Members. At the January 28<sup>th</sup>, 2021 Board Meeting, the Board had the opportunity to hear from Dr. Jon Schwartzbauer, Executive Director of Providers of Approved Continuing Education (PACE), and Ms. Kelly Webb, PACE Coordinator. Ms. Boyer went on to describe the two options available to regulatory boards when creating a PACE partnership; accepting all PACE providers and their CE courses or accepting PACE providers and utilizing an alternate CE course application, PACE Pre-Check application, so board staff can continue to review and approve individual CE courses. The Committee currently has the opportunity for further discussion and to potentially determine how they want to incorporate PACE into the California CE regulations.

Dr. McClain shared that several Board Members had raised concerns over the quality assurance of CE courses, as PACE reviews and approves the providers but does not review each specific course that a provider offers. Instead, PACE relies on feedback from licensees to quality check courses.

Ms. Boyer agreed with Dr. McClain's assessment. PACE conducts a very robust review of providers prior to them being certified, but the review does not extend into each individual CE course the provider offers. Dr. Schwartzbauer and Ms. Webb mentioned that among their participating boards and licensees they have a watchdog type network and are notified quickly if a course does not hold up to licensees' expectations.

Mr. Puleo added that the courses might not always align with the subject areas identified in our regulations and it seemed that the Board Members wanted to retain review of courses to ensure the subject areas and content were compatible with our regulation requirements.

Dr. McClain shared that she wished to continue to have input and control of the CE course review, as California has specific requirements in regulations. Dr. McClain went on to inquire if PACE would continue to keep records of licensees' participation in courses if we chose to accept the PACE Pre-Check model.

Mr. Puleo stated that if the Board retained the authority to review CE courses it would fall on the Board to approve the content. PACE acted as an accreditation type model for CE providers, similar to the Council on Chiropractic Education (CCE).

Dr. Adams brought up a concern from the January presentation, that while PACE vets the provider's organization, there was some confusion over if the individual course instructors were vetted for credentials and education.

Mr. Puleo mentioned that PACE would likely ensure that the instructors met a certain standard. He went on to state that Board staff currently reviews CE course instructor's curriculum vitae during the course review process and this process would continue when reviewing PACE provider's courses.

Dr. Adams clarified that Board staff would be reviewing and approving the instructors as part of the CE review process even for PACE certified providers.

Mr. Puleo agreed.

Dr. Adams also inquired if PACE provided information on how they tracked participant attendance for online courses or if they offered quizzes throughout the CE courses.

Mr. Puleo couldn't recall but stated that it would be up to the Board to evaluate the course's methods for tracking participant engagement and attendance in a virtual course.

Ms. Boyer added that the PACE website had the proposed criteria revisions for how they vet a provider and one area that would be modified were the requirements surrounding offering a distance learning course. Many areas would be made stricter and hopefully address the concerns raised by Dr. Adams and the other Board Members.

Ms. Boyer went on to highlight the examples that had been included in the meeting packet. The first showcased the PACE Pre-Check application process implemented by the Oklahoma Board of Chiropractic Examiners. They allow PACE approved providers to utilize this alternate CE course application and the Oklahoma Board staff review each course submitted. The second example is from the New Hampshire Board of Chiropractic Examiners where they just recently adopted regulations to accept all PACE approved providers and the CE courses those providers offer. Ms. Boyer concluded that from the conversations by the Committee today and from the Board at the January meeting, it seemed like members were learning towards the Pre-Check model.

Dr. McClain agreed with that assessment.

Dr. Adams agreed and went on to inquire about the fee structure for the PACE Pre-Check application. He asked for the Board's current CE fees.

Ms. Boyer stated that the initial CE provider application fee was \$84 and the biennial renewal fee was \$56. The CE course application fee was \$56.

Dr. McClain inquired how the Board's fees compared to other healthcare professions and other states.

Mr. Puleo responded that the Board's fees were lower than others but the Board's review process for CE providers required minimal workload. Depending on the potential changes made to the CE regulations, if a more robust review process was required, it would be very likely that the Board would need to increase fees.

Dr. Adams mentioned that the CE course review fee listed on the Oklahoma Pre-Check application in the material packet was \$300, the fee would increase with the potential adoption of the PACE Pre-Check model.

Mr. Puleo responded that the \$300 fee was from the Oklahoma Pre-Check application, not the required fee of working with PACE. Mr. Puleo agreed that it was likely the Board would need to increase the course review fee, once a fee analysis occurred.

Dr. Adams inquired about the fee that PACE charged for new providers.

Ms. Boyer responded that PACE charged \$500 for the initial provider application and then \$2,000 every year for continued PACE recognition, for the for-profit organizations. And for the Oklahoma Board example, CE providers would pay an additional \$300 per each CE course they submitted to the Board.

Mr. Puleo acknowledged that the California CE course fee was too low compared to the workload that staff invested in the review process.

Dr. Adams summarized that the PACE process would be available for those California providers who wanted to move on to become a national CE provider. The Board was not removing the process to become an approved provider through the Board's application process.

Mr. Puleo agreed.

Dr. McClain mentioned that the fee was only remaining at \$56 until the CE regulations were completed and adopted by the Board.

Mr. Puleo agreed and went on to explain that there would be a thorough analysis of how the Board came up with a fee change and justification provided to the Office of Administrative Law (OAL), before it could be adopted into the regulations. Mr. Puleo stated that an added benefit of working with PACE is that they would hold their providers accountable for any negative course feedback.

Dr. McClain appreciated the insight and felt it was appropriate to acknowledge there would be a fee change as the Board tried to make the CE course review process more thorough.

Dr. Adams again clarified that the Committee would be recommending adding a PACE partnership into the regulations as an option for CE providers, the Board was not removing the process to become a California CE provider with the current application and \$84 fee.

Ms. Boyer agreed that becoming a PACE provider would be completely optional for California providers. Ms. Boyer added that licensees would also benefit from a broader spectrum of CE class options to choose from.

Dr. Adams inquired if PACE would communicate with their providers about applying to California with the PACE Pre-Check application, to prevent PACE providers from marketing courses to California licensees prior to Board approval.

Mr. Puleo stated that PACE approval did not mean the states would accept all the provider's courses.

Mr. Kanotz advised the Committee that the fee structure could be found in Business and Professions Codes and that a statutory change would be needed for any future fee changes.

Dr. McClain inquired if there was any more discussion on the topic.

Ms. Boyer responded that she did not have anything else to include but wanted the Committee to know that Ms. Kelly Webb from PACE was on the WebEx call, and if the Committee wished, they could ask more questions.

Dr. McClain requested comments from Ms. Kelly Webb.

Ms. Kelly Webb greeted the Committee and stated that Board staff had a very good understanding of the PACE program.

Dr. McClain inquired about the changes PACE was proposing to the monitoring process for distance learning courses.

Ms. Webb responded that they would be requiring providers to have a mechanism to verify how long an individual was engaged in a virtual course, items like keyboard timeouts and periodic exams. They would require verification that a licensee couldn't earn credit in multiple courses simultaneously and would require technology that tracked the participant's engagement in the course in real time with date stamps.

Dr. McClain thanked Ms. Webb for her participation.

Mr. Kanotz advised the Committee that it would be appropriate to pass a motion recommending the Committee's decision to the full Board.

**MOTION: DR. MCCLAIN MOVED TO RECOMMEND TO THE FULL BOARD THE ADOPTION OF LANGUAGE INTO THE CONTINUING EDUCATION REGULATIONS TO ACCEPT PACE CERTIFIED PROVIDERS, WHILE MAINTAINING CONTROL OVER THE REVIEW AND APPROVAL OF CONTINUING EDUCATION COURSES THROUGH USE OF THE PACE PRE-CHECK APPLICATION.**

**SECOND: DR. ADAMS SECONDED THE MOTION.**

Discussion: There was none.

Public Comment: Dr. Marcus Strutz, chiropractor and CE provider with Back to Chiropractic CE Seminars, had several questions for the Committee. Dr. Strutz was not clear why the Board would want to give up authority in vetting CE providers, he felt it had minimal workload but still earned a fee for the Board. Dr. Strutz went on to say that approving PACE providers would flood the state with PACE providers, which would not be agreeable to many California based providers. Dr. Strutz reminded the Committee that PACE had a commission structure tied to each of their CE courses. A per person fee that PACE collected from the providers, so any California provider choosing to move to the national level would also incur that cost. Dr. Strutz suggested not having providers renew their status every two years, instead allow



providers and courses to be approved for several years, which would reduce the overall workload for staff.

Public Comment: Dr. Cynthia Tays, California licensee, former Board Chair of the Texas Board of Chiropractic Examiners and current PACE reviewer, shared her views that the PACE provider review process was extensive and surpassed what many state regulatory boards were able to provide. Dr. Tays acknowledged that she had denied providers during the PACE review, due to inadequate documentation, but those same providers are offering courses in other states that did not have PACE.

Discussion: Dr. Adams sought clarification that PACE would not be tasked with re-vetting all California's current providers. Working with PACE would be optional for California providers.

Ms. Boyer and Mr. Puleo confirmed Dr. Adams' statement.

**VOTE: 2 - 0, (DR. MCCLAIN – AYE, DR. ADAMS – AYE)  
MOTION CARRIED**

**4. Review, Discussion and Possible Action to Article 6. Continuing Education Sections 361 – 366.**

Ms. Boyer introduced the review process the Committee had undergone for Article 6. Continuing Education over the past several Committee Meetings. It was brought before the Committee to review all proposed changes in the CE regulations document, including new forms, applications and resources that Board staff has developed.

Dr. McClain advised the public that while the document was lengthy, the Committee would be diligent in their review and any items not covered at the present meeting would be picked up at a later date.

Ms. Boyer began on the first page of the draft document: Article 6. Continuing Education Sections 361-366.

Ms. Boyer pointed out the reference to the Business and Professions Code that lists the current fees. Any future changes to the fee schedule would be notated in Section 360.

Dr. Adams inquired how the fee changes had been determined and how long the process took back when they were changed in 2019.

Mr. Puleo responded that an independent auditing firm analyzed staff work and processes relative to the Board fees for that work and provided a suggested fee increase. The Board then took the fee analysis to the Legislature for bill sponsorship.

Ms. Boyer added that the fee schedule was proposed in SB 1480 (Hill), which was approved by the California Legislature and signed by Governor Brown on September 2018. The fees went into effect on January 1, 2019.

Ms. Van Allen mentioned that the CE fees were not considered as in-depth as other Board processes and fees because the changes to the CE regulations were not finalized.

Ms. Boyer went on to Section 361, noting the title change. This change would ensure licensees knew this specific section related to their CE requirements. Ms. Boyer brought the Committee's attention to subsection (e) (1) – (4) that identified the mandatory hours and competencies.

Ms. Boyer reminded the Committee of the public comment provided at the November 2020 Committee Meeting by Dr. Marcus Strutz, where he encouraged the Committee to re-evaluate the mandatory hours associated with Competency 2: Chiropractic Adjustment/Manipulation. Dr. Strutz proposed six to eight mandatory hours in Competency 2 versus the four hours currently listed.

Dr. McClain inquired if the full Board had already discussed the breakdown for mandatory hours.

Ms. Boyer responded that the Board discussed mandatory CE hours at the June or July 2018 full Board Meeting. Ms. Boyer reminded the Committee that the full Board had not discussed mandatory CE hours since that meeting.

Dr. McClain recalled that mandatory hours was a topic decided on by all Board Members, she did not have further thought on changing the breakdown in hours.

Dr. Adams stated that based on all the required competencies, he wasn't sure where hours could be removed to increase those dedicated to Competency 2, while still keeping the total amount at fourteen.

Dr. McClain recalled that the Board had come to a decision for mandatory hours and subject areas based on what the Board was seeing in disciplinary issues, areas of concern and progress towards the future. Dr. McClain also advised that licensees were able to take as many hours as they wished in adjustive technique but these were the minimum requirements set by the Board.

Dr. Adams appreciated the history on the Board's decision and went on to state that he was in agreement with keeping the four hours in Competency 2 but, as it dealt with the core discipline of chiropractors, he would also be in favor of increasing that number as well.

Ms. Boyer stated that she had highlighted this discussion for future Committee and Board input. Ms. Boyer went on to subsection (g) and the methods that a licensee could earn CE credit. The previous subject areas have been stricken from the regulation and had been replaced with the competencies model.

Dr. Adams inquired why some of the subject areas were removed from the regulations.

Ms. Boyer responded that the competency model was based on the competencies that the CCE utilized when evaluating a new chiropractic program or college for accreditation. The competency model was more robust and expansive than the subject areas currently identified

in regulation and staff had reviewed each subject area to determine there was a fit within the new competency model. Ms. Boyer went on to explain that it would be up to the provider to determine how their curriculum matched the learning objectives under the competency and provide adequate documentation to support their requested competency in their application.

Dr. McClain added that in the current regulations the subject areas were provided in a list without any details about the objectives that needed to be reached which was why the Committee switched to the competency model as it provided more information about learning objectives.

Dr. Adams provided the example of nutrition and asked if it would be up to the provider to determine which competency area nutrition could be taught under.

Ms. Boyer agreed and with the example of nutrition a provider could choose, based on the learning objectives, to present the material under Competency 6: Health Promotion and Disease Prevention. It would be up to the provider to offer the rationale and research to support their request.

Dr. Adams agreed.

Dr. McClain inquired about subsection (g) (5), for how licensees could earn credit when participating as an examiner for the National Board of Chiropractic Examiners (NBCE) exams, she thought more clarification would be needed as the examination day was broken up into several parts but the regulation stated earning six hours for an examination period.

Ms. Boyer stated that this language was previously in another section of the regulation and had not been changed, she went on to state that the language could include more parameters to make it clearer.

Ms. Van Allen responded that she would look back at the original regulation document to determine how that definition was decided on.

Dr. McClain offered that if the language could be clearer, like it was in subsection (g) (4), that it would be helpful for licensees.

Ms. Boyer directed the Committee's attention to the Continuing Education Competency document included in the meeting materials. Ms. Boyer introduced the eight competencies that would make up the subjects that licensees would take for CE credit and what a provider could offer courses in.

Dr. Adams asked for clarification for why Curricular Objective B. "Acknowledge the need for, and apply cultural sensitivity in, communications with patients and others" was included in Competency 3: Communication and Record Keeping. He inquired if the Board could potentially get in trouble if a participant in a course did not feel comfortable with the nature of the course content. He also inquired if this content was directed at the practitioner's interactions with patients.

Dr. McClain responded that when the Board originally discussed the changes surrounding the CE subject areas, they discussed the need for there to be diverse cross-cultural sensitivity training for practitioners. Dr. McClain acknowledged that the future of medical care required healthcare providers were competent in cross-cultural sensitivity and diversity.

Ms. Boyer added that in light of some of the enforcement cases that the Board has seen, the Committee wanted an avenue for the nuances of appropriate interactions to be covered for practitioners.

Dr. Adams inquired what type of infractions licensees have received in this area. Dr. Adams also asked what type of content an instructor would cover with a 'cultural sensitive' objective.

Dr. McClain stated that similar to private organizations, diversity training or the lack thereof, could create situations that could become problematic. It behooves the Committee to recommend diversity and cultural sensitivity training. Dr. McClain went on to say that in Competency 6: Health Promotion and Disease Prevention, there was an objective to "identify public health issues in diverse populations". There were health disparities in diverse populations where there should be training for licensees and their staff to foster better interactions and outcomes in treating and protecting the public.

Dr. McClain also added that while she did not have a particular enforcement case to share, she did feel cultural considerations were similar to any other contraindication when treating a patient.

Dr. Adams feared that without specific enforcement examples of what this curricular objective described, it could be left open to interpretation.

Dr. McClain responded that the Committee was attempting to not be overly rigid with the language because there was a broad scale of what could fall into 'cultural sensitivity'. Dr. McClain brought forward two examples of religious sensitivity with a Muslim patient and gender sensitivity with a transgender patient and how these two scenarios could differ in approach to patient care.

Dr. Adams acknowledged the need for cultural sensitivity, but from a Board perspective, he felt concerned in how it would be incorporated into a CE course.

Dr. McClain stated that should a provider wish to offer a course on record keeping, they should include components regarding cultural sensitivity and how to ensure there are no problematic questions on the patient forms. The topic could include both written and spoken communication.

Dr. McClain went on to acknowledge the time constraints the Committee was working under for the meeting and that this topic could be continued at a later time.

Dr. Adams agreed. He went on to state his hopes that the Committee could meet for a longer period of time and schedule a meeting sooner to continue the regulations discussion.

Ms. Boyer acknowledged that the Committee would resume where they had left off at the next scheduled meeting.

Dr. McClain called for public comment but advised the meeting moderator that comments would be kept at one minute.

Public Comment: Dr. Strutz shared that he had been providing continuing education courses for 20 years and he would like to be invited to be a consultant for the regulations process, as he feels he is involved with many topics the Committee has not considered. He also feels that Committee Meetings should be more frequent to complete the regulations process.

#### **5. Public Comment on Items Not on the Agenda**

Public Comment: Zakaria Yehia, student at Life Chiropractic College West, shared his desires that minor surgery and pharmacology be added to the curriculum at Life Chiropractic College. He felt that students did not have advanced emergent skills for their careers, he also has concerns over the limited scope of practice for chiropractic.

#### **6. Future Agenda Items**

There were none.

#### **7. Adjournment**

Dr. McClain adjourned the meeting at 3:06 p.m.



**Agenda Item 4  
May 7, 2021**

**Review, Discussion and Possible Action to Article 6. Continuing Education  
Sections 361 – 363**

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**Purpose of the item**

The Licensing and Continuing Education (CE) Committee will review and discuss the proposed changes to Article 6. Continuing Education Sections 361-363.

**Action(s) requested**

Staff requests an exploratory discussion regarding policy topics and regulatory language changes.

**Background**

At the March 25<sup>th</sup>, 2021 Licensing and CE Committee Meeting, the Committee began the review of Article 6. The Committee reviewed Section 360 and began the review of Section 361 prior to the meeting concluding. The Committee will continue with the review of Section 361 through Section 363, along with any additional forms, applications or documents included as reference in the regulations.

**Recommendation(s)**

N/A

**Next Step**

N/A

**Attachment(s)**

- DRAFT Article 6. Continuing Education Sections 361-363
- DRAFT Continuing Education Competencies
- DRAFT Continuing Education Provider Application
- DRAFT Continuing Education Event Application
- DRAFT PACE Pre-Check Application

**Board of Chiropractic Examiners DRAFT language**  
**Article 6. Continuing Education**

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**§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.~~

For fees related to continuing education applications, reference Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code.

**§361. Continuing Education Requirements for Chiropractic Licensees.**

- (a) For purposes of this section, "implementation date" means ~~two years following June 8, 2011~~ one year following "DATE".
- (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 courses 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~~ "DATE" that meet the requirements in effect on the date the hours were accumulated, will be accepted by the ~~b~~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.~~ fourteen (14) mandatory hours in the following areas:
  - (1) A minimum of four (4) hours in Competency 1: Assessment and Diagnosis,

- (2) A minimum of four (4) hours in Competency 2: Chiropractic Adjustment/Manipulation.
- (3) A minimum of two (2) hours in Competency 3: Communication and Record Keeping,
- (4) A minimum of four (4) hours in Competency 4: Professional Ethics and Jurisprudence, which shall include one (1) hour completed annually in professional boundaries content and one (1) hour completed annually in “Top Enforcement Violations” document which shall be provided by the Board,

(f) With the exception of the mandatory hours referenced in subdivision (e), the remaining ~~eighteen (18)~~ ten (10) hours of additional continuing education requirements may be met by taking courses in any of the ~~subject areas~~ competencies listed in subdivision (g) or courses taken pursuant to subdivision (h). The ~~eighteen (18)~~ ten (10) hours may include any combination of continuing education courses in ~~subject areas~~ competencies 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: The following are methods to earn continuing education credit:

- ~~1. Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach; the vertebral subluxation complex and somato-visceral reflexes including their relationships between disease and health; and other chiropractic theory and philosophy.~~
- ~~2. Instruction in basic sciences of anatomy, histology, neurology, physiology, nutrition, pathology, biochemistry or toxicology.~~
- ~~3. Instruction in various basic to comprehensive history taking and physical examination procedures, including but not limited to orthopedic, neurological and general diagnosis related to evaluation of the neuro-musculoskeletal systems, and includes general diagnosis and differential diagnosis of all conditions that affect the human body.~~
- ~~4. Diagnostic testing procedures, interpretation and technologies that aid in differential diagnosis of all conditions that affect the human body.~~
- ~~5. Chiropractic adjustive techniques or chiropractic manipulation techniques.~~
- ~~6. Pain management theory, including, but not limited to, current trends in treatment and instruction in the physiology and anatomy of acute, sub-acute and chronic pain.~~
- ~~7. Physiotherapy.~~
- ~~8. Instruction in Manipulation Under Anesthesia including the safe handling of patients under anesthesia.~~



~~9. Instruction in the aspects of special population care, including, but not limited to, geriatric, pediatric, and athletic care as related to the practice of chiropractic.~~

~~10. Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of evaluation, treatment and progress of a patient. This is not to include practice building or patient recruitment/retention or business techniques or principles that teach concepts to increase patient visits or patient fees per case.~~

~~11. Ethics and law: including but not limited to: truth in advertising; professional boundaries; mandatory reporting requirements for child abuse/neglect, elder abuse/neglect; spousal or cohabitant abuse/neglect; sexual boundaries between patient and doctors; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California.~~

~~12. Adverse event avoidance, including reduction of potential malpractice issues.~~

~~13. Pharmacology, including side effects, drug interactions and the pharmacodynamics of various commonly prescribed and over the counter drugs; drug reactions and interactions with herbs, vitamins and nutritional supplements; blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of drug testing strips or kits utilizing urinalysis, saliva, hair and nail clippings.~~

~~14. A licensee may earn up to a maximum of two (2) hours of continuing education credit in cardiopulmonary resuscitation, basic life support or use of an automated external defibrillator.~~

(1) Attend a Board approved continuing education event in Competencies 1 through 8, identified in the “Continuing Education Competencies” document (Revision date “DATE”), which is hereby incorporated by reference. No more than twelve (12) hours of continuing education credit shall be awarded to an individual licensee for coursework completed on a specific date.

Licensees may take twelve (12) hours of continuing education credit as in-person classroom courses including two-way video conferencing courses and twelve (12) hours of continuing education credit as distance learning courses.

(A) The following competencies are restricted to specified education formats:

(i) Hours taken in Competency 2 – Chiropractic Adjustment/Manipulation may only be taken as an in-person classroom event, Competency 2 is excluded from two-way video conferencing and distance learning platforms.

~~15. (2) Attend a 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 ~~h~~Board meeting on the same day in which said petitioner's hearing is conducted. The attendance of a licensee at a ~~h~~Board meeting under this subparagraph shall be monitored and confirmed by ~~h~~Board staff designated by the Executive Officer.

(3) Complete a PACE-approved course through a PACE accredited provider in a qualifying competency area.

(4) A licensee who participates in the entire two (2) day workshop as a Subject Matter Expert for the purpose of exam development of the California Law and Professional Practice Examination will receive one (1) hour of CE credit for each hour volunteered, up to a maximum of sixteen (16) hours.

(5) A licensee who participates as an examiner for the entire Part IV 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 event administered 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.

~~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:

i. The California Department of Industrial Relations, Division of Workers Compensation.

ii. 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.

iii. 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, 362.1, 363, and 363.1.

### **§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 the Board's Review Committee to appeal the denial.~~

~~The Executive Officer shall schedule the requested hearing at a future board meeting meeting with the Review Committee no but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board meeting with the Review Committee, the Executive Officer shall provide written notification of the board's Committee's decision to the applicant. The board's Committee's decision shall be the final order in the matter.~~

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

~~(b) The Board recognizes the Federation of Chiropractic Licensing Boards Providers of Approved Continuing Education (FCLB PACE) Recognized Providers as satisfying the requirements of the Board for continuing education provider approval. The Board, however, reserves the approval authority for all continuing education events, based requirements identified in Section 363 and 363.1.~~

~~(c)(1) To apply to become an Board approved provider, an applicant shall complete and submit a "Continuing Education (CE) Provider Application" form (Revision date ~~02/10~~ "DATE") which is hereby incorporated by reference, and pay the fee specified in Section 360(a) Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code. 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) (d) 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 (CE) Provider Application" form (Revision date ~~02/10~~ "DATE") and fee specified in Section 360(b) Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code.~~

~~(3)~~ (e) Providers who were approved by the ~~b~~Board prior to the effective date of this regulation shall renew their provider status two years from ~~June 8, 2011~~ "DATE" by filing of the "Continuing Education (CE) Provider Application" form (Revision date ~~02/10~~ "DATE") and fee specified in ~~Section 360(b)~~ Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code.

~~(4)~~ (f) The ~~b~~Board will not process incomplete applications nor applications that do not include the correct application fee.

### **§362.1 Continuing Education Provider Duties and Responsibilities.**

~~(d)~~ (a) As part of a Provider's duties and responsibilities, they shall:

(1) Identify a primary and secondary individual responsible for overseeing all continuing education activities of the provider.

(2) Provide a course roster to the ~~b~~Board, within thirty (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 ~~b~~Board in writing immediately of any substantial changes, including but not limited to: the date, time, instructor or location of the course; and provide changed advertising or marketing material for the course. The Board shall have fourteen (14) days to process and approve or deny the submitted changes, the provider may not enact changes without the Board's written approval. A new application may be required as determined by the Executive Officer.

(6) Provide a certificate of completion to licensees within thirty (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, the qualifying competency satisfied~~ and whether the hours were obtained in as in-person classroom instruction, two-way video conferencing or distance learning.

**§362.2. Continuing Education Providers Notice of Violation.**

(a) Failure to comply with the duties and responsibilities outlined in Section 362.1 may result in a 'notice of violation' to the provider.

(1). The 'notice of violation' to the provider shall consist of the provider's business name, the responsible party's contact name, identify the violation and the timeframe the violation may be made available to the public.

(2) The notice will be disclosed to the public through the Board's website for the duration of the provider's approval timeframe and/or no less than one year.

**§362.3. Continuing Education Providers Cause for Withdrawal of Approval.**

(a) The Board may withdraw its approval of a provider status for causes that include, but are not limited to, the following:

(1). Any material misrepresentation of fact by a provider or applicant of any information required to be submitted to the Board;

(2). Failure to submit a course roster upon written request, by the Board, within thirty (30) days;

(3). Failure to administer business responsibilities; including failure to notify the Board of substantial changes to the course date, time, instructor or location, changes to marketing materials, maintaining attendance records and/or creating and maintaining course completion certificates.

**§362.4. Continuing Education Providers Cause for Denial.**

(a) The Board may deny a provider application for causes that include, but are not limited to, the following:

(1). Any material misrepresentation of fact by a provider or applicant of any information required to be submitted to the Board;

(2). Failure to submit a course roster upon written request, by the Board, within thirty (30) days.

(3). Failure to administer business responsibilities; including failure to notify the Board of substantial changes to the course date, time, instructor or location, changes to marketing materials, maintaining attendance records and/or creating and maintaining course completion certificates.

**§362.5. Continuing Education Providers Appeal Process.**

~~(e)(1).~~ The Executive Officer, after notification, may withdraw approval of any continuing education provider for ~~good cause, including, but not limited to,~~ a violations of any provision of the regulation ~~identified in Section 362.1 and 362.3 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~~ If an appeal is sought, it must be filed within thirty (30) days of the date of the notification. The Executive Officer shall schedule the informal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal hearing, the Executive Officer shall provide written notification of his or her the decision to the provider. If the Executive Officer upholds his or her the decision under this subsection, the provider may, within thirty (30) days of the date of the Executive Officer's notification, request a hearing before the board a meeting before the Board's Review Committee to appeal the Executive Officer's decision. The Review Committee shall be made up of the standing members in the Licensing & Continuing Education Committee. The Executive Officer shall schedule the requested hearing at a future board meeting but not no later than one hundred and eighty (180) days following receipt of the request. Within ten (10) days of the hearing before the board Review Committee's meeting, the Executive Officer shall provide written notification of the board's Committee's decision to the provider. The board's Review Committee's decision shall be the final order in the matter.

~~(e) CONTINUING EDUCATION PROVIDER DENIAL AND APPEAL PROCESS:~~

(2). 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 appeal hearing with the Executive Officer regarding the reasons stated in the denial notification. The appeal

must be filed within thirty (30) days of the date of the denial notification. The Executive Officer shall schedule the informal appeal hearing within thirty (30) days of receipt of the appeal request. Within ten (10) days following the informal appeal hearing, the Executive Officer shall provide written notification of the decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within thirty (30) days of the date of the Executive Officer's denial notification, request a meeting before the Board's Review Committee to appeal the denial. The Review Committee shall be made up of the standing members in the Licensing & Continuing Education Committee.

The Executive Officer shall schedule the requested meeting with the Review Committee no later than one hundred and eighty (180) days following receipt of the request. Within ten (10) days of the meeting with the Review Committee, the Executive Officer shall provide written notification of the Review Committee's decision to the applicant. The Review Committee's decision shall be the final order in the matter.

### **§363. Approval of Continuing Education Courses.**

Classroom courses are events in which attendees interact with the instructor and the instructor can speak directly with the participants in real time. Courses offered through two-way video conferencing technology will be approved as classroom course credit, so long as the participant maintains a video connection for the entirety of the continuing education event.

(a) ~~Providers must complete and submit a "Continuing Education Course— (CE) Event Application" form (Revision date 02/10 "DATE") which is hereby incorporated by reference, and pay the non-refundable application fee as provided referenced by Section 360(e) Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code, at least forty-five (45) days prior to the date of the course event. Providers shall submit and complete one application for each continuing education course being offered.~~

(1) FCLB PACE Recognized Providers must complete and submit a "PACE Pre-Check Application" form which is hereby incorporated by reference and pay the non-refundable application fee as referenced by Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code, at least forty-five (45) days prior to the date of the event.

(b) A "course" is defined as an approved program of coordinated instruction in any one (1) of the ~~subject areas~~ competencies as defined in Section 361(g) (1) and given by an approved Provider.

(c) Physical activities conducted during an in-person classroom course must support the curricular objectives of the course. Unrelated physical activities will not be approved for continuing education credit.

(d) Once approved, a course may be given any number of times for one (1) year following approval, ~~with the single continuing education course fee paid one time annually by the~~

~~provider. A course, and its corresponding application, may not consist of more than one (1) subject area competency as defined in Section 361(g)(1).~~

(e) The following documentation shall be submitted with each “Continuing Education Course (CE) Event Application”:

(1) A course description, including the explicit competencies, course objectives and participant outcomes, based on the “Continuing Education Competencies” document;

(2) A ~~n~~-detailed hourly breakdown of the continuing education course content, identifying the competencies and instructor for each hour of instruction;

(3) 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;

(4) Name and contact details of the provider’s certifying attendance official;

(5) A copy of the course brochure and all other promotional material to be used;

(6) A curriculum vitae for each instructor demonstrating an appropriately credentialed individual based on the content of the course, the CV is to include 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;

(7) Attestation form for each instructor, completed by the instructor, listed in the application;

(8) Examples of course examinations, to be administered during or at the conclusion of the course event;

(9) Example of the course completion certificate, required identified in Section 362.1 (6) (A-H);

(10) The “Post Continuing Education (CE) Evaluation Form” (Revision date “DATE”), which is hereby incorporated by reference.

~~(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 meeting with the Board's Review Committee to appeal the denial. The Executive Officer shall schedule the requested hearing at a future board meeting meeting but not no later than 180 days following receipt of the request. Within 10 days of the hearing before the board meeting before the Review Committee, the Executive Officer shall provide written notification of the board's Committee's decision to the applicant. The board's Committee's decision shall be the final order in the matter.~~

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

~~(1) (g) 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) (h) 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— administer an sign-in-sheet attendance tracking method that monitors attendance throughout the event. Providers shall maintain attendance records 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 acknowledgement of the participants attendance (date stamp, wet signature, or digital signature). Furthermore, the form shall state that a licensee by signing their name on that sheet, is declaring under penalty of perjury, that they reporting their attendance, attests to having 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" reporting their attendance with the provider 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 attendance records 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) (i) The ~~b~~Board shall not approve the following subjects for continuing education events that contain the following courses: financial management, income generation, practice building, collections, self-motivation, business techniques or principles that teach concepts to increase patient visits or patient billings per visit, and patient recruitment. ~~and topics outside the scope of chiropractic as defined in Section 302.~~~~

~~(g) (j) If a provider makes a substantive change in content, the amount of hours, course marketing material, date, instructor or location of an approved course, ~~he or she~~ they shall notify the ~~b~~Board as soon as possible of the changes prior to giving the course. The Board shall have fourteen (14) days to process and approve or deny the submitted changes, the provider may not enact changes without the Board's written approval. A new application may be required as determined by the Executive Officer.~~

(k) Events offered in Competency 2 – Chiropractic Adjustment/Manipulation may only be offered as an in-person classroom event, Competency 2 is excluded from two-way video conferencing and distance learning platforms.

DRAFT

## Continuing Education Competencies

### COMPETENCY 1: ASSESSMENT AND DIAGNOSIS

**Assessment and diagnosis require developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. This dynamic process includes the collection and assessment of data through history, physical examination, imaging, laboratory tests and case-related clinical services.**

#### CURRICULAR OBJECTIVES:

- A. Compile a case-appropriate history that evaluates the patient's health status, including a history of any present illness, systems review, and review of past, family and psychosocial histories for the purpose of constructing a differential diagnosis and directing clinical decision-making.
- B. Determine the need for and availability of external health records.
- C. Perform case-appropriate examinations that include evaluations of ~~body regions~~ nervous systems, musculoskeletal systems and organ systems, including the spine and any subluxation/segmental dysfunction that assist the clinician in developing the diagnosis/es.
- D. Perform and utilize diagnostic studies and consultations when appropriate, inclusive of imaging, clinical laboratory, and specialized testing procedures, to obtain objective clinical data.
- E. Formulate a diagnosis/es supported by information gathered from the history, examination, and diagnostic studies.

### COMPETENCY 2 - CHIROPRACTIC ADJUSTMENT/MANIPULATION

**Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction, interpretation and application of clinical knowledge; and the use of cognitive and psychomotor skills.**

### **CURRICULAR OBJECTIVE:**

- A. Assess normal and abnormal structural, ~~neurological~~ and functional articular relationships, including neurological aspects.
- B. Evaluate the clinical indications and rationale for selecting a particular chiropractic adjustment/manipulation.
- C. Determine, based on clinical indications and risk factors, the appropriateness of delivering chiropractic adjustment/manipulation.
- D. Demonstrate the knowledge, mechanical principles, and psychomotor skills necessary to safely perform chiropractic adjustment/manipulation.
- E. Assess the patient outcome(s) of the chiropractic adjustment/manipulation.

### **COMPETENCY 3 - COMMUNICATION AND RECORD KEEPING**

**Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, record keeping and reporting.**

### **CURRICULAR OBJECTIVE:**

- A. Communicate effectively, accurately and appropriately, in writing and interpersonally with diverse audiences.
- B. Acknowledge the need for, and apply cultural sensitivity in, communications with patients and others.
- C. Create intraoffice policies and procedures and provide adequate resources for training, prevention and investigation of reports of inappropriate behavior by staff or chiropractors.
- D. Create and maintain accurate, appropriate and legible records.
- E. Comply with regulatory standards and responsibilities for patient and business records.

- F. Comply with state and federal laws for billing and coding, including appropriate documentation.
- G. Maintain ethical standards for billing and coding, of necessary and appropriate care.

## **COMPETENCY 4 - PROFESSIONAL ETHICS AND JURISPRUDENCE**

**Professionals are expected to comply with state and federal law and exhibit ethical behavior.**

### **CURRICULAR OBJECTIVE:**

- A. Apply knowledge of ethical principles and boundaries.
- B. Apply knowledge of applicable health care laws and regulations.
- C. Apply knowledge of ~~expected~~ appropriate professional conduct with staff and patients.
- D. Apply sensitivity in interaction with staff and patients in regards to bullying, sexual impropriety and relationship boundary transgressions.

## **COMPETENCY 5 - MANAGEMENT PLAN**

**Management involves the development, implementation and monitoring of a patient care plan for positively impacting a patient's health and well-being, including specific healthcare goals and prognoses. It may include case follow-up, referral, and/or collaborative care.**

### **CURRICULAR OBJECTIVE:**

- A. Develop a management plan appropriate to the diagnosis/es, the patient's health status, obstacles to improvement, specific goals, and prognoses, while incorporating patient values and expectations of care.
- B. Determine the need for chiropractic adjustment/manipulation or other forms of passive care.

- C. Determine the need for active care.
- D. Determine the need for changes in patient behavior and activities of daily living.
- E. Determine the need for emergency care, referral and/or collaborative care.
- F. Provide information to patients of risks, benefits, natural history and alternatives to care regarding the proposed management plan.
- G. Obtain informed consent.
- H. Monitor patient progress and alter management plans accordingly.
- I. Recognize the point of a patient's maximum improvement and release the patient from care, or determine rationales for any ongoing care.

## **COMPETENCY 6 - HEALTH PROMOTION AND DISEASE PREVENTION**

**Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognition of the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.**

### **CURRICULAR OBJECTIVE:**

- A. Identify appropriate hygiene in a clinical environment.
- B. Explain health risk factors, leading health indicators and public health issues to patients.
- C. Identify public health issues in diverse populations.
- D. Understand their reporting responsibility regarding public health risks and issues.

## **COMPETENCY 7 – INFORMATION AND TECHNOLOGY LITERACY**

**Information literacy is a set of abilities, including the use of technology, to locate, evaluate and integrate research and other types of evidence to manage patient care.**

### **CURRICULAR OBJECTIVE:**

- A. Locate, and critically appraise and the use of relevant peer reviewed scientific literature and other evidence.

## **COMPETENCY 8 – INTER-PROFESSIONAL EDUCATION**

**The knowledge, skills and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical or simulated learning environments.**

### **CURRICULAR OBJECTIVE:**

- A. Work with other health professionals to maintain a climate of mutual respect and shared values, placing the interests of patients at the center of inter-professional health care delivery.
- B. Use the knowledge of one's own role and other professions' roles to effectively interact with team members.
- C. Understand different models of inter-professional care, organizational and administrative structures, and the decision-making processes that accompany them.
- D. Understand the principles of team dynamics to perform effectively on an inter-professional team influencing patient-centered care that is safe, timely, efficient, effective and equitable.
- E. Organize and communicate with patients, families, and healthcare team members to ensure common understanding of information, treatment and care decisions.

## Continuing Education (CE) Provider Application Information Sheet

**Application** (Provider approval shall expire two years following the approval date):

Providers shall submit the CE Provider Application along with a non-refundable fee, please include a check or money order made payable to “BOCE”.

- New CE Provider Application - \$84
- CE Provider Biennial Renewal Application - \$56

### General Information:

Please review California Code of Regulations Section 362 and 362.1.

Provider's shall:

- Identify a primary and secondary individual responsible for overseeing all continuing education activities of the provider.
- Provide a course roster to the board, within thirty (30) days, upon written request. Course rosters shall include the names of all licensees, license numbers, and e-mail addresses if available. Providers shall maintain the course roster for four (4) years from the date of completion of the course.
- Maintain course instructor curriculum vitae or resumes for four (4) years.
- 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.
- Inform the board in writing immediately of any substantial changes, including but not limited to: the date, time, instructor or location of the course. and provide changed advertising or marketing material for the course. The board shall have fourteen (14) days to process and approve or deny the submitted changes, the provider may not enact changes without the Board's written approval. A new application may be required as determined by the Executive Officer.



- Provide a certificate of completion to licensees within thirty (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:
  - Name and address of provider.
  - Course title.
  - Course approval number.
  - Date(s) and location of course.
  - Licensee name.
  - License number.
  - Printed name and signature of the provider's designated representative.
  - Number of hours the licensee earned in continuing education, the qualifying competency satisfied and whether the hours were obtained as in-person classroom instruction, two-way video conferencing or distance learning.



### Continuing Education (CE) Provider Application

- New CE Provider Application - \$84
- CE Provider Biennial Renewal Application - \$56

#### Provider Status

- Individual\*  \_\_\_\_\_ University/ College
- Corporation\*  \_\_\_\_\_ Government Agency
- Partnership\*  \_\_\_\_\_ Professional Agency
- Health Facility

\*Please provide names of all responsible parties.

<b>Provider Business Name:</b>	
<b>*Business Owner (Financial Responsible Party):</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Email address:</b>
<b>Name of responsible party for all CE communication (include license number if applicable):</b>	
<b>Second responsible party:</b>	
<b>Type of courses to be offered:</b>	
Classroom Courses <input type="checkbox"/> Video Conference Courses <input type="checkbox"/> Distance Learning Courses <input type="checkbox"/>	

**Please answer the following questions in full, provide supplemental documentation as needed.**

Conflict of Interest statements:

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Examples of digital record keeping system (compliance with provider four-year record retention requirements, i.e. course registration information, course completion confirmation). Examples should be safe, retrievable and replicable:

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Provide an example of your course completion certificate:

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Methods/Procedure of attendance tracking for specific course environment (classroom courses vs. distance learning) and examples:

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Grievance procedures:

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Transfer of records procedures (in case of business closure and process for notifying the Board):

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Procedure for vetting and approving appropriately credentialed instructors:

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**To be completed by the all individuals listed in a responsible party capacity on page 1 of the application.**

Have any of the above-referenced individuals been previously denied approval to offer CE courses by the Board of Chiropractic Examiners or by any other Department of Consumer Affairs Boards? If yes, attach an explanation.

YES  NO

Are the above-referenced individuals currently in good standing with each licensing jurisdiction in which they hold or have held a license? If no, attach an explanation identifying the licensing entity and reason the individual is not in good standing.

YES  NO

Are any of the above-referenced individuals under investigation by a regulatory agency? If yes, attach an explanation identifying the licensing entity and the nature and status of the investigation.

YES  NO

Have any of the above-referenced individuals had a license placed on probation or restricted within the past five years in this or any other jurisdiction? If yes, attach an explanation.

YES  NO

Are any of the above-referenced individuals under investigation for or been charged with a criminal offense? If yes, attach an explanation identifying the individual, the nature and status of the investigation and all relevant police records.

YES  NO

Have any of the above-referenced individuals been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction? If yes, attach an explanation identifying the individual, the nature of the crime, the dates of arrest and conviction, the law enforcement agency and court having jurisdiction and all relevant police and court documents.

YES  NO

I hereby certify that the information provided is true, correct and complete to the best of my knowledge. I also certify that I personally read and completed this application and have read the instructions.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

SAMPLE



### Continuing Education (CE) Event Application

All questions on this application must be answered. Please submit the completed application, supporting documentation and a check or money order in the amount of \$56.00 for the application fee at least forty-five 45 days prior to the first scheduled course date. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application. Incomplete applications or applications with incorrect fees will be returned to the provider during the initial review process.

Only Providers who have been previously approved by the Board of Chiropractic Examiners may submit CE Event applications for review.

<b>Provider Name:</b>	
<b>Name of responsible party for all continuing education communication:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Email address:</b>

<b>Title of Event:</b>
<b>Type of program:</b>
<b>Classroom Course:</b> <input type="checkbox"/> <b>Video Conference:</b> <input type="checkbox"/> <b>Distance Learning Course:</b> <input type="checkbox"/>
<b>Has this course received Board approval previously?</b>
<b>Yes</b> <input type="checkbox"/> <b>Approval Number:</b> _____ <b>No</b> <input type="checkbox"/>
<b>Has any content been changed within the course?</b>
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Office Use Only	
Receipt Number _____	Date Cashiered _____

Please review California Code of Regulations Sections 363 – 363.4.

### **REQUIRED DOCUMENTATION**

- A course description, including the explicit competencies, course objectives and participant outcomes, based on the “Continuing Education Competencies” (Revision date “DATE”) document;
- A detailed hourly breakdown of the continuing education course content, identifying the competencies and instructor for each hour of instruction;
- A final copy of the syllabus/course schedule including seminar name, date and location of seminar, instructor(s) name, teaching methods, recommended reading, disclosure of expenses underwritten or subsidized by vendors of any goods, supplies or services;
- Name and contact details of certifying attendance official;
- Promotional materials for courses;
- Instructor’s CV, exemplifying appropriate certifications and qualifications for the competency the application is listed under. When applicable, professional license number;
- Attestation form completed by the instructor. If the course is a hands-on chiropractic adjustive technique workshop taking place in California, the instructor must be a California licensed chiropractor;
- Example of a course completion certificate;
- Examples of course examinations, to be administered during or at the conclusion of the event;
- The Post Course Evaluation Form.

### **Video Conference Course:**

All above documentation is needed in addition to documentation or a statement providing the following:

- Verification that participants have their video cameras turned on and are present throughout the CE event in order to receive full classroom credit.

### **Distance Learning Courses:**

All above documentation is needed in addition to documentation or a statement providing the following:

- Explanation of the appropriate level of technology required for a student licensee to successfully participate in the course;
- Available technical assistance as appropriate to the format;
- A statement containing the security measures to protect the learner's identity, course and related content from unauthorized access;
- Timekeeping mechanism to confirm licensee’s participation and completion of the course.

Please complete bottom form for each instructors.

<b>Lecture Title:</b>
<b>Instructor Name and License Number (if applicable):</b>
<b>Course Date:</b> <b>Location:</b> <b>Hours of course:</b> <b>Competency:</b> <b>Curricular Objective:</b>
<b>Certifying Attendance Official:</b> <b>Contact Details:</b>

<b>Lecture Title:</b>
<b>Instructor Name and License Number (if applicable):</b>
<b>Course Date:</b> <b>Location:</b> <b>Hours of course:</b> <b>Competency:</b> <b>Curricular Objective:</b>
<b>Certifying Attendance Official:</b> <b>Contact Details:</b>

<b>Lecture Title:</b>
<b>Instructor Name and License Number (if applicable):</b>
<b>Course Date:</b> <b>Location:</b> <b>Hours of course:</b> <b>Competency:</b> <b>Curricular Objective:</b>
<b>Certifying Attendance Official:</b> <b>Contact Details:</b>

Total hours/competencies requesting approval: \_\_\_\_\_



## Instructor Attestation Form

An attestation form must be completed by each course instructor.

<b>Provider Name:</b>	
<b>Instructor Name:</b>	<b>Course Title:</b>
<b>License Number:</b>	

Are you currently in good standing with each licensing jurisdiction in which you hold or have held a license? If no, attach an explanation identifying the licensing entity and reason the license is not in good standing.

YES  NO

Are you currently under investigation by a regulatory agency? If yes, attach an explanation identifying the licensing entity and the nature and status of the investigation.

YES  NO

Have you had a license placed on probation or restricted within the past five years in this or any other jurisdiction? If yes, attach an explanation.

YES  NO

Have you had a license suspended, surrendered or revoked in this or any other jurisdiction. If yes, attach an explanation identifying the licensing entity and the date and nature of the sanction.

YES  NO

Have you had an initial or renewal license application denied for unprofessional conduct? If yes, attach an explanation identifying the licensing entity and the date of and reason for the denial.

YES  NO

Are you under investigation for or have been charged with a criminal offense? If yes, attach an explanation identifying the nature and status of the investigation and all relevant police records.

YES  NO

Have you been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction? If yes, attach an explanation of the nature of the crime, the dates of arrest and conviction, the law enforcement agency and court having jurisdiction and all relevant police and court documents.

YES  NO

I hereby certify that the information provided is true, correct and complete to the best of my knowledge. I also certify that I personally read and completed this application and have read the instructions.

\_\_\_\_\_  
Signature of Course Instructor

\_\_\_\_\_  
Date

## **PACE Pre-Check Continuing Education Event Application for CALIFORNIA**

### **INSTRUCTIONS:**

The State of California Board of Chiropractic Examiners accepts PACE recognition as satisfying the requirements of the Board for purposes of the license renewal process. However, courses must still be individually approved by the Board.

In lieu of the California Continuing Education Event Application, PACE Providers may submit the attached form along with the appropriate application fees.

The fee for application of a CE course module is \$56.00 in accordance with Division 2, Chapter 2, Article 1, Section 1006.5 of the Business and Professions Code. Mail completed forms and fees to:

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



### PACE Pre-Check Continuing Education Event Application for CALIFORNIA

<b>Provider Name:</b>		<b>PACE ID #</b>
<b>Name of responsible party for all continuing education communication:</b>		
<b>Address:</b>		
<b>Telephone Number:</b>		<b>Email address:</b>

<b>Title of Event:</b>
<b>Type of program:</b>
<b>Classroom Course:</b> <input type="checkbox"/> <b>Video Conference:</b> <input type="checkbox"/> <b>Distance Learning Course:</b> <input type="checkbox"/>

Please select the number of hours requested in each competency:

\_\_\_\_\_ Competency 1: Assessment and Diagnosis

\_\_\_\_\_ Competency 2: Chiropractic Adjustment/Manipulation

\_\_\_\_\_ Competency 3: Communication and Record Keeping

\_\_\_\_\_ Competency 4: Professional Ethics and Jurisprudence

\_\_\_\_\_ Competency 5: Management Plan

\_\_\_\_\_ Competency 6: Health Promotion and Disease Prevention

\_\_\_\_\_ Competency 7: Information and Technology Literacy

\_\_\_\_\_ Competency 8: Inter-Professional Education

\_\_\_\_\_ **Total hours of continuing education event**



**Instructor Attestation Form**

An attestation form must be completed by each course instructor.

<b>Provider Name:</b>	
<b>Instructor Name:</b>	<b>Course Title:</b>
<b>License Number:</b>	

Are you currently in good standing with each licensing jurisdiction in which you hold or have held a license? If no, attach an explanation identifying the licensing entity and reason the license is not in good standing.

YES  NO

Are you currently under investigation by a regulatory agency? If yes, attach an explanation identifying the licensing entity and the nature and status of the investigation.

YES  NO

Have you had a license placed on probation or restricted within the past five years in this or any other jurisdiction? If yes, attach an explanation.

YES  NO

Have you had a license suspended, surrendered or revoked in this or any other jurisdiction. If yes, attach an explanation identifying the licensing entity and the date and nature of the sanction.

YES  NO

Have you had an initial or renewal license application denied for unprofessional conduct? If yes, attach an explanation identifying the licensing entity and the date of and reason for the denial.

YES  NO

Are you under investigation for or have been charged with a criminal offense? If yes, attach an explanation identifying the nature and status of the investigation and all relevant police records.

YES  NO

Have you been convicted of a misdemeanor involving moral turpitude or a felony in this or any other jurisdiction? If yes, attach an explanation of the nature of the crime, the dates of arrest and conviction, the law enforcement agency and court having jurisdiction and all relevant police and court documents.

YES  NO

I hereby certify that the information provided is true, correct and complete to the best of my knowledge. I also certify that I personally read and completed this application and have read the instructions.

\_\_\_\_\_  
Signature of Course Instructor

\_\_\_\_\_  
Date



**Agenda Item 5  
May 7, 2021**

**Review, Discussion and Possible Action on Committee's Activities to Solicit Stakeholder Participation in Promulgating Continuing Education Regulations**

**Purpose of the item**

The Licensing and Continuing Education (CE) Committee will have an opportunity to determine how they would like to solicit stakeholder feedback on the proposed changes to the CE regulations.

**Action(s) requested**

Determine what action plan, if any, the Committee would like to move forward with in soliciting feedback from CE stakeholders regarding the proposed changes to the CE regulations.

**Background**

At the April 22<sup>nd</sup>, 2021 public Board Meeting, Dr. Adams brought forth the suggestion to seek language and policy recommendations from CE provider stakeholders. It was suggested that feedback could be conducted through written recommendations or a town hall meeting for those interested in participating.

**Recommendation(s)**

N/A

**Next Step**

N/A

**Attachment(s)**

N/A



**Agenda Item 6  
May 7, 2021**

**Review, Discussion and Possible Action on Scheduling Future Committee Meetings**

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**Purpose of the item**

The Committee will review and approve the next Licensing and Continuing Education (CE) Committee meeting dates.

**Action(s) requested**

Committee approval of the next meeting dates.

**Background**

At the April 22<sup>nd</sup>, 2021 public Board Meeting, Mr. Puleo, Executive Officer of the Board of Chiropractic Examiners (Board), suggested that all Board committees maintain a standing agenda item for the selection of the next committee meeting date. The Board agreed.

While the Licensing and CE Committee is diligently focused on reviewing and editing the CE regulation language, the Committee can select several dates in the future to host meetings. Once the regulations are ready to be recommended for review to the full Board, the frequency for meetings can be scaled down for other committee assignments.

**Recommendation(s)**

Staff recommends the Committee approve three meeting dates, six weeks apart, in June, July and September.

**Next Step**

N/A

**Attachment(s)**

- Proposed Calendar for 2021

# Calendar

## June – December 2021

### June

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

### July

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

### September

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

### October

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### November

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

### December

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

#### List of Holidays April – December 2021

July 4, 2021: Independence Day  
 July 5, 2021: Independence Day (observed)  
 September 6, 2021: Labor Day  
 October 11, 2021: Columbus Day  
 November 11, 2021: Veterans Day  
 November 25, 2021: Thanksgiving Day  
 November 26, 2021: Office closed for Thanksgiving holiday  
 December 25, 2021: Christmas Day

#### Key

Red = Holiday, offices closed  
 X = Conflicts, dates unavailable  
 Highlight = Recommended date

#### Scheduled Meeting Dates

July 16, 2021 = Board Meeting  
 September 23, 2021 = Board Meeting  
 November 12, 2021 = Board Meeting