



NOTICE OF TELECONFERENCE **CONTINUING EDUCATION COMMITTEE MEETING**

Committee Members

David Paris, D.C., Chair
Laurence Adams, D.C.
Pamela Daniels, D.C.

The Board of Chiropractic Examiners' (Board) Continuing Education Committee will meet by teleconference on:

Tuesday, October 25, 2022
12:00 p.m. to 1:00 p.m.
(or until completion of business)

The Committee may take action on any agenda item.

Teleconference Instructions: The Continuing Education Committee will hold a public meeting via Webex Events. Pursuant to the statutory provisions of Government Code section 11133, neither a public location nor teleconference locations are provided.

To access and participate in the meeting via teleconference, attendees will need to click on, or copy and paste into a URL field, the link below and enter their name, email address, and the event password, or join by phone using the access information below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m5348124638414afab60164874bd24aea>

If joining using the link above

Webinar number: 2499 154 9245
Webinar password: BCE10252022

If joining by phone

+1-415-655-0001 US Toll
Access code: 249 915 49245
Passcode: 22310252

Instructions to connect to the meeting can be found at the end of this agenda.

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in 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 a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Friday, October 21, 2022. Written comments should be directed to chiro.info@dca.ca.gov for Committee consideration.

AGENDA

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Review, Discussion, and Possible Recommendation Regarding Proposed Changes to the Board's Continuing Education Course Review and Approval Process, Including a Potential Renewal Process for Previously Approved Courses (California Code of Regulations, Title 16, sections 363 and 363.1)**
- 3. Public Comment for Items Not on the Agenda**
Note: Members of the public may offer public comment for items not on the agenda. However, 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).]
- 4. Future Agenda Items**
Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]
- 5. Adjournment**

This agenda can be found on the Board's website at www.chiro.ca.gov. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Members of the public will not be permitted to yield their allotted time to other members of the public to make comments. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

This meeting is being held via Webex Events. The meeting is accessible to individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at:

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

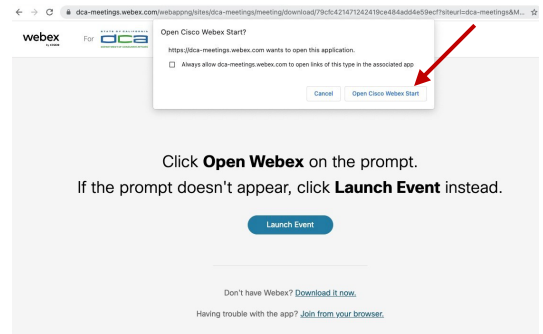
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

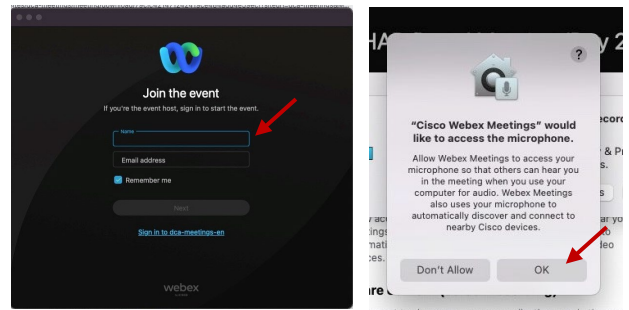
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.



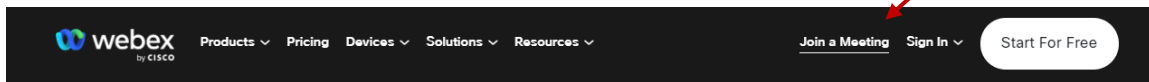
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



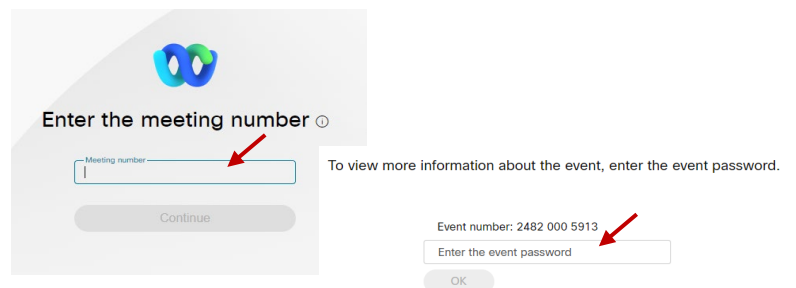
OR

If joining from Webex.com

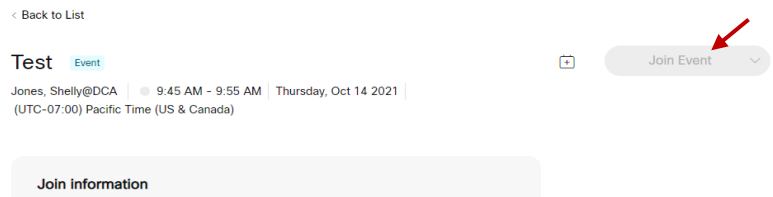
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



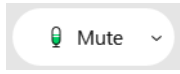
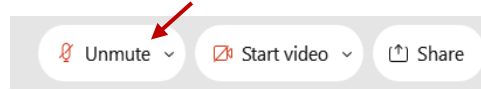
OR

Connect via telephone*:

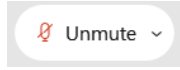
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

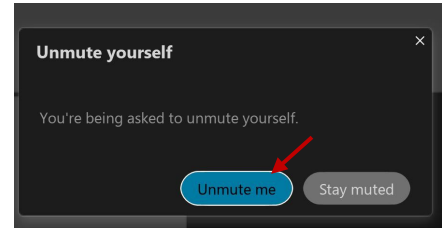


Green microphone = Unmuted: People in the meeting can hear you.



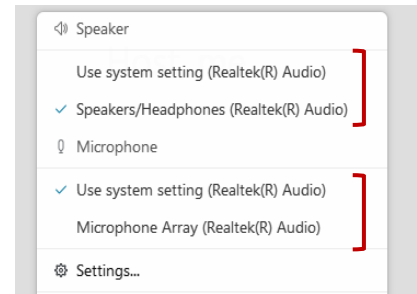
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



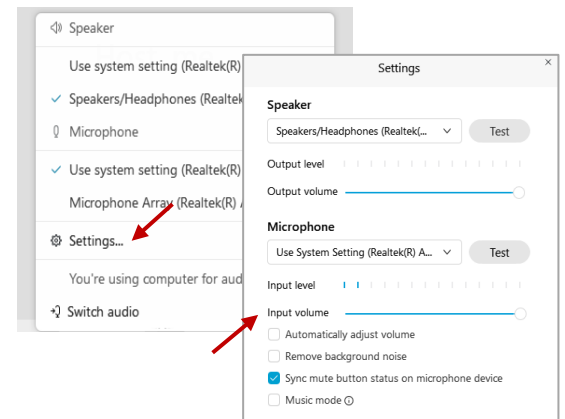
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

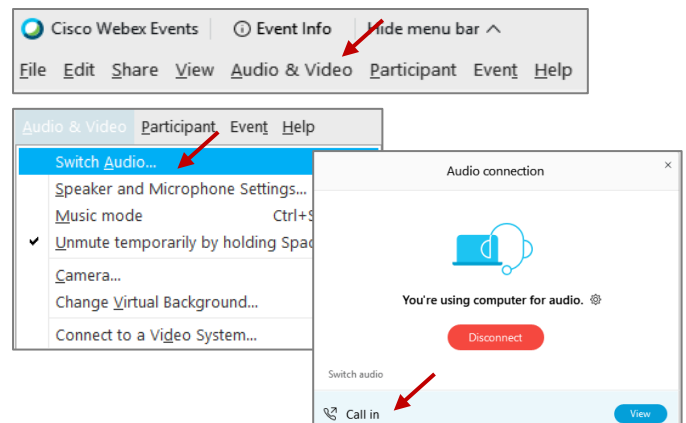
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

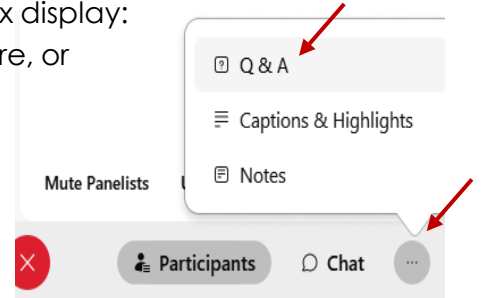
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



The question-and-answer feature (Q&A) is utilized for questions or comments. Upon direction of the meeting facilitator, the moderator will open the Q&A panel for meeting participants to submit questions or comments. *NOTE: This feature is not accessible to those joining the meeting via telephone.*

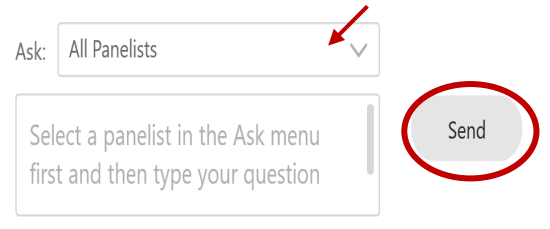
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



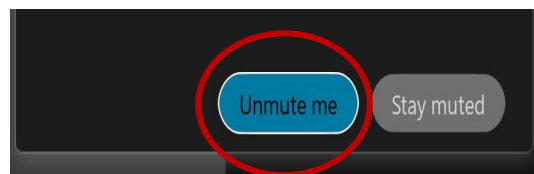
OR

If connected via telephone:

- Utilize the raise hand feature by pressing *6 to raise your hand.
- Repeat this process to lower your hand.

3 The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

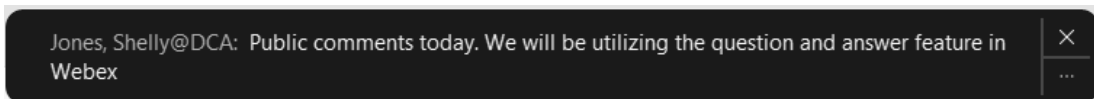


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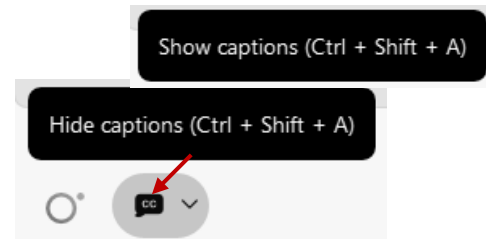
If connected via telephone:

- Press *3 to unmute your microphone.

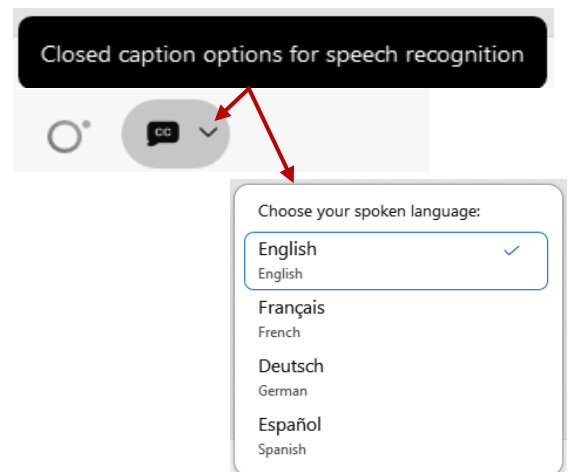
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



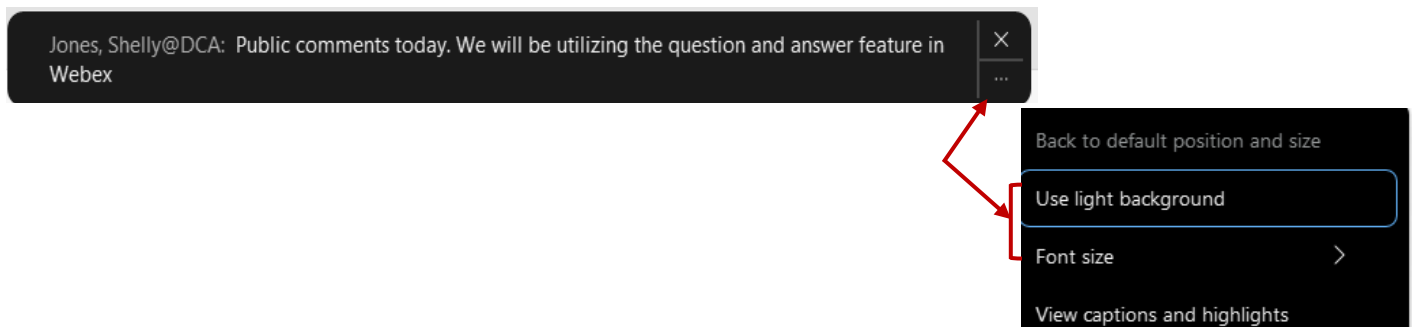
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.





**Agenda Item 1
October 25, 2022**

Call to Order, Roll Call, and Establishment of a Quorum

Purpose of the Item

David Paris, D.C., Chair of the Board's Continuing Education Committee, will call the meeting to order. Roll will be called by Laurence Adams, D.C.

Committee Members

David Paris, D.C., Chair
Laurence Adams, D.C.
Pamela Daniels, D.C.



Agenda Item 2 October 25, 2022

Review, Discussion, and Possible Recommendation Regarding Proposed Changes to the Board's Continuing Education Course Review and Approval Process, Including a Potential Renewal Process for Previously Approved Courses (California Code of Regulations, Title 16, sections 363 and 363.1)

Purpose of the Item

The Committee will review and discuss the Board's continuing education (CE) course approval process.

Action Requested

The Committee will be asked to discuss the proposed revisions to the application and approval process for Board-approved CE courses and consider whether any additional changes may be necessary.

Background

To obtain approval for a CE course, Board-approved providers must complete and submit a [Continuing Education Course Application](#) form and submit the following documentation:

1. An hourly breakdown of the CE course;
2. A final copy of the syllabus/course schedule;
3. A copy of the course brochure and all other promotional material to be used; and
4. A curriculum vitae (CV) for each instructor.

After reviewing the application and supporting documentation, staff notifies the provider of the approval or denial of the course. Approved courses can be offered for up to one year and providers must submit a new course application if they wish to continue providing the same course after the approval period has expired.

The current application fee is \$56 per course. However, [Senate Bill 1434 \(Roth, Chapter 623, Statutes of 2022\)](#) increases the fee to apply for approval of a CE course to \$116 per hour of instruction effective January 1, 2023.

The Committee has been discussing comprehensive updates to the CE regulations, including revisions to the CE course approval process, for the past few years. These changes include updating the application form, allowing PACE-accredited providers to apply for approval of CE courses, and adding the following requirements:

CE Course Review and Approval Process

October 25, 2022

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- Providers must submit a course description, including the competency, course objectives, and participant outcomes based on the Board-approved competencies.
- The instructor's CV must demonstrate they are appropriately credentialed based on the content of the course.
- Providers must submit the name and contact details of their certifying attendance official, an attestation form for each instructor, examples of course examinations to be administered during or at the conclusion of the course, an example of the certificate of completion for the course, and the post-course evaluation form.
- Courses that contain business techniques or principles that teach concepts to increase patient visits or patient billings per visit or topics outside the scope of chiropractic shall not be approved.
- Any physical activities conducted during a course must support the curricular objectives of the course.
- Providers must notify the Board of any substantive changes to an approved course and the Board will have 14 days to process and approve or deny the submitted changes. Providers may not make any changes without the Board's written approval.

At this meeting, the Committee will continue the discussion on the Board's CE course application and approval process.

The Committee will be asked to consider whether any additional changes may be necessary, such as the implementation of a potential renewal process for courses that have been previously reviewed and approved by the Board.



Agenda Item 3
October 25, 2022

Public Comment for Items Not on the Agenda

Purpose of the Item

At this time, members of the public may offer public comment for items not on the meeting agenda.

The Committee may not discuss or take action on any matter raised during this public comment section that is not included on the agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7, subd. (a).]



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DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS

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Agenda Item 4
October 25, 2022

Future Agenda Items

Purpose of the Item

At this time, members of the Committee and the public may submit proposed agenda items for a future Committee meeting.

The Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]



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Agenda Item 5
October 25, 2022

Adjournment

Time: _____