



NOTICE OF TELECONFERENCE BOARD MEETING

Board Members

Laurence Adams, D.C., Chair
Pamela Daniels, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Sergio Azzolino, D.C.
David Paris, D.C.
Rafael Sweet

The Board of Chiropractic Examiners (Board) will meet by teleconference on:

Friday, August 1, 2025

9:00 a.m. to 2:00 p.m.

(or until completion of business)

Teleconference Instructions: The Board will hold a public meeting via Webex Events. 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:

Webex Meeting Link: [Click Here to Join Meeting](https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m7bfc3ba64f50fcede1eb3897b27ddf1d)

Experiencing issues joining the meeting? Copy and paste the full link text below into an internet browser:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m7bfc3ba64f50fcede1eb3897b27ddf1d>

If joining using the link above

Webinar number: 2486 074 9543

Webinar password: BCE81

If joining by phone

+1-415-655-0001 US Toll

Access code: 2486 074 9543

Passcode: 22381

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Board on any agenda item by Tuesday, July 29, 2025. Written comments should be directed to chiro.info@dca.ca.gov for Board consideration.

Teleconference Meeting Locations

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

3455 Knighton Road
Redding, CA 96001

38 Blue Water Circle
Sacramento, CA 95831

1545 Broadway
San Francisco, CA 94109

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

The Board may take action on any agenda item listed on this agenda, including information-only items.

AGENDA

- 1. Open Session – Call to Order / Roll Call / Establishment of a Quorum**
- 2. 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 Board 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 and 11125.7, subd. (a).]
- 3. Board Chair's Report**
- 4. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters**

5. Review and Possible Approval of Board Meeting Minutes

- A. July 20, 2023 Board Meeting
- B. October 19–20, 2023 Board Meeting
- C. January 12, 2024 Board Meeting
- D. May 23–24, 2024 Board Meeting
- E. October 24, 2024 Board Meeting
- F. February 13, 2025 Board Meeting
- G. April 17–18, 2025 Board Meeting

6. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

7. Review and Possible Approval of New Continuing Education Provider Applications

8. Presentation and Discussion on National Examination Review and State Examination Development Processes by DCA's Office of Professional Examination Services

9. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Board's Budget and Fund Condition
- D. Regulatory Process and Status of Board's Pending Proposals
- E. Board's 2022–2026 Strategic Plan Objectives

10. Review, Discussion, and Possible Action on Legislation Related to the Board, the Chiropractic Profession, DCA, and/or Other Healing Arts Boards

- A. [Assembly Bill \(AB\) 260 \(Aguiar-Curry\)](#) Sexual and reproductive health care.
- B. [AB 489 \(Bonta\)](#) Health care professions: deceptive terms or letters: artificial intelligence.
- C. [AB 742 \(Elhawary\)](#) Department of Consumer Affairs: licensing: applicants who are descendants of slaves.
- D. [Senate Bill \(SB\) 470 \(Laird\)](#) Bagley-Keene Open Meeting Act: teleconferencing.
- E. [SB 641 \(Ashby\)](#) Department of Consumer Affairs and Department of Real Estate: states of emergency: waivers and exemptions.
- F. [SB 744 \(Cabaldon\)](#) Accrediting agencies.
- G. [SB 861 \(Committee on Business, Professions and Economic Development\)](#) Consumer affairs.

11. Review, Discussion, and Possible Action on Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic (DC) Degree Programs (amend and renumber, as necessary, California Code of Regulations [CCR], Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)

12. **Review, Discussion, and Possible Action on Regulatory Proposal to Clarify the Process for Renewing DC Licenses, Update the Requirements for Restoration of DC Licenses in Forfeiture or Cancelled Status, and Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (amend CCR, Title 16, sections 370 and 371 and add section 371.1)**
13. **Review, Discussion, and Possible Action on Regulatory Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)**
14. **Review, Discussion, and Possible Action on Regulatory Proposal Regarding Disciplinary Decisions Involving Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (add CCR, Title 16, sections 384.1 and 384.2)**
15. **Review, Discussion, and Possible Action on Regulatory Proposal to Update the Board's *Disciplinary Guidelines and Model Disciplinary Orders*, Implement the Uniform Standards for Substance Abusing Licensees, and Specify the Process for Filing Petitions for Reinstatement of Revoked or Surrendered Licenses, Reduction of Penalty, and Early Termination of Probation (amend CCR, Title 16, section 384, add section 385, and repeal section 386)**
16. **Licensing Committee Report**
 - Committee Chair's Update on June 13, 2025 Meeting
17. **Continuing Education Committee Report**
 - Committee Chair's Update on July 21, 2025 Working Group Meeting
18. **Chiropractic Specialties Subcommittee Report**
 - Subcommittee Chair's Update on July 23, 2025 Working Group Meeting
19. **Board's 2026 Sunset Review**
 - A. Review, Discussion, and Possible Action on Board's Action Plan to Prepare for 2026 Sunset Review
 - B. Review, Discussion, and Possible Action on Working Draft of 2026 Sunset Review Report, Including Responses to Prior Issues and Recommendations from the Board's 2022 Sunset Review
 - C. Review, Discussion, and Possible Action to Identify Policy Issues to Potentially Include as New Issues in 2026 Sunset Review Report
20. **Future Agenda Items**

Note: Members of the Board and the public may submit proposed agenda items for a future Board meeting. However, the Board 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.]

21. Closed Session – The Board Will Meet in Closed Session to:

- Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)

RETURN TO OPEN SESSION

22. 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 Board 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 Board 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 Board, but the Board 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 Board to discuss items not on the agenda; however, the Board 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)).

The meeting is accessible to individuals with disabilities. A person who has questions about the meeting or needs a disability-related accommodation or modification to participate in the meeting may contact the Board to ask questions or make a disability-related accommodation request at:

Board Contact Person: Tammi Pitto

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

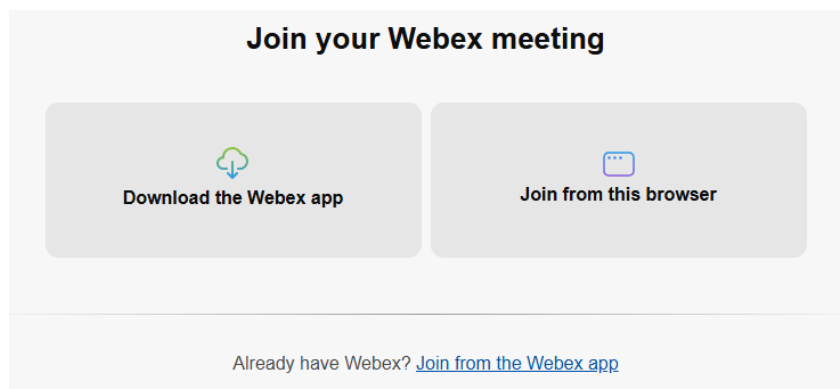
Providing your disability-related accommodation request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Recommended: Join using the meeting link.

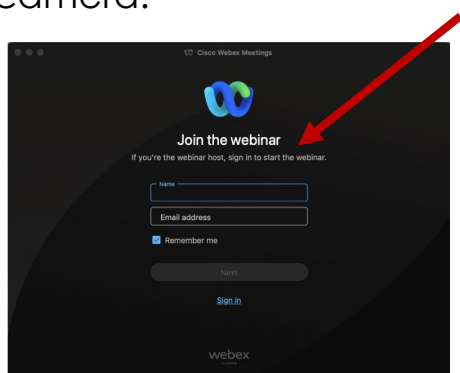
- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

DO NOT click "Join from this browser," as you will not be able to fully participate during the meeting.



- 3 Enter your name and email address*. Click "Next."
Accept any request for permission to use your microphone and/or camera.



*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join 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 or on the meeting agenda.

A screenshot of the 'Enter the meeting number' form. It features the Webex logo at the top, followed by the text 'Enter the meeting number' with a help icon. Below is a text input field labeled 'Meeting number' and a 'Continue' button. A red arrow points to the input field.

To view more information about the event, enter the event password.

A screenshot of the 'Enter the event password' form. It shows the 'Event number: 2482 000 5913' and a text input field labeled 'Enter the event password'. Below the field is an 'OK' button. A red arrow points to the input field.

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

< Back to List

Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |
(UTC-07:00) Pacific Time (US & Canada)



Join Event



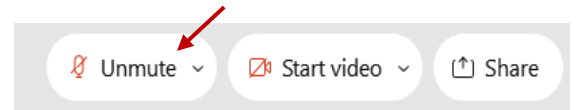
OR

Alternative 2. 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 or on the agenda.

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



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



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

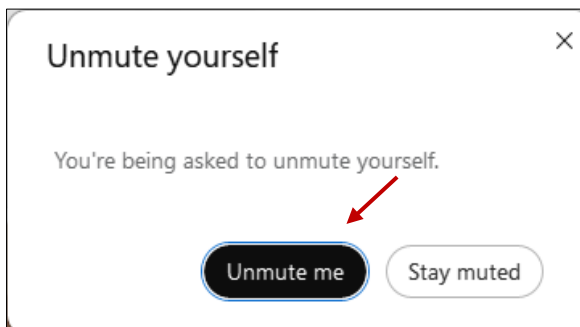
Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

Attendees/Members of the Public

Joined via Meeting Link

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.



Joined via Telephone (Call-in User)



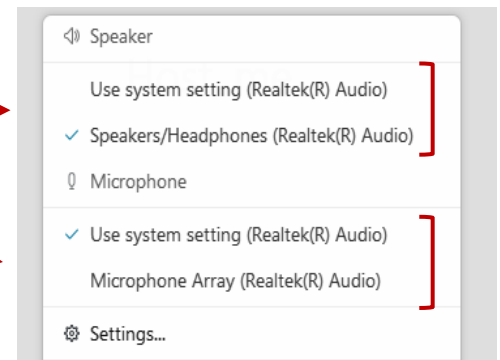
1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



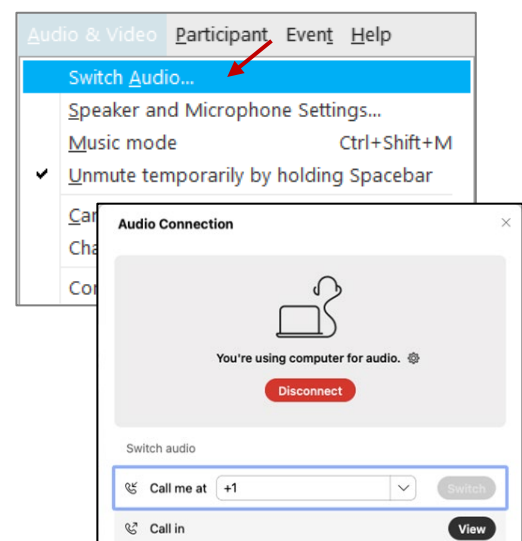
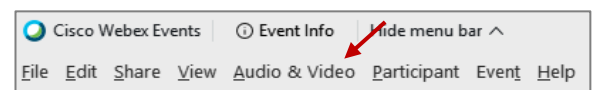
- 2 From the drop-down menu, select different:
 - Speaker options if you can't hear participants.
 - Microphone options if participants can't hear you.



Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



Hand Raise Feature

Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



Joined via Telephone (Call-in User)



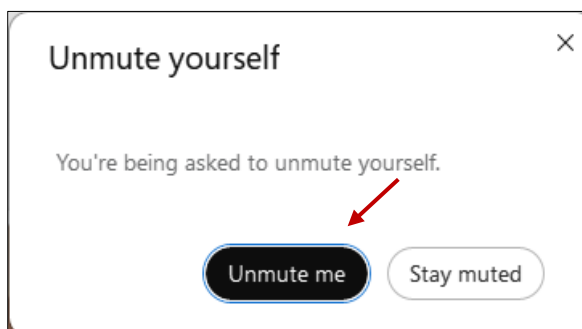
Press *3 to raise or lower your hand.

Unmuting

Joined via Meeting Link

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.

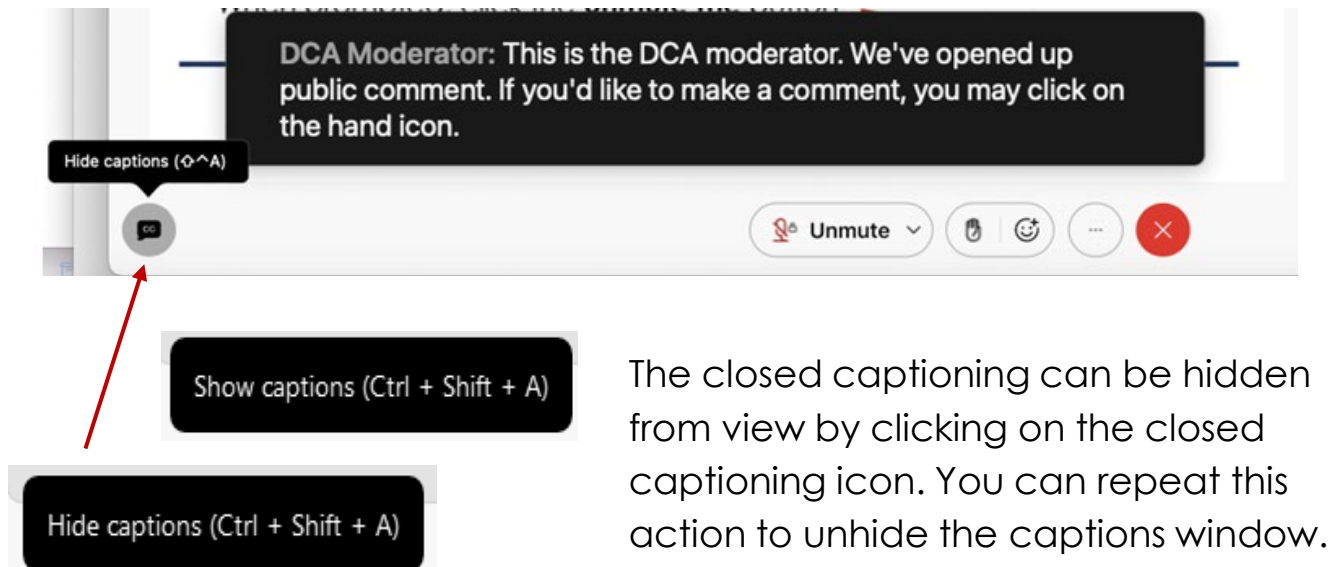


Joined via Telephone (Call-in User/Audio Only)

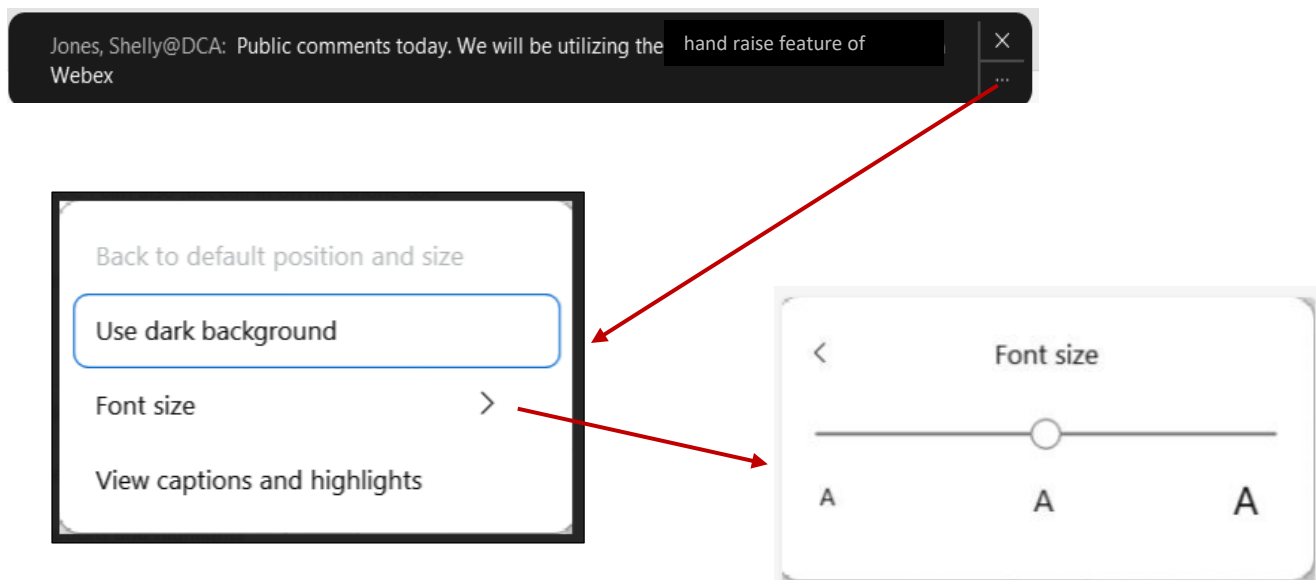


1. When you are asked to unmute yourself, press *6.
2. When you are finished speaking, press *6 to mute yourself again.

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



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 August 1, 2025

Open Session – Call to Order / Roll Call / Establishment of a Quorum

Purpose of the Item

Laurence Adams, D.C., Chair of the Board of Chiropractic Examiners, will call the meeting to order. Roll will be called by Board Secretary Janette N.V. Cruz.

Board Members

Laurence Adams, D.C., Chair
Pamela Daniels, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Sergio Azzolino, D.C.
David Paris, D.C.
Rafael Sweet



Agenda Item 2 August 1, 2025

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 Board 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 and 11125.7, subd. (a).]



Agenda Item 3
August 1, 2025

Board Chair's Report

Purpose of the Item

Board Chair Laurence Adams, D.C. will provide an update to the Board on recent activities and outreach opportunities.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.



Agenda Item 4 August 1, 2025

Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Purpose of the Item

A representative from the DCA Office of Board and Bureau Relations will provide the Board with an update on DCA programs and activities.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.



Agenda Item 5 August 1, 2025

Review and Possible Approval of Board Meeting Minutes

Purpose of the Item

The Board will review and possibly approve the draft minutes of the following meetings:

- A. July 20, 2023 Board Meeting
- B. October 19–20, 2023 Board Meeting
- C. January 12, 2024 Board Meeting
- D. May 23–24, 2024 Board Meeting
- E. October 24, 2024 Board Meeting
- F. February 13, 2025 Board Meeting
- G. April 17–18, 2025 Board Meeting

Action Requested

The Board will be asked to make a motion to approve the Board meeting minutes.

Attachments

- 1. July 20, 2023 Board Meeting Minutes (Draft)
- 2. October 19–20, 2023 Board Meeting Minutes (Draft)
- 3. January 12, 2024 Board Meeting Minutes (Draft)
- 4. May 23–24, 2024 Board Meeting Minutes (Draft)
- 5. October 24, 2024 Board Meeting Minutes (Draft)
- 6. February 13, 2025 Board Meeting Minutes (Draft)
- 7. April 17–18, 2025 Board Meeting Minutes (Draft)



**Agenda Item 5
Attachment 2**

**BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES**

October 19–20, 2023

The Board of Chiropractic Examiners (Board) met in person on October 19–20, 2023, at the following location:

Southern California University of Health Sciences
Legacy Hall
16200 Amber Valley Drive
Whittier, CA 90304

Board Members Present

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Rafael Sweet, Secretary
Janette N.V. Cruz
Pamela Daniels, D.C.

Board Members Absent

Claudia Sandino, D.C. (Excused)

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Dixie Van Allen, Licensing & Administration Manager
Amanda Ah Po, Enforcement Analyst
Anthony Pane, Assistant Chief Counsel, Department of Consumer Affairs (DCA)

Thursday, October 19, 2023

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:00 a.m. Mr. Sweet called the roll. Dr. Sandino was excused from the meeting. All other members were present, and a quorum was established.

2. Public Comment for Items Not on the Agenda

Public Comment: None.

3. Board Chair's Report

Dr. Paris thanked the Southern California University of Health Sciences (SCUHS) for hosting the Board and welcomed Dr. Sandino to the Board. He recognized and expressed his appreciation for the tremendous amount of meetings and work by the Board members and staff in 2023. He also acknowledged the Board's efforts in engaging with stakeholders and participating in outreach opportunities.

Dr. Adams concurred and acknowledged the work of Board members and staff.

Public Comment: None.

4. Update on the September 22–23, 2023 Federation of Chiropractic Licensing Boards (FCLB) Districts III & V Meeting by the Board Chair and Vice Chair

Dr. Adams updated the Board on the September 22–23, 2023 FCLB Districts III and V meeting that he attended with Dr. Paris in Boston, Massachusetts. He shared that it was an enlightening experience with great presentations and discussions with other state chiropractic boards. He highlighted the discussions on the development of specific standards for chiropractic specialty boards that are being led by FCLB President Karen Campion, D.C. and a robust presentation by Craig Little, Ed.D., President and CEO of the Council on Chiropractic Education (CCE), on changes in chiropractic education following the pandemic. He also noted one takeaway from the meeting is that the Board is a well-run organization with clearly defined processes for meetings, investigations, and disciplinary proceedings.

Dr. Paris concurred with Dr. Adams' comments, and noted the Board's ongoing commitment to continuous improvement and efficiency has made the organization very effective. Mr. Sweet thanked Drs. Adams and Paris for representing the Board at the meeting.

Ms. Cruz noted the FCLB meeting agenda included a discussion on social media and asked Dr. Adams if there was anything to share on that topic. Dr. Adams explained there was a discussion about the role of state chiropractic boards in regulating and enforcing social media content while considering the issues of free speech, expression, and different points of view. He added that it is a topic that needs to be addressed at the state or national level, particularly the importance of disclosures when the content is for entertainment purposes.

Public Comment: None.

5. Department of Consumer Affairs (DCA) Update Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Yvonne Dorantes, Assistant Deputy Director of DCA's Office of Board and Bureau Relations, updated the Board on DCA's diversity, equity, and inclusion (DEI) efforts, including the September 29, 2023 DEI Steering Committee meeting where the committee discussed employee engagement, cultural events and observances, membership composition, DEI training and hiring principles, and the development of a DEI webpage for DCA employees. She also shared that a consultant, Dr. Bernard Gibson, provided an in-person DEI training to over 150 DCA managers and supervisors on October 4, 2023, and a virtual training to board members on October 9, 2023. She noted the training was recorded and will be available through DCA's learning management system (LMS) for those who were unable to attend the live sessions. She shared that another consultant, Christopher Veal, will provide a training on DEI dialogue for leaders to DCA managers, supervisors, and leaders on November 7, 2023, including discussions of example language, psychological safety, the impact of these conversations, and challenges leaders are facing. She also highlighted the Board of Barbering and Cosmetology's (BBC) collaboration with the Los Angeles County Probation Department to launch the first youth and county level barbering program and BBC's collaboration with the Department of Corrections and Rehabilitation (CDCR) to relaunch its testing program within state correctional facilities to include barbering.

She shared DCA's request for all boards and bureaus to establish a standard for translating press releases into Spanish and to evaluate the needs of its audience to determine if any other languages should also be added. She updated the Board on Senate Bill (SB) 143 (Committee on Budget and Fiscal Review, Chapter 196, Statutes of 2023), which was signed by Governor Newsom and became effective immediately on September 13, 2023, and includes language that allows for remote public meetings without noticed physical locations through December 31, 2023. She also explained SB 544 (Laird, Chapter 216, Statutes of 2023) was signed by Governor Newsom and commencing January 1, 2024, there will be four meeting options under the Bagley-Keene Open Meeting Act: 1) a traditional in-person meeting with a majority of members gathered at one publicly noticed and accessible location; 2) a traditional teleconference meeting with members at different publicly noticed and accessible locations connected via phone or Webex; 3) a new teleconference meeting option with the majority of members gathered at one publicly noticed and accessible location that allows extra members above a majority to participate remotely from a private, non-public site with remote public participation; and 4) a new teleconference option for advisory bodies where all members can participate remotely from private, non-public sites if there is at least one publicly noticed and accessible location with at least one staff member present where the public can participate in the meeting along with remote public participation.

Ms. Dorantes reminded the Board members the mandatory sexual harassment prevention training and the information security awareness training for members with DCA email addresses are due by December 31, 2023. Dr. Adams asked if Board members should have a DCA email address. Ms. Dorantes replied Board members can have DCA email addresses to assist with their workload management. She stated her office will be notifying Board members and leadership when the dates for the 2024 board member orientation training (BMOT) sessions have been identified, and newly appointed or reappointed members can register for the training through LMS.

She explained on September 13, 2023, Governor Newsom signed SB 447 (Atkins, Chapter 199, Statutes of 2023), which ends California's restrictions on state-funded travel to states that have adopted discriminatory laws and created a new public awareness project that will consult with community leaders to promote California's values of acceptance and inclusion of the LGBTQ+ community across the country. She noted that this law permits out-of-state travel to all states if the trip is critical to the functions and needs of the Board.

Ms. Dorantes also highlighted the launch of the annual Our Promise campaign, which gives state employees, including Board members, an opportunity to support nonprofits through a one-time donation or a payroll deduction. She noted these contributions make a positive impact by providing vital resources to those experiencing poverty, homelessness, and food insecurity, as well as offering support to causes such as veterans, animals, and the environment.

She also shared that Lourdes M. Castro Ramírez, Secretary of the Business, Consumer Services and Housing Agency (BCSH), has been appointed to serve as the Chief of Housing and Homelessness in the Office of Los Angeles Mayor Karen Bass, and her last day at BSCH will be November 2, 2023. She stated Secretary Castro Ramírez has been a great partner to DCA, and the Department is very grateful for her leadership.

Public Comment: Tim, a student and member of the SCUHS Associated Study Body (ASB), stated that SCUHS will be holding a DEI workshop and it is good to see that those same values align with the Board.

Ms. Cruz shared that it is wonderful to see SCUHS supporting DEI as students progress through their studies and establish their practices with the diverse population they will serve in California.

6. Review and Possible Approval of July 20, 2023 Board Meeting Minutes

This agenda item was tabled for a future meeting.

Public Comment: None.

7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Adams moved to ratify the approved doctor of chiropractic license applications.

Second: Mr. Sweet seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, and Dr. Daniels-AYE).

Motion: Carried.

8. Review and Possible Ratification of Approved Continuing Education Provider Applications

Motion: Dr. Daniels moved to ratify the continuing education provider applications.

Second: Ms. Cruz seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, and Dr. Daniels-AYE).

Motion: Carried.

9. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Board's Budget and Fund Condition
- D. Status of Board's Pending Regulatory Proposals
- E. Board's 2022–2026 Strategic Plan Objectives
- F. Status of New Issues and Recommendations from the Board's 2022 Sunset Review

Ms. Walker stated former Enforcement Manager William Walker III accepted a promotional position with the Commission on Teacher Credentialing and his last day was October 6, 2023. She explained that the duty statement for his position was updated to reflect the Board's strategic goals on organizational development and recruitment efforts are underway to refill that position along with vacant Associate Governmental Program Analyst (AGPA) and Special Investigator positions in the Enforcement Unit. She also noted the current focus is on training Enforcement Analysts

to conduct desk investigations with interviews to increase the efficiency of the Enforcement Program and reduce case aging.

She updated the Board on the implementation of the Connect project and explained the transition of DCA leadership on the project and vendor delays in upgrading the Board to the latest version of the software. She described the strategy for developing the internal continuing education (CE) course approval workflow for staff first followed by replacing the current CE course list on the Board's website with a searchable course locator tool and implementing the dashboard for use by CE providers.

Dr. Daniels noted she recently used the Connect system to renew her license and inquired about the functionality to upload CE certificates. Ms. Walker explained that the system initially required licensees to upload their certificates while completing the renewal application which contributed to a low adoption rate of online renewals so that requirement was removed from the renewal process and instead, a separate CE section was placed on the licensee dashboard, so licensees have the option to upload their CE certificates and store them in the system.

Dr. Daniels also asked if there is a direct line for licensees to call with questions or problems with the Connect system. Ms. Walker replied that staff created specific group email addresses for each of the Board's units, including help with the Connect system, and plans to list the direct lines for each of the units on the Board's website.

Dr. Daniels asked Ms. Walker about current trends with enforcement issues. Ms. Walker indicated staff is seeing an increase in complaints of general unprofessional conduct and lack of communication with patients. She noted staff is focusing on closing less egregious cases by issuing citations and letters of admonishment and she is observing findings of excessive treatment and documentation issues in those cases. Dr. Daniels asked if staff is planning to communicate the trends and themes of enforcement issues through the Board's website to educate licensees. Ms. Walker responded affirmatively.

Ms. Cruz asked about the timeline and communication plan for increasing licensee awareness of the Connect system for renewals and other transactions. Ms. Walker replied that the vendor is correcting the display of license information on the user dashboard, and after completion in early 2024, staff plans to begin broadly advertising the system to licensees through a flyer in the renewal packages and additional information on the Board's website and social media. She explained after system utilization has significantly increased, the Board could explore solutions that other DCA boards have implemented such as replacing the expensive printed renewal packages with a postcard renewal reminder directing the licensee to either access the Connect system or print a renewal application form from the Board's website.

Ms. Walker indicated that with the increased health of the Board's fund and cost savings from current vacancies, the Board is finally able to invest in upgraded IT equipment for staff to increase their effectiveness and support ongoing efforts to reduce the use of paper in the office. She also stated staff is preparing a new recruitment for additional

experts for the Enforcement Program and following an initial screening process, the applicants will be vetted and interviewed by the Enforcement Committee before being added to the Board's pool of experts.

Dr. Paris commented that the transition to paperless processes saves significant time, and asked if there are broad areas where the Board could identify subject matter experts depending on the details of the enforcement case. Ms. Walker explained that the application process allows staff to gain a better understanding of the expert's background, techniques, and areas of practice and specialization so they can better match experts to pending enforcement cases. Dr. Paris suggested developing areas of focus, such as billing and coding and professional boundaries, to better target experts with advanced certifications in those areas. Ms. Walker agreed and explained that staff experiences challenges in cases when expert opinions are based on their best practices or personal expectations that often exceed the accepted standard of care in the chiropractic profession. She also noted that staff wants to conduct additional training for experts who review sexual misconduct cases and clarify their role in the process and expectations for their reports.

Dr. Adams noted many of the other states at the FCLB meeting have their board members serve as the experts in their cases but the Board cannot due to its role as the final adjudicator of the cases. Ms. Walker concurred.

Ms. Walker highlighted the Board's program workload statistics and acknowledged the efforts of the Licensing and Continuing Education Unit to ensure the timely processing of all application types. She noted staff continues to see an increase in new satellite applications following the pandemic as licensees expand their practice locations. She also shared a future goal to find a more effective way to ensure licensees who establish chiropractic corporations with the Secretary of State's office also obtain and annually renew the required certificate of registration with the Board.

Dr. Adams commented the increase in satellite locations could also be due to efforts by qualified medical examiners (QMEs) to expand their geographical area through multiple satellite offices so they can be selected for panels. Ms. Walker replied that staff has observed an increase in third-party companies submitting satellite applications on behalf of licensees to create a network of locations for those examinations. She proposed a discussion of that issue as a potential future agenda item.

Ms. Walker explained staff is focusing on addressing the 535 pending complaints in the Enforcement Program with a goal of reducing that number below 500 by the end of 2023 and below 400 by the end of the fiscal year. She also mentioned that staff expects to issue a higher number of citations and letters of admonishment compared to prior fiscal years as those cases are closed.

Mr. Sweet asked about the average age and processing time for pending complaints. Ms. Walker replied that the current average is between one year and 18 months, and staff is implementing program improvements to be able to reach a goal of 120 days

within a few years. Mr. Sweet asked if 120 days is a realistic goal. Ms. Walker explained that it is attainable for active investigations performed by Board staff while excluding case management activities, such as tracking pending arrest and conviction cases, with timeframes that are outside of the Board's control.

Ms. Walker summarized the status of the Board's pending regulations. She explained the Board and its committees have been effective in developing concepts and moving regulatory text forward for final approval, and staff is experiencing challenges in completing those pending regulatory packages so they can be filed with the Office of Administrative Law (OAL) and released for public comment due to a lack of analytical staff with experience in policy and regulatory work. She noted she is collaborating with the Board's regulatory counsel to ensure the Board can complete those regulations in 2024.

Dr. Adams noted FCLB offers a chiropractic assistant certification program and suggested incorporating it into the Enforcement Committee's discussion of the pending regulatory proposal to update the supervision requirements for unlicensed staff. Ms. Walker agreed.

Ms. Walker also noted the meeting materials contain a progress report on the Board's 2022–2026 Strategic Plan objectives and the new issues from the Board's 2022 Sunset Review. Dr. Paris asked about the timeframe for DCA's SOLID Planning Solutions (SOLID) to hold a supplemental planning session to potentially update the Board's strategic plan based on the Governor's Executive Order N-16-22. Ms. Walker explained that SOLID conducted a stakeholder survey in fall 2023 and will be delivering a report based on the feedback received through that survey and facilitating an additional planning session with the Board in 2024.

Dr. Daniels asked for additional information about the new training requirements for staff on the regulatory process. Ms. Walker explained that all staff at or above the AGPA level will be required to complete regulations training through DCA as well as the comprehensive rulemaking training offered by OAL. Dr. Daniels asked if any of those trainings would be pertinent to the Board members' role in developing regulations. Ms. Walker offered to provide the Board with an informational overview of the regulatory process at a future meeting.

Dr. Daniels inquired about New Issue #10 from the Board's 2022 sunset review regarding misinformation. Ms. Walker replied that staff is no longer receiving complaints on that issue, but instead, is observing an increase in complaints related to the use of filming and posting patient encounters on social media platforms for entertainment purposes.

Dr. Daniels also noted the Board spends a significant amount of its budget on enforcement activities and emphasized the need for the Board to take a more proactive approach by engaging with the professional associations and chiropractic colleges to educate licensees about common issues. Ms. Walker concurred. Dr. Paris added that

the Board has done a good job of engaging with stakeholders in recent years through participation in outreach and CE opportunities. Dr. Daniels stated the Board also needs to reach licensees who are not actively engaged in those types of events with similar messaging. Ms. Walker replied that the Board will be able to send information directly to each licensee after the Board completes the regulation that mandates the collection of licensee email addresses.

Ms. Cruz suggested adding forecasted completion dates to the 2022–2026 Strategic Plan objective tracking tool. Ms. Walker concurred. Dr. Paris noted that report indicates staff reestablished quarterly meetings with the Board's assigned budget analyst and inquired about the outcomes of those discussions. Ms. Walker explained the meetings have been helpful in ensuring the Board is regularly communicating and engaging with DCA's Budget Office, tracking monthly expenses, estimating and planning for future needs, and establishing a repayment plan for the outstanding loan from the Bureau of Automotive Repair.

Dr. Adams asked if the new CE fees have eliminated the need for subsidizing that program through the annual doctor of chiropractic license renewal fees. Ms. Walker explained that many CE providers submitted their applications for 2023 prior to the fee increase so that data will likely not be available until early 2024 when those courses expire. Dr. Adams commented on the fact that the fee increase became effective very quickly whereas the Board's other proposals, such as the CE regulations, are taking a very long time. Ms. Walker explained the distinction is the fact that the fee increase went through legislation and automatically became effective at the beginning of the year while the rest of the Board's proposals must go through the regulatory process and meet the stringent requirements of OAL. She noted the structure of the Chiropractic Initiative Act and its limitations on the power of the Legislature to regulate the Board prevent the Board from being able to seek legislative solutions to implement its various proposals. Dr. Adams asked about the cause of delays with the regulatory packages. Ms. Walker attributed the delays to the lack of analytical staff with the expertise to complete the necessary documentation for those packages.

Dr. Daniels inquired about the Board's potential liability and financial exposure if an error is made when processing requests for confidential name and gender changes under SB 372 (Menjivar, Chapter 225, Statutes of 2023). Dr. Adams noted similar concerns. Mr. Pane stated he is not aware of any increased liability for the Board because of this bill but offered to get back to them on their question.

Ms. Cruz acknowledged the incredible progress the Board has made over the past year and suggested committing additional time to address Strategic Plan Objective 1.2 to establish a robust, effective Licensing Committee. Ms. Walker thanked Ms. Cruz for her suggestion, acknowledged Dr. Daniels' excellent work as the committee chair, and agreed to direct more time to address that objective.

Public Comment: None.

10. Update and Discussion on Implementation of 2023 Legislation Affecting the Board:

- A. Assembly Bill (AB) 883 (Mathis) Business licenses: United States Department of Defense SkillBridge program.
- B. AB 1707 (Pacheco, Chapter 258, Statutes of 2023) Health professionals and facilities: adverse actions based on another state's law.
- C. Senate Bill (SB) 143 (Committee on Budget and Fiscal Review, Chapter 196, Statutes of 2023) State government.
- D. SB 372 (Menjivar, Chapter 225, Statutes of 2023) Department of Consumer Affairs: licensee and registrant records: name and gender changes.
- E. SB 447 (Atkins, Chapter 199, Statutes of 2023) GO-Biz.
- F. SB 544 (Laird, Chapter 216, Statutes of 2023) Bagley-Keene Open Meeting Act: teleconferencing.

Ms. Walker summarized the above bills and explained that staff is developing regulatory text to implement AB 883 (Mathis, Chapter 348, Statutes of 2023) and update the Board's doctor of chiropractic license application to inquire if applicants are enrolled in the United States Department of Defense SkillBridge program. She noted the proposal does not require a policy discussion, so staff intends to bring that text directly to the Board for review and approval at a future meeting in 2024. She noted staff will ensure the provisions of AB 1707 (Pacheco, Chapter 258, Statutes of 2023) are referenced in the updates to the Board's *Disciplinary Guidelines*.

She commented that SB 143 (Committee on Budget and Fiscal Review, Chapter 196, Statutes of 2023) allows the Board to conduct meetings remotely without public locations through December 31, 2023, and implements the federal law on license portability for military service members and their spouses. She explained how DCA is developing and implementing a portal for service members and spouses to register with the boards and bureaus and a public-facing registration search tool.

Ms. Walker added that DCA is also providing guidance and technical assistance to the boards and bureaus on the department-wide implementation of SB 372 (Menjivar, Chapter 225, Statutes of 2023). She shared that DCA is developing a process for licensees to electronically file their requests directly with the boards and bureaus and for staff to be able to process those requests and automatically remove applicable information from the DCA Search public license information system. She also assured the Board that staff will be carefully handling those requests and management will verify and ensure all legal requirements have been met.

She noted SB 447 (Atkins, Chapter 199, Statutes of 2023) repealed the out-of-state travel ban and provides the Board with the opportunity for increased participation in events such as the annual FCLB conferences and district meetings.

Ms. Walker also highlighted the provisions of SB 544 (Laird, Chapter 216, Statutes of 2023) and shared her recommendation for the Board to continue holding quarterly

meetings under the traditional in-person and teleconference requirements of the Bagley-Keene Open Meeting Act in 2024 while staff observes the potential implementation of the new remote participation model by other DCA boards. She noted the challenge with that provision is the fact that it requires a majority of Board members to be gathered at one physical location while providing the ability for additional members above the majority and the public to participate remotely, and if that remote connection is lost, the meeting cannot proceed and must adjourn despite the fact that a quorum of the Board is already present in one location.

Dr. Paris asked for clarification regarding the requirement for a majority of members at one physical location. Mr. Pane explained there must be a majority at one location, and if the Board also has extra members above a majority at other undisclosed locations participating on camera, the meeting must end if that remote access is lost, even though there is still a majority or quorum at the primary physical location. He stated the traditional teleconference meeting model provides the Board with more flexibility by allowing members to participate from multiple disclosed locations.

Public Comment: None.

11. Licensing Committee Report

- Committee Chair's Update on August 25, 2023 Meeting

Dr. Daniels updated the Board on the August 25, 2023 Licensing Committee meeting and shared that the Committee continued its discussion on the regulatory proposal to update the requirements for filing places of practice with the Board and notifying patients that doctors of chiropractic are licensed and regulated by the Board. She explained the Committee provided feedback to staff on the definition of a place of practice and discussed protecting the public at temporary events or during mobile care through requirements for disclosure of licensure information, as well as the potential for creating a facility permit to replace the use of satellite certificates.

She also commented on the Committee's discussion and concerns about the lack of regulations to clarify the activities that require an active license with annual CE, such as performing an examination or providing an interpretation. She stated the Committee's intent is to develop regulatory language that clearly defines the activities that require an active license.

Dr. Daniels shared that the Committee also engaged in an initial conversation on the topic of telehealth and reviewed regulations in other states and by other DCA healing arts boards. She added the Committee is considering a potential regulatory proposal to define the minimum standards for the delivery of chiropractic via telehealth.

She noted the Committee is continuing to work on the chiropractic college curriculum regulations and she has met with many members of the academic community to collaborate on less prescriptive regulatory language that is consistent with contemporary practice and public protection.

Mr. Sweet commented that telehealth is an important issue and expressed his appreciation for the Committee's discussion of that topic. Dr. Adams asked if the members of the academic community had any suggestions or feedback on the Board's curriculum requirements. Dr. Daniels explained how the Committee intends to distribute a document to them outlining the Chiropractic Initiative Act and the current regulations to seek their direct written feedback and recommended solutions. She cited some examples they provided during their conversations, such as the in-person attendance requirements, limitations on the number of hours per week in a program, and mandatory in-person interviews for program applicants.

Dr. Paris shared his support for the Committee's consideration of potential solutions to the filing of multiple facilities or practice sites with the Board and suggested including post-treatment considerations in the development of the requirements for mobile practices and temporary events. He also suggested requiring an active license to render a prognosis. Dr. Daniels replied that the Committee is including prognoses in the activities that require active licensure. Dr. Paris also asked if there was a specific telehealth model that aligned with the Committee's ideas for a Board proposal. Dr. Daniels explained that the Committee was supportive of developing a model similar to the one being implemented by the California Acupuncture Board. Ms. Walker concurred. Dr. Paris thanked Dr. Daniels for her efforts to build relationships with the Board's stakeholders through her discussions.

Public Comment: None.

12. Government and Public Affairs Committee Report

- A. Committee Chair's Update on September 18, 2023 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Pending Regulatory Proposal to Delegate Certain Functions to the Executive Officer and Make Conforming Changes to the Processes for Appealing Citations and Collecting Assessed Fines from Licensees (amend California Code of Regulations, Title 16, sections 306, 390.4, and 390.5)

Ms. Cruz updated the Board on the September 18, 2023 Government and Public Affairs Committee meeting and noted that many of the Committee's key discussions around the budget, technology upgrades, and legislation were previously covered during the Executive Officer's report. She explained the Committee is working with staff to develop enhanced budget reports, improve the content and functionality of the Board's website based on user data and metrics, release new Board member resources and training materials, and update the onboarding process. She also recommended that the topic of DCA email addresses for Board members be brought to a future Committee meeting for discussion. Ms. Walker agreed.

Ms. Walker summarized the aspects of the pending regulatory proposal to delegate additional functions to the Executive Officer that are procedural in nature to expedite the disciplinary process. She explained the concept originated from the Consumer

Protection Enforcement Initiative (CPEI) based on findings that DCA boards were taking too long to impose discipline and there were certain aspects of the process that could be improved by delegating additional authority to the Executive Officer. She added the Board's regulatory concept eventually evolved to provide additional recognition and responsibilities to the Assistant Executive Officer which led to the Board's December 11, 2020 approval of the prior regulatory text.

She explained as staff was preparing the regulatory package and justification based on the December 11, 2020 language, many questions were raised regarding the necessity of certain portions of that language and staff also identified opportunities to further increase the Board's effectiveness through the delegation of additional functions. She outlined the following staff recommendations for this proposal:

1. Further increase efficiency by also delegating authority to the Executive Officer to order physical and mental examinations of licensees pursuant to BPC section 820 and issue default decisions when licensees fail to file a notice of defense.
2. Remove the language for further delegation to the Assistant Executive Officer because it is no longer necessary now that the Executive Officer signs all accusations and other disciplinary documents electronically. Also remove the proposed language to replace the Executive Officer's "designee" with the Assistant Executive Officer because limiting the Executive Officer's discretion to select an appropriate designee will likely increase case aging because the Enforcement Manager could no longer assume any of these functions.
3. Delete the previously proposed subdivision (b) in CCR, title 16, section 306 because these responsibilities are already outlined on the duty statements for the Executive Officer and Assistant Executive Officer positions and are not needed in this regulation.
4. Remove CCR, title 16, sections 389, 390, and 390.3 from this proposal because no changes are necessary to these sections.
5. Separate the existing proposal into two separate proposals – one proposal to amend CCR, title 16, section 306 and a second proposal to make conforming changes to CCR, title 16, sections 390.4 and 390.5.

Ms. Walker asked the Board to consider the Committee's recommendation to withdraw the previously approved regulatory text, and instead, proceed with the updated regulatory proposals found in Attachments 3 and 4 of the meeting materials.

Dr. Adams asked for clarification of the actions that would not require the Board's involvement or approval. Ms. Walker explained the regulatory proposal adds authority for the Executive Officer to order physical or mental examinations, issue default decisions, and approve settlement agreements for the revocation, surrender, or interim suspension of a license. Dr. Daniels requested additional information regarding the

vetting of disciplinary cases by the Attorney General's office and shared her concerns that the language would allow the Executive Officer to sign a revocation or surrender without the Board's knowledge. Ms. Walker explained the Board will be notified of all disciplinary actions adopted under this additional authority; however, the Board would not need to go through the mail vote process to adopt the stipulations. She also explained how the Attorney General's office reviews enforcement cases before preparing an order to compel an examination or an accusation against a licensee. She added that the authority in the regulatory text would only apply when a licensee either fails to file a notice of defense or agrees to the revocation, surrender, or interim suspension of their license.

Dr. Adams asked if the Board would still be able to hold these cases for discussion. Ms. Walker replied that the Board would not be able to hold stipulations for the revocation or surrender of a license if the Executive Officer proceeds with the delegated authority under this regulation. Dr. Adams expressed potential concerns with granting that much power to an executive position. Ms. Walker explained that one of the reasons for removing the delegated authority from the Assistant Executive Officer position was that while the Executive Officer serves at the pleasure of the Board and can be removed from the position for inappropriate conduct, there is no similar mechanism of accountability for the Assistant Executive Officer because it is a civil service position with additional job protections. She also noted the language to grant authority for the adoption of stipulated revocations and surrenders had been included in this CPEI proposal since it was originally developed in 2016 but can be removed if the Board has concerns. Mr. Sweet inquired about the notifications to Board members when actions are taken under this delegated authority. Ms. Walker replied that Board members would be notified and provided with copies of the accusation and decision, just as they currently receive through the mail vote process. She also explained that the Executive Officer does not always need to use that authority and could still send contentious cases to the Board for a final vote. She cited examples where this additional authority would be helpful in expediting disciplinary decisions, such as cases that statutorily mandate a minimum revocation or surrender period of at least 10 years upon a second insurance fraud conviction.

Ms. Walker added that it is rare for the Board to hold a stipulation for the revocation or surrender of a license and shared that the Board typically holds and deliberates on probationary terms within stipulated settlements or to review a proposed decision for potential non-adoption. Dr. Adams concurred and noted that the Board typically holds cases when the disciplinary penalty needs to be increased. Ms. Walker reiterated the extensive vetting process of cases through the Attorney General's office. Ms. Cruz mentioned the Board's prior discussion on hard and soft admissions in stipulations for revocations or surrenders. Ms. Walker explained the public protection outcome is the same for both types of admissions, and she has never observed a case where a respondent who was represented by legal counsel agreed to sign a stipulation with hard admissions.

Dr. Daniels asked Ms. Walker to explain the orders for cost recovery in the stipulations for the revocation or surrender of a license. Ms. Walker explained that these stipulations typically only have two points of contention – admissions and cost recovery. She added that she includes full cost recovery when negotiating these stipulations, but the costs are not due until the reinstatement of the license.

Mr. Sweet shared the fact that these are stipulations between both sides makes him more comfortable with the proposal and the Executive Officer shares the Board's motivation to get the best cost recovery for the Board. Dr. Paris thanked Ms. Walker for clarifying the proposal.

Motion: Mr. Sweet moved to rescind the Board's October 2020 order to initiate a rulemaking for this proposal, relating to California Code of Regulations, title 16, sections 306, 390.4, and 390.5, and approve the newly proposed regulatory text for sections 306, 390.4, and 390.5 presented at this meeting. The Board authorizes initiation and possible adoption of new text as follows:

Approve the proposed regulatory text for Sections 306, 390.4, and 390.5, Division 4 of Title 16 of the California Code of Regulations, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and, if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at Sections 306, 390.4, and 390.5, Division 4 of Title 16 of the California Code of Regulations as noticed.

Second: Dr. Daniels seconded the motion.

Discussion: Mr. Sweet asked if any of the other DCA healing arts boards have adopted similar language. Ms. Walker replied that many of the DCA boards already have these regulations and the language staff developed was modeled after the Dental Board of California.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, and Dr. Daniels-AYE).

Motion: Carried.

13. Enforcement Committee Report

- Committee Chair's Update on Expert Recruitment and Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Consumer Protection Enforcement Initiative (CPEI), Disciplinary Guidelines, and Uniform Standards for Substance Abusing Licensees

Dr. Adams noted that Ms. Walker already provided an update on the pending regulatory proposals being developed by the Enforcement Committee during the Executive Officer report. He also shared that the next Committee meeting has been scheduled for November 30, 2023, and he will be presenting the topic of ethics to licensees at an outreach event on November 2, 2023, consistent with the Board's strategic goal of increasing direct engagement with stakeholders.

Dr. Daniels asked for clarification on the planned updates to the minimum retention period for chiropractic patient records in the record keeping regulatory proposal. Ms. Walker indicated that the intent is to align the retention requirements for files involving a minor patient with the minimum federal requirement and address the retention of files following the closure of a practice.

Public Comment: None.

14. Continuing Education (CE) Committee Report

- Committee Chair's Update on Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Basic Life Support Certificate, CE Hardship Exemption, and Appeals Process for Denied CE Courses

Dr. Paris updated the Board on the Continuing Education Committee's plans to continue its discussion and development of a regulatory proposal to mandate basic life support (BLS) certification as a condition of licensure in active status. He noted staff is gathering information regarding potential accommodations for licensees with temporary or permanent disabilities and updating the text to allow for modern course delivery methods such as self-paced learning followed by a hands-on skill session with either a BLS instructor or a simulation station.

He also shared that staff is preparing information regarding additional hardships that could potentially qualify for an exemption or extension to the annual CE requirements for the Committee's consideration. He indicated the intent of the proposal is to provide the Board with the necessary flexibility to appropriately address these hardships on a case-by-case basis. Dr. Paris also noted that staff is preparing potential options for the appeal process for denied CE course and provider applications for discussion by the Committee.

Dr. Daniels commented that the subject of physicians with disabilities is well-researched with information and guidelines available. She also shared potential ideas to accommodate licensees who are unable to perform cardiopulmonary resuscitation

(CPR), such as posting a notice at the practice or having another staff member available who can perform CPR.

Public Comment: None.

15. Review, Discussion, and Possible Action Regarding Submission of Comments on Final Draft of Revised Council on Chiropractic Education (CCE) Accreditation Standards and CCE Residency Program Accreditation Standards

Ms. Walker presented the final draft of the revised CCE accreditation standards to the Board. She noted that any potential gaps between the CCE standards and the Board's expectations for doctor of chiropractic programs can be addressed through the regulations being developed by the Licensing Committee. She highlighted a few revisions to the CCE standards, including the addition of "or equivalent" to the minimum of 4,200 instructional hours, the replacement of "areas of concern" with "deficiencies" for clarity, the expectation that faculty is engaged in research and scholarship, a new section for academic support for students, and a requirement of at least 1,000 instructional hours in a patient care setting.

She added CCE's expected approval of these revised standards at the January 2024 meeting, along with the Board's development of the updated occupational analysis of the chiropractic profession, are driving the timeline for the Board's chiropractic college regulations.

Dr. Adams commented that 1,000 hours of clinical education is about one-fourth of the chiropractic program and CCE is moving toward a modern, competency-based education that could potentially reduce student debt for chiropractic graduates.

Dr. Daniels questioned CCE's general shift away from requiring education in basic sciences as a prerequisite for a chiropractic program. She noted mental health, psychology, embryology, and dermatology are not required by the CCE standards. She also suggested the Board inquire if the 1,000 hours in a patient clinical care setting is observation only or hands-on training. Dr. Paris expressed his appreciation of CCE's attempts to raise the admission standards because the improved quality of students entering chiropractic colleges could lead to greater public protection. He also noted Dr. Daniels made some important points and suggested the Board submit them to CCE during the public comment period.

Dr. Daniels shared that studies have shown that a grade point average (GPA) for prerequisite education does not predict a student's future success in a chiropractic program or in their performance as a clinician, so there is a potential issue with allowing a student with a GPA of 3.0 or above to enter the program without any education in basic sciences. She added that completion of a bachelor's degree also does not make a student a better doctor; instead, it just demonstrates that the student can withstand the

academic rigor and finish the degree program. She also described the unique needs of California's diverse patient population compared to some other states.

Dr. Paris suggested inviting Dr. Little to a future meeting to discuss the changes to the CCE accreditation standards with the Board and answer questions.

Dr. Daniels added that in her discussions with stakeholders from the chiropractic colleges, she learned the California curriculum requirements are not a problem, and the stakeholders primarily want the Board to address the other prescriptive requirements in the regulations such as attendance to allow them greater flexibility in course delivery and competency-based assessments.

Motion: Dr. Paris moved to incorporate the discussion into comments and feedback on behalf of the Board to CCE.

Second: Dr. Adams seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, and Dr. Daniels-AYE).

Motion: Carried.

16. Nominations of Candidates for 2024 Board Officer Positions

- A. Chair
- B. Vice Chair
- C. Secretary

Mr. Pane presided over the nomination of candidates for 2024 Board officer positions and explained the election of officers will take place at the January 2024 Board meeting. Dr. Adams nominated Dr. Paris for the position of Chair in 2024. Dr. Paris accepted the nomination. No additional nominations were made.

Dr. Adams expressed his interest in continuing as Vice Chair in 2024 and nominated himself for the position. No additional nominations were made.

Dr. Daniels nominated Ms. Cruz for the position of Secretary in 2024. Ms. Cruz accepted the nomination. No additional nominations were made.

Public Comment: None.

17. Schedule 2024 Quarterly Board Meetings

The Board scheduled the following meetings for 2024:

- Friday, January 12, 2024 – Teleconference/Webex

- Thursday, April 18, 2024 and Friday, April 19, 2024 – Northern California (San Jose)
- Friday, July 19, 2024 – Teleconference/Webex
- Thursday, October 24, 2024 and Friday, October 25, 2024 – Southern California (Burbank or San Diego)

Public Comment: None.

18. Future Agenda Items

Ms. Cruz proposed the following future agenda items: a discussion regarding social media guidance; a presentation on the legislative and regulatory processes, including timelines and the limitations and impacts of the Chiropractic Initiative Act on those processes; and a discussion of the action items related to Strategic Plan Objective 1.2.

Dr. Adams requested a discussion on the Board's recognition of postgraduate specialties within the chiropractic profession.

Public Comment: Christopher Greene, D.C. suggested that the Board consider developing social media guidelines that: 1) clearly identify licensees' responsibility to conform to professionalism, ethics, and scientific accuracy when communicating through social media; 2) explain the relevant aspects of BPC section 651; and 3) address the issue communicating electronically with patients through a secure means. He noted the Tennessee Board of Chiropractic Examiners issued a policy on social media, the College of Chiropractors of Ontario developed social media guidelines, and the Federation of State Medical Boards created a report on social media and electronic communications.

Dr. Greene also suggested the Board consider the issue of a trauma-informed approach to investigations and noted 70 percent of the United States population has a history of trauma.

19. Recess Until Friday, October 20, 2023, at 9:00 a.m.

The Board recessed at 3:03 p.m. until Friday, October 20, 2023, at 9:00 a.m.

Friday, October 20, 2023

20. Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:00 a.m. Mr. Sweet called the roll. Dr. Sandino was excused from the meeting. All other members were present, and a quorum was established.

21. Petition Hearings for Reinstatement of Surrendered Licenses

- A. Diem Thi Nguyen, License No. DC 27710, Case No. AC 2017-1135
- B. Leon Patrick Weathersby Jr., License No. DC 22887, Case No. AC 2018-1164

Administrative Law Judge Laurie R. Pearlman presided over a hearing before the Board in the matter of the petition for reinstatement of surrendered license by Diem Thi Nguyen. Adam J. Richards represented Ms. Nguyen, who was present, and Deputy Attorney General Lisa Miller represented the Attorney General of the State of California pursuant to Government Code section 11522.

Leon Patrick Weathersby Jr.'s petition hearing was canceled on October 9, 2023, at his request.

22. Petition Hearing for Early Termination or Modification of Probation

- Andrew Tutino, D.C., License No. DC 20427, Case No. AC 2020-1254

Administrative Law Judge Laurie R. Pearlman presided over a hearing before the Board in the matter of the petition for early termination or modification of probation by Andrew Tutino, D.C. Ginger R. Kelley represented Dr. Tutino, who was present, and Deputy Attorney General Lisa Miller represented the Attorney General of the State of California pursuant to Government Code section 11522.

23. Closed Session

The Board met in closed session to deliberate and vote on disciplinary matters, including the above petitions, pursuant to Government Code section 11126, subdivision (c)(3).

24. Adjournment

Dr. Paris adjourned the meeting at 12:36 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from July 1, 2023 to September 30, 2023

First Name	Middle Name	Last Name	Date Issued	License No.
Nazar		Kharivskyy	07/14/2023	DC 35186
Abel		Sandoval	07/14/2023	DC 35187
Hung		Le	07/14/2023	DC 35188
Margherita	Victoria	Brini	07/14/2023	DC 35189
Grant	Paul	Brown	08/15/2023	DC 35190
Ronnie	Truneen	Davis	08/15/2023	DC 35191
Maria	Del Carmen	Delgado Rodriguez	08/15/2023	DC 35192
Kathryn	Marie	Bailes	08/15/2023	DC 35193
Michael	Patrick	Sterling	08/15/2023	DC 35194
Alyssa	Doyle	Gilbert	08/29/2023	DC 35195
Blake	Wilken	Terry	08/29/2023	DC 35196
Megan	Anne	Cosgrave	08/29/2023	DC 35197
Armaan	M. A.	Golchehreh	08/29/2023	DC 35198
Daniel	Frederick	Steffins	09/26/2023	DC 35199
Thien	Ngoc	Nguyen	09/26/2023	DC 35200
Harriet	Carol	Sanders	09/26/2023	DC 35201
Mark Jason	Espiritu	Bernardo	09/26/2023	DC 35202
Yervand		Titizyan	07/25/2023	DC 36714
Alex		Castellanos	07/25/2023	DC 36715
Terrence		Tubio	07/25/2023	DC 36716
Stone	Dylan	Thomas	07/25/2023	DC 36717
Petros		Simonyan	07/25/2023	DC 36718
Jon		Junkermeier	07/28/2023	DC 36719
Monet		Perry	07/28/2023	DC 36720
Alexander		Kosker	07/28/2023	DC 36721
Juyoung		Kim	07/28/2023	DC 36722

First Name	Middle Name	Last Name	Date Issued	License No.
Lamont	Nomore	Banks Jr.	07/28/2023	DC 36723
Kevin	Ocampo	Magro	07/28/2023	DC 36724
Justene	Ariana	Reyes	07/28/2023	DC 36725
Kevin		Tomassini-Velez	07/28/2023	DC 36726
Alyssa	Morgan	Troutner	07/28/2023	DC 36727
Karl	Axel	Olsson-Deem	07/28/2023	DC 36728
Camila		Loke	08/08/2023	DC 36729
Erenie	Cassandra	Shenouda	08/08/2023	DC 36730
Gabriela		Bonfigli	08/08/2023	DC 36731
Christopher	Lansing	Harmon	08/08/2023	DC 36732
Christopher	Mark	Hidalgo	08/08/2023	DC 36733
Haik		Gankanian	08/08/2023	DC 36734
Darwin		Duran De Gante	08/08/2023	DC 36735
Kathryn	Rae	Bastable	08/10/2023	DC 36736
Nahomy		Villalobos-Tello	08/10/2023	DC 36737
Ellen	Margaret	Chevillet	08/10/2023	DC 36738
James		Chhun	08/10/2023	DC 36739
Ramtin		Rezvani	08/10/2023	DC 36740
Morgan	Michelle	Tomberlin	08/10/2023	DC 36741
Leah	Rachelle	Longhin	08/10/2023	DC 36742
Kevin		Marryshow	08/11/2023	DC 36743
Julia		Rose	08/11/2023	DC 36744
Phillip	Loung	Ly	08/27/2023	DC 36745
John		Chung	08/27/2023	DC 36746
Angela	Ker-Per	McQuillen	08/27/2023	DC 36747
Mario	Alberto	Pulido	08/27/2023	DC 36748
Dong Gwon		Han	08/27/2023	DC 36749
Rebecca		Kasputis	08/27/2023	DC 36750
Liliana	Maria	Luciano	08/27/2023	DC 36751

First Name	Middle Name	Last Name	Date Issued	License No.
Abigail	Madison	Vince	08/27/2023	DC 36752
Terry		Ycasas	08/27/2023	DC 36753
Brandon	Jacob	Hom	08/27/2023	DC 36754
Derik		Ziraky	08/27/2023	DC 36755
Matthew		Chace	08/27/2023	DC 36756
Richard		Sanchez	08/27/2023	DC 36757
Mitchell		Materna	08/27/2023	DC 36758
Codi	Nicole	Osborne	09/19/2023	DC 36759
Kenneth	Jordan	Estudillo	09/19/2023	DC 36760
Sevan		Tashjian	09/19/2023	DC 36761
Isaac		Martinez	09/19/2023	DC 36762
Be	Thi	Diep	09/19/2023	DC 36763
Kelly	Grace	Wynkoop	09/19/2023	DC 36764
Olivia	Grace	Muzones	09/19/2023	DC 36765
Erica		Zeigler	09/19/2023	DC 36766
Armen		Rostami	09/19/2023	DC 36767
David	James	Pizzi	09/19/2023	DC 36768
Philip John		Rivera	09/19/2023	DC 36769
Corrin		Harris	09/19/2023	DC 36770
Elise		Freund	09/19/2023	DC 36771
Fadi		Abu-Awwad	09/19/2023	DC 36772
Raquel		Haro	09/19/2023	DC 36773
Katelynn	Marie	Phillipe	09/19/2023	DC 36774
Roberto		Diaz	09/19/2023	DC 36775
Andrew Jay		Apuya	09/19/2023	DC 36776
Kyle	Hall	Webb	09/19/2023	DC 36777
Avram	Juliani	Jimenez	09/19/2023	DC 36778
Marlena	Eva	Borst	09/19/2023	DC 36779
Jason		Loc	09/19/2023	DC 36780

First Name	Middle Name	Last Name	Date Issued	License No.
Megan		Bolentini	09/19/2023	DC 36781
Christine		Huynh	09/19/2023	DC 36782

DRAFT

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
Curtis M. Martin	Renee Kern	Individual
Skalski Chiropractic Radiology	Matthew Skalski	Partnership



**Agenda Item 5
Attachment 3**

**BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES**

January 12, 2024

The Board of Chiropractic Examiners (Board) met via teleconference/Webex Events on January 12, 2024, from the following locations:

Department of Consumer Affairs
Ruby Room
1747 N. Market Blvd., Suite 182
Sacramento, CA 95834

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

28000 Rancho Parkway
Meeting Room
Lake Forest, CA 92630

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

Board Members Present

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Rafael Sweet, Secretary
Janette N.V. Cruz
Pamela Daniels, D.C.
Claudia Sandino, D.C.

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Dixie Van Allen, Licensing & Administration Manager
Amanda Ah Po, Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)
Steven Vong, Regulatory Counsel, Attorney III, DCA

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:00 a.m. Mr. Sweet called the roll. All Board members were present from the following teleconference locations: Dr. Paris in

Redding; Dr. Adams in Sonoma; Mr. Sweet in Burbank; Ms. Cruz in Sacramento; Dr. Daniels in San Jose; and Dr. Sandino in Lake Forest. A quorum was established.

2. Public Comment for Items Not on the Agenda

Public Comment: Falkyn Luouxmont, a student at Life Chiropractic College West (Life West), asked the Board to be involved with a mislabeled clinic order based on the difference between Current Procedural Terminology (CPT) codes 99211 and 99213.

3. Board Chair's Report

Dr. Paris welcomed Dr. Sandino to the Board. Dr. Sandino shared that she graduated from Life West, practiced chiropractic in Spain for 15 years where she was involved with the initiation of two universities and was one of the first 100 chiropractors, and has worked with children, pregnancies, and soccer teams.

Dr. Paris emphasized his appreciation for the Board members' dedication, teamwork, and involvement in outreach. He shared that he and Ms. Walker represented the Board at the California Chiropractic Association's Fall Conference in November 2023 and were able to engage with many licensees and other stakeholders. He acknowledged Dr. Adams' outreach and presentation on ethics to licensees and Dr. Daniels' engagement and discussions with academic leaders. He also thanked Ms. Cruz and Mr. Sweet for their work on the Government and Public Affairs Committee.

Public Comment: None.

4. Elections of Board Officers for 2024:

- A. Chair
- B. Vice Chair
- C. Secretary

Ms. Knight presided over the election of Board officers for 2024. She noted Dr. Paris was previously nominated for the position of Chair during the October 19, 2023 meeting and called for any additional nominations. None were made.

Ms. Knight called for public comment and a vote on the nomination of Dr. Paris as Chair.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Dr. Sandino-AYE).

Motion: Carried.

Ms. Knight noted Dr. Adams was previously nominated for the position of Vice Chair during the October 19, 2023 meeting and called for any additional nominations. None were made.

Ms. Knight called for public comment and a vote on the nomination of Dr. Adams as Vice Chair.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Dr. Sandino-AYE).

Motion: Carried.

Ms. Knight noted Ms. Cruz was previously nominated for the position of Secretary during the October 19, 2023 meeting and called for any additional nominations. None were made.

Ms. Knight called for public comment and a vote on the nomination of Ms. Cruz as Secretary.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Dr. Sandino-AYE).

Motion: Carried.

5. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Judie Bucciarelli from DCA's Office of Board and Bureau Relations updated the Board on the efforts of DCA's DEI Steering Committee to develop information and resources for the hiring process, the latest issue of DCA's *Consumer Connection* magazine, and the current year expenditure freeze issued by the Department of Finance (DOF) based on a significant projected General Fund deficit in fiscal years 2023–24 and 2024–25. She also reminded the Board members about the annual Form 700 filing requirement and timeframes for completing DCA's Board Member Orientation Training (BMOT) and trainings on ethics, sexual harassment prevention, and defensive driving.

Public Comment: None.

6. Review and Possible Approval of July 20, 2023 and October 19–20, 2023 Board Meeting Minutes

This agenda item was tabled for a future meeting.

7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Adams moved to ratify the approved doctor of chiropractic license applications.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Dr. Sandino-AYE).

Motion: Carried.

8. Review and Possible Ratification of Approved Continuing Education Provider Applications

Motion: Dr. Adams moved to ratify the continuing education provider applications.

Second: Dr. Sandino seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Mr. Sweet-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Dr. Sandino-AYE).

Motion: Carried.

9. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Board's Budget and Fund Condition
- D. Regulatory Process and Status of Board's Pending Proposals
- E. Board's 2022–2026 Strategic Plan Objectives

Ms. Walker shared that DCA launched an IT platform for the implementation of the Federal License Portability Law for Servicemembers as required by Senate Bill (SB) 143 (Committee on Budget and Fiscal Review, Chapter 196, Statutes of 2023), and established a method for boards and bureaus to receive and process requests for

confidential licensee name and gender changes under the provisions of SB 372 (Menjivar, Chapter 225, Statutes of 2023). She also highlighted upcoming deadlines on the 2024 legislative calendar.

She announced that the Board is conducting an occupational analysis survey of the current chiropractic profession in California through January 26, 2024, and stated that DCA's Office of Professional Examination Services sent postcards and emails to all active licensees inviting them to participate in the survey.

Ms. Walker indicated the Board is finalizing the hiring process for two vacancies – an Enforcement Analyst and a Special Investigator – and shared that Administrative Technician Austin Maha's last day at the Board will be January 30, 2024, because he accepted a transfer opportunity at the California Department of Forestry and Fire Protection (CAL FIRE).

She briefly highlighted the licensing, continuing education (CE), and enforcement statistics within the meeting materials and provided an overview of the four phases of the DCA regulation package approval process – concept phase, production phase, initial filing phase, and final filing phase. She noted the Board's 23 pending regulatory proposals are a very heavy workload and shared a healthy long-term goal is to reduce that number to no more than 10 proposals across the four phases.

Dr. Adams noted and inquired about the delays in implementing the updated CE regulations. Ms. Walker acknowledged the delays and primarily attributed them to the need to compile and summarize about eight years of discussion on the topic for inclusion in the regulation package. Dr. Adams shared that he has received feedback that there are CE providers and licensees who are under the impression that videoconference courses count as live hours. Ms. Walker stated staff is working to develop regular updates to CE providers and licensees and noted the goal of CE audits is education and compliance, not to be overly punitive to a licensee if they misunderstood a specific requirement. Dr. Paris commented on the opportunity to utilize the Board's website and social media channels to address the confusion. Dr. Daniels agreed and suggested more transparency to stakeholders so they understand the process.

The Board moved to Agenda Item 10.

10. Presentation and Discussion Regarding the Council on Chiropractic Education's (CCE) Accreditation Process for Doctor of Chiropractic Programs and Proposed Changes to the Accreditation Standards

Craig Little, D.C., EdD, President and CEO of CCE, provided the Board with a presentation on CCE and its accreditation process for chiropractic programs and an overview of the proposed changes to the CCE accreditation standards. Dr. Little explained CCE's role in verifying academic quality and preparation of students to safely

practice chiropractic while valuing educational freedom and institutional autonomy and encouraging innovation and advancement. He also highlighted the rapid transition to accelerated hybrid programs and competency-based assessments in many other health professions.

Dr. Daniels inquired about any challenges CCE has faced with the chiropractic programs using different assessments and measures. Dr. Little referenced CCE's white paper on best practices in assessment and explained the programs can have different tools and instruments of measure if they can demonstrate their validity and reliability to the specific competency outcomes. Dr. Daniels asked if the 1,000 clinical hours in the CCE standards include observation and when those hours begin. Dr. Little clarified it is 1,000 hours of actual clinical learning with instruments, virtual tools, and patient care.

Dr. Daniels asked about the updated educational standards for admission to the chiropractic programs and noted concerns with the impact on students from marginalized and underrepresented communities. Dr. Little explained those changes are based on CCE Policy 7 and detailed data gathered on the probability of student success in the chiropractic programs. Dr. Daniels also asked for CCE's definition and policy for equivalent education. Dr. Little replied the policy is still under development and cannot be released until after CCE approves the updated standards. He explained equivalent education must be evaluated by CCE and the institutional accreditor through a comprehensive process.

Dr. Sandino inquired about the credentials of CCE's program evaluators. Dr. Little explained CCE has an application and credentialing process and has a diverse group of about 70 evaluators with experience in education, practice, or regulation. He noted CCE also has very strict conflict of interest requirements.

Dr. Adams indicated the chiropractic educational requirements for entry into practice have increased since the initial regulation of the profession and asked if CCE has ever compared the competency and quality of care provided by doctors of chiropractic with varying levels of education. Dr. Little replied that he is not familiar with any specific study, but the requirements have been progressively and appropriately increasing over time and CCE has evidence of their effectiveness in producing quality, competent, and safe doctors of chiropractic.

Public Comment: Mr. Luouxmont questioned if the proposed changes would interfere with the check and balance system between the administrators and the government. He also disagreed with the proposed replacement of the words "state and federal law and regulations" with "applicable jurisdiction."

The Board returned to Agenda Item 9.

9. Executive Officer's Report and Updates (Continued)

Ms. Walker provided an overview of the Board's fund condition and cautioned that while the Board's budget currently has significant savings due to position vacancies, staff and DCA are projecting increasing operating costs when the Board returns to its full staffing levels. She shared that staff will be conducting an updated fee analysis and cost assessment in 2025 and developing recommendations for potential inclusion in the Board's 2026 sunset review report. She also summarized the strict spending restrictions over the next 18 months that are outlined in DOF's current year expenditure freeze.

Dr. Paris asked if the \$5.8 million spending projection for future fiscal years is based on actual projected costs or the full budgeted amount. Ms. Walker replied the figure represents an assumption of fully spending the Board's budget appropriation. She noted that figure is also an accurate assumption for a fully staffed office, but the Board could potentially spend closer to \$5.5 million after accounting for projected underspending of legal fees for services provided by the Attorney General's Office. Dr. Paris asked about the impact of the Board's decreasing licensee population on the budget. Ms. Walker replied that staff factors that decrease into the annual revenue projections and will also be incorporating it in the updated fee analysis.

Public Comment: None.

The Board moved to Agenda Item 12.

12. Licensing Committee Report

- Committee Chair's Update on Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Approval of Chiropractic Programs and Educational Requirements, Chiropractic Practice Locations and Display of License, Inactive Doctor of Chiropractic Licenses, and Order for Physical or Mental Examination of Applicants

Dr. Daniels updated the Board on her recent meetings with stakeholders to discuss the curriculum requirements and preceptorships. She shared that one stakeholder suggestion was to streamline the process for preceptor applications so interns can enter their programs faster. She also encouraged stakeholders to continue to engage with the Licensing Committee on the chiropractic program regulations and other licensing topics.

Dr. Paris, Ms. Walker, and Dr. Adams thanked and acknowledged Dr. Daniels for her extensive work on the chiropractic program regulations.

Public Comment: None.

13. Continuing Education Committee Report

- Committee Chair's Update on December 1, 2023 Meeting

Dr. Paris shared that the Continuing Education Committee met on December 1, 2023, and engaged in robust policy discussions regarding the regulatory proposals to mandate basic life support certification as a condition of licensure in active status and to create a process for granting extensions to complete the CE requirements to licensees who have been adversely affected by a hardship during their license renewal period.

Public Comment: None.

14. Government and Public Affairs Committee Report

- Committee Chair's Update on December 4, 2023 Meeting

Ms. Cruz shared the Government and Public Affairs Committee met on December 4, 2023, and discussed the development of an updated fee analysis and recommendations in 2025 and strategies for improving the Board's effectiveness in the regulatory process. She also acknowledged the efforts of the Committee and staff to compile and develop resources and reference materials for Board members.

Dr. Paris thanked the Committee for tying the Board's work to the various 2022–2026 Strategic Plan objectives and monitoring the Board's progress in those areas.

Public Comment: None.

15. Enforcement Committee Report

- Committee Chair's Update on December 8, 2023 Meeting

Dr. Adams updated the Board on the December 8, 2023 Enforcement Committee and shared that the Committee continued the discussions of the regulatory proposals to update the minimum supervision and training requirements for unlicensed individuals within a practice, the record keeping requirements for chiropractic patient records, and the Board's *Disciplinary Guidelines and Model Disciplinary Orders*.

Dr. Daniels noted the conceptual language for the record keeping requirements specifies the patient's gender, height, and weight. She acknowledged gender and weight can be very sensitive subjects for patients and shared her concerns with the potential enforcement of those provisions. She suggested the Committee review those requirements further from that perspective and possibly consider making them a recommendation, rather than a requirement, or providing an option for the patient to not disclose them.

Dr. Daniels also asked the Committee to consider addressing whether patients are required to sign in at every visit to verify their actual presence. Dr. Adams shared that his practice has a form that patients use to sign in. Dr. Paris commented that it is not

always feasible in integrated systems and clinics to have patients sign in, and in his experience, the provider documents a patient identifier, such as “patient was identified via their last name,” in the encounter notes.

Dr. Daniels further suggested the Committee discuss adding language such as “including, but not limited to, orthopedic and neurological examination as appropriate to the area of chief complaint” to clarify the expectations and standard of care for examinations based on the Board’s observations with enforcement cases.

Public Comment: None.

The Board returned to Agenda Item 11.

11. Updates and Discussion on the California Doctor of Chiropractic Programs:

- A. Life Chiropractic College West
- B. Palmer College of Chiropractic – West Campus
- C. Southern California University of Health Sciences, Los Angeles College of Chiropractic

Scott Donaldson, D.C., EdD, Provost of Life West, shared the Life West Advantage Package is a clinically inspired learning program that begins a student’s clinical learning from day one of their chiropractic program. He also updated the Board on the high student participation rate in preceptorships and service trips and an observed increase in graduate confidence as a result of those experiences.

Dr. Adams asked Dr. Donaldson for an update on the program’s expansion to a new Nebraska campus. Dr. Donaldson shared that Life West started a small focus program at Bellevue University in Nebraska that serves as an extension of the California campus. Dr. Donaldson noted Life West will be preparing to move from its existing site to another space in the area due to the increased industrialization of its current location.

Dr. Daniels asked if the pandemic affected students’ ability to meet their clinical requirements. Dr. Donaldson explained students were still able to meet their quantitative clinical requirements, but preceptorship opportunities became more complex due to varying state regulations and restrictions on adjusting by students and interns.

John Scaringe, D.C., EdD, President and CEO of Southern California University of Health Sciences (SCUHS), shared that the institution has doubled its enrollment over the past five years, including growth in its chiropractic program with strong retention and graduation rates, national examination scores, and available concentrations in sports medicine, functional medicine, and nutrition. He stated SCUHS is looking to lead the way in integrated, whole healthcare and is launching many new programs in Whittier and Arizona. He added SCUHS is the academic affiliate of the Greater Los Angeles VA Healthcare System and has a strong relationship with local law enforcement through tactical sports medicine.

Dr. Scaringe shared his observations of trends in healthcare education consisting of online learning and concentrated, hands-on clinical education. He provided an example of SCUHS' doctor of occupational therapy program, which consists of 15-week terms with the first 12 weeks entirely online followed by three weeks of concentrated, hands-on learning on campus. He also encouraged the Board to focus on the outcomes of chiropractic education so programs can appropriately focus on student learning outcomes and competencies and have the flexibility to be competitive and move with the trends of other healthcare educational programs.

Dr. Paris asked Dr. Donaldson and Dr. Scaringe for their thoughts on CCE's proposed changes to the accreditation standards. Dr. Donaldson expressed his support for CCE's competency-based outcomes. Dr. Scaringe shared that he has an extensive background in accreditation and also supports the direction CCE is going with focusing on student learning outcomes rather than inputs.

Dr. Daniels asked Dr. Donaldson and Dr. Scaringe about their perception of the landscape of students entering chiropractic programs, and particularly any trends in their educational and socioeconomic background. Dr. Scaringe commented that SCUHS has a very diverse student population due to its location and efforts to work with and treat those in underserved areas and its diverse model of team-based care between many different health professionals. He added the student population exceeds the minimum admission requirements, and he is seeing students who are excited about coming into chiropractic. Dr. Donaldson explained that Life West participates in outreach at community colleges and treats the local community through its clinic. He also noted an increase in student accommodations following the pandemic.

Dr. Paris thanked Dr. Donaldson and Dr. Scaringe for updating the Board on their programs and for their work to move chiropractic education forward in California.

Public Comment: Mr. Luouxmont thanked Dr. Donaldson, Dr. Scaringe, the Board members, and staff for their efforts in chiropractic for California. He also reiterated his prior comment about the mislabeling of doctor-tiered marks and work in the clinic and asked the Board to consider a significant edit to correct that process.

The Board moved to Agenda Item 16.

16. Future Agenda Items

Dr. Paris requested a discussion on animal chiropractic based on issues raised by stakeholders. He also requested a future agenda item to consider providing clarification to CE providers regarding hands-on manipulation or technique at a CE event.

Public Comment: None.

17. Closed Session

The Board met in closed session to deliberate and vote on disciplinary matters and conduct the annual performance evaluation and consider the salary of its Executive Officer pursuant to Government Code section 11126, subdivisions (a)(1) and (c)(3).

18. Adjournment

Dr. Paris adjourned the meeting at 4:34 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from October 1, 2023 to December 31, 2023

First Name	Middle Name	Last Name	Date Issued	License No.
Shane	Matthew	Lokken	10/03/2023	DC 35203
Michelle	Ann	Isaacson	10/09/2023	DC 35204
Alyssa	Jayne	Isaacson	10/09/2023	DC 35205
Lee	Michael	Isaacson	10/09/2023	DC 35206
Maksim	Igorevich	Ishankhanov	10/09/2023	DC 35207
Brianna	Michelle	Vullis	11/16/2023	DC 35208
Vida		Khalili	11/16/2023	DC 35209
Aleta	Louise	Bezzic	10/02/2023	DC 36783
Anna		Nguyen	10/03/2023	DC 36784
Jose		Landin	10/03/2023	DC 36785
Sherman		Zhu	10/03/2023	DC 36786
Heidi	Annette	Bansberg	10/03/2023	DC 36787
Tanya		Reyes	10/03/2023	DC 36788
Neda		Nima	10/05/2023	DC 36789
Colby		Rompal	10/05/2023	DC 36790
Zoe		Wight	10/05/2023	DC 36791
Vahe		Voskanyan	10/05/2023	DC 36792
George	J.	Attayah	10/05/2023	DC 36793
Tarek	F.	Tawil	10/05/2023	DC 36794
Mersedeh		Termechi	10/25/2023	DC 36795
Jordan		Grissette	10/25/2023	DC 36796
Marc		Constantino	10/25/2023	DC 36797
Abanoub		Mekhail	10/25/2023	DC 36798
Sarah		Jimenez	10/25/2023	DC 36799
John	Tyler	Richard	10/25/2023	DC 36800

First Name	Middle Name	Last Name	Date Issued	License No.
Daniel		Axelrod	10/25/2023	DC 36801
James	Daegun	Yi	10/25/2023	DC 36802
Jon	Scott	Eckfeld	10/25/2023	DC 36803
Arthur		Chakrian	10/25/2023	DC 36804
Calissa	Michaela	Haney	10/25/2023	DC 36805
Amrit		Randhawa	10/25/2023	DC 36806
Benjamin		Rotman	10/25/2023	DC 36807
Christopher		Wang	10/25/2023	DC 36808
Maria	T.	Vazquez Orozco	10/25/2023	DC 36809
Jason		Frederick	10/25/2023	DC 36810
Joohee		Hyung	11/07/2023	DC 36811
James	Jones	Stewart	11/07/2023	DC 36812
George	Rogelio	Rodriguez	11/07/2023	DC 36813
Megan		Hippeli	11/07/2023	DC 36814
Mara	Anne	Trowbridge	11/07/2023	DC 36815
Kirby Edmund	Pasamba	Olidan	11/07/2023	DC 36816
Maxwell	Edward	Murphy	11/07/2023	DC 36817
Joshua		Dorado	11/07/2023	DC 36818
Cheuk Fung		Shek	11/07/2023	DC 36819
Trent	James	Darms	11/07/2023	DC 36820
Chun Ming		Chu	11/07/2023	DC 36821
Marco		Brine	12/01/2023	DC 36822
Hector		Guzman Hernandez	12/01/2023	DC 36823
Raja		Nijim	12/01/2023	DC 36824
Laurent	Aime	Derouaux	12/01/2023	DC 36825
Connor		Subocz-Quinn	12/01/2023	DC 36826
Amy	Carolina	Fang	12/01/2023	DC 36827
Debra		Foxfern	12/01/2023	DC 36828

First Name	Middle Name	Last Name	Date Issued	License No.
Emily	Frances	Pilato	12/01/2023	DC 36829
Dhaamin	Zain	Clarke	12/01/2023	DC 36830
Alexandra	Marie	Wing-LaClaire	12/01/2023	DC 36831
Noah	Alexander	Esquibel	12/01/2023	DC 36832
Alyssa		Milward	12/12/2023	DC 36833

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
Benjamin DeLuca	Benjamin DeLuca	Corporation
Jarret Welsh	Jarret Welsh	Corporation
webFCE	William Metz	Corporation
Mount Madonna Institute of Ayurveda	Jackie Christensen	University/College
Simple Learning Systems	Jennifer Kelly	Corporation

**Agenda Item 5
Attachment 4**

**BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES**

May 23–24, 2024

The Board of Chiropractic Examiners (Board) met via teleconference/Webex Events on May 23–24, 2024, from the following locations:

Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

Board Members Present

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Rafael Sweet, Secretary
Janette N.V. Cruz
Pamela Daniels, D.C.
Claudia Sandino, D.C.

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Dixie Van Allen, Licensing & Administration Manager
Amanda Ah Po, Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)
Steven Vong, Regulatory Counsel, Attorney III, DCA

Thursday, May 23, 2024

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:01 a.m. Ms. Cruz called the roll. All Board members were present from the following teleconference locations: Dr. Paris in Redding; Dr. Adams in Sonoma; Ms. Cruz in Sacramento; Dr. Daniels in San Jose; Dr. Sandino in Sacramento; and Mr. Sweet in Burbank. A quorum was established.

2. Public Comment for Items Not on the Agenda

Public Comment: Marcus Strutz, D.C. asked for clarification on the timeline for the continuing education (CE) regulations package, if there is anything the CE providers or licensees can do to help push the package through the approval process, and the best avenue to communicate with the Board regarding the regulations.

Marissa Palmer, D.C. requested the Board include a discussion of animal chiropractic in a future meeting.

3. Board Chair's Report

Dr. Paris updated the Board on recent outreach activities with the chiropractic profession, including his March 1, 2024, ethics presentation at the California Chiropractic Association's (CalChiro) spring conference and his participation in CalChiro's legislative day with Dr. Adams and Ms. Walker. He noted there were robust discussions and good questions at both events and thanked CalChiro for including the Board in these opportunities for direct engagement with licensees.

He also highlighted his participation in the Federation of Chiropractic Licensing Boards (FCLB) annual conference that was held on May 2–5, 2024. He explained the agenda included educational presentations on regulations and resources, ethics and boundary violations, strategic planning for regulatory boards, board member orientation processes, updates from national and international professional associations and groups, and services provided by FCLB such as Ethics and Boundaries Assessment Services (EBAS), Providers of Approved Continuing Education (PACE), and Recognized Chiropractic Specialty Programs (RCSP). He also noted the meeting included updates from the National Board of Chiropractic Examiners (NBCE) on their efforts to transition to a single testing site in Greeley, Colorado.

Dr. Paris shared that he and Ms. Walker attended a stakeholder meeting on May 6, 2024, regarding the development of potential legislation on the topic of animal chiropractic for the 2025–26 legislative session and provided an update on Board activities at the May 17, 2024 CalChiro Board of Directors meeting. He concluded by thanking Dr. Daniels for her work on the regulatory items being developed by the Licensing Committee.

Ms. Cruz asked if any other boards were involved in the animal chiropractic discussion. Dr. Paris shared that the meeting was with Senator Rosilicie Ochoa Bogh and her staff, CalChiro's leadership and Animal Chiropractic committee, and stakeholders.

Public Comment: None.

4. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Judie Bucciarelli from DCA's Office of Board and Bureau Relations thanked the Board members for their service and dedication to protecting California consumers and shared the following update:

- Public Service Recognition Week was May 5–11, 2024, and DCA honored and thanked its 3,000 departmental, board, and bureau employees who are dedicated to protecting California consumers.
- On April 30, 2024, DCA hosted an in-person meeting with Tomiquia Moss, Secretary of the Business, Consumer Services and Housing Agency, and executive leadership. The meeting served as an opportunity for DCA leaders to meet with Secretary Moss and hear her vision and priorities for the Agency and DCA.
- DCA has learned of a recent increase in scams targeting licensees that involve individuals falsely identifying themselves as board employees and telling the licensee they are under investigation. The scammers attempt to gather personal and/or financial information and may even demand payment. Boards are urged to be vigilant and proactive in providing licensees with tips on avoiding scams.
- On April 5, 2024, DCA's Diversity, Equity, and Inclusion (DEI) Steering Committee held its quarterly meeting. The Committee reviewed and discussed the member application process and establishing subcommittees, and solicited input from Committee members on how to expand language access, workforce development, and advance DEI activities in 2024. Boards may share any ideas for the Committee to consider through their executive officer. Also, DCA's Learning Management System (LMS) has many DEI-related training courses available.
- In April 2024, DCA's Office of Public Affairs participated in two Facebook Live events hosted by the Consulate General of Mexico's (Consulate) Sacramento and Fresno offices during Financial Education Week. DCA presented "Get to Know DCA" in Spanish and shared a broad overview of consumer and licensing information. DCA also joined an in-person resource event with the Consulate in Sacramento and a "Get to Know DCA" virtual event in San Bernardino on May 14, 2024. The Consulate has expressed interest in future event partnerships to share additional resources.

- DCA will be developing workforce and consumer resources and outreach opportunities for all boards and bureaus to participate in and additional information will be shared soon.

Ms. Bucciarelli also provided reminders regarding deadlines for submission of travel claims prior to the end of the fiscal year and completion of DCA's Board Member Orientation Training (BMOT) within one year of appointment or reappointment, and thanked the Board members for helping DCA achieve compliance with the annual Form 700 filing requirements.

Ms. Cruz asked about DCA's and the Board's approach to communicating with licensees to raise awareness about scams. Ms. Walker shared that DCA has a dedicated web page with information and alerts about scams targeting licensees, and the Board has a banner at the top of the website directing licensees to that resource. She added staff is developing targeted messaging to share with licensees and encouraged all licensees to contact the Board directly to verify the authenticity of any unexpected contact. Dr. Paris inquired if the scams are targeting licensees of many of the healing arts boards. Ms. Bucciarelli responded affirmatively.

Dr. Paris added that Board members are interested in attending some of the DEI training sessions being offered by DCA. He offered to gather additional resources and share them with the Board.

Public Comment: None.

5. Review and Possible Approval of July 20, 2023, October 19–20, 2023, and January 12, 2024 Board Meeting Minutes

This agenda item was tabled for a future meeting. Dr. Paris asked if the Board has access to any artificial intelligence (AI) notetaking applications that could assist staff in drafting and editing meeting minutes. Ms. Walker offered to check with DCA's Office of Information Services (OIS) and report back to the Board. Ms. Knight added that she is aware of one board that contracts with a company to prepare their meeting minutes, but she is unsure of the costs associated with that service.

Public Comment: None.

6. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Adams moved to ratify the approved doctor of chiropractic license applications.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

7. Review and Possible Ratification of Approved Continuing Education Provider Applications

Motion: Dr. Adams moved to ratify the continuing education provider applications.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

8. Discussion and Selection of Board Members to Serve as the Delegate and Alternate Delegate to the Federation of Chiropractic Licensing Boards (FCLB)

Dr. Adams and Ms. Walker congratulated Dr. Paris on his election to the FCLB District IV Director position. Ms. Walker explained Dr. Paris and Dr. Adams currently serve as the Board's delegate and alternate delegate, respectively, to FCLB, and with Dr. Paris moving into his new role as FCLB District IV Director, the Board should consider selecting a new FCLB delegate and alternate delegate. She indicated the delegate serves as the Board's voting representative and attends the FCLB annual conference and district meeting with travel approval.

Dr. Adams expressed his interest in serving as the delegate and shared that he attended the district meeting in 2023, learned how FCLB works, and sees how FCLB participation is a great opportunity for the Board to be involved at the national level and to receive and share insight with other chiropractic boards.

Ms. Cruz asked for clarification on eligibility for the delegate and alternate positions. Ms. Walker stated the delegate must either be a current Board member or someone who has served on the Board within the previous five years. Dr. Sandino offered to serve as the alternate delegate. Dr. Paris thanked Dr. Sandino for volunteering for the position and shared that FCLB is extremely valuable to the profession and allows for an exchange of learning and information that is important to the Board's regulatory role in California.

Motion: Dr. Paris moved to nominate Dr. Adams and Dr. Sandino to serve as the Board's delegate and alternate delegate, respectively, to FCLB.

Second: Dr. Adams seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

9. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Board's Budget and Fund Condition
- D. Regulatory Process and Status of Board's Pending Proposals
- E. Board's 2022–2026 Strategic Plan Objectives

Ms. Walker shared that committee assignments for 2024 have been finalized and notable changes include Dr. Adams taking the position of Continuing Education Committee Chair, Mr. Sweet taking the position of Enforcement Committee Chair, and Dr. Paris and Dr. Sandino moving to the Government and Public Affairs Committee. She noted one position on the Licensing Committee has been held open to account for a potential appointment of a seventh member to the Board during the year.

She updated the Board on the business modernization IT project and explained staff is adjusting to a change in the assigned project manager from OIS and testing additional functionality in the Connect system. She added DCA's Office of Professional Examination Services (OPES) is developing an updated occupational analysis of the chiropractic profession and validating the NBCE examinations.

She shared the Board hired a new Special Investigator, Jason Lonteen, in April 2024, and is in the final phase of the hiring process for an additional Special Investigator and an Enforcement Manager. She also highlighted the licensing and enforcement statistics within the meeting materials and thanked the Board's regulatory counsel, Steven Vong, for his assistance with the Board's regulatory proposals.

Dr. Daniels noted a significant volume of course applications received in the first and third quarter compared to the rest of the fiscal year and asked if there is a reason for that change. Ms. Walker replied that CE providers tend to file their courses prior to the end of the calendar or fiscal year, causing a seasonal backlog. Dr. Daniels also asked how the Board can assist in catching up with the course application approvals. Ms. Walker explained the primary issue is the high volume of incomplete course applications that require follow-up with the CE providers. Dr. Daniels suggested creating a worksheet or supplemental guide to assist providers in filing complete applications with the Board. Ms. Walker agreed and stated Ms. Van Allen has been tasked with

addressing this issue. Dr. Paris suggested office hours for licensing and CE questions from stakeholders as a regular, open communication channel.

Ms. Walker presented the Board's current fund condition and noted the Board should expect savings in 2023–24 due to staff vacancies and reduced legal expenses from the Attorney General's office. Mr. Sweet asked for clarification on the savings in legal expenses. Ms. Walker explained that the Board historically underspends its budget for legal expenses, but in the past two fiscal years, additional resources were needed due to a backlog in cases from the pandemic. Dr. Adams asked about the budget impacts of hiring more staff with a declining licensee population. Ms. Walker replied the Board has sufficient funding to make it through its 2026 sunset review, and as part of that process, the Board will need to present fiscal recommendations to the Legislature and possibly adjust its fee structure. Dr. Adams also asked about the impacts of the new CE fees. Ms. Walker explained the new fees have resulted in additional revenue and a lower volume of course applications.

Public Comment: Dr. Strutz asked for clarification on the report of course applications and if the Board determined the fee amount for renewal of an approved course.

Ms. Walker explained that the number of course applications has decreased, but the total revenue has increased, as a result of the new application fee that is assessed per course hour.

10. Licensing Committee Report

- Committee Chair's Update on March 8, 2024 Meeting

Dr. Daniels updated the Board on the Licensing Committee's work to streamline the filing of practice locations with the Board, provide public notification of licensure status at mobile events and fairs, and define the limitations for inactive licenses. She added staff is drafting regulatory language based on the Committee's discussion regarding those topics.

She shared the Committee met as a working group on May 2, 2024, to develop the curriculum regulations for doctor of chiropractic programs. She explained the existing regulations contain prescriptive requirements based on the Chiropractic Initiative Act (Act) that have been hindering the programs, so the Committee is trying to remove the prescriptive language to allow the programs to be more flexible and contemporary, but there are a few areas where the Board is constrained by the Act. She added the Committee provided direction to staff on how to address and better define some of the archaic terms in the Act.

Dr. Daniels stated the Committee is also working on addressing the process and requirements for licensure through reciprocity, and she has requested to speak with representatives from the Veterinary Medical Board and profession regarding animal chiropractic.

Ms. Cruz added the Committee is engaging in deliberate conversations to address the unique needs of California's diverse population.

Dr. Paris thanked the Committee for their work on the curriculum regulations.

Public Comment: None.

11. Review, Discussion, and Possible Action on Legislation Related to the Board, the Chiropractic Profession, DCA, and/or Other Healing Arts Boards

- A. Assembly Bill (AB) 2269 (Flora) Board membership and qualifications: public members.
- B. AB 2412 (Reyes) Healing arts: California Body Contouring Council: practitioners.
- C. AB 2862 (Gipson) Department of Consumer Affairs: African American applicants.
- D. AB 3127 (McKinnor) Reporting of crimes: mandated reporters.
- E. Senate Bill (SB) 607 (Portantino) Controlled substances.
- F. SB 1067 (Smallwood-Cuevas) Healing arts: expedited licensure process: medically underserved area or population.
- G. SB 1451 (Ashby) Professions and vocations.

Ms. Walker stated AB 2412 (Reyes) is dead, but staff wanted to make the Board aware of the bill due to the Legislature's potential interest in regulating body contouring. She noted body contouring primarily affects the Medical Board of California and the Board of Barbering and Cosmetology, but the Board's Enforcement Unit also occasionally receives complaints against licensees involved in businesses that offer body contouring services.

She added SB 1067 (Smallwood-Cuevas) would have required the Board to implement an expedited licensure process for medically underserved areas or populations, but the Board was removed from the bill through amendments made on May 16, 2024, so there is no need to discuss that bill.

Ms. Walker explained existing law prohibits a public member of a board from having a specified employment or contractual relationship with a licensee of that board within the preceding five years of their appointment unless it does not constitute more than two percent of the licensee's practice or business. She stated AB 2269 (Flora) would reduce the timeframe to three years but eliminate the two percent exemption, and staff recommends the Board watch the bill.

She shared AB 2862 (Gipson) would require the Board to prioritize African American applicants seeking licenses, especially applicants who are descended from a person enslaved in the United States. She stated staff estimates a fiscal impact of at least \$25,000 in staff time to research and develop a regulation package to implement the bill because unlike other previous expedite bills, this bill does not provide specific direction

on how the Board would verify if an applicant qualifies for the expedited licensure process. She noted that the Board does not have any significant backlogs in the Licensing Unit, so these legislative mandates typically have minimal impact on the Board.

Dr. Daniels commented on the significant amount of staff time that would need to be spent on implementing the bill even though the Board's licensing processes are already very fast. Ms. Walker suggested raising the implementation concerns with Assemblymember Gipson's office or even respectfully requesting that the Board be exempted from the bill because it does not have any backlogs in its Licensing Unit. Dr. Adams asked for clarification on the basis for the fiscal impact. Ms. Knight explained the issue is that the bill does not provide direction on how the Board would verify if an applicant qualifies for an expedited license or the documentation that would be accepted, and the Board does not have the ability to collect demographic data from applicants. She noted the Respiratory Care Board of California recently took an oppose unless amended position on the bill due to these concerns. Dr. Daniels pointed out that with the amount of research staff would need to do to qualify an applicant for an expedited license, the applicant could likely just have been licensed under the regular process in a shorter timeframe. Dr. Adams noted the significant differences in standards of scrutiny for bills through the Legislature and regulations through the Office of Administrative Law (OAL).

Dr. Adams, Dr. Daniels, and Dr. Paris discussed whether it would be appropriate for the Board to also take an oppose unless amended position or just direct Ms. Walker to communicate the Board's concerns and clarify the licensing timeframes to Assemblymember Gipson's office. The Board ultimately agreed to take no position on the bill at this time, and instead, ask Ms. Walker to continue to monitor it and informally communicate the Board's concerns to Assemblymember Gipson's office.

Ms. Walker moved to AB 3127 (McKinnor) which would replace an existing requirement for a health care practitioner to notify law enforcement when the practitioner suspects a physical injury has been caused by assault or abusive conduct with a requirement for them to make the report only when that injury is life threatening, results in death, or is due to child, elder, or dependent adult abuse or upon the patient's request. She added the bill would require the practitioner to provide brief counseling, education, or other support and a warm handoff or referral to advocacy services before the end of the patient visit when they suspect the patient suffered a physical injury from domestic or sexual violence. She estimated approximately \$8,000 in staff time to develop and provide outreach materials to licensees if this bill were to take effect. She noted this is the third bill in recent years addressing this issue, and the Board voted to oppose the last bill in 2023.

Ms. Cruz asked for the reasons the Board opposed the last bill on this issue. Ms. Walker explained the Board had concerns with practitioners not having sufficient training and education to provide the counseling requested by the bill and the danger of

domestic and sexual violence incidents for patient safety. Dr. Daniels added domestic violence incidents are typically the most dangerous situations encountered by law enforcement and practitioners lack the education and background to appropriately address those issues. She noted although some psychiatry education is included in the California curriculum requirements, the bill is concerning because licensees do not have the specialized training to provide the counseling and warm handoff required by this bill. Dr. Adams and Mr. Sweet agreed with the concerns.

Mr. Sweet added the bill would place a high burden on the practitioner without clear direction as to what is specifically required of the practitioner in the situation. Dr. Paris also noted the bill requires the warm handoff before the end of the visit and fails to address the fact that the abuser may be present with the patient in the office. Dr. Daniels reiterated the amount of education licensees would need to be able to protect the victim in these situations. Dr. Adams concurred. Ms. Cruz commented that while the policy issue is well-intentioned, the bill cannot be practically implemented as written. Dr. Paris agreed and suggested the bill could be rewritten to be more direct and helpful for patients. Dr. Daniels reiterated that without appropriate training and guidance for licensees, they could cause more damage to the patient.

Motion: Dr. Daniels moved for the Board to oppose AB 3127 (McKinnor).

Second: Dr. Sandino seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Walker summarized SB 607 (Portantino) which would extend the current requirement for prescribers to discuss the risks of addiction and overdose associated with the use of opioids before dispensing or issuing the first prescription for a controlled substance containing an opioid to any patient, not just a minor. She noted a prior version of the bill would have also required the prescriber to discuss the availability of nonpharmacological treatments for pain.

Dr. Adams strongly suggested that the discussion of nonpharmacological treatments for pain should be added back into the bill to make patients aware of other options. He noted West Virginia requires a 30-day trial with a nonpharmacological treatment before a patient can get an opioid prescription with limited exceptions. Dr. Paris added the availability of other treatment options is one of the core tenets of the informed consent process as the practitioner makes the patient aware of the risks and alternatives and answers any questions.

Dr. Adams recalled a CalChiro-sponsored bill in 2023 that would have required a referral for nonpharmacological treatment for pain, but the medical profession was opposed to that bill due to concerns with autonomy and liability for the referrals. He added that making patients aware of other treatment options is appropriate for the informed consent discussion. Dr. Paris agreed and stated it is important to clarify that during the generally accepted informed consent process, the provider presents their proposed plan of care along with the risks and alternatives, including options such as no treatment or referral to other specialties. He noted the particular danger to patients who take opioids with benzodiazepines and stated the bill is good public policy.

Motion: Mr. Sweet moved for the Board to support SB 607 (Portantino).

Second: Dr. Adams seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Walker stated SB 1451 (Ashby) is a broad clean-up bill for various DCA boards, but it contains a provision that would amend the Medical Practice Act to prohibit any person from using the word doctor or physician, the letters or prefix “Dr.”, the initials “M.D.” or “D.O.” or any other terms or letters indicating or implying the person is a physician and surgeon or practitioner in a healthcare setting that would lead a reasonable patient to determine that a person is a licensed MD or DO. She noted some concerns with the current bill language, but shared that potential amendments may carve out exemptions for licensees who are acting within their scope of practice as authorized by their practice act.

Motion: Dr. Adams moved to oppose SB 1451 (Ashby) unless amended to include an exemption for licensees acting within their scope of practice.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

12. Review, Discussion, and Possible Action on Regulatory Proposal Regarding Continuing Education Fees, Requirements, and Approval Process (amend California Code of Regulations [CCR], Title 16, sections 360–365 and adopt CCR, Title 16, section 360.1)

Ms. Walker presented this agenda item and summarized the additional recommended changes to the proposed text for the Board's comprehensive CE proposal outlined in the meeting materials. She asked the Board to consider rescinding the prior motion to approve the text, and instead, approve the text as presented.

Motion: Dr. Adams moved to rescind the prior approval of the proposed regulatory text from April 20, 2023 and July 20, 2023, approve the newly proposed regulatory text to amend California Code of Regulations, title 16, sections 360–365 and adopt section 360.1 presented in the meeting materials, direct the Executive Officer to take all steps necessary to initiate the rulemaking process, authorize the Executive Officer to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory change.

Second: Dr. Daniels seconded the motion.

Public Comment: Dr. Strutz commented that the planning of courses is convoluted and requested a heads up of when the regulations will become effective. He also stated he paid \$3,000 more for 12 courses than he did before the fee change for 43 courses.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, Dr. Sandino-AYE, and Mr. Sweet-AYE).

Motion: Carried.

The Board moved to Agenda Item 14.

14. Future Agenda Items

Dr. Adams suggested annually inviting representatives from NBCE and CCE to provide updates to the Board. Dr. Paris agreed and suggested also inviting a representative from FCLB. Dr. Adams added FCLB is working on setting a standard for chiropractic specialties that could be adopted by state boards.

Dr. Paris requested a discussion on animal chiropractic and potential ways to mitigate the costs for Board approval of CE courses.

Public Comment: Dr. Palmer thanked Dr. Paris for including the animal chiropractic proposal as a future agenda item.

The Board returned to Agenda Item 13.

13. Presentation and Discussion Regarding a Trauma-Informed Approach to Administrative Investigations

Christopher Greene, D.C. provided the Board with a presentation on a trauma-informed approach to investigations and regulation. He explained the impact of trauma on health, the physiological changes that occur when a person is exposed to trauma, and the differences in outcomes for those with social support. He also summarized the prevalence and impacts of adverse childhood events (ACEs) within the general population and the need for screening and awareness by clinicians. Following the presentation, the Board engaged in a question-and-answer session with Dr. Greene.

Public Comment: None.

15. Strategic Planning Session

The Board engaged in a strategic planning session to create or modify goals and objectives for the 2022–2026 Strategic Plan based on Governor Newsom’s Executive Order N-16-22.

16. Closed Session

- Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)

The Board met in closed session to deliberate and vote on disciplinary matters pursuant to Government Code section 11126, subdivision (c)(3).

17. Recess Until Friday, May 24, 2024, at 9:00 a.m.

The Board recessed at 5:08 p.m. until Friday, May 24, 2024, at 9:00 a.m.

Friday, May 24, 2024

18. Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:01 a.m. Ms. Cruz called the roll. All Board members were present from the following teleconference locations: Dr. Paris in Redding; Dr. Adams in Sonoma; Ms. Cruz in Sacramento; Dr. Daniels in San Jose; Dr. Sandino in Sacramento; and Mr. Sweet in Burbank. A quorum was established.

19. Petition Hearing for Early Termination of Probation

- Homan Dibagohar, D.C., License No. DC 30890, Case No. AC 2016-1068

Administrative Law Judge Marcie Larson presided over a hearing before the Board in the matter of the petition for early termination of probation by Homan Dibagohar, D.C. Garrett Zelen represented Dr. Dibagohar, who was present, and Deputy Attorney General Patricia Heim represented the Attorney General of the State of California pursuant to Government Code section 11522.

20. Petition Hearings for Reinstatement of Surrendered Licenses

- A. Leon Patrick Weathersby Jr., License No. DC 22887, Case No. AC 2018-1164
- B. Mark Anthony Stolyar, License No. DC 26249, Case No. 2010-812
- C. Nayoung Eoh, License No. DC 28688, Case No. AC 2018-1202
- D. Daniel Hanania Dahan, License No. DC 19744, Case No. 2014-997

Administrative Law Judge Marcie Larson presided over a hearing before the Board in the matter of the petition for reinstatement of surrendered license by Leon Patrick Weathersby Jr. Mr. Weathersby represented himself and Deputy Attorney General Patricia Heim represented the Attorney General of the State of California pursuant to Government Code section 11522.

Administrative Law Judge Coren D. Wong presided over a hearing in the matter of the petition for reinstatement of surrendered license by Mark Anthony Stolyar. Lucy McAllister represented Mr. Stolyar, who was present, and Deputy Attorney General Patricia Heim represented the Attorney General of the State of California pursuant to Government Code section 11522.

Administrative Law Judge Coren D. Wong presided over a hearing in the matter of the petition for reinstatement of surrendered license by Nayoung Eoh. Ms. Eoh represented herself and Deputy Attorney General Patricia Heim represented the Attorney General of the State of California pursuant to Government Code section 11522.

Administrative Law Judge Coren D. Wong presided over a hearing in the matter of the petition for reinstatement of surrendered license by Daniel Hanania Dahan. Mr. Dahan represented himself and Deputy Attorney General Patricia Heim represented the Attorney General of the State of California pursuant to Government Code section 11522.

21. Closed Session

- Deliberate and Vote on the Above Petitions Pursuant to Government Code Section 11126, subd. (c)(3)

The Board met in closed session to deliberate and vote on the above petitions pursuant to Government Code section 11126, subdivision (c)(3).

22. Adjournment

Dr. Paris adjourned the meeting at 5:03 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from January 1, 2024 to April 30, 2024

First Name	Middle Name	Last Name	Date Issued	License No.
Derek	Eldon	Leiferman	01/26/2024	DC 35210
Mallory	Ryan	Noonan	02/15/2024	DC 35211
Tiffany	Mari	Bagwell	02/15/2024	DC 35212
Amber	Nichole	Vande Linde	02/15/2024	DC 35213
Simon	Christopher	Kahwaji	02/15/2024	DC 35214
Kristen	Claire	Chanthavong	02/15/2024	DC 35215
Vincent	Anthony	Anderson	02/15/2024	DC 35216
Taylor	Rae	Godnick	02/15/2024	DC 35217
Brandon	Morrison	Brooks	02/15/2024	DC 35218
Alena		Coleman	03/21/2024	DC 35219
Allison	Guyn	Champagne	03/21/2024	DC 35220
Matthew	Hideo	Lowe	03/21/2024	DC 35221
Brock	Wade	Dudley	03/21/2024	DC 35222
Brian	Charles	De Garmo	03/21/2024	DC 35223
Alex		Vargas	03/21/2024	DC 35224
Nicholas	Franey	Kubler	03/21/2024	DC 35225
Marco Angelo	Abella	Abellera	03/21/2024	DC 35226
Maurice	James Warren	Ellison	04/18/2024	DC 35227
Eric	Timothy	Stefanowicz	04/18/2024	DC 35228
Tyler	Scott	Rockwell	04/18/2024	DC 35229
Gregg	Stephen	Pugh	01/18/2024	DC 36834
Justin	Ryan	Mariano	01/18/2024	DC 36835
Breanna		Murphy	01/18/2024	DC 36836
Michael	Joseph	Carucci	01/18/2024	DC 36837
Alexis	Paige	Van Dyke	01/18/2024	DC 36838

First Name	Middle Name	Last Name	Date Issued	License No.
Joseph	Michael	Aldama	01/18/2024	DC 36839
Minas	Mike	Monosyan	01/18/2024	DC 36840
Phat-Dat		Phan	01/18/2024	DC 36841
Erika		Navarro	01/18/2024	DC 36842
Marielle		Schultz	01/18/2024	DC 36843
Nicole	Elizabeth	Carver	01/18/2024	DC 36844
Elijah	Dusan	Biskup	01/18/2024	DC 36845
Jacob	Jacob	Bahbah	01/18/2024	DC 36846
Marc Jude	Rodriguez	Santos	01/18/2024	DC 36847
Jonathan	Andrew	Fuentes	01/18/2024	DC 36848
Ruben		Rubalcava	01/18/2024	DC 36849
Gabrielle	Nicole	Giordano	01/18/2024	DC 36850
Dayjon		Gabbidon	01/18/2024	DC 36851
Reza		Roshan Pajouh	01/18/2024	DC 36852
Archie		Bayacal	01/18/2024	DC 36853
Brittany	Kay	Gardner	01/18/2024	DC 36854
Katelyn		Rupp	01/18/2024	DC 36855
Elizabeth		Cho	01/18/2024	DC 36856
Chinhao		Chang	01/18/2024	DC 36857
Jordan		Vega	01/18/2024	DC 36858
Brian		Harper	01/18/2024	DC 36859
Paige		Quebedeaux	01/31/2024	DC 36860
Amber	Nicole	Harris	01/31/2024	DC 36861
Roberto	Omar	Rivera	01/31/2024	DC 36862
Lauren		Garcia	01/31/2024	DC 36863
Jason	Mark	Hennen	01/31/2024	DC 36864
Sydney	Rebekah	Newton	01/31/2024	DC 36865
Brian		McGraw	01/31/2024	DC 36866

First Name	Middle Name	Last Name	Date Issued	License No.
Justin		Westbrook	01/31/2024	DC 36867
Madori	Janae	Griffin	01/31/2024	DC 36868
Justin		Lim	01/31/2024	DC 36869
Jason	Antonio	Flores	02/09/2024	DC 36870
Jonathan	Mika'ele	Aki	02/09/2024	DC 36871
Alexander	Lee	Encarnacion-Strand	02/09/2024	DC 36872
Alejandra		Camarillo	02/09/2024	DC 36873
Ignacio	Jared	Montiel	02/09/2024	DC 36874
Andrew	Hernan	Torrico	02/09/2024	DC 36875
Jason		Walsh	02/09/2024	DC 36876
McKenna		Bond	02/09/2024	DC 36877
Lauren	Julia	Artaserse	02/09/2024	DC 36878
Kwun Man Simon		Yu	02/09/2024	DC 36879
Rachel	Ann	Nakamoto	02/09/2024	DC 36880
Chase		Ambrose	02/09/2024	DC 36881
Ashley		Aguero	02/09/2024	DC 36882
Shayla		Hartz	02/09/2024	DC 36883
Kyungho		Kang	02/09/2024	DC 36884
Juan		Garcia	02/09/2024	DC 36885
Jahi	Garrett	Smith	02/09/2024	DC 36886
Keanna		Byrnes	02/09/2024	DC 36887
Baba		Lee	02/09/2024	DC 36888
Karissa	Nemis	Teran	02/09/2024	DC 36889
Luke		Krebs	02/09/2024	DC 36890
Desiree	Jean	DiLorenzo	02/09/2024	DC 36891
Meghan		Peneueta	02/09/2024	DC 36892
Natalie	Rose	Grohmann	02/09/2024	DC 36893
Dustin		Durke	02/09/2024	DC 36894

First Name	Middle Name	Last Name	Date Issued	License No.
Nicholas	William	Abboud	02/09/2024	DC 36895
Nathan		Vega	02/09/2024	DC 36896
Ruslan		Kazak	02/09/2024	DC 36897
Justin		Nguyen	02/09/2024	DC 36898
Jasmine	Duyen Anh	Nguyen	02/09/2024	DC 36899
Harlan		Post	02/09/2024	DC 36900
Kevin		Liu	02/09/2024	DC 36901
Lucia	Nicole	Swift	02/09/2024	DC 36902
Ori	Max	Dula	02/22/2024	DC 36903
Andrea	Rene	Baker	02/22/2024	DC 36904
Tatsuya		Ishikawa	02/22/2024	DC 36905
Angela		Cox	02/22/2024	DC 36906
Casey	Ryan	Hendricks	02/22/2024	DC 36907
Jesus	Alexander	Avalos	02/22/2024	DC 36908
Nicholas Dean	Gutlay	Bullo	02/22/2024	DC 36909
Courtland	Patrick	McCoy	02/22/2024	DC 36910
Christopher		Figueroa	02/22/2024	DC 36911
Hailey		Presley	02/22/2024	DC 36912
Kevin	Wei Min	Chu	02/22/2024	DC 36913
Armando	Emmanuel	Chavez	02/22/2024	DC 36914
Amanda		Wainfan	02/22/2024	DC 36915
Pooyan		Safaei Shirazi	02/22/2024	DC 36916
Shohreh		Rahbar	02/22/2024	DC 36917
Bridget		Konwinski	02/22/2024	DC 36918
Marian		Maile	02/22/2024	DC 36919
Mohamed	Hossein	Ghahramany	03/08/2024	DC 36920
Bridget		Abbott	03/08/2024	DC 36921
Alexandria		Monicayo	03/08/2024	DC 36922

First Name	Middle Name	Last Name	Date Issued	License No.
Chloe	Faye	Sandoval	03/08/2024	DC 36923
Erin		Keitel	03/08/2024	DC 36924
Dean		Duggan	03/08/2024	DC 36925
Vincent		To	03/08/2024	DC 36926
Jazlyn		Magana	03/08/2024	DC 36927
Antonia	Alexis	Goldman	03/08/2024	DC 36928
Wesley		Bonnell	03/08/2024	DC 36929
Taryn		Davis	03/08/2024	DC 36930
Gayathri		Giridharan	03/08/2024	DC 36931
Joshua	Cheng	Moua	03/08/2024	DC 36932
Emily	Ronduen	Bautista	03/08/2024	DC 36933
Christina	Marie	Guevarra	03/08/2024	DC 36934
Ivan		Castro	03/08/2024	DC 36935
Moiessa		Lasaleta	03/08/2024	DC 36936
Bobby	Tran	Luu	03/21/2024	DC 36937
Sean		Lee	03/21/2024	DC 36938
Farshad		Rahbar	03/21/2024	DC 36939
Joseph		Sweeney	03/21/2024	DC 36940
Sierra		Starke	03/21/2024	DC 36941
Mojtaba		Rasoolnejad	03/21/2024	DC 36942
Yazi	Elias	Hernandez	04/02/2024	DC 36943
Rommel Junior	Ragunton	Jimenez	04/02/2024	DC 36944
Torey	Dalton	Berncich	04/02/2024	DC 36945
Victoria		Flores	04/02/2024	DC 36946
Minh		Le	04/02/2024	DC 36947
Aryan		Rashidi	04/02/2024	DC 36948
April	Lynn	Fehr	04/02/2024	DC 36949
Sean		Marsh	04/02/2024	DC 36950

First Name	Middle Name	Last Name	Date Issued	License No.
Chen Chih		Chou	04/02/2024	DC 36951
Cerita		Gaddi	04/02/2024	DC 36952
Christopher	John	Tabick	04/18/2024	DC 36953
Ashley		Maron	04/18/2024	DC 36954
Brandin		Bull	04/18/2024	DC 36955
Ivan		Huang	04/18/2024	DC 36956
Nathaniel	Robert	Patocchi	04/18/2024	DC 36957
Che Chia		Chang	04/18/2024	DC 36958
Brett		Renquist	04/18/2024	DC 36959
Darren	Angelo	Miguel	04/18/2024	DC 36960
Garret	Michael	Kelly	04/18/2024	DC 36961
Marissa	Josephine	Uy	04/18/2024	DC 36962
Rami	Issa	Shnoudi	04/18/2024	DC 36963
Saqr	N.	Alrafai	04/18/2024	DC 36964
Joseph		Bell	04/18/2024	DC 36965
Andre		Hebert	04/18/2024	DC 36966
Victoria	Oncena	Santelises	04/18/2024	DC 36967
Felicia	Anne	Zamora	04/18/2024	DC 36968

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
Songhoo K. Choi, D.C.	Songhoo K. Choi, D.C.	Corporation
TPI - Titleist Performance Institute	Chamonie Vinci	Corporation
David Saber Chiropractic, Inc.	David Saber, D.C.	Corporation
Rocky Snyder	Rocky Snyder	Individual
Deena Hakim, D.C.	Deena Hakim, D.C.	Individual



Agenda Item 5
Attachment 5

BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES

October 24, 2024

The Board of Chiropractic Examiners (Board) met via teleconference/Webex Events on October 24, 2024, from the following locations:

Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834

12750 Center Court Drive South
Suite 750
Cerritos, CA 90703

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

Board Members Present

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Pamela Daniels, D.C.
Rafael Sweet

Board Members Absent

Claudia Sandino, D.C. (Excused)

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Lynne Reinhardt, Enforcement Manager
Dixie Van Allen, Licensing & Administration Manager
Amanda Ah Po, Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)
Steven Vong, Regulatory Counsel, Attorney III, DCA

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:10 a.m. Ms. Cruz called the roll. Dr. Sandino was excused from the meeting. All other Board members were present from the following teleconference locations: Dr. Paris in Redding; Dr. Adams in Sonoma;

Ms. Cruz in Sacramento, Dr. Daniels in San Jose; and Mr. Sweet in Cerritos. A quorum was established.

The Board moved to Agenda Item 5.

5. Public Comment for Items Not on the Agenda

Public Comment: Marcus Strutz, D.C., a licensee and continuing education (CE) provider for over 20 years, expressed his frustration and disappointment in the amount of time it is taking to complete the CE regulations.

A caller identified as MP thanked the Board for taking the time to look into the animal chiropractic situation.

6. Board Chair's Report

Dr. Paris acknowledged and thanked the Board members for their continued efforts in moving the pending regulatory proposals forward. He shared that he and Ms. Walker met with representatives from the Veterinary Medical Board (VMB) on August 30, 2024, to discuss perspectives on animal chiropractic. He added that the Board has increased its engagement with chiropractic students, and he is scheduled to present to an ethics class at Southern California University of Health Sciences in December 2024. He also updated the Board on the Chiropractic 2030 conference, which was a gathering of key stakeholders in chiropractic education and licensure to collaborate on issues affecting students and the profession, including competency-based education.

Public Comment: None.

The Board returned to Agenda Item 2.

2. Petition Hearing for Reinstatement of Surrendered License

- Brent Anthony Hill, License No. DC 18107, Case No. AC 2013-974

Administrative Law Judge Sean Gavin presided over a hearing before the Board in the matter of the petition for reinstatement of surrendered license by Brent Anthony Hill. Mr. Hill represented himself and Deputy Attorney General Katelyn Docherty represented the Attorney General of the State of California pursuant to Government Code section 11522.

The Board moved to Agenda Item 14.

14. Presentation on FCLB Recognized Chiropractic Specialty Programs

Jon Schwartzbauer, D.C., Executive Director of the Federation of Chiropractic Licensing Boards (FCLB), provided the Board with a presentation and overview of FCLB's Recognized Chiropractic Specialty Programs (RCSP) service and criteria for evaluating

chiropractic specialties for quality and rigor. Following the presentation, the Board engaged in a question-and-answer session with Dr. Schwartzbauer.

Public Comment: None.

The Board returned to Agenda Item 3.

3. Closed Session

- Deliberate and Vote on Disciplinary Matters, Including the Above Petition, Pursuant to Government Code Section 11126, subd. (c)(3)

The Board met in closed session to deliberate and vote on the above petition pursuant to Government Code section 11126, subdivision (c)(3).

4. Reconvene to Open Session

The Board reconvened to open session and moved to Agenda Item 7.

7. Update on October 4–5, 2024 Federation of Chiropractic Licensing Boards (FCLB) Districts I & IV Meeting by the Board Chair

Dr. Paris shared that he attended the October 4–5, 2024 FCLB Districts I and IV meeting in Scottsdale, Arizona, and had the opportunity to engage with other state chiropractic board members and administrators. He briefly summarized the services FCLB provides to member boards and explained the FCLB meetings allow for collaboration on licensing and regulatory issues.

Public Comment: None.

8. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Judie Bucciarelli from DCA's Office of Board and Bureau Relations thanked the Board members for their continued service and dedication to protecting consumers. She updated the Board on the new business travel reimbursement program that aligns with the U.S. General Services Administration rates that became effective on October 1, 2024, DCA's development of a new unconscious bias training for Board members, and the Our Promise employee giving campaign.

Ms. Cruz asked if donation receipts could be submitted to DCA for inclusion in Our Promise. Ms. Bucciarelli offered to obtain additional information and report back to the Board. Dr. Paris expressed his support for the updates to the travel reimbursement program.

Public Comment: None.

9. Review and Possible Approval of Board Meeting Minutes

- A. July 20, 2023 Board Meeting
- B. October 19–20, 2023 Board Meeting
- C. January 12, 2024 Board Meeting
- D. May 23–24, 2024 Board Meeting

This agenda item was tabled to the January 2025 Board meeting.

Dr. Daniels expressed her frustration with the delay in meeting minutes and noted they are important for maintaining an accurate record.

10. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Adams moved to ratify the list of approved applications for doctor of chiropractic licenses issued from May 1, 2024 to September 30, 2024.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

11. Review and Possible Ratification of Approved Continuing Education Provider Applications

Motion: Dr. Daniels moved to ratify the continuing education provider applications by ABetterChiro.com, BodyZone, LLC / CESoup.com, and Porteous Chiropractic Academy / Larry Basch Chiropractic Inc.

Second: Mr. Sweet seconded the motion.

Ms. Cruz asked staff to confirm the accuracy of the business name “Porteous Chiropractic Academy / Larry Basch Chiropractic Inc.” Ms. Walker stated staff confirmed the accuracy of the business name and the provider’s permission to use that branding.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

12. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Regulatory Process and Status of Board's Pending Proposals
- D. Board's 2022–2026 Strategic Plan Objectives
- E. Status of New Issues and Recommendations from the Board's 2022 Sunset Review
- F. Board's Budget and Fund Condition

Andrew Trute, Budget Analyst, and Harmony DeFilippo, Budget Manager, from DCA's Budget Office provided the Board with an overview and presentation on the budget and fund condition. Dr. Adams asked when the Board would be finished repaying the outstanding loan from the Bureau of Automotive Repair. Mr. Trute indicated the Board should be finished repaying the loan in about six years. Ms. Cruz asked about the Board's potential fund reversion in fiscal year 2024–25. Ms. DeFilippo stated the Board will have an updated estimate in January 2025.

Ms. Walker shared that the Department of Finance (DOF) recently released two letters requiring a reduction in spending and potential elimination of vacant staff positions. She explained she worked with DCA to develop and submit a plan, but the Board's recruitment efforts are currently on hold until DOF approves it. She thanked staff for developing recommendations for improvements in the Licensing and Enforcement Units. She shared that in July 2024, the Board hired Lynne Reinhardt as the Enforcement Manager and Natalie Mixson as a Special Investigator. She added the current challenge is the lack of staffing and resources in the areas of policy and regulation development and legislation. She stated the main focus in 2025 will be the Board's preparations for the 2026 sunset review report and hearing.

She updated the Board on the Connect IT project and shared that staff is working with other DCA programs to test new cashiering functionality in the system. Dr. Adams noted an issue with the printed renewal applications that request an explanation for the CE attestation. Ms. Walker acknowledged there was an issue with the transition to a new print vendor, but staff corrected it. Dr. Adams also asked if the Connect system was functioning better. Ms. Walker responded affirmatively and reported the system reliability has improved.

Dr. Daniels expressed her concern and frustration with the delays in moving the CE regulatory proposal forward and the lack of staff with experience drafting regulations.

Ms. Cruz asked about the potential process improvements associated with moving cashiering to the Connect system. Ms. Walker explained that the implementation will allow the Board to eliminate the involvement of a second staff member from the renewal process by automating the license renewal after processing the check payment.

Ms. Cruz also asked about the system adoption rates. Ms. Walker shared that over 90 percent of new applicants are using the Connect system to apply for a license, and staff is working to encourage licensees to also use the system to renew their licenses.

Public Comment: Dr. Strutz stated there is missing information on the CE course listings on the Board's website and the provider list is outdated. He also reiterated the importance of moving the CE regulations forward.

13. Update and Discussion on Implementation of 2024 Legislation Affecting the Board

- Assembly Bill 1991 (Bonta, Chapter 369, Statutes of 2024) Licensee and registrant renewal: National Provider Identifier.

Ms. Walker explained Assembly Bill (AB) 1991 requires all DCA healing arts boards to require that a licensee who electronically renews their license to provide their national provider identifier (NPI) if they have one at the time of renewal. She explained DCA's Office of Information Services is updating the existing Department of Health Care Access and Information (HCAI) workforce data survey to comply with this requirement.

Dr. Daniels asked for the rationale for requesting the NPI and the status of the bill the Board was removed from. Ms. Walker stated the Board was removed from a bill that would have required the Board to expedite the licensure process for applicants in a medically underserved area. She added the rationale for collecting the NPI is to allow HCAI to gather more reliable data about California's healthcare workforce.

Public Comment: None.

15. Discussion and Possible Action on the Practice of Chiropractic on Animals, Including Certification Programs

Ms. Walker introduced this agenda item and explained the Board has been engaging with a group of stakeholders interested in animal chiropractic since 2023. She stated the group is seeking legislation to provide a pathway to allow direct access to certified animal chiropractors who are regulated by the Board. She outlined the provisions of the VMB's regulation on musculoskeletal manipulation of an animal and provided an overview of animal chiropractic regulation in other states.

Dr. Adams asked if the animal chiropractic certification programs are recognized by an entity such as FCLB. Dr. Paris stated he is not aware of any formal recognition of those programs. Dr. Adams also asked if the Board receives complaints about the practice of animal chiropractic under the supervision of veterinarians. Ms. Walker indicated the Board has not received any quality-of-care complaints, but occasionally receives complaints about licensees not practicing in compliance with VMB's regulation. Dr. Daniels added from her understanding, there are anecdotal reports of animal patients being injured by unlicensed individuals without formal training in manipulation,

not licensees. She also noted animal chiropractic legislation is being pursued in many states. Dr. Adams asked if manipulation is part of the veterinary medicine curriculum. Dr. Daniels indicated manipulation is generally not included in traditional veterinary programs and she explained there are a few specialty certification programs that are offered to both chiropractors and veterinarians. Dr. Daniels and Dr. Adams discussed issues with access to animal chiropractic due to the limited number of chiropractors and veterinarians with training in that field of practice. Dr. Daniels also thanked VMB for an informative discussion on animal chiropractic. She noted there seems to be a lack of knowledge or awareness of chiropractic educational requirements and practice standards, such as the patient history, clinical examination, orthopedic and neurological examination, identification of red flags, differential diagnosis, imaging, and referrals.

Public Comment: A caller identified as BJ thanked the Board for having animal chiropractic on the agenda and discussing the issue.

Grant Miller, DVM, a veterinarian and the Regulatory Director for the California Veterinary Medical Association (CVMA), thanked the Board for discussing animal chiropractic and reaching out to VMB to get some background and history on the topic. He stated CVMA is strongly opposed to any attempt by human health care practitioners to expand their scope of practice to include animals. He stated this has been an ongoing issue that the veterinary profession has successfully fought for decades and CVMA is intensely concerned that human health care practitioners feel they can safely work on animals despite not having animals as part of their licensing curriculum, aptitude testing, or CE required for maintenance of their license. He added the Board already mentioned the successful regulation that allows access to chiropractors by the public through a collaboration with veterinarians that has been in effect for almost 30 years and has worked well between the two professions. He stated one of the reasons it is important to have veterinarians involved is because there are vast anatomic, physiologic, and behavioral differences between humans and animals and between species of animals, and there are dozens of complex diseases and medical conditions that can manifest and involve the musculoskeletal system and present to a lay person as resembling a chiropractic issue. He stated a certification course cannot adequately train someone to know and understand those diseases without formal veterinary education, and to permit someone to practice on animals without that knowledge presents an unacceptable level of danger to animals and risk to consumers.

16. Licensing Committee Report

- A. Committee Chair's Update on Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Approval of Chiropractic Programs and Educational Requirements, Chiropractic Practice Locations, Display of License, and Retired License Status
- B. Review, Discussion, and Possible Action on Regulatory Proposal to Add California Code of Regulations (CCR), Title 16, section 310.3 (Inactive Licenses: Practice of Chiropractic Prohibited)

- C. Review, Discussion, and Possible Action on Regulatory Proposal to Repeal CCR, Title 16, section 315 (Mental Illness)
- D. Review, Discussion, and Possible Action on Recommendation to Not Proceed with Pending Regulatory Proposal Regarding Physical or Mental Examination of Applicants

Dr. Daniels presented the Licensing Committee's regulatory proposal to clarify the activities that cannot be performed with an inactive license.

Motion: Dr. Adams moved to approve the proposed regulatory text for California Code of Regulations (CCR), title 16, section 310.3 in Attachment 1 of the meeting materials, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulation at CCR, title 16, section 310.3 as noticed.

Second: Dr. Paris seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Walker summarized the regulatory proposal to repeal CCR, title 16, section 315 based on the fact that the regulation is redundant to similar statutory authority found within Business and Professions Code sections 820 through 828.

Motion: Dr. Adams moved to approve the proposed regulatory text to repeal California Code of Regulations (CCR), title 16, section 315 in Attachment 2 of the meeting materials, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and repeal the regulation at CCR, title 16, section 315 as noticed.

Second: Ms. Cruz seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Dr. Daniels presented the Committee's recommendation for the Board to no longer proceed with the regulatory proposal to create a process to order an applicant to be examined for mental or physical illness outside of the license denial process. She explained the limitations imposed by AB 2138 (Chiu, Chapter 995, Statutes of 2018) on applicant background information and investigations will make it difficult for the Board to proceed with the regulation.

Motion: Ms. Cruz moved to rescind the Board's August 29, 2016 order to initiate a rulemaking to adopt California Code of Regulations, title 16, section 321.1 (now section 324).

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Dr. Daniels shared that the Licensing Committee is continuing to work on proposals regarding practice locations and the display of licenses, a retired license status, reciprocity, and chiropractic program curriculum requirements. She added the Committee is seeking to ensure a licensee's clinical competency when returning to practice from a retired or cancelled status by aligning with the Enforcement Committee's proposal to require the National Board of Chiropractic Examiners (NBCE) Part IV practical examination after four years of non-practice. She also explained the Committee is developing chiropractic program regulations that will meet the rulemaking requirements of the Office of Administrative Law (OAL) and clarified that the previous text the Board approved in 2020 does not meet OAL's standards and cannot be implemented as drafted.

Dr. Paris suggested seeking feedback on the proposal from the Association of Chiropractic Colleges (ACC). Ms. Cruz thanked Dr. Daniels for her research and guidance on the proposal. Dr. Paris concurred.

Public Comment: None.

17. Review and Possible Adoption of Amended 2022–2026 Strategic Plan

Ms. Walker presented the Board's 2022–2026 Strategic Plan with the amendments made by the Board during the May 24, 2024 strategic planning session based on Governor Newsom's Executive Order N-16-22, which directed state agencies and departments to take additional actions to embed equity analysis and considerations into its policies and practices.

Motion: Dr. Adams moved to adopt the Board's amended 2022–2026 Strategic Plan.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

18. Nomination of Candidates for 2025 Board Officer Positions

- A. Chair
- B. Vice Chair
- C. Secretary

Ms. Knight presided over the nomination of candidates for the 2025 Board officer positions and explained the election of officers will take place at the next meeting.

Dr. Daniels nominated Dr. Adams for the position of Chair in 2025. Dr. Adams accepted the nomination. Mr. Sweet nominated Dr. Paris for the position of Chair in 2025. Dr. Paris respectfully declined the nomination.

Dr. Paris nominated Dr. Daniels for the position of Vice Chair in 2025. Dr. Daniels accepted the nomination. No additional nominations were made.

Dr. Adams nominated Ms. Cruz for the position of Secretary in 2025. Ms. Cruz accepted the nomination. No additional nominations were made.

Public Comment: None.

19. Schedule 2025 Quarterly Board Meetings

The Board scheduled the following meetings for 2025:

- Thursday, January 9, 2025 – Teleconference/Webex
- Thursday, April 17, 2025 and Friday, April 18, 2025 – Northern California (Bay Area)

- Friday, July 25, 2025 – Teleconference/Webex
- Thursday, October 9, 2025 and Friday, October 10, 2025 – Southern California (Burbank, San Diego, or Whittier)

Public Comment: None.

20. Future Agenda Items

Dr. Daniels requested a conversation about managing the Board's workload, proposals, and amount of meetings. Ms. Cruz concurred and requested a discussion on the timing, spacing, and level of effort involved in the 2026 sunset review so the Board members are prepared.

Dr. Paris suggested partnering with the chiropractic programs on workforce development by continuing to share resources and provide outreach to students and by exploring a pilot program for licensure upon graduation with early access to the California Chiropractic Law Examination during the final term of the chiropractic program.

Public Comment: None.

21. Adjournment

Dr. Paris adjourned the meeting at 3:57 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from May 1, 2024 to September 30, 2024

First Name	Middle Name	Last Name	Date Issued	License No.
Oscar		Alvarez Cerna	05/10/2024	DC 35230
Shireen		Al-Naqshabandi	05/10/2024	DC 35231
Patrick	L. T.	Chu	05/10/2024	DC 35232
Andres		Perez	06/18/2024	DC 35233
Tara		Connolly	06/18/2024	DC 35234
Layna	Marie	Larson	06/20/2024	DC 35235
Joanne	Hwa	Oh	06/28/2024	DC 35236
Casey		Fanning	06/28/2024	DC 35237
Grant	Tanner	Perry	07/24/2024	DC 35238
Riley	Eldon	Miller	07/24/2024	DC 35239
Benjamin	M.	Omrani	07/25/2024	DC 35240
Anthony	Lawrence	Peterson	08/21/2024	DC 35241
Kara	Lynn Marian	Rangel	08/21/2024	DC 35242
Nicholas	Prince	Tauaese	08/21/2024	DC 35243
Brenda	Colleen	O'Neil	09/12/2024	DC 35244
Hsuan-An		Chen	09/24/2024	DC 35245
Benjamin	Patrick	Lynn	05/02/2024	DC 36969
Cynthia		Adams	05/02/2024	DC 36970
Alyssa		Carrillo	05/02/2024	DC 36971
Oscar		Torres-Gonzalez	05/02/2024	DC 36972
Brittany		Irha	05/02/2024	DC 36973
Reza		Ghassemi	05/02/2024	DC 36974
David		Barragan	05/02/2024	DC 36975
Ryota	Justin	Aizawa	05/02/2024	DC 36976
Coral	Ann	Brady	05/09/2024	DC 36977

First Name	Middle Name	Last Name	Date Issued	License No.
Jeffrey	Julian	Billauer	05/09/2024	DC 36978
Juleigh		Furry	05/09/2024	DC 36979
Tan	Ngoc	Nguyen	05/09/2024	DC 36980
My	Tien	Vo	05/09/2024	DC 36981
Yoko		Stevenson	05/09/2024	DC 36982
Delhia	Marie	Rocha	05/09/2024	DC 36983
Nicolette		Kellenberger	05/09/2024	DC 36984
Dakota	Edward John	Freeman	05/09/2024	DC 36985
Francesca		Eszes	05/30/2024	DC 36986
Sara		Aleksandravicius	05/30/2024	DC 36987
Karter		Ruiz	05/30/2024	DC 36988
Stephanie		Dargis	05/30/2024	DC 36989
Christopher		Proud	05/30/2024	DC 36990
Sharn		Sandhu	05/30/2024	DC 36991
Melody		Rodriguez	05/30/2024	DC 36992
Kiana		Ziafat	05/30/2024	DC 36993
Irene		Wabomnor	06/18/2024	DC 36994
Roxanne		Alonzo	06/18/2024	DC 36995
Liliana		Terrones	06/18/2024	DC 36996
Nathan	Michael	Morgan	06/18/2024	DC 36997
Kudrat		Bassi	06/18/2024	DC 36998
Keith	Franklin	Pagano	06/18/2024	DC 36999
Marion		Fernandez	06/18/2024	DC 37000
Belen		Guzman	06/18/2024	DC 37001
Sara		Cooper	06/18/2024	DC 37002
Mary		Hawkins	06/18/2024	DC 37003
Nejdeh	James	Mesrkhani	06/18/2024	DC 37004
Janair		Osarollor	06/18/2024	DC 37005

First Name	Middle Name	Last Name	Date Issued	License No.
Brandon	Daniel	Partovy	06/18/2024	DC 37006
Benjamin	Torres	Dayrit	06/18/2024	DC 37007
Anhkhhoa		Dang	06/18/2024	DC 37008
Dina	Anid	Deleon	06/18/2024	DC 37009
Tim	Leon	Schrijver	06/18/2024	DC 37010
Arthur	James	Crockam II	06/18/2024	DC 37011
Meghann		McCall-O'Dell	06/18/2024	DC 37012
Oscar	Guillermo	Valdez-Arvizu III	06/20/2024	DC 37013
Kristeen	Shamas	Hanoun	06/20/2024	DC 37014
Andres		Rosales	06/20/2024	DC 37015
Brock	Paul	Clements	06/20/2024	DC 37016
Raheem		Mahbubbi	06/20/2024	DC 37017
Alex		Mak	06/20/2024	DC 37018
Andrew		Huynh	06/20/2024	DC 37019
Tri	Minh	Le	06/27/2024	DC 37020
Kimberly	Michelle	Farrington	06/27/2024	DC 37021
Alexandra		Villa	06/27/2024	DC 37022
Auranelle		Faraon	06/27/2024	DC 37023
Gregory	Herbert	Stowe	06/27/2024	DC 37024
Heather	Rose	O'Moore	07/16/2024	DC 37025
Garret		George	07/16/2024	DC 37026
Alejandro		Ponce	07/16/2024	DC 37027
Cole	Girard	Carson	07/16/2024	DC 37028
Hike	Michael	Vardazaryan	07/16/2024	DC 37029
Javad		Rostamnejad	07/16/2024	DC 37030
Joanna		Quintana	07/16/2024	DC 37031
Joanne		Nishii	07/16/2024	DC 37032
Jordan		Loewenstein	07/16/2024	DC 37033

First Name	Middle Name	Last Name	Date Issued	License No.
Kelley	Renee	Samuel	07/16/2024	DC 37034
Marlon	Deodato	Altan	07/16/2024	DC 37035
Mitchell		Trujillo	07/16/2024	DC 37036
Woo	Yong	Chung	07/16/2024	DC 37037
Alexander		Lai	07/23/2024	DC 37038
Milad		Saeidi	07/23/2024	DC 37039
Amanda	Dawn	Jenkins-Dixon	07/23/2024	DC 37040
Addyson		Williams	07/29/2024	DC 37041
Alex	Suachoua	Paleeyang	07/29/2024	DC 37042
Cindy		Steward	07/29/2024	DC 37043
Dawn		Larimar	07/29/2024	DC 37044
Janet		Meza-Avila	07/29/2024	DC 37045
Leslie		Gonzalez	07/29/2024	DC 37046
Michael	Martiros	Keleshyan	07/29/2024	DC 37047
Miles		Bradford	07/29/2024	DC 37048
Natalie		Pham	07/29/2024	DC 37049
Romell		Hanks	07/29/2024	DC 37050
Roy		Ybarra	07/29/2024	DC 37051
Trevor	James	Naugle	07/29/2024	DC 37052
Vipul		Jolly	07/29/2024	DC 37053
Quincy	Justin	Monroe	08/01/2024	DC 37054
Jake	Anthony	Hedrick	08/01/2024	DC 37055
John		Breyman	08/01/2024	DC 37056
John		Wyatt	08/01/2024	DC 37057
Martin	Diego	Henderson	08/01/2024	DC 37058
Austin		Garza	08/01/2024	DC 37059
Emily	Catherine	Youngblood	08/01/2024	DC 37060
David		Lantos	08/01/2024	DC 37061

First Name	Middle Name	Last Name	Date Issued	License No.
Vanessa		Manfredi	08/01/2024	DC 37062
Christian		Quintero	08/15/2024	DC 37063
Abdallah		Azzam	08/15/2024	DC 37064
Nayeli	Melisa	Marquez	08/15/2024	DC 37065
Kevin	Hyunyoung	Lee	08/15/2024	DC 37066
Kevin		Xiong	08/15/2024	DC 37067
Eric	Glenn	Russell	08/29/2024	DC 37068
Lamar		Baddley	08/29/2024	DC 37069
Lisa	Rene	Leap	08/29/2024	DC 37070
Pavel		Kostyshak	08/29/2024	DC 37071
Samantha		Lang	08/29/2024	DC 37072
Sara	Alejandra	Buenrostro	08/29/2024	DC 37073
Armando	Jose	Fuentes	08/29/2024	DC 37074
Brian	Steven	Perez	09/12/2024	DC 37075
Mylee		Suarez	09/12/2024	DC 37076
Joshua	J.	Moore	09/12/2024	DC 37077
Nikki	Nasseim	Nassiri	09/12/2024	DC 37078
Charles		Swift	09/12/2024	DC 37079
Genelyn Jove		Delector	09/12/2024	DC 37080
Madeline	Reid	Duncan	09/12/2024	DC 37081
Andrew	Hieuanh	Lam	09/12/2024	DC 37082
Gregory	David	Nelson	09/12/2024	DC 37083
Mark		Herrera	09/12/2024	DC 37084
Kenneth		Steen	09/24/2024	DC 37085
Geraldine		Coates	09/24/2024	DC 37086
Kirstin		Oaxaca	09/24/2024	DC 37087
Sterling	Yukio	Sanchez	09/24/2024	DC 37088
Shelbi	Elizabeth	Hughes	09/24/2024	DC 37089

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
ABetterChiro.com	Cynthia Mai	Corporation
BodyZone, LLC / CESoup.com	Renee North	Corporation
Porteous Chiropractic Academy / Larry Basch Chiropractic Inc.	Larry Basch, D.C.	Corporation



**Agenda Item 5
Attachment 6**

**BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES**

February 13, 2025

The Board of Chiropractic Examiners (Board) met via teleconference/Webex Events on February 13, 2025, from the following locations:

Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

Board Members Present

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Sergio Azzolino, D.C.
Pamela Daniels, D.C.
Rafael Sweet

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Lynne Reinhardt, Enforcement Manager
Dixie Van Allen, Licensing & Administration Manager
Amanda Ah Po, Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)
Steven Vong, Regulatory Counsel, Attorney III, DCA

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

Dr. Paris called the meeting to order at 9:01 a.m. Dr. Adams called the roll. The Board members were present from the following teleconference locations: Dr. Paris in Redding; Dr. Adams and Dr. Azzolino in Sonoma; Dr. Daniels in San Jose; and Mr. Sweet in Burbank. A quorum was established.

2. Public Comment for Items Not on the Agenda

Public Comment: A caller identified as MP thanked the Board for continuing to look at animal chiropractic legislation and the need for animal chiropractic for the constituents of California.

3. Board Chair's Report

Dr. Paris acknowledged the significant and unprecedented impact of the Los Angeles fires on licensees and the general public and encouraged licensees to contact the Board's office directly for information and assistance. He welcomed Dr. Azzolino back to the Board, congratulated Dr. Daniels on her reappointment, and thanked Claudia Sandino, D.C. for her service on the Board.

He expressed his appreciation to the Board members for allowing him to serve as Chair and for their continued collaboration and engagement with stakeholders through regulatory proposals and outreach opportunities. He also encouraged the Board to continue participating in national events such as the Federation of Chiropractic Licensing Boards (FCLB) and National Board of Chiropractic Examiners (NBCE) conferences. He also thanked staff for their assistance and guidance.

Dr. Adams shared that he appreciates Dr. Paris' leadership, service, mentorship, and institutional knowledge and is excited to continue working with him during his remaining time on the Board.

Public Comment: None.

The Board moved to Agenda Item 5.

5. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters

Brian Clifford, Senior Planning and Implementation Manager in DCA's Executive Office, congratulated Drs. Azzolino and Daniels on their recent appointments and thanked Dr. Sandino for her service to the Board. He updated the Board on the wildfire disaster recovery relief available to licensees and businesses and DCA's disaster help center webpage that contains important information and resources. He shared that the Governor's proposed 2025–26 budget includes a proposal to create a dedicated California Housing and Homeless Agency and to place DCA and other regulatory programs under a new Consumer Protection Agency. He also reminded the Board members that they must file their annual Form 700s directly with the Fair Political Practices Commission by April 1, 2025, and that board presidents and vice presidents are invited to attend an upcoming DCA training event on February 19, 2025.

Public Comment: None.

6. Review and Possible Approval of Board Meeting Minutes

- A. July 20, 2023 Board Meeting
- B. October 19–20, 2023 Board Meeting
- C. January 12, 2024 Board Meeting
- D. May 23–24, 2024 Board Meeting
- E. October 24, 2024 Board Meeting

This agenda item was tabled to the next Board meeting.

7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Adams moved to ratify the list of approved applications for doctor of chiropractic licenses issued from October 1, 2024 to January 31, 2025.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 5-0 (Dr. Paris-AYE, Dr. Adams-AYE, Dr. Azzolino-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Cruz joined the meeting from the Sacramento teleconference location.

8. Review and Possible Ratification of Approved Continuing Education Provider Applications

Motion: Dr. Daniels moved to ratify the continuing education provider applications by Monica Nolasco EdD at The Art of CPR and Rich Hirschinger, DDS, Inc.

Second: Dr. Adams seconded the motion;

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

The Board returned to Agenda Item 4.

4. Elections of Board Officers for 2025:

- A. Chair
- B. Vice Chair
- C. Secretary

Ms. Knight presided over the election of Board officers for 2025. She noted Dr. Adams was previously nominated for the position of Chair during the October 24, 2024 meeting and called for any additional nominations. None were made.

Dr. Adams shared that he is honored to be nominated as Chair and looks forward to serving in that role. He stated the Board has done some phenomenal things in the last three to four years and he plans to continue the momentum and accomplishments.

Motion: Dr. Paris moved to elect Dr. Adams as Chair.

Second: Dr. Azzolino seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Knight noted Dr. Daniels was previously nominated for the position of Vice Chair during the October 24, 2024 meeting and called for any additional nominations. None were made.

Motion: Dr. Paris moved to elect Dr. Daniels as Vice Chair.

Second: Dr. Adams seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Ms. Knight noted Ms. Cruz was previously nominated for the position of Secretary during the October 24, 2024 meeting and called for any additional nominations. None were made.

Motion: Dr. Daniels moved to elect Ms. Cruz as Secretary.

Second: Dr. Paris seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Paris-AYE, Dr. Adams-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Daniels-AYE, and Mr. Sweet-AYE).

Motion: Carried.

Dr. Daniels thanked the Board and stated that part of her decision to apply for reappointment to the Board was based on her appreciation of the Board members and their contributions. She shared that she is grateful for the group and looks forward to continuing to work well together in a productive and respectful way.

Ms. Cruz thanked the Board members for their trust in reelecting her to the Secretary position. She commended the Board members on the way the group comes together to respectfully discuss what is best for California consumers and the chiropractic profession.

The Board moved to Agenda Item 9.

9. Presentation and Discussion on Ethics Assessments by Ethics and Boundaries Assessment Services, LLC

Bradley Guye, Business Development Manager of Ethics and Boundaries Assessment Services, LLC (EBAS), provided the Board with a presentation on the ethics and boundaries essay examinations and workshops offered to licensees of regulatory boards. Following the presentation, the Board engaged in a question-and-answer session with Mr. Guye.

10. Executive Officer's Report and Updates on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs
- B. Business Modernization Project and Implementation of Connect System
- C. Board's Budget and Fund Condition
- D. Regulatory Process and Status of Board's Pending Proposals
- E. Board's 2022–2026 Strategic Plan Objectives

Ms. Walker updated the Board on the implementation of disaster relief to licensees affected by the Los Angeles fires and highlighted some of the Board's recent outreach efforts, including reestablishing the Board's social media presence on Facebook, Instagram, and X and engaging with attendees at a recent DCA career fair.

She noted February 21, 2025, is the deadline for new bills to be introduced, and staff is closely monitoring legislation that could impact the Board or the chiropractic profession. She updated the Board on the status of the regulatory proposals and noted many of the proposals will be moving from the concept and production phases to the initial and final filing phases throughout 2025. She also shared that in response to stakeholder and Board member concerns regarding the progression of the continuing education (CE)

regulatory package, the distance learning portion of the proposal will be moved into a separate, single-issue proposal so it can be implemented ahead of the comprehensive changes to the CE requirements.

Ms. Walker acknowledged the efforts of the Licensing and Continuing Education Unit staff to improve their workflows and move to paperless processes. She shared a goal of developing detailed metrics for the processing of CE course applications. She also thanked the Special Investigations Unit staff for their work in investigating challenging cases, reducing investigation timeframes, and collaborating with local law enforcement.

Dr. Daniels thanked staff for increasing the Board's outreach and moving the regulatory proposals forward. Ms. Cruz asked about the implementation of disaster relief based on the identified zip codes. Ms. Walker explained DCA's Office of Information Services (OIS) automatically applied the relief to any licensee with a primary address of record or satellite address within the affected zip codes, and she encouraged any other licensees who may need assistance to contact the Board's office directly to discuss options for their specific circumstances.

Ms. Walker updated the Board on the budget and fund condition. She noted that while the Board currently has significant cost savings due to staff vacancies and sufficient funding to sustain the program until the next sunset review, staff is developing an analysis of the Board's fees and funding sources to provide recommendations to the Legislature in the 2026 sunset review report. Ms. Cruz asked for clarification regarding the supplemental pension payments that decrease over time. Ms. Walker noted those payments are likely tied to specific bargaining unit agreements and offered to report back to the Board.

Dr. Paris stated he continues to hear from stakeholders about the Board's CE fees and asked if those costs are being considered in the future budget. Ms. Walker explained the Continuing Education Committee will discuss different funding options and develop recommendations for the next sunset review. Dr. Paris also requested that the Board's next strategic planning session be held in person.

Ms. Cruz asked about the Board's ability to engage on the questions being asked in the environmental scan for the strategic plan development. Ms. Walker stated that DCA's SOLID Planning Solutions (SOLID) can customize the survey to the Board's specific needs and requests. She offered to set up a meeting with SOLID and the Government and Public Affairs Committee in fall 2025. Dr. Adams commended staff for their commitment to moving the Board's proposals and objectives forward.

Public Comment: None.

11. Review, Discussion, and Possible Action on Regulatory Proposal Regarding Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (amend California Code of Regulations [CCR], Title 16, sections 390.4 and 390.5)

Ms. Walker shared that during the October 19, 2023 meeting, the Board approved proposed regulatory text to make conforming changes to the Board's citation system and extend the deadline for requesting an informal conference to 30 days from the date of issuance on the citation for consistency with the timeframe for requesting a formal administrative hearing. She explained staff determined two minor, but substantive, edits to the text are necessary before initiating the rulemaking process:

1. The term "licensee" was replaced with "cited person" and "they" in CCR, title 16, section 390.4, subdivision (a) because any cited person, not just a licensee, may request a formal administrative hearing to contest a citation; and
2. The term "cited person" was replaced with "licensee" in CCR, title 16, section 390.5, subdivision (b) because the Board can only add the amount of an assessed fine to the license renewal fee paid by a licensee, not any cited person.

Motion: Dr. Paris moved to rescind the prior approval of the proposed regulatory text from October 19, 2023, approve the newly proposed regulatory text to amend California Code of Regulations, title 16, sections 390.4 and 390.5 presented in the meeting materials, direct the Executive Officer to take all steps necessary to initiate the rulemaking process, authorize the Executive Officer to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory change.

Second: Dr. Azzolino seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

12. Discussion and Selection of Board Members to Serve as the Delegate and Alternate Delegate to the Federation of Chiropractic Licensing Boards (FCLB) and National Board of Chiropractic Examinations (NBCE)

Ms. Walker introduced this agenda item and explained each year the Board needs to select a delegate and alternate delegate to serve as the Board's representatives to FCLB and NBCE. She noted the Board's Chair and Vice Chair typically serve in these

roles, but the Board needs a formal vote on the record before staff can file the delegate information with FCLB and NBCE.

Motion: Dr. Adams moved to designate Dr. Daniels and Dr. Adams as the delegate and alternate delegate, respectively, to the Federation of Chiropractic Licensing Boards and to designate Dr. Adams and Dr. Daniels as the delegate and alternate delegate, respectively, to the National Board of Chiropractic Examiners.

Second: Dr. Azzolino seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

13. Update, Discussion, and Possible Action on Potential Legislation Related to the Practice of Chiropractic on Animals

Ms. Walker shared that Senator Ochoa Bogh is planning to introduce a bill that would provide direct access to animal chiropractic for certified animal chiropractors who have been registered with the Board. She asked the Board to engage in a policy discussion regarding the proposal.

Dr. Paris noted the proposed language would have the Board defer to a certification entity such as the American Veterinary Chiropractic Association (AVCA) without specifying the number of hours or requirements for that program. Dr. Azzolino shared that he has a lot of experience with specialty boards, and it is acceptable to defer to an outside agency if the Board knows the standards of that agency. He stated a discussion at this meeting would be premature, but he welcomes working closely with the Veterinary Medical Board to establish certification standards.

Dr. Daniels asked Ms. Walker to clarify the additions to the bill language after stakeholder discussions. Ms. Walker explained the initial draft of the language was similar to the law in Ohio, and clarifying changes were made to convey the intent that the Board's existing laws and regulations would also extend to animal patients. Dr. Daniels also noted the issue started after reports of injuries to animals from untrained professionals with no education in manipulation.

Dr. Paris stated he is generally supportive of animal patients having the ability to receive chiropractic care and asked about staff's capacity to manage an additional registration type. Ms. Walker explained that she expects the proposal to be relatively budget-neutral because any additional costs could be offset by registration fees. She also noted the Board estimates only about 50 licensees would currently qualify for the animal chiropractic registration.

Public Comment: Dan Baxter, Executive Director of the California Veterinary Medical Association (CVMA), stated that CVMA will strongly oppose any efforts by the chiropractic profession to infringe on the veterinary scope of practice. He added the certification that is being proposed would be on top of a nonexistent body of formal knowledge similar to building a house without a foundation.

A caller identified as MP thanked the Board for looking into the animal chiropractic situation. She added the AVCA and International Veterinary Chiropractic Association are robust certification bodies that could explain their qualifications and requirements to the Board.

A caller identified as Bek thanked the Board for having animal chiropractic on the agenda and stated the discussion is appreciated.

14. Review, Discussion, and Possible Action on Potential Plan to Phase Out the Automated Printing and Mailing of Renewal Application Forms to Each Licensee

Ms. Walker presented a proposal to phase out the Board's automated renewal notices and applications and replace them with postcards and automated email notifications. She noted the proposal would result in significant savings in printing and mailing costs and staff time by encouraging more licensees to use the Connect system to renew their licenses.

Dr. Daniels expressed her support for the proposal and asked Ms. Walker to explain the accommodations for licensees with disabilities or limited internet access. Ms. Walker stated staff will collaborate with OIS to capture any necessary accommodations, such as printed renewal applications, in the Board's IT system. Dr. Azzolino expressed his support for moving to a system where licensees opt in for the printed notifications and significantly reducing the Board's use of paper.

Motion: Dr. Daniels moved to replace automated renewal application forms with postcards beginning July 1, 2026, and to set a goal of replacing the postcards with automated email notifications by December 31, 2027.

Second: Dr. Adams seconded the motion.

Public Comment: None.

Vote: 6-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

15. Continuing Education Committee Report

- A. Committee Chair's Update on December 13, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (add CCR, Title 16, section 371.1)

Dr. Adams updated the Board on the regulatory proposals to mandate basic life support certification as a condition of licensure in active status and to create a process for granting extensions to the annual CE requirements to licensees who have been adversely affected by a natural disaster, state of emergency, medical condition, or other hardship during their license renewal period.

Public Comment: None.

16. Government and Public Affairs Committee Report

- A. Committee Chair's Update on December 16, 2024 Meeting
- B. Review, Discussion, and Possible Action on Proposed Plan to Prepare for Board's 2026 Sunset Review

Ms. Cruz shared that the Government and Public Affairs Committee discussed the sunset review process and prepared an action plan and timeline to guide the Board through the sunset review. She added the Committee discussed the Board's outreach plans to reach different audiences and the need to prioritize updates to the Board's website.

Public Comment: None.

17. Enforcement Committee Report

- A. Committee Chair's Update on December 19, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Minimum Supervision and Training Requirements for Clinical Assistants Within a Chiropractic Practice Setting (amend CCR, Title 16, section 312)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)

Mr. Sweet explained the Enforcement Committee discussed the increased staffing in the Enforcement Unit, the reduction of pending cases, and the proposals to update the minimum supervision requirements for clinical assistants and the chiropractic record keeping requirements. Dr. Azzolino expressed his concern that the proposed training requirements for clinical assistants who perform physiotherapy modalities are arduous and he asked if the Committee was planning to define the modalities that require additional education. Dr. Paris noted the proposed requirements are for indirect

supervision, not while the assistants are being directly supervised. Dr. Azzolino stated the Board should hold licensees responsible for delegating to their staff rather than specifying a minimum education level for physiotherapy modalities such as ice, stretching, and exercise. He added the requirements could be cost prohibitive in the open labor market. Dr. Daniels shared that she supports the language that clarifies the responsibilities of the licensee but disagrees with the overly prescriptive language regarding physiotherapy. Mr. Sweet and Dr. Paris supported returning the language to the Committee for further discussion.

Ms. Walker summarized the changes to the Board's record keeping regulation and noted the term "approximate" was added to the height and weight requirement to provide the licensee with flexibility on the method of obtaining that information. She added the language of "vital signs as clinically indicated" was based on another state's requirement.

Dr. Daniels suggested adding a review of systems to the language. Dr. Azzolino concurred. Dr. Paris added the guidelines for evaluation and management services are well documented.

Public Comment: None.

18. Licensing Committee Report

- A. Committee Chair's Update on January 9, 2025 Meeting
- B. Update, Discussion, and Possible Action on Development of Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic (DC) Degree Programs (amend and renumber, as necessary, CCR, Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Clarify the Process for Renewing DC Licenses and Update the Requirements for Restoration of DC Licenses in Forfeiture or Cancelled Status (amend CCR, Title 16, sections 370 and 371)

Dr. Daniels updated the Board on the chiropractic program regulations and shared that additional edits were made based on stakeholder feedback and questions. She also presented draft language that delineates the timeframes and processes for renewing and restoring licenses and introduces a new clinical competency requirement when restoring a cancelled license.

Dr. Adams commended the Licensing Committee on their efforts to revise the chiropractic program and licensing regulations and engage with stakeholders. Dr. Paris agreed.

Motion: Dr. Daniels moved to direct staff to prepare proposed regulatory text to amend CCR, title 16, sections 370 and 371 for the Board's approval.

Second: Dr. Adams seconded the motion.

Public Comment: None.

Dr. Daniels asked how the Board would find out about disciplinary action that was not disclosed on an application. Ms. Walker stated staff searches a national database, state board websites, and the internet for disciplinary actions.

Vote: 6-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Ms. Cruz-AYE, Dr. Azzolino-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

19. Future Agenda Items

Dr. Paris requested further discussion regarding the requirements for certification of chiropractic specialties.

Ms. Cruz requested a discussion on the development of the environmental scan for strategic planning at the next Government and Public Affairs Committee meeting.

Public Comment: None.

20. Closed Session

- Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)

The Board had no disciplinary matters for discussion and remained in open session.

21. Adjournment

Dr. Adams adjourned the meeting at 1:16 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from October 1, 2024 to January 31, 2025

First Name	Middle Name	Last Name	Date Issued	License No.
Kaleb	Forrest	Bock	10/17/2024	DC 35246
Zeltzin		Serrano Montoya	10/17/2024	DC 35247
Manjit		Kaur	10/17/2024	DC 35248
Soo	Yun	Choe	10/17/2024	DC 35249
Jason	Dewitt	Moore	10/17/2024	DC 35250
Jose	David	Galdamez Portillo	10/31/2024	DC 35251
Min Jae		Kim	11/12/2024	DC 35252
Jose	Eduardo	Villegas	12/03/2024	DC 35253
Artour	Demon	Wright	12/03/2024	DC 35254
Sevag		Zakarian	12/31/2024	DC 35255
Adam	Olin	Youngblood	10/16/2024	DC 37090
Michelle		Nguyen	10/16/2024	DC 37091
Natay		Chapel-Steinlicht	10/16/2024	DC 37092
Arreanna		Marko	10/16/2024	DC 37093
Seth	Collin	Garza	10/16/2024	DC 37094
Alexander		Rizk	10/16/2024	DC 37095
Gregory	Joseph	Boules	10/16/2024	DC 37096
Brandon		Hagen	10/16/2024	DC 37097
Mario	Antonio	Zabatta	10/16/2024	DC 37098
Hagop	Jacob	Karamanukyan	10/16/2024	DC 37099
Jesus	Miguel	Venegas	10/16/2024	DC 37100
Eduardo	Daniel	Garcia	10/16/2024	DC 37101
Josselyn	Guadalupe	Navarro	10/16/2024	DC 37102
Katherine		Andersen	10/16/2024	DC 37103
Yainyt		Olvera Guerrero	10/16/2024	DC 37104

First Name	Middle Name	Last Name	Date Issued	License No.
Gabriella	Alexandra	Guzman	10/16/2024	DC 37105
Min		Pan	10/16/2024	DC 37106
Arbin		Mardirosian	10/16/2024	DC 37107
Leo		Sarkissian	10/16/2024	DC 37108
Brody	Thomas	High	10/16/2024	DC 37109
Marley	Quinn	Stubblefield	10/16/2024	DC 37110
Lorraine	Denise	Moore	10/31/2024	DC 37111
Trang		Ta	10/31/2024	DC 37112
Jamshid		Atashband	10/31/2024	DC 37113
Joshua		Wong	10/31/2024	DC 37114
Ian		Bisharat	10/31/2024	DC 37115
Andrey		Ostatnigrosh	10/31/2024	DC 37116
Pedram		Baniamerian	10/31/2024	DC 37117
Adrian	Dale	Ricalde	10/31/2024	DC 37118
Joseph	Thanhson	Pham	10/31/2024	DC 37119
Kaylyn		Stirton	10/31/2024	DC 37120
Veronica		Perez Canabal	11/12/2024	DC 37121
Garrett		Grant	11/12/2024	DC 37122
Christopher		Little	11/12/2024	DC 37123
Samuel	McHugh	Cox	11/12/2024	DC 37124
Justin		Aliamus	11/12/2024	DC 37125
Chandler		Pascual	11/12/2024	DC 37126
Cory	Curtis	Howard	11/12/2024	DC 37127
Bryce	Daniel	Soares	11/12/2024	DC 37128
Aurora		Hall	11/12/2024	DC 37129
Kim	Thanh	Vo	11/12/2024	DC 37130
Jeffrey	Scott	Smith	11/26/2024	DC 37131
Daniel	Markus	Lukenchuk	11/26/2024	DC 37132

First Name	Middle Name	Last Name	Date Issued	License No.
Angel		Sifuentes	11/26/2024	DC 37133
Matthew	Steven	Banks	11/26/2024	DC 37134
Keng	Justin	Lor	11/26/2024	DC 37135
Madison		Page	11/26/2024	DC 37136
Nancy	Wai Yee	Yu	11/26/2024	DC 37137
Asly	Rachell	Pena Garcia	11/26/2024	DC 37138
Shane	Michael	Baumann	11/26/2024	DC 37139
Megumi		Homma	12/03/2024	DC 37140
Jonathan		Chang	12/03/2024	DC 37141
Nathan		Beyerl	12/03/2024	DC 37142
Austin		Van Poole	12/10/2024	DC 37143
Richelle Mae	Arieta	Bulda	12/10/2024	DC 37144
Emma		Colombo	12/10/2024	DC 37145
Tracy		Yu	12/10/2024	DC 37146
Hannah	Kate	Galsterer	12/10/2024	DC 37147
Jiwon		Kim	12/11/2024	DC 37148
Danielle		Parkes	01/21/2025	DC 37149
Sarah	Janee	Kaplan	01/21/2025	DC 37150
Maria		Aguilar	01/21/2025	DC 37151
Hannah	Christine	Venus	01/21/2025	DC 37152
Peter	Timothy	Delkeskamp	01/21/2025	DC 37153
Kevin	McKensie	Graine	01/21/2025	DC 37154
Quang		Do	01/21/2025	DC 37155
Clayton	John	Schumacher	01/21/2025	DC 37156
Kiana		Kenny	01/21/2025	DC 37157
Eric	Cade	Schaefer	01/21/2025	DC 37158
Shahan	Koko	Awakimian	01/27/2025	DC 37159
Chizuru		Kataoka	01/27/2025	DC 37160

First Name	Middle Name	Last Name	Date Issued	License No.
Oganes		Saradjian	01/27/2025	DC 37161
Peyton		Hayley	01/27/2025	DC 37162
Jonathan	Tyler	Enriquez	01/27/2025	DC 37163
Jeffrey		McWhorter	01/31/2025	DC 37164
Ricardo	Antonio	Zamora	01/31/2025	DC 37165
Greggory	Nicolas	Elias	01/31/2025	DC 37166
Hunter		Scriven	01/31/2025	DC 37167
Puneet		Nirankari	01/31/2025	DC 37168
James		Edward	01/31/2025	DC 37169
Rafael		Quintanilla	01/31/2025	DC 37170
Destiny	Rose	Bacon	01/31/2025	DC 37171
Idris	Ross	Kose	01/31/2025	DC 37172
Marco-Luis	Moreno	Miravite	01/31/2025	DC 37173
Jesse		Reichle	01/31/2025	DC 37174

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
Monica Nolasco EdD @ The Art of CPR	Monica Nolasco, EdD	Individual
Rich Hirschinger, DDS, Inc.	Rich Hirschinger, DDS	Corporation



Agenda Item 6 August 1, 2025

Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Purpose of the Item

The Board will review and ratify the attached list of approved applications for initial doctor of chiropractic licenses.

Action Requested

The Board will be asked to make a motion to ratify the attached list of approved license applications.

Background

Staff reviewed and confirmed that the applicants on the attached list of approved applications for initial doctor of chiropractic licenses met all statutory and regulatory requirements for licensure.

Attachment

- List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from April 1, 2025 to June 30, 2025

**List of Approved Applications for Initial Doctor of Chiropractic Licenses
Issued from April 1, 2025 to June 30, 2025**

First Name	Middle Name	Last Name	Date Issued	License No.
Jorge	David	Rosado	04/09/2025	DC 35264
Przemyslaw		Bebel	04/09/2025	DC 35265
Riley	Jameson	Miller	04/09/2025	DC 35266
Julie	Lynn	O'Shaughnessy	04/15/2025	DC 35267
Kia	Michele	Shinn	04/30/2025	DC 35268
Vasil	Nikolaev	Vassilev	05/13/2025	DC 35269
Claudio	Marcelo	Roverso	05/13/2025	DC 35270
Madison	Elizabeth	Light	05/13/2025	DC 35271
Lavon		Moody Jr.	06/03/2025	DC 35272
Alexander	Frank	Lee	06/03/2025	DC 35273
Samuel	Roderick	Dungan	06/03/2025	DC 35274
Spiros	Konstantinos	Theodosiou	06/17/2025	DC 35275
Tammia	Lashaun	Guest	06/26/2025	DC 35276
Tyler		Avila	04/01/2025	DC 37273
Samantha	Victoria	Espinoza	04/01/2025	DC 37274
Milad		Mandavi	04/01/2025	DC 37275
Heidy		Arzumanian	04/02/2025	DC 37276
Jordan	Ashley	Ramirez-Lara	04/03/2025	DC 37277
Mary	Kathryn Ann	Mabry	04/04/2025	DC 37278
Art	Noelle	Divinagracia Tad-y	04/07/2025	DC 37279
Christopher		Brown	04/09/2025	DC 37280
Rikayah	Kaamil	Benoit	04/14/2025	DC 37281
Alia	May Mele	Ah Far	04/14/2025	DC 37282
Micheal	Steven	Coley	04/14/2025	DC 37283
Darwin	David	Andres	04/14/2025	DC 37284
Moises	Alejandro	Powell	04/14/2025	DC 37285
Kimberly		Guevara	04/14/2025	DC 37286

**Agenda Item 6
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.
Kendall	Lauren	O'Connell	04/15/2025	DC 37287
Chris	Wen-Hao	Maa	04/16/2025	DC 37288
Danielle	Cherie	Carson	04/16/2025	DC 37289
Katie	Marie	Thomas	04/17/2025	DC 37290
Joaquin		Avelino	04/17/2025	DC 37291
Marcus	Anthony	Garcia	04/18/2025	DC 37292
Kelsey		Mazzocca	04/20/2025	DC 37293
Abraham		Estigoy	04/20/2025	DC 37294
Haley		Cook	04/24/2025	DC 37295
Jun-Woo		Hwang	04/24/2025	DC 37296
Andres	Leonardo	Zalamea	04/24/2025	DC 37297
Mohsen		Hosainpoor	04/24/2025	DC 37298
Garrett	Lee	Bodeau	04/24/2025	DC 37299
Danika	Maija	Phillips	04/24/2025	DC 37300
Jordan	Richard	Sayegh	04/29/2025	DC 37301
Steven	Nhan	Truong	04/29/2025	DC 37302
Janal	Ann	Sampang	05/05/2025	DC 37303
Rex	Stuart	Butler II	05/05/2025	DC 37304
Fernando	Efrain	Vaca	05/07/2025	DC 37305
Bethany		Pellow Bliss	05/08/2025	DC 37306
Jaime	Ramon	Garcia Guerrero	05/08/2025	DC 37307
Brian	Raymond	DeCesare	05/09/2025	DC 37308
Monica	Renee	Hughes	05/12/2025	DC 37309
Lexie	Norma	Luker	05/12/2025	DC 37310
Diana	Evet	Reihaneh	05/13/2025	DC 37311
Thomas		Dachs	05/14/2025	DC 37312
Alex	Krekor	Tchakian	05/14/2025	DC 37313
Branden		Song	05/14/2025	DC 37314
Yueming		He	05/14/2025	DC 37315

**Agenda Item 6
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.
Emily	Jo	McKillican	05/16/2025	DC 37316
Charleston	Reese	Clarke	05/16/2025	DC 37317
Harout		Abrahamian	05/20/2025	DC 37318
Gari	Daniel	Altamirano-Hunefeldt	05/20/2025	DC 37319
Brian	Orbe	Garcia	05/20/2025	DC 37320
Robert	Thanh	La	05/20/2025	DC 37321
Haddy	Baby	Liu	05/20/2025	DC 37322
Parker	Elias	McDonald	05/20/2025	DC 37323
Justin		Santiago	05/20/2025	DC 37324
Austin	John	Warren	05/20/2025	DC 37325
Darrah	Kay	Jones	05/20/2025	DC 37326
Emily		Truong	05/20/2025	DC 37327
Kelli	Christine	Sorensen	05/21/2025	DC 37328
Erik		Babayan	05/21/2025	DC 37329
Stuart	Donald	Frith	05/22/2025	DC 37330
Ani	Lynette	Kechkarian	05/22/2025	DC 37331
Marcus		Campione	05/23/2025	DC 37332
Mariah		Brown	05/23/2025	DC 37333
Cherise	Annel	Cody	05/27/2025	DC 37334
Levon		Darbinian	05/27/2025	DC 37335
Olivia	Grace	Gamboa	05/27/2025	DC 37336
Roza		Ouladi	05/27/2025	DC 37337
Azadeh		Shams	05/27/2025	DC 37338
Juergen	Vinicio	Suchite	05/27/2025	DC 37339
Jonathan		Burns	05/28/2025	DC 37340
Kyndra	Victoria	Cervantes	06/02/2025	DC 37341
Jennifer		Garcia R	06/04/2025	DC 37342
Justin	Dennis	Maddux	06/06/2025	DC 37343
Steven	Minhkhanh	Tran	06/12/2025	DC 37344

Agenda Item 6
Attachment

First Name	Middle Name	Last Name	Date Issued	License No.
Corey	Walter	Skinner	06/12/2025	DC 37345
Shelby	Nicole	Harrison	06/12/2025	DC 37346
Jennifer	Guadalupe	Zarate	06/12/2025	DC 37347
Malerie	Erin	Torromeo	06/12/2025	DC 37348
Xianan		Li	06/12/2025	DC 37349
Briahna	Nicole	Vizcarra	06/12/2025	DC 37350
Ashlie		Martinez	06/17/2025	DC 37351
Jewoung		Youn	06/26/2025	DC 37352
Jason	Apollo	Durik	06/26/2025	DC 37353
Zachary		Gamble	06/26/2025	DC 37354
Brittany	Samantha	Brockman	06/30/2025	DC 37355
Mone	Anna	Baghomian	06/30/2025	DC 37356
Deeanna	R.	Carrera	06/30/2025	DC 37357
Valerie	Cecilia	Moreno	06/30/2025	DC 37358
Nicolle	Antonia	Pismarov	06/30/2025	DC 37359
Alexander		Nevarez	06/30/2025	DC 37360



Agenda Item 7 August 1, 2025

Review and Possible Approval of New Continuing Education Provider Applications

Purpose of the Item

The Board will review and possibly approve the applications for new continuing education (CE) providers.

Action Requested

The Board will be asked to make a motion to approve the following new CE providers:

Provider Name	CE Oversight Contact Person	Provider Status
Greg Plaugher, D.C.	Greg Plaugher	Individual
Porteous Chiropractic Academy/Manfredi Chiropractic P.C.	Vanessa Manfredi, D.C.	Corporation
Jeremy Brook	Jeremy Brook	Corporation
Mission Life International	Sarai Camacho	Corporation
Pre-Script LLC	Anne Baum	Corporation
Jennifer Hobson	Sarah Primus	Individual
Landon Poling, D.C.	Alixandra Poling	Individual

Background

Staff reviewed and confirmed that the CE provider applications listed above meet all regulatory requirements for approval.

New Continuing Education Provider Applications

August 1, 2025

Page 2

Attachment

N/A – To maintain compliance with Assembly Bill 434 (Baker, Chapter 780, Statutes of 2017) [State Web accessibility: standard and reports], the Board is unable to provide scanned documents on its website. To obtain a copy of the CE provider applications through a California Public Records Act request, please email chiro.info@dca.ca.gov or send a written request to the Board's office.



Agenda Item 8 August 1, 2025

Presentation and Discussion on National Examination Review and State Examination Development Processes by DCA's Office of Professional Examination Services

Purpose of the Item

The Board will receive a presentation by the Department of Consumer Affairs (DCA) Office of Professional Examination Services (OPES) on the services OPES provides to DCA programs, including the Board.

Action Requested

This agenda item is informational only. No action is required or requested at this time.

Background

OPES provides professional consulting services in examination validation and development to DCA programs and drafts recommendations and policies based on legal requirements, professional guidelines, and technical standards.

Within the last year, OPES completed two major reports for the Board—the [2024 Occupational Analysis of the Chiropractic Profession](#) (OA) and the 2025 review of the National Board of Chiropractic Examiners (NBCE) examinations.

The 2024 OA provides an updated description of practice for the chiropractic profession that can be used to review the national chiropractic examination developed by NBCE and to provide a basis for constructing a valid and legally defensible California Chiropractic Law Examination (CCLE). The description of practice is structured into four content areas: patient intake history; examination and assessment; treatment and case management; and laws and ethics. Throughout fiscal year 2024–25, OPES conducted workshops with subject matter experts to review, reclassify, and write items and set the passing score for the September 2025 CCLE based on the new OA examination outline.

Additionally, in 2025, OPES conducted a comprehensive review of the NBCE Parts I, II, III, IV, and Physiotherapy examinations and linkage study to ensure the procedures used to support the validity and defensibility of the NBCE examinations meet professional and technical standards and to identify any areas of California chiropractic practice that are not measured by the NBCE examinations. OPES released a final

OPES Presentation

August 1, 2025

Page 2

report on this review in June 2025 and based on the findings, OPES supports the Board's continued use of the five NBCE examinations along with the CCLE for licensure in California.

At this meeting, the Board will receive an informational presentation on the services OPES provides to DCA programs and the licensure examination validation and development processes.

Attachment

- Review of the National Board of Chiropractic Examiners Examinations Report, DCA Office of Professional Examination Services, June 2025



REVIEW OF THE NATIONAL BOARD OF CHIROPRACTIC EXAMINERS
EXAMINATIONS



BOARD OF CHIROPRACTIC EXAMINERS

REVIEW OF THE NATIONAL BOARD OF CHIROPRACTIC EXAMINERS EXAMINATIONS



June 2025



Amy Welch Gandy, MA, Research Data Supervisor II
Heidi Lincer, PhD, Chief

OFFICE OF PROFESSIONAL EXAMINATION SERVICES

This report is mandated by California Business and Professions Code (BPC) § 139 and by
DCA Policy OPES 22-01 Licensure Examination Validation.

EXECUTIVE SUMMARY

Licensing boards and bureaus within the California Department of Consumer Affairs (DCA) are required to ensure that examination programs used in California licensure comply with psychometric and legal standards. To become a licensed chiropractor in California, a candidate must have the requisite education and experience and pass the following five National Board of Chiropractic Examiners (NBCE) examinations and one California examination:

1. Part I
2. Part II
3. Part III
4. Part IV
5. Physiotherapy
6. California Chiropractic Law Examination (CCLE)

The Board of Chiropractic Examiners (Board) requested that DCA's Office of Professional Examination Services (OPES) complete a comprehensive review of the Part I, Part II, Part III, Part IV, and Physiotherapy examinations, which are developed by the NBCE. OPES performed this review to evaluate the suitability of the examinations for continued use in California licensure of chiropractors. The NBCE examinations are used by all 50 states.

The NBCE Parts I–III and Physiotherapy examinations are multiple-choice examinations and are administered at exam-eligible chiropractic colleges and at Prometric testing centers throughout the United States. The NBCE Part IV examination is an objective structured clinical examination (OSCE) and is currently administered at exam-eligible chiropractic colleges throughout the United States. Beginning in 2026, all candidates will take the Part IV examination at NBCE's centralized assessment center in Greeley, Colorado.

The five NBCE examinations require candidates to demonstrate the knowledge and skills necessary to practice within the chiropractic scope of practice. NBCE has researched and validated the examinations to ensure that the competencies required for entry-level practice are measured.

OPES, in collaboration with the Board, received and reviewed a report provided by NBCE. The report included information on the occupational analysis (OA)

conducted by NBCE in 2020 addressing the practices and procedures used to develop and validate the NBCE examinations. In addition, OPES reviewed other reports and documents provided by NBCE. OPES performed a comprehensive evaluation of the report and documents to determine whether the following NBCE components met professional guidelines and technical standards: (a) OA, (b) examination development and scoring, (c) passing scores and passing rates, (d) test administration and score reporting, and (e) test security procedures. Follow-up emails were also exchanged with NBCE representatives to clarify processes.

OPES found that the procedures used to establish and support the validity and defensibility of the components listed above appear to meet professional guidelines and technical standards outlined in the *Standards for Educational and Psychological Testing (2014 Standards)* and in California Business and Professions Code (BPC) § 139. However, to comply with *DCA Policy OPES 20-01 Participation in Examination Development Workshops (Policy OPES 20-01)*, OPES recommends phasing out the service of board members and educators in examination development processes.

In addition to reviewing documents provided by NBCE, OPES convened a linkage workshop of licensed California chiropractors in January 2025. The chiropractors served as subject matter experts (SMEs) to review the content of the five NBCE examinations. The SMEs were selected to represent the profession in terms of geographic location and experience. The purpose of the review was to link the five NBCE content outlines to the California description of practice that resulted from the *Occupational Analysis of the Chiropractor Profession in California* conducted by OPES in 2024 (*2024 California OA*). During this workshop, the SMEs linked the tasks and knowledge statements from the 2024 California chiropractor description of practice to the content outlines of the five NBCE examinations.

The results of the linkage study indicated that the content of the five NBCE examinations adequately assesses the knowledge and skills required for competent entry-level practice of chiropractors in California. The NBCE does not assess California-specific laws.

Given the findings, OPES supports the Board's continued use of the five NBCE examinations, in addition to the CCLE, for licensure in California.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	iii
CHAPTER 1 INTRODUCTION	1
CHAPTER 2 OCCUPATIONAL ANALYSIS	5
CHAPTER 3 EXAMINATION DEVELOPMENT AND SCORING	9
CHAPTER 4 PASSING SCORES AND PASSING RATES	15
CHAPTER 5 TEST ADMINISTRATION AND SCORE REPORTING	19
CHAPTER 6 TEST SECURITY	25
CHAPTER 7 COMPARISON OF THE NBCE TEST PLANS WITH THE CALIFORNIA CHIROPRACTOR DESCRIPTION OF PRACTICE	29
CHAPTER 8 CONCLUSIONS AND RECOMMENDATIONS	35
CHAPTER 9 REFERENCES	37

LIST OF TABLES

TABLE 1 – OVERALL PASSING RATES FOR THE 2023 NBCE EXAMINATIONS	17
TABLE 2 – PART I TEST PLAN.....	30
TABLE 3 – PART II TEST PLAN.....	30
TABLE 4 – PART III WITH DXI TEST PLAN	31
TABLE 5 – PART IV TEST PLAN	31
TABLE 6 – PHYSIOTHERAPY TEST PLAN.....	32
TABLE 7 – CONTENT AREAS OF THE 2024 CALIFORNIA CHIROPRACTOR DESCRIPTION OF PRACTICE	33

CHAPTER 1 | INTRODUCTION

PURPOSE OF THE COMPREHENSIVE REVIEW

Licensing boards and bureaus within the California Department of Consumer Affairs (DCA) must ensure that examination programs used in California licensure comply with psychometric and legal standards. The public must be reasonably confident that an individual passing a licensure examination has the requisite knowledge and skills to practice safely and competently in California.

The Board of Chiropractic Examiners (Board) requested that DCA's Office of Professional Examination Services (OPES) complete a comprehensive review of the Part I, Part II, Part III, Part IV, and Physiotherapy examinations developed and administered by the National Board of Chiropractic Examiners (NBCE).

The NBCE national examination measures a candidate's knowledge and skills associated with entry-level chiropractic practice. Part I and Part II consist of 255 multiple-choice items each. Part III consists of 80 traditional multiple-choice items, 20 extended case multiple-choice items, and 30 diagnostic imaging interpretation items. Part IV is an objective structured clinical examination (OSCE) and consists of 25 skills demonstration stations. The Physiotherapy examination consists of 90 standard multiple-choice items.

The OPES review had three purposes:

1. To evaluate the suitability of the five NBCE examinations for continued use in California.
2. To determine whether the five NBCE examinations meet the professional guidelines and technical standards outlined in the *Standards for Educational and Psychological Testing (2014 Standards)* and in California Business and Professions Code (BPC) § 139.
3. To identify any areas of California practice that the five NBCE examinations do not assess.

OPES recognizes that evaluating the suitability of the five NBCE examinations involves complex analysis. As noted in the *Standards* (p. 7):

Evaluating the acceptability of a test ... does not rest on the literal satisfaction of every standard ... and the acceptability of a test or test

application cannot be determined by using a checklist. Specific circumstances affect the importance of individual standards, and individual standards should not be considered in isolation. Therefore, evaluating acceptability depends on (a) professional judgment that is based on a knowledge of behavioral science, psychometrics, and the relevant standards in the professional field to which the test applies; (b) the degree to which the intent of the standard has been satisfied by the test developer and user; (c) the alternative measurement devices that are readily available; (d) research and experiential evidence regarding the feasibility of meeting the standard; and (e) applicable laws and regulations.

OPES, in collaboration with the Board, requested documentation from NBCE to determine whether the following examination program components met professional guidelines and technical standards outlined in the *2014 Standards* and BPC § 139: (a) occupational analysis (OA),¹ (b) examination development and scoring, (c) passing scores² and passing rates, (d) test administration and score reporting, and (e) test security procedures.

OPES' evaluation of the five NBCE examinations is based solely on its review of the documentation provided by NBCE. OPES did not seek to independently verify the claims and statements made by NBCE.

CALIFORNIA LAW AND POLICY

BPC § 139 states:

The Legislature finds and declares that occupational analyses and examination validation studies are fundamental components of licensure programs.

¹ An occupational analysis is also known as a job analysis, practice analysis, or task analysis. For clarity and consistency, this report uses the term "occupational analysis" to refer to the type of analysis that supports the claim that an examination assesses the skills and knowledge required for safe and effective practice at entry level (*2014 Standards*).

² A passing score is also known as a pass point or cut score.

BPC § 139 further requires that DCA develop a policy to address the minimum requirements for psychometrically sound examination validation, examination development, and OAs, including standards for the review of state and national examinations.

DCA *Policy 22-01 Examination Validation (Policy OPES 22-01)* specifies the *2014 Standards* as the most relevant technical and professional standards to be followed to ensure that examinations used for licensure in California are psychometrically sound, job related, and legally defensible.

This page intentionally left blank for reproduction purposes.

CHAPTER 2 | OCCUPATIONAL ANALYSIS

Unless otherwise noted, the source for the information in this chapter is the *2024 Review of Performance NBCE CBT and Part IV Examinations Report: Report submitted to California DCA Office of Professional Examination Services (2024 Review of Performance Report)* and the additional information provided by NBCE.

OCCUPATIONAL ANALYSIS STANDARDS

The following standard is most relevant to conducting OAs for licensure examinations, as referenced in the *2014 Standards*:

Standard 11.13

The content domain to be covered by a credentialing test should be defined clearly and justified in terms of the importance of the content for credential-worthy performance in an occupation or profession. A rationale and evidence should be provided to support the claim that the knowledge or skills being assessed are required for credential-worthy performance in that occupation and are consistent with the purpose for which the credentialing program was instituted (pp. 181–182).

The comment to Standard 11.13 emphasizes its relevance:

Comment: Typically, some form of job or practice analysis provides the primary basis for defining the content domain. If the same examination is used in the credentialing of people employed in a variety of settings and specialties, a number of different job settings may need to be analyzed. Although the job analysis techniques may be similar to those used in employment testing, the emphasis for credentialing is limited appropriately to knowledge and skills necessary for effective practice (p. 182).

In tests used for licensure, knowledge and skills that may be important to success but are not directly related to the purpose of licensure (e.g., protecting the public) should not be included (p. 182).

BPC § 139 requires that each California licensure board, bureau, and program report annually on the frequency of its OA and the validation and development of its examinations. *Policy OPES 22-01* states:

Generally, an occupational analysis and examination outline should be updated every five years to be considered current; however, many factors are taken into consideration when determining the need for a different interval. For instance, an occupational analysis and examination outline/description of practice must be updated whenever there are significant changes in a profession's job tasks and/or demands, scope of practice, equipment, technology, required knowledge, skills and abilities, or law and regulations governing the profession (p. 4).

OCCUPATIONAL ANALYSIS DESCRIPTION, PURPOSE, AND TIME FRAME

In 2020, NBCE completed an OA of the chiropractic profession, and the results were documented in the *NBCE Practice Analysis of Chiropractic 2020* (NBCE, 2020). Additional information about this study was obtained through documentation provided by NBCE, from NBCE's website, and through email communication with NBCE representatives.

The purpose of the 2020 OA was to define the practice of chiropractors to provide validity evidence to support the examination program. NBCE followed a job inventory, or Functional Job Analysis approach, to complete the OA (NBCE, 2020).

In 2019, NBCE began the OA process by reviewing the tasks from their 2014 OA. Next, a job inventory of tasks performed by chiropractors was developed that included previous relevant tasks from the 2014 OA as well as new tasks. The process was performed by psychometricians and test developers. NBCE established statements describing the major tasks and associated risks for each task across five domain sections.

A survey was sent to chiropractic organizations across the United States for electronic distribution to their members. A sample of 3,956 chiropractors responded. The results were subsequently reviewed and finalized by NBCE.

Finding 1: The OA began in 2019 and was completed in 2020. This OA was conducted within a time frame considered to be current and legally defensible.

Finding 2: NBCE conducts an OA every 5 years. This interval complies with DCA policy established under BPC § 139, which specifies that, generally, an OA should be conducted every 5 years.

OCCUPATIONAL ANALYSIS SURVEYS, SAMPLING PLAN, AND RESPONSE RATE

In 2019, NBCE sent a survey link to 28 chiropractic colleges and organizations for distribution to their alumni and members to gather feedback on the five domain sections developed by NBCE. A total of 3,956 chiropractors responded to the survey. Respondents who were practicing outside of the United States, practicing less than 20 hours per week, were no longer practicing, or had significant missing data were excluded from the analysis. The resulting sample varied between 3,810 to 1,813 for the different sections of the survey. California practitioners accounted for approximately 9% of the original respondents.

Finding 3: The procedures used by NBCE to develop and distribute the survey are consistent with professional guidelines and technical standards.

OCCUPATIONAL ANALYSIS – DEVELOPMENT OF TEST PLANS

The test plans for the five NBCE examinations were developed by NBCE staff and SMEs. The test plans of the NBCE Part I, Part II, and Physiotherapy examinations are a composite of the material that is taught during chiropractic training, and they reflect the curricula at chiropractic colleges throughout the United States. NBCE develops the content and subareas and their relative weightings based on surveys of the colleges, using a Delphi study approach to arrive at a consensus. The most recent update of the areas and weightings was conducted in 2023 with an implementation date of 2024. The test plans for the NBCE Part III and Part IV examinations are based on the results of the 2020 OA.

Finding 4: The processes used to establish a link between critical tasks and major content domains identified by the 2020 OA as required for entry-level practice and the test plans demonstrate a minimum level of validity.

CONCLUSIONS

The 2020 OA and the development of the test plans for the NBCE Part III and Part IV examinations, based on the results of the most recent OA, appear consistent with professional guidelines and technical standards.

This page intentionally left blank for reproduction purposes.

CHAPTER 3 | EXAMINATION DEVELOPMENT AND SCORING

Unless otherwise noted, the source for the information in this chapter is the *2024 Review of Performance Report* and the additional information provided by NBCE.

EXAMINATION DEVELOPMENT STANDARDS

Examination development includes many steps, from developing an examination outline to scoring and analyzing items after the administration of an examination. Several specific activities involved in the examination development process are evaluated in this section. The activities include developing examination content, linking examination content to the test plans, and developing the scoring criteria and the examination forms.

The following standards are most relevant to examination development for licensure examinations, as referenced in the *2014 Standards*:

Standard 2.3

For each total score, subscore, or combination of scores that is to be interpreted, estimates of relevant indices of reliability/precision should be reported (p. 43).

Standard 4.7

The procedures used to develop, review, and try out items and to select items from the item pool should be documented (p. 87).

Standard 4.10

When a test developer evaluates the psychometric properties of items, the model used for that purpose (e.g., classical test theory, item response theory, or another model) should be documented. The sample used for estimating item properties should be described and should be of adequate size and diversity for the procedure. The process by which items are screened and the data used for screening, such as item difficulty, item discrimination, or differential item functioning (DIF) for major examinee groups, should also be documented. When model-based methods (e.g., IRT) are used to estimate item parameters in test

development, the item response model, estimation procedures, and evidence of model fit should be documented (pp. 88–89).

Standard 4.12

Test developers should document the extent to which the content domain of a test represents the domain defined in the test specifications (p. 89).

Standard 4.20

The process for selecting, training, qualifying, and monitoring scorers should be specified by the test developer. The training materials, such as the scoring rubrics and examples of test takers' responses that illustrate the levels on the rubric score scale, and the procedures for training scorers should result in a degree of accuracy and agreement among scorers that allows the scores to be interpreted as originally intended by the test developer. Specifications should also describe processes for assessing scorer consistency and potential drift over time in raters' scoring (p. 92).

Standard 4.21

When test users are responsible for scoring and scoring requires scorer judgment, the test user is responsible for providing adequate training and instruction to the scorers and for examining scorer agreement and accuracy. The test developer should document the expected level of scorer agreement and accuracy and should provide as much technical guidance as possible to aid test users in satisfying this standard (p. 92).

The following regulations are relevant to the integrity of the examination development process:

BPC § 139 requires DCA to develop a policy on examination validation which includes minimum requirements for psychometrically sound examination development.

DCA Policy OPES 20-01 Participation in Examination Development Workshops (Policy OPES 20-01), specifies that board members, committee members, and instructors should not serve as expert consultants in the licensure examination development process. This is due to potential conflict of interest, undue influence, and security considerations.

EXAMINATION DEVELOPMENT – PARTICIPATION OF SUBJECT MATTER EXPERTS

Examination development for the NBCE is performed by SMEs who serve on the Test Development Committees for NBCE examinations. Participating SMEs consist of college faculty nominated by their Doctor of Chiropractic programs, as well as board members from states within each district who are selected by an NBCE district director. Each test development committee for the five examinations is made up of a group of faculty and board members. The ratio of faculty to board members varies for development of each of the five examinations. All SMEs who participate in examination development are required to sign NBCE's security agreement.

Finding 5: The majority of SMEs who participate in the NBCE examination development processes are instructors and board members, which is not compliant with *Policy OPES 20-01*. However, the use of SMEs is consistent with professional guidelines and technical standards.

Recommendation 1: To be fully compliant with *Policy OPES 20-01*, OPES recommends that NBCE incorporate non-faculty and non-board member licensees, including entry-level licensees, into examination development processes. Phasing out or limiting the service of board members and educators is also recommended.

EXAMINATION DEVELOPMENT – LINKAGE TO TEST PLANS

As part of the examination development process, all examination items are linked to the test plans. Linkages are then confirmed by the SMEs on the Item Review Committees.

Finding 6: The methods used to establish a link between examination content and the competencies necessary for entry-level practice appear consistent with professional guidelines and technical standards.

EXAMINATION DEVELOPMENT – ITEM DEVELOPMENT AND PRETESTING

As item writers, SMEs receive rigorous training on guidelines for item development and are provided with the NBCE Style Guide that includes example items and item writing tips. The SMEs are asked to write to specific content domains and to ensure a clear linkage between the items and the test plans. Before newly written items are sent for SME review, NBCE

psychometricians and test developers review the items for accuracy, linkage to test plan, and to check for bias and sensitivity.

SMEs on the Item Review Committees receive rigorous training on guidelines for test development. The training includes best practices in test development, ethical considerations in test development, and how to review for bias and accessibility issues.

New items are included on forms as field test items (pretest items) and do not count toward a candidate's score. Item analyses are then performed, and the statistical performance of these items is reviewed by NBCE psychometricians to determine whether the items meet criteria for inclusion on future examination forms. In evaluating item performance, NBCE psychometricians consider indices of both item difficulty and item discrimination. Items that do not meet defined performance criteria are returned for revision or are eliminated.

Finding 7: The procedures used to develop, review, and pretest new items appear consistent with professional guidelines and technical standards.

EXAMINATION DEVELOPMENT – EXAMINATION FORMS

Both the NBCE Part I and Part II multiple-choice examinations are 3 hours and 26 minutes long, with 255 items each. The examinations are administered in two sections, and candidates are allowed a 15-minute break between sections.

The NBCE Part III multiple-choice examination is 4 hours long, with 80 traditional multiple-choice items, 20 extended case multiple-choice items, and 30 diagnostic imaging interpretation items. The examination is administered in two 120-minute sections to allow candidates a break between sections.

The NBCE Part IV OSCE examination is administered in two sections. The first section has five stations and the second section has 25 stations. Candidates have 5 minutes to complete each station with a one-minute and 30-second passing time between stations.

The NBCE Physiotherapy multiple-choice examination is 75 minutes long, with 90 items.

Examination forms are constructed by NBCE's test development team of psychometricians and reviewed by SMEs. Each form is constructed based on the content specifications. In addition, all examination forms are constructed using the same criteria to ensure that forms are comparable in terms of content and item difficulty.

Finding 8: The procedures used to construct the five NBCE examinations appear consistent with professional guidelines and technical standards.

EXAMINATION DEVELOPMENT – EXAMINATION SCORING

The NBCE examinations are scored dichotomously (correct or incorrect). A candidate's score on an examination is based on the number of correct responses—there is no penalty for selecting an incorrect response. In calculating a candidate's score, the raw score is obtained by computing the number of items answered correctly. The passing score for the examination is determined using the Bookmark standard setting method.

As part of the validation process, the examinations are continually evaluated to ensure that they are measuring required knowledge. In addition, during an examination, candidates can leave comments about the examination or items.

Results for candidates who achieve a score at or above the cut score receive their scaled score. Candidates who fail an examination receive their scaled score and information about their performance in each of the content areas assessed on the examination. This allows candidates to identify areas of weakness and to study for reexamination. For each of the five examinations, a candidate must receive a scaled score of 375 to pass.

After administration of the examinations, NBCE performs item analyses and evaluates overall examination statistics. Items identified as problematic are reviewed by SMEs. Those items meeting the psychometric standards are then incorporated into the 3-parameter Item Response Theory (IRT) model. Candidate comments are also taken into consideration in the review of problematic items as part of the comprehensive review of an examination's performance.

OPES reviewed examination level performance data provided by NBCE.

Finding 9: After reviewing the examination level performance data provided by NBCE, OPES finds that the statistics indicate adequate performance for licensure examinations.

Finding 10: The scoring criteria for the NBCE examinations is applied equitably, and the examination scoring process appears consistent with professional guidelines and technical standards.

CONCLUSIONS

The examination development activities conducted by NBCE appear to meet professional guidelines and technical standards regarding the use of item development and examination construction, the linkage of each item to the examination content outline, pretesting, the development of new examination forms, and scoring. The steps taken to score the examinations appear to provide a fair and objective evaluation of candidate performance. The steps taken to evaluate examination performance also appear to be reasonable.

CHAPTER 4 | PASSING SCORES AND PASSING RATES

Unless otherwise noted, the source for the information in this chapter is the *2024 Review of Performance Report* and the additional information provided by NBCE.

PASSING SCORE STANDARDS

The passing score of an examination is the score that represents the level of performance that divides those candidates for licensure who are minimally competent from those who are not competent.

The following standards are most relevant to passing scores, cut points, or cut scores for licensure examinations, as referenced in the *2014 Standards*:

Standard 5.21

When proposed score interpretations involve one or more cut scores, the rationale and procedures used for establishing cut scores should be documented clearly (p. 107).

Standard 11.16

The level of performance required for passing a credentialing test should depend on the knowledge and skills necessary for credential-worthy performance in the occupation or profession and should not be adjusted to control the number or proportion of persons passing the test (p. 182).

The supporting commentary on passing or cut scores in Chapter 5 of the *Standards*, “Scores, Scales, Norms, Score Linking, and Cut Scores,” states that the standard setting process used should be clearly documented and defensible. The qualifications and the process of selection of the judges involved should be part of the documentation. A sufficiently large and representative group of judges should be involved, and care must be taken to ensure that judges understand the process and procedures they are to follow (p.101).

In addition, the supporting commentary in Chapter 11 of the *Standards*, “Workplace Testing and Credentialing,” states that the focus of tests used in credentialing is on “the standards of competence needed for effective performance (e.g., in licensure this refers to safe and effective performance in practice)” (p. 175). The supporting commentary further states, “Standards must

be high enough to ensure that the public, employers, and government agencies are well served, but not so high as to be unreasonably limiting" (p. 176).

Policy OPES 20-01 specifies that board members, committee members, and instructors should not serve as expert consultants in the licensure examination development process. This is due to potential conflict of interest, undue influence, and security considerations.

STANDARD SETTING METHODOLOGY

NBCE uses the Bookmark standard setting method to set the passing scores for its examinations. This method relies on the expert judgment of SMEs to determine the knowledge a candidate should possess to be minimally competent for safe and effective practice.

NBCE standard setting workshops consist of SMEs who are practitioners, board members, and educators. Committees are facilitated by NBCE psychometricians. SMEs who participate in the standard setting process are required to sign NBCE's security agreement.

The passing score setting process begins with SME training on the Bookmark method and its purpose. The training includes an explanation of the minimally competent candidate, item difficulty, and IRT. The SMEs then create a collective description of the minimally competent candidate.

The Bookmark procedure begins with SMEs reviewing the difficulty of each item with the collective description of the minimally qualified candidate in mind. The items are arranged from easiest to hardest. The SMEs are asked to indicate the last item on a test the minimally competent candidate would have to answer correctly to receive a passing score. The results are discussed and additional information about item performance is supplied to the SMEs. In subsequent rounds of the process, SMEs are allowed to move their bookmark based on the discussion and additional information provided. The results of the Bookmark procedure are analyzed by NBCE psychometricians, and the results are used to determine a recommended passing score. The results are then presented to the SMEs to evaluate how well the passing score aligns with historical test statistics and professional expectations. The passing score is then finalized and approved.

IRT statistics and the Bookmark standard setting results are used along with the examination content specifications to produce parallel forms of the examinations based on the criterion-referenced passing score standard.

Finding 11: The participation of SMEs in setting the passing standard meets professional guidelines and technical standards. However, including the service of board members and educators in the process is not compliant with *Policy OPES 20-01*.

Recommendation 2: To be compliant with *Policy OPES 20-01*, OPES recommends phasing out or limiting the service of educators as SMEs during standard setting processes.

Finding 12: The methods used to set the passing standard for the NBCE appear consistent with professional guidelines and technical standards.

PASSING RATES

The passing rates for the NBCE examinations were provided for 2019–2023. NBCE publishes the passing rates for these years on its website. The overall passing rates for the 2023 examinations are listed in Table 1.

TABLE 1 – OVERALL PASSING RATES FOR THE 2023 NBCE EXAMINATIONS

Examination		Pass Rate Percent
Part I	General Anatomy	83
	Spinal Anatomy	82
	Physiology	84
	Chemistry	89
	Pathology	88
	Microbiology	90

Table 1, Continued

Examination		Pass Rate Percent
Part II	General Diagnosis	84
	Neuromusculoskeletal Diagnosis	91
	Diagnostic Imaging	89
	Principles Of Chiropractic	93
	Chiropractic Practice	94
	Associated Clinical Sciences	96
Physiotherapy		90
Part III		81
Part IV		90

Finding 13: The methods used to determine the cut score and the resulting candidate pass rates appear consistent with professional guidelines and technical standards.

CONCLUSIONS

The passing score methodology used by NBCE to set the passing standards demonstrate a sufficient degree of validity, thereby appearing to meet professional guidelines and technical standards.

The passing rates for the NBCE examinations indicate that they tend to perform well. The passing rates are consistent with other licensure programs with similar education and experience requirements.

CHAPTER 5 | TEST ADMINISTRATION AND SCORE REPORTING

Unless otherwise noted, the source for the information in this chapter is the *2024 Review of Performance Report* and the additional information provided by NBCE.

TEST ADMINISTRATION STANDARDS

The following standards are most relevant to the test administration process for licensure examinations, as referenced in the *2014 Standards*:

Standard 3.4

Test takers should receive comparable treatment during the test administration and scoring process (p. 65).

Standard 4.15

The directions for test administration should be presented with sufficient clarity so that it is possible for others to replicate the administration conditions under which the data on reliability, validity, and (where appropriate) norms were obtained. Allowable variations in administration procedures should be clearly described. The process for reviewing requests for additional testing variations should also be documented (p. 90).

Standard 4.16

The instructions presented to test takers should contain sufficient detail so that test takers can respond to a task in the manner that the test developer intended. When appropriate, sample materials, practice or sample questions, criteria for scoring, and a representative item identified with each item format or major area in the test's classification or domain should be provided to the test takers prior to the administration of the test, or should be included in the testing material as part of the standard administration instructions (p. 90).

Standard 6.1

Test administrators should follow carefully the standardized procedures for administration and scoring specified by the test developer and any instructions from the test user (p. 114).

Standard 6.2

When formal procedures have been established for requesting and receiving accommodations, test takers should be informed of these procedures in advance of testing (p. 115).

Standard 6.3

Changes or disruptions to standardized test administration procedures or scoring should be documented and reported to the test user (p. 115).

Standard 6.4

The testing environment should furnish reasonable comfort with minimal distractions to avoid construct-irrelevant variance (p. 116).

Standard 6.5

Test takers should be provided appropriate instructions, practice, and other support necessary to reduce construct-irrelevant variance (p. 116).

Standard 8.1

Information about test content and purposes that is available to any test taker prior to testing should be available to all test takers. Shared information should be available free of charge and in accessible formats (p. 133).

Standard 8.2

Test takers should be provided in advance with as much information about the test, the testing process, the intended test use, test scoring criteria, testing policy, availability of accommodations, and confidentiality protection as is consistent with obtaining valid responses and making appropriate interpretations of test scores (p. 134).

TEST ADMINISTRATION – INFORMATION AND INSTRUCTIONS TO CANDIDATES

The NBCE website along with the mynbce.org site inform candidates of the structure and purpose of the examinations.

The NBCE website includes the following information for candidates:

- Specific information about taking the Parts I, II, III, and Physiotherapy examinations and the Part IV OSCE process
- Examination scoring and provision of score reports
- Examination accommodations
- Examination site reporting, check-in, and security procedures
- Security procedures and security breach information

NBCE also provides two videos for candidates to become familiar with the Parts I–III and Physiotherapy examinations and the Part IV OSCE process. In the video for Parts I–III and Physiotherapy examinations, candidates are shown examples of the computer-based examination functions. In the Part IV video, candidates are shown the step-by-step examination process, the three examination stations, and instructions for completing each station.

Finding 14: The directions and instructions provided to candidates are straightforward. The information available to candidates is detailed and comprehensive.

TEST ADMINISTRATION – CANDIDATE REGISTRATION

Eligible candidates can register to take each of the five examinations on the NBCE website. After the registration process is complete for Part I and Part II, candidates are eligible to take the examinations until they pass. For Part III, candidates must take the examination within nine months of expected graduation. For Part IV, the examination must be taken within six months of expected graduation.

The NBCE website and mynbce.org website provide detailed instructions and information about the application and registration process, including:

- Examinee license application requirements and qualifications
- Schedule of examination fees
- Examination application, registration, and scheduling
- Rescheduling or canceling a test appointment

Finding 15: The NBCE registration process is straightforward. The information available to candidates is detailed and comprehensive. The candidate registration process meets professional guidelines and technical standards.

TEST ADMINISTRATION – ACCOMMODATION REQUESTS

NBCE complies with the Americans with Disabilities Act and provides reasonable accommodations to candidates with documented disabilities or medical conditions. Candidates who require testing accommodations must submit a *Test Accommodation Request (TAR)* form that indicates the accommodation requested to address functional limitations. The TAR requires a signed evaluation report completed by a qualified health care provider that includes information about the candidate's disability or diagnosis and recommendations for accommodation.

Finding 16: NBCE's accommodation procedures are consistent with professional guidelines and technical standards.

TEST ADMINISTRATION – TESTING CENTERS

NBCE administers the Parts I–III and Physiotherapy examinations at chiropractic colleges and Prometric testing centers across the country twice a month throughout the calendar year via computer. NBCE administers the Part IV examination at chiropractic colleges across the country twice a year via OSCE format. Chiropractic colleges and Prometric's testing centers use trained proctors and controlled testing conditions.

TEST ADMINISTRATION – STANDARDIZED PROCEDURES AND TESTING ENVIRONMENT

Candidates are tested in similar testing centers and colleges, using the same type of equipment, under the same conditions. All candidates are assessed on the same examination content.

Finding 17: The procedures established for the NBCE test administration process and the testing environment are consistent with professional guidelines and technical standards.

SCORE REPORTING

For all five NBCE examinations, the results are typically provided four weeks after an examination date. Candidates' pass/fail status is reported to their licensing entity, and candidates can view their results by logging into their account on NBCE's website.

CONCLUSIONS

The test administration protocols established by NBCE are consistent with professional guidelines and technical standards.

This page intentionally left blank for reproduction purposes.

CHAPTER 6 | TEST SECURITY

TEST SECURITY STANDARDS

Unless otherwise noted, the source for the information in this chapter is the *2024 Review of Performance Report* and the additional information provided by NBCE.

The following standards are most relevant to test security for licensure examinations, as referenced in the *2014 Standards*:

Standard 6.6

Reasonable efforts should be made to ensure the integrity of test scores by eliminating opportunities for test takers to attain scores by fraudulent or deceptive means (p. 116).

Standard 6.7

Test users have the responsibility of protecting the security of test materials at all times (p. 117).

Standard 8.9

Test takers should be made aware that having someone else take the test for them, disclosing confidential test material, or engaging in any other form of cheating is unacceptable and that such behavior may result in sanctions (p. 136).

Standard 9.21

Test users have the responsibility to protect the security of tests, including that of previous editions (p. 147).

TEST SECURITY – EXAMINATION MATERIALS AND CANDIDATE INFORMATION

NBCE has developed policies and procedures for maintaining the custody of examination materials and for conveying responsibility for examination security to examination developers, administrators, and users.

NBCE staff are trained in procedures for handling secure materials and are required to comply with NBCE policies regarding confidentiality. In addition, SMEs involved in examination development processes must complete a security agreement.

The NBCE website lists the following security procedures:

- Candidates must provide a current and valid government-issued photo ID to sit for all examinations. The name on the ID must match the name on the admission letter, the photo must be recognizable as the person that the ID was issued to, and the candidate must keep their ID with them at all times.
- Candidates are prohibited from leaving the examination area without permission.
- Candidates are prohibited from communicating with other candidates.
- Candidates are prohibited from requesting information from proctors and examiners about the examination.
- Candidates are prohibited from bringing cell phones, electronic devices, study materials, or personal belongings into an examination room.

Finding 18: The security procedures practiced by NBCE regarding the handling of examination materials and managing candidates appear to meet professional guidelines and technical standards.

TEST SECURITY – TEST SITES

Prometric and college staff are trained in procedures for maintaining security of NBCE examination materials at test sites.

At test sites, candidates are required to provide current and valid government-issued identification to sit for an examination.

The NBCE website lists items that candidates are prohibited from bringing into secure testing areas. Prohibited items include, but are not limited to, outside books or reference materials, electronic devices, and accessories. In addition, the website describes the examination security procedures, including the consequences of examination subversion or falsification of information.

During candidate check-in, examination proctors perform visual inspections to check for recording devices and other prohibited items. All testing sessions are monitored by staff at the test site. Proctors are trained to recognize potential test security breaches.

Finding 19: The security procedures practiced by NBCE and Prometric at test sites are consistent with professional guidelines and technical standards.

CONCLUSIONS

The test security protocols established by NBCE for handling examination materials and candidate information, as well as at the test sites meet professional guidelines and technical standards.

This page intentionally left blank for reproduction purposes.

CHAPTER 7 | COMPARISON OF THE NBCE TEST PLANS WITH THE CALIFORNIA CHIROPRACTOR DESCRIPTION OF PRACTICE

PARTICIPATION OF SUBJECT MATTER EXPERTS

OPES convened a 2-day teleconference linkage study workshop on January 31–February 1, 2025, to evaluate the NBCE test plans and to compare them with the California chiropractor description of practice from the 2024 *California OA*.

OPES worked collaboratively with the Board to recruit 7 SMEs to participate in the workshop. The SMEs represented the profession in terms of license type, years of experience, and geographic location in California. All SMEs worked as chiropractors in various settings.

LINKAGE STUDY WORKSHOP PROCESS

Before the workshop, the SMEs completed OPES' security agreement, self-certification, and personal data (demographic) forms. At the beginning of the workshop, the OPES test specialist explained the importance of, and the guidelines for, security during and outside the workshop.

Next, the OPES test specialist gave a PowerPoint presentation on the purpose and importance of an OA, validity, content validity, reliability, test administration standards, examination security, and the role of SMEs. The OPES test specialist also explained the purpose of the workshop.

The SMEs were instructed to evaluate and link each task of the California chiropractor description of practice to the topic areas included on the NBCE test plans. The SMEs worked as a group to evaluate and link all of the tasks.

The NBCE test plans are provided in Tables 2–6, and the content areas of the corresponding 2024 California chiropractor description of practice is provided in Table 7.

TABLE 2 – PART I TEST PLAN

CONTENT AREA	PERCENT WEIGHT
General Anatomy	20
Spinal Anatomy	22
Physiology	18
Chemistry	13
Pathology	16
Microbiology	11
Total	100

TABLE 3 – PART II TEST PLAN

CONTENT AREA	PERCENT WEIGHT
General Diagnosis	19
Neuromusculoskeletal Diagnosis	20
Diagnostic Imaging	17
Principles of Chiropractic	14
Chiropractic Practice	17
Associated Clinical Sciences	13
Total	100

TABLE 4 – PART III WITH DXI TEST PLAN

CONTENT AREA	PERCENT WEIGHT
Case History	11
Physical Examination	8
Neuromusculoskeletal Examination	12
Diagnostic Imaging	11
Clinical Laboratory and Special Studies	7
Diagnosis or Clinical Impression	16
Chiropractic Techniques	11
Supportive Interventions	9
Case Management	15
DXI – Arthritic Disorders	30
DXI – Congenital Anomalies and Skeletal Variants	15
DXI – Trauma	10
DXI – Tumors and Tumor-like Processes	20
DXI – Miscellaneous Osteoarticular	15
DXI – Soft Tissue	10
Total	100

TABLE 5 – PART IV TEST PLAN

CONTENT AREA
Chiropractic Technique
Case Management – Simulated Patient Encounters
Case Management – Post-Encounter Probes (PEP)
Diagnostic Imaging (DIM)

TABLE 6 – PHYSIOTHERAPY TEST PLAN

CONTENT AREA	PERCENT WEIGHT
Thermotherapy	10
Electrotherapy	10
Mechanotherapy	10
Phototherapy	7
Functional Assessment	11
Exercise Physiology	8
Endurance Training	8
Muscle Rehabilitation	11
Neuromuscular Rehabilitation	11
Disorder-specific Rehabilitation	14
Total	100

TABLE 7 – CONTENT AREAS OF THE 2024 CALIFORNIA CHIROPRACTOR DESCRIPTION OF PRACTICE

CONTENT AREA	CONTENT AREA DESCRIPTION	PERCENT WEIGHT
1. Patient Intake History	This area assesses the candidate's knowledge of obtaining and evaluating patient history, including presenting symptoms, risk factors, comorbidities, functionality, and mobility.	30
2. Examination and Assessment	This area assesses the candidate's knowledge of performing physical examinations and assessments to identify and respond to patient emergency situations, develop diagnosis, apply integrative clinical practice, and provide referrals.	30
3. Treatment and Case Management	This area assesses the candidate's knowledge of evaluating assessment findings to develop a diagnosis and treatment plan with short- and long-term goals for chiropractic treatments including the use of physiotherapy modalities and healthy lifestyle counseling. This area also evaluates the candidate's knowledge of monitoring and evaluating patient response to treatment at follow-up visits and modifying treatment plans based on evaluation results.	20
4. Laws and Ethics	This area assesses the candidate's knowledge of laws and ethics pertaining to patient records, billing, and safety. This area also assesses the candidate's knowledge regarding licensing requirements, scope of practice, professional conduct, and responsibilities.	20
Total		100

LINKAGE RESULTS

The SMEs linked the tasks of the 2024 California chiropractor description of practice to the five NBCE test plans. The SMEs determined that the NBCE assesses all areas with the exception of California-specific laws and regulations.

Finding 20: The SMEs concluded that the content of the NBCE adequately assesses the knowledge and skills required for competent entry-level practice of chiropractors in California.

CHAPTER 8 | CONCLUSIONS AND RECOMMENDATIONS

OPES has completed a comprehensive analysis and evaluation of the documents provided by NBCE.

OPES finds that the procedures used to establish and support the validity and defensibility of the five NBCE examinations (i.e., OA, examination development and scoring, passing scores and passing rates, test administration and score reporting, and test security procedures) appear to meet professional guidelines and technical standards as outlined in the *2014 Standards* and in BPC § 139.

However, OPES finds that including the service of board members and educators in examination development processes is not compliant with *Policy OPES 20-01*. OPES recommends phasing out the service of board members and educators as SMEs.

Given the findings regarding the NBCE, OPES supports the Board's continued use of the five NBCE examinations along with the CCLE for licensure in California.

This page intentionally left blank for reproduction purposes.

CHAPTER 9 | REFERENCES

American Educational Research Association, American Psychological Association, National Council on Measurement in Education. (2014). *Standards for Educational and Psychological Testing*.

California Business and Professions Code (BPC) § 139. (n.d.). State of California.

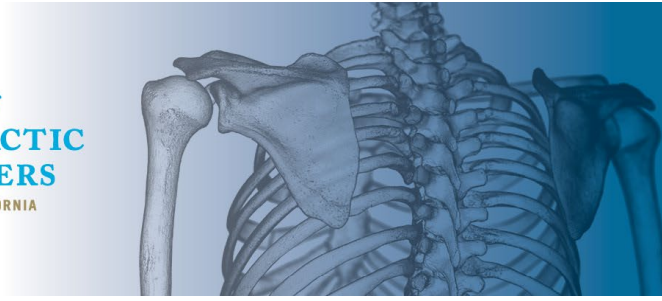
Department of Consumer Affairs. (2020). *Policy OPES 20-01 Participation in Examination Development Workshops*. State of California.

Department of Consumer Affairs. (2022). *Policy OPES 22-01 Licensure Examination Validation*. State of California.

NBCE. (2020). *Practice Analysis of Chiropractic*.

NBCE. (2024). *Review of performance and Part IV examinations: Report submitted to California DCA Office of Professional Examination Services in compliance with DCA Licensure Examination Policy OPES 22-01, mandated by Business and Professions Code § 139*.

Office of Professional Examination Services. (2024). *Occupational Analysis of the Chiropractic Profession*. Department of Consumer Affairs. State of California.



**Agenda Item 9
August 1, 2025**

Executive Officer's Report and Updates

Purpose of the Item

The Executive Officer will provide the Board with an update on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs**
- B. Business Modernization Project and Implementation of Connect System**
- C. Board's Budget and Fund Condition**
- D. Status of Board's Pending Proposals**
- E. Board's 2022–2026 Strategic Plan Objectives**

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.

Attachments

- 1. Executive Officer's July 25, 2025 Memo to Board Members
- 2. Analysis of Board's Fund Condition Statement (as of July 2025)
- 3. 2022–2026 Strategic Plan Objectives Progress Report (as of July 2025)

MEMORANDUM

**Agenda Item 9
Attachment 1**

DATE	July 25, 2025
TO	Members of the Board of Chiropractic Examiners
FROM	Kristin Walker, Executive Officer
SUBJECT	Executive Officer's Report – August 1, 2025 Meeting

This report provides an overview of recent Board of Chiropractic Examiners' (BCE) activities.

BCE Board Meetings

The following Board meetings have been scheduled:

- Friday, August 1, 2025 – Board (Teleconference)
- Thursday, October 9, 2025 – Board (Southern California University of Health Sciences)

BCE Committee Assignments

The following committee assignments have been made for 2025:

- Continuing Education Committee: Laurence Adams, D.C. (Chair) and Pamela Daniels, D.C.
- Enforcement Committee: Rafael Sweet (Chair), Sergio Azzolino, D.C., and David Paris, D.C.
- Government and Public Affairs Committee: Janette Cruz (Chair) and David Paris, D.C.
- Licensing Committee: Pamela Daniels, D.C. (Chair) and Janette Cruz

Business Modernization and Implementation of the Connect System

BCE continues to collaborate with the Department of Consumer Affairs (DCA) Office of Information Services (OIS) on a business modernization project to implement the Connect system for BCE's application, licensing, and enforcement workflows. BCE's planned upgrade to the latest version of the Connect software has been temporarily placed on hold due to limited vendor resources.

BCE is currently developing continuing education (CE) functionality in the system, beginning with a public CE course search web page similar to the existing [course search](#) maintained by the Acupuncture Board, followed by the CE course application workflow and the CE provider dashboard. This additional functionality is planned to be implemented through phased software releases in 2025.

Government Reorganization Plan

On April 4, 2025, Governor Newsom transmitted a [government reorganization plan](#) to the Little Hoover Commission to split the Business, Consumer Services and Housing Agency (BCSH) into two agencies: the California Housing and Homeless Agency (CHHA) focused on housing, homelessness, and civil rights functions; and the Business and Consumer Services Agency (BCSA) focused on consumer protection and business regulation. On June 2, 2025, the Little Hoover Commission released its [full report](#) recommending the Legislature allow the reorganization plan to take effect. The plan went into effect on July 5, 2025.

Under the reorganization plan, as of July 1, 2026, DCA will be placed under the new BCSA along with the Department of Alcoholic Beverage Control, Alcoholic Beverage Control Appeals Board, Department of Cannabis Control, Department of Financial Protection and Innovation, California Horse Racing Board, and Department of Real Estate.

Examination Development and Validation

DCA's Office of Professional Examination Services (OPES) completed the [2024 Occupational Analysis of the Chiropractic Profession](#) (OA) in August 2024. The results of this OA provide a description of practice for the chiropractic profession that can be used to review the national chiropractic examination developed by NBCE and to provide a basis for constructing a valid and legally defensible California Chiropractic Law Examination (CCLE). The description of practice is structured into four content areas: patient intake history; examination and assessment; treatment and case management; and laws and ethics. Throughout fiscal year 2024–25, OPES has been conducting workshops with subject matter experts to review, reclassify, and write items and set the passing score for the September 2025 CCLE based on the new OA examination outline.

Additionally, OPES conducted a comprehensive review of the National Board of Chiropractic Examiners (NBCE) Parts I, II, III, IV, and Physiotherapy examinations and linkage study to ensure the procedures used to support the validity and defensibility of the NBCE examinations meet professional and technical standards and to identify any areas of California chiropractic practice that are not measured by the NBCE examinations. OPES released their final report in June 2025.

OPES is scheduled to provide the Board with a presentation and overview of the national examination review and state examination development processes during the August 1, 2025 Board meeting.

NBCE Updates

On April 18, 2025, NBCE released its [Practice Analysis of Chiropractic 2025](#). This report provides an overview and summary of the chiropractic profession in the United States and is used to help determine the content of NBCE's licensure examinations.

NBCE also shared [additional information](#) and an [overview of upcoming changes](#) to the Part IV practical examination. Beginning in 2026, all Part IV examination administrations will take place at a purpose-built, centralized assessment center on the NBCE campus in Greeley, Colorado. All encounters will be video-recorded and two identical testing bays will allow the examination to run three days per week and 48 weeks per year, replacing the current semiannual model. In addition, the examination format will shift from 25 brief stations to eight patient-encounter stations. Seven of these stations will move from history through examination to a treatment decision, followed by a written patient note in place of the current multiple-choice post-encounter station. The eighth station will require demonstration of multiple chiropractic technique setups.

Outreach

Board Chair Laurence Adams, D.C. and Executive Officer Kristin Walker will represent BCE at the annual California Chiropractic Round Table meeting hosted by the California Chiropractic Association on August 29, 2025. The meeting provides opportunities for discussion and collaboration on licensing and consumer protection issues.

Personnel Updates

Amanda Ah Po was selected for the Lead Licensing & Continuing Education Analyst position. Ms. Ah Po previously held the positions of Continuing Education Analyst and Enforcement Analyst at BCE. Her first day in this new role was June 2, 2025.

Becky Lyke was selected for the Lead Enforcement Analyst position and Shelley Anderson was selected for the Licensing Technician position. Their first day was June 16, 2025.

Jose Salud Diaz was selected for the Administration & Licensing Manager position, and his first day with BCE was July 14, 2025.

BCE made conditional offers for two Enforcement Analyst positions and expects to fill them in August 2025. Recruitment efforts are also underway to fill the Lead Administrative and Policy Analyst position.

Proposed Regulations

Section 100 – Change Without Regulatory Effect

1. **Licensing and Regulatory Fees (Section 100 Changes Without Regulatory Effect: Amend CCR, Title 16, Sections 310.1, 317.1, 323, 360, 367.5, 367.10, and 370):** This action under CCR, title 1, section 100 will update the licensing and regulatory fee amounts within the Board's regulations and forms for consistency with the fee amounts codified in [Business and Professions Code \(BPC\) section 1006.5](#). This package is anticipated to be submitted to OAL in August 2025.

Final Filing Phase

2. **Filing of Addresses and Contact Information (Amend California Code of Regulations [CCR], Title 16, Section 303):** This proposal will implement the requirement from [Senate Bill 1434 \(Roth, Chapter 623, Statutes of 2022\)](#) for the Board to include licensees' telephone numbers and email addresses in the Board's directory and clarify the requirement for filing of a public "address of record." The Board approved the proposed regulatory text at its April 20, 2023 meeting. This rulemaking was published in the Office of Administrative Law (OAL) Notice Register and released for a 45-day public comment period on February 14, 2025. The public comment period ended on April 1, 2025, and no comments were received. Staff is preparing the final regulatory package for submission to OAL.
3. **Repeal Successful Examination (Obsolete Provision) [Repeal CCR, Title 16, Section 354]:** This proposal will repeal an obsolete provision in the Board's regulations that conflicts with other existing laws and regulations that prohibit the unlicensed practice of chiropractic. The Board approved the proposed regulatory text at its January 20, 2023 meeting. This rulemaking was published in the OAL Notice Register and released for a 45-day public comment period on January 3, 2025. The public comment period ended on February 18, 2025. The Board approved the response to the public comment received during its April 17, 2025 meeting. Staff is preparing the final regulatory package for submission to OAL.
4. **Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (Amend CCR, Title 16, Sections 390.4 and 390.5):** This regulatory proposal makes conforming changes to the Board's system for issuing citations for consistency with the required provisions of [BPC section 125.9](#). The Board approved the proposed regulatory text at its April 17, 2025 meeting. This rulemaking was published in the OAL Notice Register and released for a 45-day public comment period on May 2, 2025. The public comment period ended on June 16, 2025, and no comments were received. Staff is preparing the final regulatory package for submission to OAL.

Initial Filing Phase

5. **Continuing Education: Distance Learning (Amend CCR, Title 16, Section 363.1):** This proposal will define distance learning as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period. The Board approved the proposed regulatory text at its May 23, 2024 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in August 2025.

Production Phase

6. **Continuing Education Fees, Requirements, and Approval Process (Amend CCR, Title 16, Sections 360, 361, 362, 363, 364, and 365, and Add CCR, Title 16, Section 360.1):** This proposal will amend the annual CE requirements for licensees, establish five course competency areas that will be approved by the Board, define the three recognized learning formats for CE courses, update the CE course review and approval process, create a re-approval process for CE courses that have been previously approved by the Board, and update the CE requirements for petitions for reinstatement of revoked or surrendered licenses. The Board approved the proposed regulatory text at its April 17, 2025 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.
7. **Application and Examination Process for Doctor of Chiropractic Licensure, Including Temporary and Expedited Licensure and Fee Waiver for Military Spouses and Domestic Partners and Expedited Licensure for Veterans, Applicants Enrolled in U.S. Department of Defense SkillBridge Program, Refugees, Asylees, and Special Immigrant Visa Holders (Amend CCR, Title 16, Sections 320, 321, and 340–349):** This proposal will clarify the application and examination process for initial licensure as a doctor of chiropractic, including the qualifying circumstances for expedited review of a license application. Additionally, this proposal will implement [Assembly Bill \(AB\) 107 \(Salas, Chapter 693, Statutes of 2021\)](#), which provides for the temporary licensure of military spouses, and [AB 883 \(Mathis, Chapter 348, Statutes of 2023\)](#), which requires the Board to expedite the initial licensure process for applicants who are active-duty members of the United States Armed Forces enrolled in the United States Department of Defense SkillBridge program. The Board approved the proposed regulatory text at its April 17, 2025 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.

- 8. Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2):** This Consumer Protection Enforcement Initiative (CPEI) proposal will require any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined, or is subject to registration as a sex offender in any tier, to contain an order of revocation and prohibit the decision from containing a stay of the revocation. In addition, this proposal will require any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact to contain an order of revocation, and require the Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender in any tier and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender. The Board approved the proposed regulatory text at its April 20, 2023 meeting. The Board will be asked to rescind the April 20, 2023 motion to add CCR, title 16, section 384.2 at its August 1, 2025 meeting.
- 9. Discipline by Another Jurisdiction and Licensee Reporting Requirements (Amend CCR, Title 16, Sections 304 and 314):** This CPEI proposal will update the reporting of licensee arrests, convictions, and discipline by other public agencies and clarify a licensee's duty to report any violation of the statutes and regulations governing the practice of chiropractic to the Board. The Board approved the proposed regulatory text at its July 20, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.
- 10. Delegation of Certain Functions to the Executive Officer (Amend CCR, Title 16, Section 306):** This CPEI proposal will delegate additional functions to the Executive Officer to expedite the Board's handling of disciplinary cases. The Board approved the proposed regulatory text at its October 19, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.
- 11. Prohibited Activities by Inactive Licensees (Add CCR, Title 16, Section 310.3):** This proposal will identify the specific activities that cannot be performed by the holder of an inactive doctor of chiropractic license. The Board approved the proposed regulatory text at its October 24, 2024 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.
- 12. Repeal Mental Illness Regulation (Obsolete) [Repeal CCR, Title 16, Section 315]:** This proposal will repeal a regulation that allows the Board to order a license holder to be examined by one or more physicians specializing in psychiatry when reasonable cause exists that the licensee is mentally ill to the extent that it may affect their ability to practice. This regulation is unnecessary because the Board already has broader statutory authority under [BPC sections 820–828](#) to order a

physical or mental examination of a licensee whenever it appears the licensee may be unable to practice safely due to mental illness or physical illness affecting competency. The Board approved the proposed regulatory text at its October 24, 2024 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in fall 2025.

Concept Phase

- 13. Approval of Doctor of Chiropractic Degree Programs and Educational Requirements (Amend or Repeal CCR, Title 16, Sections 330–331.16):** This proposal will amend the regulations regarding approval of chiropractic programs to align with the accrediting body, the Council on Chiropractic Education, and eliminate any unduly prescriptive content that could be restrictive to the evolving nature of higher education. This proposal will also update the minimum curriculum and clinical experience requirements for Board-approved chiropractic programs. This proposal will be presented to the Board for approval at its August 1, 2025 meeting.
- 14. Renewal and Restoration of Doctor of Chiropractic Licenses, Including Basic Life Support Certification for Active Licensees (Amend CCR, Title 16, Sections 370 and 371 and Add CCR, Title 16, Section 371.1):** This proposal will clarify the processes for renewal and restoration of doctor of chiropractic licenses, extend the timeframe for cancellation of a license from three to four years, and update the continuing education and competency requirements that must be met prior to the restoration of a cancelled license. Additionally, this proposal will mandate the maintenance of basic life support provider or advisor certification, including cardiopulmonary resuscitation (CPR), for all licensees as a condition of licensure in active status. This proposal will be presented to the Board for approval at its August 1, 2025 meeting.
- 15. Record Keeping and Retention Requirements for Chiropractic Patient Records, Including Retention and Disposition of Records Upon Closure of Practice or Death/Incapacity of Licensee (Amend CCR, Title 16, Section 318):** This proposal will update the record keeping requirements to specify the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment and to differentiate between an initial patient encounter and an established patient visit. In addition, this proposal will specify the retention period and requirements for the disposition of patient records. This proposal will be presented to the Board for approval at its August 1, 2025 meeting.
- 16. Disciplinary Guidelines and Uniform Standards for Substance Abusing Licensees, Including Filing and Evaluation Process for Petitions for Reinstatement, Reduction of Penalty, or Early Termination of Probation (Amend CCR, Title 16, Section 384 and Add CCR, Title 16, Section 385):** This proposal will update the *Disciplinary Guidelines and Model Disciplinary Orders*,

implement the Uniform Standards for Substance Abusing Licensees, and enhance the process for petitions for reinstatement, reduction of penalty, and early termination of probation before the Board. Staff is developing proposed regulatory text based on the Enforcement Committee's discussions and guidance. This proposal is planned to be discussed by the Board at its August 1, 2025 meeting.

- 17. Minimum Supervision and Training Requirements for Chiropractic Assistants Within a Chiropractic Practice (Amend CCR, Title 16, Section 312):** This CPEI proposal will clarify the role of and delineate the activities that can be performed by chiropractic assistants within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that chiropractic assistants follow and provide only the treatment defined in the supervising doctor's treatment plan. This proposal was discussed by the Board at its February 13, 2025 meeting and returned to the Enforcement Committee for further development.
- 18. Retired License Status and Fee (Add CCR, Title 16, Section 328):** This proposal would establish a new retired status for doctor of chiropractic licenses and implement an application fee to cover the reasonable regulatory cost of issuing a retired license in accordance with [BPC section 464](#). Staff is working with the Licensing Committee to develop a stakeholder survey to measure licensees' potential interest in a new retired license status.
- 19. Hardship Extensions to Annual CE Requirements (Add CCR, Title 16, Section 364.1):** This proposal will create a process for granting an extension to the annual CE requirement for a licensee who provides satisfactory proof to the Board that they have been adversely affected by a natural disaster, a state or federal declared state of emergency, or other hardship. Staff is developing this proposal based on the discussion by the Continuing Education Committee at its December 13, 2024 meeting.
- 20. Chiropractic Practice Locations and Display of License (Add CCR, Title 16, Section 303.1 and Amend CCR, Title 16, Section 308):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. Staff is developing this proposal based on the discussion by the Licensing Committee at its March 8, 2024 meeting.
- 21. Appeal Process for Denial of Continuing Education Courses and Providers:** This proposal will establish update the process for appealing the denial of a CE course or provider application. This proposal is currently being developed by staff and the Continuing Education Committee.

Agenda Item 9 Attachment 2

0152 - Board of Chiropractic Examiners
Analysis of Fund Condition
(Dollars in Thousands)
2025 Budget Act With FM 11 Projections

Prepared 7.18.2025

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 2,026	\$ 3,282	\$ 3,056	\$ 1,664	\$ 106
Prior Year Adjustment	\$ -146	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,880	\$ 3,282	\$ 3,056	\$ 1,664	\$ 106
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 52	\$ 36	\$ 49	\$ 49	\$ 49
4127400 - Renewal fees	\$ 4,166	\$ 4,208	\$ 4,027	\$ 4,027	\$ 4,027
4129200 - Other regulatory fees	\$ 120	\$ 98	\$ 92	\$ 92	\$ 92
4129400 - Other regulatory licenses and permits	\$ 804	\$ 774	\$ 693	\$ 693	\$ 693
4163000 - Income from surplus money investments	\$ 141	\$ 174	\$ 65	\$ 5	\$ -
4170400 - Capital Asset Sales Proceeds	\$ 9	\$ -	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ -	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 2	\$ 3	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 5,299	\$ 5,293	\$ 4,927	\$ 4,867	\$ 4,862
Transfers and loans to/from other funds					
Loan Repayment to Vehicle Inspection and Repair Fund 0421 per Item 1111-011-0421, Budget Act of 2014	\$ -	\$ -500	\$ -250	\$ -250	\$ -250
Totals, Transfers and Other Adjustments	\$ -	\$ -500	\$ -250	\$ -250	\$ -250
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 5,299	\$ 4,793	\$ 4,677	\$ 4,617	\$ 4,612
TOTAL RESOURCES	\$ 7,179	\$ 8,075	\$ 7,733	\$ 6,281	\$ 4,718
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 3,570	\$ 4,723	\$ 5,594	\$ 5,762	\$ 5,935
9892 Supplemental Pension Payments (State Operations)	\$ 85	\$ 62	\$ 62	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 242	\$ 234	\$ 413	\$ 413	\$ 413
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 3,897	\$ 5,019	\$ 6,069	\$ 6,175	\$ 6,348
FUND BALANCE					
Reserve for economic uncertainties	\$ 3,282	\$ 3,056	\$ 1,664	\$ 106	\$ -1,629
Months in Reserve	7.8	6.0	3.2	0.2	-3.1

NOTES:

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Balance from the 2014-15 loan is currently \$1,448.
3. Expenditure growth projected at 3% beginning BY+1.

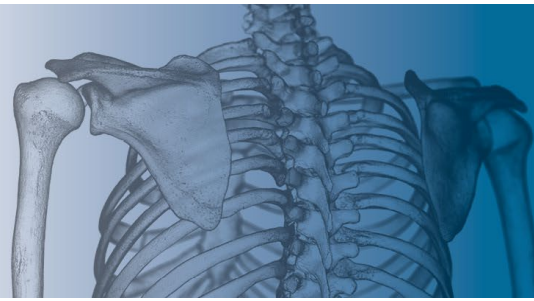
BCE 2022-2026 Action Plan		Responsibility	Due Date	Current Status
Goal Area 1: Licensing and Professional Qualification				
1.1	Complete comprehensive updates to the Board's continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.			57%
Success Measure:	Promulgated updated continuing education regulations and educated licensees and continuing education providers on those regulations.		Q2 2025	
1.1.1	Identify proposed framework for licensee continuing education (CE) requirements and course approval process and obtain CE Committee and Board approval.	EO	Q1 2023	Completed
1.1.2	Draft proposed language for updated regulations and obtain approval from DCA regulatory counsel.	EO	Q1 2023	Completed
1.1.3	Conduct fiscal analysis of CE regulations and develop proposed fee amounts for course approval and reapproval.	EO	Q1 2023	Completed
1.1.4	Present final regulatory proposal (language and fee amounts) to Board for approval.	EO	Q2 2023	Completed
1.1.5	Finalize regulatory package and initiate the rulemaking process.	EO	Q2 2023	In Progress
1.1.6	Inform licensees and CE providers of changes through written notices, outreach, and information sessions.	EO	Q3 2023 – ongoing	In Progress
1.1.7	Complete regulatory process.	EO	Q1 2024	In Progress
1.2	Establish a robust, effective Licensing Committee to identify issues and increase efficiency.			60%
Success Measure:	The completion of the action plan for all current pending licensing issues.		Q3 2023	
1.2.1	Gather background information to educate Licensing Committee members on pending licensing issues.	Licensing Manager	Q1 2023	Completed
1.2.2	Train Licensing Lead (staff member) as a Licensing Committee liaison (calendarizing, meeting agendas, etc.).	EO and AEO	Q2 2023	In Progress
1.2.3	Educate Licensing Committee members on background and history of prior actions.	EO	Q2 2023 – ongoing	Completed
1.2.4	Identify current issues, discuss possible solutions, and present recommendations to the Licensing Committee Chair.	AEO	Q2 2023	Completed
1.2.5	Staff works with the Licensing Committee Chair to create an action plan for pending and current issues identified above.	AEO and Licensing Lead/Licensing Liaison	Q3 2023	In Progress
1.3	Review reciprocity requirements to minimize barriers to licensure in California.			50%
Success Measure:	The Board has identified how they are going to minimize any potential barriers to licensure through reciprocity.		Q3 2024	
1.3.1	Conduct an environmental scan of reciprocity requirements (1. BCE, 2. Other states, and 3. Other DCA healing art boards).	AEO	Q2 2023	Completed
1.3.2	Analyze the data that has been collected.	AEO	Q3 2023	Completed
1.3.3	Develop potential options and recommendation for the Licensing Committee on how to minimize barriers to licensure.	AEO	Q3 2023	Completed
1.3.4	Summarize environmental scan, analysis, potential options, and recommendation.	AEO	Q4 2023	In Progress
1.3.5	Present findings and recommendations to the Licensing Committee.	Licensing Lead/Licensing Committee Liaison	Q1 2024	Not Started
1.3.6	Present Licensing Committee's recommendation to the Board.	EO	Q3 2024	Not Started
1.4	Continue to monitor the Board's license fee structure to ensure the Board's financial stability, maintain access to the Board's services, and determine whether the Board needs to consider plans for restructuring its fees.			57%
Success Measure:	The Board has delivered its report on its fee structures and recommendation to the Legislature.		Q4 2026	
1.4.1	Bring any budget issues to the Board's attention.	EO	Q3 2022 – ongoing	Completed
1.4.2	Establish regular and thorough monthly process to monitor BCE's budget and fund condition.	Lead Administrative Analyst	Q1 2023	Completed
1.4.3	Establish quarterly budget meetings with budget analyst at DCA.	Lead Administrative Analyst	Q1 2023	Completed
1.4.4	Conduct analysis of the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	Completed
1.4.5	Provide reports to the Government and Public Affairs Committee on the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	In Progress
1.4.6	Create report on license fee structure (due to Legislature by January 1, 2027).	EO and AEO	Q2 2025	In Progress
1.4.7	Submit license fee structure report to the Legislature with 2026 Sunset Review Report.	EO	Q4 2025	Not Started
Goal Area 2: Enforcement				
2.1	Implement updated disciplinary guidelines, Uniform Standards for Substance Abusing Licensees, and Consumer Protection Enforcement Initiative (CPEI) regulations, to provide consistency and clarity in disciplinary penalties, help educate licensees and the public, and deter violations.			54%
Success Measure:	Completed regulation process for all three areas (Disciplinary Guidelines, Uniform Standards for Substance Abusing Licensees, and CPEI regulations).		Q4 2025	
2.1.1	Disciplinary Guidelines & Uniform Standards – finish developing the proposed guidelines.	AEO	Q1 2023	Completed

2.1.2	Disciplinary Guidelines & Uniform Standards – vet through Regulatory Counsel and DAG Liaison (AGs office).	AEO	Q1 2023	In Progress
2.1.3	Disciplinary Guidelines & Uniform Standards – present proposal to Enforcement Committee.	Enforcement Lead	Q2 2023	Completed
2.1.4	Disciplinary Guidelines & Uniform Standards – present proposal to Board.	Enforcement Lead	Q4 2023	In Progress
2.1.5	Disciplinary Guidelines & Uniform Standards – begin regulatory process.	AEO	Q1 2024	Not Started
2.1.6	Disciplinary Guidelines & Uniform Standards – complete regulatory process.	AEO	Q1 2025	Not Started
2.1.7	CPEI (12 regulations) – develop an action plan for the different regulations (assigning to committees), formalizing plans with committee chairs to clarify assignments.	EO	Q1 2023	Completed
2.1.8	CPEI – develop proposals.	AEO	Q4 2023	Completed
2.1.9	CPEI – vet through DCA Regulatory Counsel.	AEO	Q4 2023	Completed
2.1.10	CPEI – present proposals to appropriate Committees.	Enforcement Lead / Licensing Lead	Q1 2024	Completed
2.1.11	CPEI – present proposals to Board.	Enforcement Lead / Licensing Lead	Q3 2024	Completed
2.1.12	CPEI – begin regulatory process.	AEO	Q4 2024	In Progress
2.1.13	CPEI – complete regulatory process.	AEO	Q4 2025	Not Started
2.2 Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.				57%
Success Measure:	Enforcement Program is meeting the established performance measure targets.		Q2 2025	
2.2.1	Conduct process review with OIO.	Enforcement Analysts	Q4 2022	Completed
2.2.2	Document baseline processing times.	EO	Q1 2023	Completed
2.2.3	Standardize internal enforcement process – make sure all standards are met each time – considering OIO recommendations.	AEO and Enforcement Manager	Q1 2023	Completed
2.2.4	Update duty statements for staff in Enforcement Unit, separating case management from investigations (increasing specialization).	EO	Q1 2023	Completed
2.2.5	Update and document all processes/ procedures.	AEO and Enforcement Manager	Q2 2023	In Progress
2.2.6	Update training of all staff, cross-train on all tasks.	Enforcement Manager	Q2 2023	In Progress
2.2.7	Measure impact of process improvements on enforcement timeframes.	EO	Q2 2025	In Progress
2.3 Improve the effectiveness of the Enforcement Program by implementing Expert Witness program enhancements, including recruitment, training, and ongoing assessment of diverse subject matter experts in specific areas of chiropractic practice.				13%
Success Measure:	Program enhancements implemented, observed improvement in expert reports, and higher success rate at hearings.		Q4 2025	
2.3.1	Begin recruitment process for new SMEs.	EO	Q1 2023	Completed
2.3.2	Staff review SME applications.	Enforcement Manager	Q1 2023	Not Started
2.3.3	Enforcement Committee members interview and vet potential SMEs.	Enforcement Committee	Q2 2023 – ongoing	Not Started
2.3.4	Contract with SMEs selected experts.	Enforcement Lead	Q2 2023 – ongoing	Not Started
2.3.5	Train SMEs.	EO and AEO	Q3 2023 – ongoing	Not Started
2.3.6	Measure effectiveness of expert witnesses (success ratio, input from Deputy Attorney General (DAG)).	AEO and Enforcement Manager	Q4 2023 – ongoing	In Progress
2.3.7	Report on effectiveness of SMEs to Enforcement Committee and provide any further recommendations.	Enforcement Lead	Q4 2023 – ongoing	In Progress
2.3.8	Continue monitoring effectiveness of Expert Witness Program (identify benchmarks - outcomes and hearing success).	EO and Enforcement Committee	Q4 2025 – ongoing	Not Started
2.4 Develop and implement clearly defined standards for licensee recordkeeping by updating regulations to provide consistency, clarity, and accessibility to licensees, the public, and other stakeholders.				57%
Success Measure:	Adopted updated standards for licensee recordkeeping into regulation.		Q4 2024	
2.4.1	Review and discuss requirements in other states.	EO and Enforcement Committee	Q4 2022	Completed
2.4.2	Develop a regulatory proposal for consideration by Enforcement Committee.	EO	Q1 2023	Completed
2.4.3	Have Legal/Regulations Counsel review proposal.	EO	Q1 2023	Completed
2.4.4	Present proposal to Enforcement Committee for review, discussion, and possible recommendation to Board.	EO	Q2 2023	Completed
2.4.5	Obtain Board approval of proposal.	EO	Q4 2023	In Progress
2.4.6	Begin regulatory process (formally submitting to DCA for approval, ready for Director's Review).	AEO and Enforcement Lead	Q4 2023	Not Started
2.4.7	Complete regulatory process.	AEO and Enforcement Lead	Q4 2024	Not Started
Goal Area 3: Public Relations and Outreach				
3.1 Include more stakeholder ideas and perspectives in Board activities by continuing to foster relationships with legislators, other healing arts boards, professional organizations, and government agencies.				60%
Success Measure:	Improved at least five relationships with stakeholders across all above groups.		Q4 2023	
3.1.1	Identify relationships (existing and potential).	EO and AEO	Q1 2023	Completed
3.1.2	Define each relationship's plan (avenues, content) (include dialogues).	EO and AEO	Q2 2023	Completed
3.1.3	Arrange introductions/open channels of communication when needed.	EO	Q2 2023	Completed

3.1.4	Schedule meetings/forums (develop MOUs if needed).	EO	Q4 2023 – ongoing	In Progress
3.1.5	Managers network/regularly communicate with other healing arts peers (include staff as appropriate).	Enforcement and Licensing Managers	Q4 2023 – ongoing	In Progress
3.2	Continue to increase the Board's presence and availability through diverse outreach opportunities where the Board can collaborate and engage with stakeholders to allow for sharing of feedback, input, and suggestions.			
Success Measure:	Participated in at least three external outreach opportunities and hosted at least three listening sessions.		Q3 2023	40%
3.2.1	Identify existing outreach opportunities where the Board can participate.	EO	Q1 2023	Completed
3.2.2	Publicize opportunities to give feedback to the Board.	AEO	Q1 2023	Completed
3.2.3	Host roundtable discussions / listening sessions (document feedback).	EO	Q2 2023 – ongoing	In Progress
3.2.4	Review feedback given.	EO and AEO	Q2 2023 – ongoing	In Progress
3.2.5	Communicate feedback to appropriate policy committee chair, determine action (address in public meeting, etc.).	EO and AEO	Q3 2023 – ongoing	In Progress
3.3	Create diverse outreach plans to increase awareness about the profession and the Board's role to build relationships with stakeholders and diversify the profession.			
Success Measure:	Board has approved its outreach plan and released at least three updated materials.		Q1 2024	86%
3.3.1	Document existing communication challenges, opportunities.	EO and AEO	Q1 2023	Completed
3.3.2	Discern what stakeholder groups would like to know (internal, anecdotal, environmental scan feedback).	Licensing/Admin Manager	Q1 2023	Completed
3.3.3	Touch base with DCA outreach/communications unit (what's available, state fair booths, etc.).	EO	Q1 2023	Completed
3.3.4	Develop plan for modes of communication (social media, events, brochures, etc.).	AEO	Q2 2023	Completed
3.3.5	Get plan approval from Government & Public Affairs Committee, then to Board for approval.	AEO	Q3 2023	Completed
3.3.6	Create/maintain outreach calendar.	AEO	Q4 2023	Completed
3.3.7	Create/update materials (printed materials, PDE) (get Board and legal review).	AEO	Q1 2024	In Progress
3.4	Build an interactive, language accessible social media presence to engage with stakeholders and assess stakeholder sentiment of the Board.			
Success Measure:	Board has developed a presence with at least bi-weekly posts across all accounts.		Q2 2024	78%
3.4.1	Brainstorm among staff on what to share, identify priority items, clarify audiences.	EO	Q1 2023	Completed
3.4.2	Establish internal procedure for use and management of social media accounts.	EO	Q1 2023	Completed
3.4.3	Meet with DCA Office of Public Affairs (strategy and graphics).	EO	Q1 2023	Completed
3.4.4	Discuss social media outreach with Government & Public Affairs Committee, get feedback on what to share.	Lead Admin Analyst	Q2 2023	Completed
3.4.5	Get input from Board members about information to share (events of interest).	Lead Admin Analyst	Q2 2023	Completed
3.4.6	Develop bank of material to share on an ongoing basis.	AEO	Q2 2023 – ongoing	Completed
3.4.7	Develop a system to track other accounts to monitor for sharing potential.	AEO	Q2 2023	Completed
3.4.8	Ask Board-approved colleges for material to share.	Licensing Manager	Q4 2023	In Progress
3.4.9	Review and determine how to measure stakeholder sentiment.	AEO	Q2 2024	In Progress
3.5	Improve the Board's website by providing informative, language accessible content for applicants, licensees, the public, and other stakeholders and enhancing the functionality and user experience.			
Success Measure:	Updated format and content included for all business areas.		Q4 2024	56%
3.5.1	Meet with OIS to determine process, timeline.	EO	Q1 2023	Completed
3.5.2	Assess current site - Get and review metrics from OIS, identify structure and updates needed.	EO	Q1 2023	Completed
3.5.3	Review other DCA boards' websites to get layout ideas, identify a template to adopt.	AEO	Q1 2023	Completed
3.5.4	Prioritize easy fixes and removing any obsolete information.	AEO	Q2 2023	In Progress
3.5.5	Identify what informative content should appear on site (including FAQs, requirements in plain language, and steps).	AEO	Q2 2023	Completed
3.5.6	Review all current forms to improve them (verify ADA compliance, ensure fillable pdf versions, optimize for Connect, and confirm mobile device access).	EO	Q2 2023	Completed
3.5.7	Communicate website redesign request to OIS.	AEO	Q3 2023	In Progress
3.5.8	Update forms.	AEO	Q2 2024	In Progress
3.5.9	Obtain feedback from external users on new website functionality through polls, listening sessions, and informal discussions.	EO and AEO	Q4 2024	In Progress
Goal Area 4: Laws and Regulations				
4.1	Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.			
Success Measure:	No current package older than two years.		Q2 2026	78%

4.1.1	Implement regular (monthly) monitoring and reporting progress for pending regulations to maintain visibility.	EO	Q1 2023	Completed
4.1.2	Identify challenges observed in regulatory process.	EO	Q1 2023	Completed
4.1.3	Develop action plan to address all pending regulatory workload items.	EO	Q1 2023	Completed
4.1.4	Discuss proposals as a team to get staff input.	EO	Q1 2023 – ongoing	Completed
4.1.5	Train all lead AGPA and higher staff on rulemaking through DCA and OAL.	AEO	Q2 2023	In Progress
4.1.6	Thoroughly research and develop background information and justification for all regulatory proposals before submitting to a committee for consideration.	AEO and Committee Liaisons	Q2 2023 – ongoing	Completed
4.1.7	Develop initial package as proposals make their way through the committee process (to catch issues before final Board approval).	AEO	Q2 2023 – ongoing	In Progress
4.1.8	Educate Board and Committee members on rulemaking process and best practices (include in onboarding).	EO and DCA Regulatory Counsel	Q3 2023	Completed
4.1.9	Monitor pending regulatory workload volume and completion time.	EO	Q3 2023 – Q2 2026 and ongoing	Completed
4.2 Perform a comprehensive review of existing regulations to identify and address any unnecessary or obsolete regulations and to clarify current regulations as needed.				56%
Success Measure:	Board has addressed issues identified during comprehensive review.		Q4 2026	
4.2.1	Create action plan for review of regulations (possibly group by topic – licensing, enforcement, general).	EO	Q1 2023	
4.2.2	Review all existing regulations to identify unnecessary, obsolete, or unclear regulations (as grouped by topic with staff SMEs).	AEO	Q4 2023	
4.2.3	Develop recommendations to address identified issue(s) for each regulation.	AEO	Q2 2024	
4.2.4	Consult with DCA Regulatory Counsel.	AEO	Q3 2024	
4.2.5	Present final recommendations to appropriate committee for review and discussion.	AEO, Committee Liaisons	Q1 2025	
4.2.6	Committee makes recommendation to full Board.	Committees	Q4 2025	
4.2.7	Board approves proposal to amend or repeal as appropriate.	Board	Q4 2025	
4.2.8	Begin regulatory process.	AEO and Lead Admin Analyst	Q1 2026	
4.2.9	Complete regulatory process.	AEO and Lead Admin Analyst	Q4 2026	In Progress
Goal Area 5: Organizational Development				
5.1 Update processes and procedures, key staff roles, and staff organizational structure to establish clear responsibilities and increase efficiency.				75%
Success Measure:	Completed reorganization and have up-to-date documentation for staff roles.		Q3 2023	
5.1.1	Ensure all staff duties are accounted for.	EO	Q4 2022	
5.1.2	Finalize reorganization plan and submit it to DCA Office of Human Resources for approval.	EO	Q1 2023	
5.1.3	Conduct change management activities.	Enforcement Manager and Licensing Manager	Q1 2023	
5.1.4	Issue updated duty statements to staff.	Enforcement Manager and Licensing Manager	Q1 2023	
5.1.5	Implement new organizational structure.	EO	Q1 2023	
5.1.6	Document current processes and ask for staff feedback and recommendations on proposed improvements (i.e., paperless, customer-focused).	AEO	Q1 2023	
5.1.7	Standardize, document, and store updated processes and procedures.	AEO	Q2 2023	
5.1.8	Train staff on the updated processes and procedures.	AEO	Q3 2023	
5.2 Maintain a high-performance, engaged, and inclusive culture focused on effective training, individual development, and continuous improvement, to recruit and retain quality staff.				71%
Success Measure:	Improvement in employee engagement scores.		Q2 2024	
5.2.1	Encourage an open, receptive, and problem-solving mindset.	EO	Q4 2022	
5.2.2	Put together methods to solicit feedback and suggestions on the different processes. Possible method = role play activities during meetings for staff to better understand and serve stakeholders including consumers, licensees.	EO	Q4 2022	
5.2.3	Conduct employee engagement survey to assess staff morale and establish baseline.	EO	Q1 2023	
5.2.4	Conduct listening sessions to obtain feedback (concerns, problems, etc.) from staff.	EO	Q1 2023	
5.2.5	Review and update job announcements (include telework opportunity).	EO	Q1 2023	
5.2.6	Conduct all staff meetings to maintain line of communication and follow up on concerns, questions, etc. from listening sessions.	EO	Q1 2023 – ongoing	
5.2.7	Identify potential training topics for staff and management.	AEO	Q1 2023 – ongoing	
5.2.8	Implement basic cross-training for all Board processes (including Connect training).	AEO	Q1 2023 – ongoing	
5.2.9	Develop and deliver and/or sign up for staff trainings as a team.	AEO	Q2 2023	
5.2.10	Develop and disseminate customer satisfaction survey.	AEO	Q2 2023 – ongoing	

5.2.11	Encourage Individual Development Plans (IDP) and conduct regular check ins to help staff to be effective and well-rounded in their own position and develop additional areas of interest.	EO	Q4 2023 – ongoing	Completed
5.2.12	Conduct second employee engagement survey to assess staff morale and identify additional opportunities for improvement (from 5.2.3).	EO	Q1 2024	In Progress
5.2.13	Create action plan for improvement based on engagement survey results.	EO	Q2 2024	Completed
5.2.14	Implement action plan to address employee engagement results and improvements.	EO and AEO	Q4 2024	In Progress
5.3	Promote diverse, inclusive, and effective communication styles and opportunities to improve intraorganizational collaboration.			
Success Measure:	Positive results on the annual communication survey.		Q2 2023	73%
5.3.1	Encourage staff feedback and two-way communication during unit meetings.	EO	Q4 2022 – ongoing	Completed
5.3.2	Implement and share a monthly structured report (follow through on updates and decisions) with Board members and staff.	EO	Q1 2023	Completed
5.3.3	Present monthly report highlights during Board meetings.	EO	Q1 2023	Completed
5.3.4	Re-establish regular unit meetings.	Licensing Manager, Enforcement Manager	Q1 2023	Completed
5.3.5	Encourage staff to review Board and committee meeting agendas, meeting minutes, and relevant meeting materials.	EO	Q1 2023	Completed
5.3.6	Create a resource list for liaisons to know which staff members to reach out to regarding specific topics.	AEO	Q1 2023	Completed
5.3.7	Introduce committee liaison to committees' chairs.	EO	Q1 2023	In Progress
5.3.8	Introduce Board liaison to Board members.	EO	Q1 2023	In Progress
5.3.9	Add liaison contact information to existing rosters and the Board's website.	EO	Q1 2023	Completed
5.3.10	Communicate any updates (new Board members) to staff.	AEO	Q2 2023	Completed
5.3.11	Create and distribute an annual survey to get feedback from staff and Board members regarding communication and collaboration.	AEO	Q4 2023 – ongoing	Not Started
5.4	Re-design the board member onboarding procedures and orientation processes, considering diverse learning styles, to create effective and engaged board members.			
Success Measure:	Board has implemented the new onboarding and orientation process and the new materials have been shared with all Board members.		Q2 2023	67%
5.4.1	Present proposed framework for a new orientation and onboarding process for new Board members to Government and Public Affairs Committee	EO	Q4 2022	Completed
5.4.2	Create welcome package (include forms).	Board Liaison/EO	Q1 2023	Completed
5.4.3	Update Board member resource binder.	Board Liaison/EO	Q1 2023	Completed
5.4.4	Update new Board member training session materials.	Board Liaison/EO	Q1 2023	Completed
5.4.5	Outline Board member mentor responsibilities.	Board Liaison/EO	Q1 2023	Completed
5.4.6	Familiarize staff with mandatory Board member paperwork that needs to be completed upon appointment and annually.	Board Liaison/EO	Q2 2023	Completed
5.4.7	Create desk manual/guidelines for Board Liaison and share with all staff.	Board Liaison/EO	Q2 2023	In Progress
5.4.8	Update Board Member Administrative Procedure Manual with updated framework.	Board Liaison/EO	Q2 2023	In Progress



Agenda Item 10 August 1, 2025

Review, Discussion, and Possible Action on Legislation Related to the Board, the Chiropractic Profession, DCA, and/or Other Healing Arts Boards

Purpose of the Item

Staff will provide the Board with an update on bills related to the Board, the chiropractic profession, the Department of Consumer Affairs (DCA), and other healing arts boards.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.

Background

Below is an overview of the bills that will be discussed during the meeting.

Hyperlinks to the legislation are included in this document to ensure access to current information, as legislation is frequently amended.

A. [Assembly Bill \(AB\) 260 \(Aguilar-Curry\)](#) Sexual and reproductive health care.

Status: Referred to Senate Appropriations Committee suspense file

Summary: This bill would, among other things, prohibit a healing arts board from suspending or revoking a license or otherwise taking disciplinary action against a licensee solely on the basis that the licensee manufactured, transported, distributed, delivered, received, acquired, sold, possessed, furnished, dispensed, repackaged, or stored brand name or generic mifepristone or any drug used for medication abortion that is lawful under the laws of this state. Additionally, the bill would prohibit a healing arts board from denying an application for licensure, suspending or revoking a license, or otherwise imposing discipline upon a licensee or health care practitioner solely because they were convicted or disciplined in another state solely for an activity related to brand name or generic mifepristone or any drug used for medical abortion that, if performed in this state, would not be grounds for denial, suspension, revocation, or other discipline.

Estimated Fiscal Impact on the Board: None.

Discussion Regarding Legislation

August 1, 2025

Page 2

B. [AB 489 \(Bonta\)](#) Health care professions: deceptive terms or letters: artificial intelligence.

Status: Referred to Senate Appropriations Committee

Summary: This bill would make provisions of law that prohibit the use of specified terms, letters, or phrases to falsely indicate or imply possession of a license or certificate to practice a health care profession, as defined, enforceable against an entity who develops or deploys artificial intelligence (AI) or generative artificial intelligence (GenAI) technology that uses one or more of those terms, letters, or phrases in its advertising or functionality. The bill would prohibit the use by AI or GenAI technology of certain terms, letters, or phrases that indicate or imply that the advice, care, reports, or assessments being provided through AI or GenAI are being provided by a natural person with the appropriate health care license or certificate.

Estimated Fiscal Impact on the Board: This bill has an estimated fiscal impact of approximately \$6,500 in 2025–26 and \$13,000 ongoing for Board staff to monitor the use of AI and GenAI technology in the chiropractic profession for potential violations of the provisions of this bill. This impact is absorbable within the Board's existing resources.

C. [AB 742 \(Elhawary\)](#) Department of Consumer Affairs: licensing: applicants who are descendants of slaves.

Status: Referred to Senate Appropriations Committee

Summary: This bill would require DCA boards to expedite applications for applicants seeking licensure who are descendants of American slaves once a process to certify descendants is implemented, as specified. The bill would make those provisions operative when the certification process is implemented and would repeal those provisions four years from the date on which the provisions become operative or on January 1, 2032, whichever is earlier.

This bill would only become operative if [Senate Bill 518 \(Weber Pierson\)](#) is enacted establishing the Bureau for Descendants of American Slavery.

Estimated Fiscal Impact on the Board: This bill has an estimated fiscal impact of approximately \$2,877 to develop a regulation package to update the initial licensure process to comply with the bill. This impact is absorbable within the Board's existing resources.

Discussion Regarding Legislation

August 1, 2025

Page 3

D. [Senate Bill \(SB\) 470 \(Laird\)](#) Bagley-Keene Open Meeting Act: teleconferencing.

Status: Referred to Assembly Appropriations Committee

Summary: This bill would extend the repeal date of the additional, alternative set of provisions under which a state body may hold meetings by teleconference subject to specified requirements from January 1, 2026, to January 1, 2030.

These alternative provisions allow a multimember state advisory body, such as the Board's committees, to meet by teleconference with a primary physical meeting location with at least one staff member present and the members of the advisory body participating remotely by visibly appearing on camera during the open portion of the meeting.

Estimated Fiscal Impact on the Board: None.

E. [SB 641 \(Ashby\)](#) Department of Consumer Affairs and Department of Real Estate: states of emergency: waivers and exemptions.

Status: Referred to Assembly Appropriations Committee

Summary: This bill would, among other things, authorize the Department of Real Estate (DRE) and boards under the jurisdiction of DCA to waive the application of certain provisions of the licensure requirements for licensees and applicants impacted by a declared federal, state, or local emergency or whose home or business is located in a declared disaster area, including certain examination, fee, and continuing education requirements. The bill would exempt impacted licensees of boards from, among other requirements, the payment of duplicate license fees.

The bill would also require all applicants and licensees under the DRE or DCA boards to provide the board or department with an email address.

Estimated Fiscal Impact on the Board: None.

F. [SB 744 \(Cabaldon\)](#) Accrediting agencies.

Status: Referred to Assembly Appropriations Committee

Summary: This bill would provide that, for purposes of any code or statute, a national or regional accrediting agency recognized by the U.S. Department of Education as of January 1, 2025, shall retain that recognition until January 20, 2029, provided that the accrediting agency continues to operate in substantially the same manner as it did on January 1, 2025.

Estimated Fiscal Impact on the Board: None.

Discussion Regarding Legislation

August 1, 2025

Page 4

G. [SB 861 \(Committee on Business, Professions and Economic Development\)](#) Consumer affairs.

Status: In Assembly – ordered to third reading

Summary: This omnibus bill includes, among other things, the Board's proposal to add the Board to the list of DCA programs with explicit statutory authority to obtain and receive criminal history information from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). By adding the Board to this list of programs, this bill would also allow the Board to request, and authorize the Board to receive, certified records of arrests and convictions, certified records of probation, and other related documentation needed to complete an applicant or licensee investigation from a local or state agency under [Business and Professions Code section 144.5](#).

Estimated Fiscal Impact on the Board: None.

External Resource

- PDF Copy of the Above-Referenced Bills (as of July 25, 2025) from leginfo.legislature.ca.gov



**Agenda Item 11
August 1, 2025**

Review, Discussion, and Possible Action on Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic (DC) Degree Programs (amend and renumber, as necessary, California Code of Regulations [CCR], Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)

Purpose of the Item

The Board will review and discuss the regulatory proposal to update the minimum educational requirements for doctor of chiropractic licensure and specify the process for Board approval of chiropractic programs.

Action Requested

The Board will be asked to consider approving the proposed text to amend and revise the various sections of California Code of Regulations (CCR), title 16, Article 4 and authorize the Executive Officer to initiate the rulemaking process.

Background

The Board's current requirements for approval of chiropractic degree programs are contained within CCR, title 16, sections 330 through 331.16. On July 16, 2020, after considering input from chiropractic programs, the Board initially approved proposed language to remove many of the prescriptive requirements contained in these regulations. However, this regulatory proposal was later determined to be too vague and incomplete to meet the Office of Administrative Law's rulemaking requirements and was returned the Licensing Committee for further study, discussion, and development.

Committee Chair Pamela Daniels, D.C. engaged in a series of discussions with the Council on Chiropractic Education (CCE) and representatives from the chiropractic programs regarding the need for the Board's regulations to be more contemporary and less prescriptive to allow for the progression of practice and education. Through these regulations, the Board must also consider and address the unique needs of California's patient population, such as education in the areas of dermatology, pharmacology, psychiatry, and mental health, and demonstrated clinical competence in the necessary elements of examining and diagnosing a patient, providing an appropriate service or treatment, reassessing the need for additional care, and recognizing clinical "red flags" or when maximum medical improvement has been achieved.

Chiropractic Degree Programs and Educational Requirements

August 1, 2025

Page 2

Additionally, CCE concluded its five-year process to review and revise the accreditation standards, and CCE adopted updated standards that became effective in January 2025. Notable changes to the accreditation standards include:

- Aligning requirements with programmatic accreditation and reducing duplication with institutional accreditation.
- Revising student success measures to include retention or attrition rates, along with program completion, licensure examination performance, and licensure rates.
- Incorporating diversity, equity, and inclusion (DEI) elements in faculty, student support services, and curriculum, competencies, and outcomes assessment requirements.
- Developing a new meta-competency for cultural competency.
- Expanding research and scholarship requirements, including requirements for the programs to establish goals, objectives, and outcomes.

The Licensing Committee and staff developed a regulatory proposal to implement the changes to the Board's approval of chiropractic degree programs and minimum educational requirements that have been previously discussed by the Board. Specifically, this regulatory proposal would:

- 1) Define the various organizations and educational terms referenced in the regulations (16 CCR § 330);
- 2) Specify the process for Board approval of chiropractic programs (16 CCR § 331.1);
- 3) Provide the Board with authority to inspect and obtain copies of records maintained by institutional and programmatic accreditors for Board-approved chiropractic programs and programs applying for Board approval (16 CCR § 331.2);
- 4) Clarify the educational and clinical competency requirements for doctor of chiropractic licensure and allow for additional methods of student learning, including direct assessment programs and distance learning (16 CCR § 331.5);
- 5) Establish requirements for chiropractic preceptorship programs in California, including direct, on-site supervision by a preceptor, patient notification, and record keeping (16 CCR § 331.6); and
- 6) Repeal unnecessary, duplicative, or obsolete regulations to current institutional and programmatic accreditation standards (formerly 16 CCR §§ 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16).

Chiropractic Degree Programs and Educational Requirements

August 1, 2025

Page 3

At this meeting, the Board is asked to review this proposal and consider initiating the rulemaking process. If the Board wishes to proceed with the proposal as drafted, staff recommends the Board make the following motion:

Suggested Motion: Approve the proposed regulatory text to amend and renumber, as necessary, California Code of Regulations (CCR), title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and to repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16 in the Attachment, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulatory change as noticed.

Attachment

- Proposed Regulatory Language to Amend and Renumber, as Necessary, California Code of Regulations, Title 16, Sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and Repeal Sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Approval of Doctor of Chiropractic Degree Programs and Educational Requirements

Legend:	Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout . Omitted text is indicated by (* * *).
----------------	--

Amend and Renumber, as Necessary, Sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15, and Repeal Sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16 of Article 4 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 330. Application for Approval Definitions.

~~An application for approval on a form provided by the Board, shall be filed with the Board at its principal office in Sacramento and addressed to the Secretary of the State Board of Chiropractic Examiners. Such application shall be on file at least six months prior to any inspection.~~

For the purposes of this Article, the following definitions shall apply:

(a) "Academic engagement" means active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its state or accrediting agency, such as the following:

- (1) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- (2) Submitting an academic assignment;
- (3) Taking an assessment or examination;
- (4) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

(5) Participating in a study group, group project, or an online discussion that is assigned by the institution; or

(6) Interacting with an instructor about academic matters.

(b) “Act” means the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

(c) “Board” means the California Board of Chiropractic Examiners.

(d) “CCE” means the Council on Chiropractic Education, a specialized programmatic accrediting agency referenced in Section 4(g) of the Act and recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit chiropractic programs.

(e) “Chiropractic program” means an educational program that leads to a Doctor of Chiropractic degree offered within an accredited institution of postsecondary or higher education. “Chiropractic program” has the same meaning as “chiropractic school or college” as used in the Act.

(f) “Chiropractic programmatic accreditor” means a specialized accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation to accredit chiropractic programs.

(g) “Clock hour” means a period of time consisting of:

(1) A 50-minute to 60-minute class, lecture, or recitation in a 60-minute period;

(2) A 50-minute to 60-minute faculty-supervised laboratory or internship in a 60-minute period;

(3) Sixty minutes of preparation in a correspondence course; or

(4) In distance education, 50 to 60 minutes in a 60-minute period of attendance in either:

(A) A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or

(B) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

(h) “Correspondence course” means a course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, is

not regular and substantive, and is primarily initiated by the student. A correspondence course is not distance education.

(i) “Credit hour” means an amount of student work defined by an institution, as approved by the institution’s accrediting agency or state approval agency, that is consistent with commonly accepted practice in postsecondary education and that:

(1) Reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time, or an equivalent amount of work for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours; and

(2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

(j) “Direct assessment program” means a program that utilizes direct assessment of a student’s knowledge, skills, and abilities to provide evidence of the student’s proficiency in the relevant subject area in lieu of credit or clock hours as the measure of student learning. An institution shall establish a methodology to reasonably equate each subject area of the direct assessment program to either clock hours or credit hours.

(k) “Direct, on-site supervision” means the supervising doctor of chiropractic is physically present in the same chiropractic practice or other health setting as the chiropractic student or graduate intern and is immediately available to furnish assistance and direction to the student/intern throughout a patient encounter.

(l) “Distance education” means education that uses technology to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

(m) “Educational program” means a legally authorized postsecondary program of organized instruction or study that leads to an academic, professional, or vocational degree, or certificate, or other recognized educational credential, or is a comprehensive transition and postsecondary education program.

(n) “Institution” means an institution of postsecondary or higher education.

(o) “Institutional accreditor” means an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation to accredit institutions of postsecondary or higher education.

(p) “High school diploma” has the same meaning as the term “regular high school diploma” as specified in section 7801 of Title 20 of the United States Code.

(q) “NBCE” means the National Board of Chiropractic Examiners.

(r) “Preceptor” means an actively licensed doctor of chiropractic in good standing who has been vetted, approved, and assigned by a Board-approved chiropractic program to directly supervise a chiropractic student or graduate intern while the student/intern participates in a preceptorship.

(s) “Preceptorship” means a comprehensive clinical experience program offered or sponsored by, and thereby approved and vetted by, a Board-approved chiropractic program that promotes and encourages a chiropractic student or graduate intern to gain professional, applied, practical, hands-on experience comparable in all aspects to that of a competent, safe, and ethical entry-level doctor of chiropractic in a practice or other comparable clinical health institution or setting under the direct, on-site supervision of a preceptor.

(t) “Recognized equivalent of a high school diploma” means one of the following:

(1) A General Education Development Certificate (GED);

(2) A state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;

(3) An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree; or

(4) Documentation that the student excelled academically in high school and has met the formalized, written policies of the institution for admitting such students.

NOTE: Authority cited for Article 4 (Sections 330–331.16): Sections 4(b), and 4(f), and 4(g) of the Chiropractic Initiative Act of California, (Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), and 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.1. Approval and Eligibility of Doctor of Chiropractic Programs.

(a) A school chiropractic program which initially meets the requirements of these rules this Article shall be first provisionally approved by the Board. No school will be finally approved chiropractic program shall receive final approval by the Board until a provisional program has been in operation for at least two years.

(b) To be eligible for Board approval, a chiropractic program shall:

(1) Be currently accredited by a chiropractic programmatic accreditor such as CCE;

(2) Submit a completed application for Board approval of the chiropractic program to the Board at its current email address or physical address listed on its website. A completed application shall include all of the following information from the chiropractic program:

(A) The name of the chiropractic program and the institution;

(B) The physical address of the chiropractic program's campus and any other educational or clinical locations;

(C) The chiropractic program's mailing address;

(D) Telephone number, if any;

(E) Email address, if any;

(F) Website, if any;

(G) A copy of the chiropractic program's current academic calendar and course catalog;

(H) Documentary evidence that the chiropractic program offers to its students a course of instruction that meets or exceeds the minimum educational requirements for California licensure as a doctor of chiropractic specified in Section 331.5;

(I) The names of the chiropractic programmatic and institutional accrediting agencies;

(J) The date of the chiropractic program's initial accreditation and the date of the program's most recent reaccreditation, if any;

(K) The date of the chiropractic program's last site visit or inspection by the chiropractic programmatic accreditor;

(L) A copy of the chiropractic program's last self-study and site visit report;

(M) A disclosure, explanation, and current status of any warnings, sanctions, or noncompliance actions taken against the chiropractic program or institution by the chiropractic programmatic or institutional accreditor within the past 10 years, including the steps taken by the chiropractic program or institution for correction of such sanctions, warnings, or noncompliance actions; and

(N) A statement signed and dated by an official or designated representative of the chiropractic program with authority to make representations on behalf of the program, such as a dean, president, provost, or registrar, under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(3) Appear before the Board's Licensing Committee or the full Board at a public meeting, if requested in writing by the Board, to answer any questions or address any actual or perceived deficiencies in the chiropractic program's application or educational requirements. Any testimony or supplemental documents or materials provided by an official or designated representative of the chiropractic program during a public meeting shall be considered part of the application for Board approval of the program.

(c) The Board shall review the chiropractic program's application within 180 calendar days of receipt and shall grant or deny approval or defer action on the application if the application is determined to be deficient by the Board. The Board's decision shall be based on the chiropractic program's demonstration of meeting the requirements of this Article. If the Board determines the application is deficient, the Board shall specify the information or documentation that is required to complete the application.

(d) Within 30 calendar days following the Board's review of the chiropractic program's application, the Executive Officer or their designee shall mail or email the Board's decision on the application to the chiropractic program.

~~(b) No school shall be provisionally approved until it shall present competent evidence of its organizational and financial ability to attain the minimum educational requirements set forth by these rules and institutional goals set forth in its application.~~

~~(c) No school shall be provisionally approved unless there is a reasonable need for such school in the geographical area in which it is proposed to locate.~~

~~(d) No school shall be provisionally approved until competent evidence of compliance with the requirements of Section 29023(a)(2) of the Education Code is filed with the Board.~~

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.2. Inspection and Survey of Chiropractic Program and Accrediting Agency Records.

(a) ~~No school~~ chiropractic program shall be approved, provisionally or finally, until it has been inspected by the Board or its duly authorized representative, including but not limited to ~~the Council on Chiropractic Education~~ a chiropractic programmatic accreditor, and is found by the Board to be in compliance with the rules ~~herein set forth~~ in this Article.

(b) Each ~~school~~ chiropractic program shall permit to the Board or its authorized representatives unhampered opportunity to inspect the ~~school's~~ program's facilities, interview its entire faculty and management, examine student, teaching, grading, performance and graduation records, and inspect and audit, for cause, at the ~~school's~~ program's expense, the ~~financial and corporate~~ institutional accreditation information and records.

(c) Board-approved chiropractic programs and chiropractic programs applying for provisional approval by the Board shall allow the Board to inspect and obtain copies of all records related to their programmatic accreditation, including applications for initial and continued accreditation, self-studies, reports of site visits, accreditation and noncompliance actions, deficiency and progress reports, program characteristics reports, NBCE examination pass rates, and program enrollment and admissions reports.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.3. Supervision.

~~(a) Every approved school shall be under the supervision of a full-time president, dean, or other executive officer who shall carry out the objective and program of the school. Said officer shall have a minimum of two years experience in school administration prior to his appointment, or its equivalent in training.~~

~~(b) The president, dean, or other executive officer shall render a report annually, covering topics such as student enrollment, number and changes in faculty and administration, changes in the curriculum, courses given, and the projections for future policy. Said annual report shall be filed with the Board within one month following the end of the academic year.~~

~~(c) It shall be the duty of the president, dean, or other executive officer to obtain from each faculty member, prior to the beginning of the semester or school year, an outline and time schedule for each subject of the course. He shall approve such outlines and~~

~~determine from time to time if they are being observed. A copy of this outline and a schedule of classes, showing the day and hour of presentation and the instructor shall be filed with the Board within three (3) weeks after the beginning of the term.~~

~~(d) The dean shall maintain a record of the teaching load of each member of the staff in terms of classes taught, supervision, student counselling, committee work, and other assigned activities.~~

~~(e) A permanent file of all class schedules, beginning with those as of the date of the school's approval shall be maintained by the dean. These shall be available for inspection and comparison with the courses described in the relative catalogs.~~

~~(f) Schedules must be kept up to date and posted on a bulletin board available for student inspection.~~

~~§ 331.4. Financial Management.~~

~~The college shall keep accurate financial records and shall file an annual financial report including a profit and loss statement as well as an asset and liability statement prepared and signed by a qualified accountant. Said financial report shall be filed with the Board within three (3) months following the end of the school's fiscal year.~~

~~§ 331.5~~ 331.3. Student Records.

~~There shall be maintained a good system of records, showing conveniently and in detail, the attendance, discipline, grades and accounts of the students, by means of which an exact knowledge can be obtained regarding each students work. A personal file must be maintained for each student containing his admission credentials, photographs and other identifying personal items. Fireproof storage must be provided for the safekeeping of records.~~

A chiropractic program shall maintain a permanent file for each student who enrolls in the program whether or not the student completes the program. The file shall contain records of the following:

(a) The student's identifying and contact information:

(1) Full legal name (first name, middle name, last name, and suffix, if any);

(2) Birth date (month, day, and year);

(3) Social security number or individual taxpayer identification number, if known;

(4) Mailing address;

(5) Email address, if any; and

(6) Telephone number, if any.

(b) The student's admission credentials, including written records or transcripts of any formal education, training, testing, or experience that are relevant to the student's qualifications for admission to the chiropractic program;

(c) Written records or transcripts documenting units of academic credit earned at another institution that have been accepted and applied by the institution as transfer credit toward the student's completion of the chiropractic program;

(d) The dates of enrollment or matriculation in the chiropractic program and, if applicable, academic probation or suspension, leaves of absence, or withdrawal or dismissal from the program;

(e) All courses within the chiropractic program that the student completed, or attempted but did not complete, and the dates of completion or withdrawal, the amount of academic credit granted through clock or credit hours, and the grades earned by the student for each of those courses; and

(f) Any degree or certificate granted by the chiropractic program and the date on which the degree or certificate was conferred.

NOTE: Authority cited: Sections 4(b) and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.6. Catalog.

~~The school shall issue, at least biennially, a catalog setting forth the character of the work which it offers, and said catalog shall be filed with the Board. The content and format shall follow the usual pattern of professional school catalogs, and shall contain the following information:~~

~~(a) A list of its trustees, president, dean and other administrative officers and members of the faculty with their respective qualifications;~~

~~(b) Courses set forth by department, showing for each subject its content, value in term, semester hours, or credit hours;~~

~~(c) Entrance requirements, conditions for academic standing and discipline, such as attendance, examinations, grades, promotion and graduation;~~

~~(d) Matriculation, tuition, laboratory, graduation and special fees, and estimated costs of books, instruments, dormitory and board; and~~

~~(e) Descriptions of the library, audio-visual facilities, laboratories and clinic facilities setting forth at least the minimum requirement hereinafter set forth in rules.~~

~~(f) No school will be accepted or retained in good standing which publishes in its catalog or otherwise, any misrepresentation regarding its curriculum, faculty or facilities for instruction.~~

~~§ 331.7. Calendar.~~

~~Each school may elect to use the semester, trimester or four-quarter term system.~~

~~A school calendar shall designate the beginning and ending dates of terms or semesters, the vacation periods and legal holidays observed, and the dates for semester and final examinations. The recitation or lecture period shall be not less than 50 minutes in length. The school may operate on a five or six-day week or any combination thereof, but the total number of hours of instruction shall be not less than 30 hours nor more than 35 hours per week. The total number of hours provided for each complete student's course, leading to the degree of Doctor of Chiropractic, shall be not less than 4,400 hours distributed over four academic years of nine months each.~~

~~§ 331.8. Faculty.~~

~~All faculty members shall meet the standards of the Council on Chiropractic Education.~~

~~§ 331.9. Student Faculty Ratio.~~

~~(a) The full-time equivalent student-faculty ratio shall be at least one full-time professor to every fifteen (15) students enrolled in the school.~~

~~(b) A full-time professor is one who devotes a minimum of 38 hours per week to his academic duties.~~

~~(c) The maximum enrollment for any class in laboratory or clinical work shall be limited to the number which may, by Board standards, sufficiently be trained with the equipment and facilities available in such laboratory-clinic.~~

~~(d) All classes and laboratory sessions, including clinics, shall be conducted under the presence and supervision of a full-time professor.~~

~~(e) There shall be one instructor for each twenty-five (25) students in the laboratory and/or clinic courses.~~

~~§ 331.10. Faculty Organization.~~

~~(a) A faculty shall be organized by departments. Regularly scheduled meetings of the full faculty shall be had to provide a free exchange of ideas concerning:~~

- ~~(1) The content and scope of the curriculum;~~
- ~~(2) The teaching methods and facilities;~~
- ~~(3) Student discipline, welfare and awards;~~
- ~~(4) Faculty discipline and welfare;~~
- ~~(5) Committee reports and recommendations;~~
- ~~(6) Recommendations for the promotion and graduation of students;~~
- ~~(7) Administration and educational policies; and~~
- ~~(8) Recommendations to the administrative officers and to the trustees.~~

~~(b) The dean shall appoint the following standing committees of which he shall be a member ex officio: admissions and credentials, curriculum, clinic, laboratories, library and examinations, grades and records.~~

~~§ 331.11. Scholastic Regulations.~~

~~(a) Admission:~~

- ~~(1) Each school shall have a committee on admissions and credentials. The admission of students shall be in the hands of a responsible officer who is a member of the committee and his decision shall be subject to the approval of the committee.~~
- ~~(2) No applicant shall be admitted to any school until he has been personally interviewed for the purpose of determining his character, scholastic aptitude, mental and physical fitness to study and practice. When a great geographic distance precludes personal interview, the same information, supported by affidavits and photographs, may be substituted for the personal interview.~~
- ~~(3) Documentary evidence of preliminary education must be obtained and kept on file. All transcripts of other schools must be obtained directly from such schools.~~

~~(4) It is strongly recommended by the Board that an entrance examination compiled and administered by recognized testing agencies (e.g., A.C.T., S.A.T.) be required of all students prior to matriculation in order to prove their ability to do college level work.~~

~~(b) Date of Matriculation. No student shall be matriculated at a later date than one week immediately following the advertised date of the commencement of the school term.~~

~~(c) Qualifications of Students. No student shall be matriculated in an approved school unless he is of good moral character and is without major physical deficiencies, except as provided in Section 8.1 of the Act.~~

~~(d) Professional Education. Students shall not be matriculated in any school approved by the board unless they possess, and submit to the school upon their application for matriculation, either:~~

~~(1) A diploma from a standard high school or other institution of standard secondary school grade evidencing completion by the student of a four (4) year course, or~~

~~(2) A certificate from the board stating that the student has submitted proof, satisfactory to the board, of education equivalent in training power to a high school course. The certificate shall bear a date prior to the applicant's matriculation date in any school approved by the board.~~

~~(3) A student who seeks admission in any school approved by the Board after November 3, 1976, shall be subject to the following: The candidate must have completed, with a satisfactory scholastic record, at least 60 semester hours or an equivalent number of quarter hours in prechiropractic subjects at a college listed in the U.S. Office of Education "Education Directory—Higher Education." The specific prechiropractic subjects and their requirements shall be in accordance with the standards adopted by the Council on Chiropractic Education.~~

~~(e) Advanced Standing.~~

~~(1) Applicants for admission to advanced standing shall be required to furnish evidence to the school:~~

~~(A) That they can meet the same entrance requirements as candidates for the first year class;~~

~~(B) That courses equivalent in content and quality to those given in the admitting school in the year or years preceding that to which admission is desired have been satisfactorily completed;~~

~~(C) That the work was done in a chiropractic college acceptable to the committee~~

~~on admissions of the college; and~~

~~(D) That the candidate has a letter of recommendation from the dean of the school from which transfer is made.~~

~~(2) Credits for work done in colleges of liberal arts and sciences will be allowed based on the regulations of the Council on Chiropractic Education.~~

~~(3) Credits for basic science subjects on the professional level shall be in accordance with the provisions of the regulations of the Council on Chiropractic Education.~~

~~(4) A student desiring to re-enter the college after a lapse in attendance of one or more years shall fulfill the entrance requirements applying to the class which he seeks to enter. Students whose education was interrupted by service in the armed forces are exempt from this requirement.~~

~~(5) For all such students admitted to advance standing there will be, therefore, on file with the registrar the same documents as required for admission to the first-year class and in addition a certified transcript of work completed, together with a letter of honorary dismissal from the college from which transfer was made.~~

~~(6) No candidate for a degree shall be accepted for less than one full academic year of resident study.~~

~~(f) Attendance. In order to obtain credit for a course, a student shall have been present in class at least 90 percent of the time and shall have received a passing letter grade. When the absence exceeds 10 percent, the student shall be automatically dropped from the class. If the absences have been due to illness or other excusable reasons and if evidence of these reasons can be submitted, the student may apply for readmission through the dean's office and may be given credit for attendance upon the recommendation of his instructor and completion of course requirements.~~

~~Students shall be required to spend the last academic year of the course in residence in the college which confers the degree.~~

~~(g) Promotion.~~

~~(1) Promotion from one school term to another should be by recommendation of the instructors and consent of the committee on credentials or other similar committee. The decision should be based upon careful evaluation of the student's attendance, application, conduct and grades in quizzes and examinations. In other words, the final standing of the student in each subject shall be based upon the composite judgment of the responsible instructors in that department, and not solely upon the result of written examinations.~~

~~(2) A student failing in any subject in a school term should be required to repeat the subject.~~

~~(h) Requirements for Graduation. The requirements for admission to the school shall have been fulfilled and the candidate, in addition to scholastic qualitative requirements, shall have completed a minimum quantitative requirement of 4,400 hours of instruction in four academic years of nine months each. The last year shall have been spent in the school granting the degree. The candidate shall have complied with all the regulations of the school and be recommended for the degree by the faculty.~~

~~(i) Special (Graduate of An Approved Chiropractic School) or Unclassified Subject. Persons so registered may not be a candidate for a degree. If they desire to become candidates, they shall satisfy the usual requirements for admission as well as the degree requirement. No work done under this classification will be accepted for credit beyond 90 days from the date of matriculation. Holders of a valid chiropractic degree are exempt from this requirement.~~

~~(j) Degree. The degree conferred for completion of professional undergraduate work shall be Doctor of Chiropractic (D.C.).~~

~~NOTE: Authority cited: Section 4(b), Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii). Reference: Sections 4(b) and 5, Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii).~~

§ 331.12.1 331.4. Curriculum Minimum Educational Requirements for Doctor of Chiropractic Licensure Prior to November 3, 1976.

All applicants for the ~~Board Examination~~ licensure who matriculated into a chiropractic college program prior to the passage of Proposition 15 (November 3, 1976) shall fulfill the requirements of this section.

(* * *)

NOTE: Authority cited: Sections 4(b) and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.12.2 331.5. Curriculum Minimum Educational Requirements for Doctor of Chiropractic Licensure.

All applicants for licensure shall be required to comply with this section ~~in order to~~ qualify for a California doctor of chiropractic license.

(a) Course of Study: ~~Every school~~ A Board-approved chiropractic program shall have a

curriculum which indicates objectives, content, and methods of instruction for each subject offered, and meets the minimum standards specified in subdivision (c).

(b) Required Hours and Subjects Educational Requirements for Licensure: Each applicant shall offer proof of completion of the following educational requirements:

(1) A high school diploma or recognized equivalent of a high school diploma;

(2) A minimum of 60 pre-chiropractic college credit hours completed at an institution of postsecondary or higher education that is accredited by an accrediting agency recognized by the U.S. Department of Education; and

(3) Graduation from a Board-approved chiropractic program with a Doctor of Chiropractic degree and successful completion of a course of instruction in a Board-approved ~~chiropractic college~~ chiropractic program of not less than 4,400 4,200 clock hours, or an equivalent amount of instructional credit granted by the chiropractic program through credit hours, which includes including the minimum educational requirements set forth in Section 5 of the Act specified in subdivision (c).

(c) Minimum Educational Standards: The course of instruction offered by a Board-approved chiropractic program and completed by the an applicant shall consist of no less than meet the following minimum standards, hours, except as otherwise provided for an applicant for licensure through reciprocity in Section 323:

(1) Didactic Curricula Presentation: Except for the clinic requirements specified in subdivision (c)(4), the required subject areas and minimum clock hours or equivalent listed below may be completed by any method or student learning tool currently accepted by the chiropractic programmatic or institutional accreditor, or industry standards, including, but not limited to, traditional on-campus course instruction, correspondence courses, direct assessment programs, and distance education.

(2) Laboratory Requirements: Laboratory teaching with student participation shall be included for anatomy, radiology, and physiotherapy. The required educational content may be executed via hybrid platforms, such as an actual physical laboratory setting or the equivalent, including virtual laboratory simulation, use of task trainers, standardized patients, modern techniques, and other tools or techniques that can develop the necessary and relevant competencies in an educational and clinical context.

(3) Required Subjects and Hours: The minimum requirements listed below shall be executed by a chiropractic program in a manner that demonstrates and ensures a graduate who completes the course of instruction can conceptually, practically, and consistently perform the informative tasks and goals required by the didactic education, has the necessary knowledge, skills, and abilities to practice in accordance with the chiropractic scope of practice as defined in Section 302 and to

meet the minimum competency standards of an entry-level doctor of chiropractic, and can demonstrate the ability to expound upon the original constraints of the chiropractic training program to safeguard the delivery of competent, safe, and ethical chiropractic care.

Group I	<p>Anatomy, including <u>embryology (developmental anatomy), histology (microscopic anatomy), and human dissection</u></p> <p><u>This group shall comprise didactic and laboratory content that includes, but is not limited to, physical and virtual observation, physical and virtual dissection or prosection, modern techniques and technology, and educational and clinical context.</u></p>	616 <u>588 clock hours or equivalent</u>
Group II	<p>Physiology, (must include laboratory work) <u>including blood, lymph, circulation, respiration, excretion, digestion, metabolism, endocrine, special senses, and the central, peripheral, and autonomic nervous systems</u></p>	264 <u>252 clock hours or equivalent</u>
Group III	<p>Biochemistry, and clinical nutrition, and dietetics, <u>including the chemistry of foods, digestion, and metabolism, the role of nutrition in the prevention and treatment of illnesses, diseases, and other health conditions, application of nutritional knowledge, nutrition assessments, interventions, and patient education</u></p>	264 <u>252 clock hours or equivalent</u>
Group IV	<p>Pathology, <u>microbiology, bacteriology, and toxicology</u></p> <p><u>Pharmacology to include a specific scope of study of drug action, interaction, absorption, metabolism, distribution, excretion, and therapeutic and toxic effects in an educational context of underlying physiological mechanism affected, disease mechanisms, and relevant patient safety</u></p>	440 <u>420 clock hours or equivalent</u>
Group V	<p>Public health, hygiene, and sanitation, <u>first aid and emergency care procedures, prevention of the spread of disease, and public wellness and health relations, models, and concepts</u></p>	132 <u>126 clock hours or equivalent</u>

Group VI	<u>Physical, clinical, laboratory, and differential diagnosis, including eye, ear, nose, and throat (E.E.N.T.), and serology, blood chemistries, dermatology and sexually transmitted diseases, geriatrics, special populations, X-ray interpretation, and neurology, and radiologic safety, procedure, technique, and interpretation</u>	792 <u>726 clock hours or equivalent</u>
	<u>Dermatology, including the evaluation, diagnosis, treatment, and prevention of disease and disorders affecting the skin, hair, nails, and mucous membranes in a diverse, ethical, and cultural context</u>	<u>30 clock hours or equivalent</u>
Group VII	<u>Obstetrics, gynecology, andrology, and pediatrics, including understanding, interpretation, and referral for routine diagnostic procedures, and clinical and laboratory examinations and investigations</u>	432 <u>126 clock hours or equivalent</u>
Group VIII	<u>Principles and practice of chiropractic, to include including ethics, integrity, jurisprudence, office procedure, practice management, professional and culturally centered patient communication, virtual care, patient counseling and management, chiropractic technique, chiropractic history and philosophy, spinal analysis and adjustment/manipulation, extremities manipulation, orthopedics, biomechanics, and contemporary diagnostic imaging X-ray technique, and radiation protection</u>	430 <u>400 clock hours or equivalent</u>
	<u>Psychiatry to include the study of neurochemistry, neurodevelopmental, neurological, and neurocognitive disorders, trauma-induced and stress-related disorders, gender dysphoria, somatic disorders, suicidal ideation awareness, a chiropractor's role in mental health, and allopathic and alternative treatment interventions and modalities</u>	<u>30 clock hours or equivalent</u>

	<u>Clinic, including office procedure in an authentic clinical patient care setting in the context of the clinical workplace, including actual and simulated patient encounters and clinical case studies</u>	518 <u>500 clock hours or equivalent</u>
	<u>Physiotherapy, including underlying physiological mechanisms, active and passive care applications, therapeutic modalities, procedures, interventions, and physical rehabilitation and exercise</u>	120 <u>clock hours or equivalent</u>
	Psychiatry	32 hours
Electives		660 <u>630 clock hours or equivalent</u>
Total		4,400 <u>4,200 clock hours or equivalent</u>

~~(c) Subject Presentation: Laboratory teaching with actual student participation shall be included in human dissection, histology, chemistry, physiology, bacteriology, pathology, X-ray and physiotherapy. Each school shall have and use at least one phantom or equivalent equipment for X-ray class and other courses as may be necessary for adequate teaching.~~

~~Classes shall be presented in proper academic sequence. Each student shall be taught micro and gross anatomy, human dissection, and physiology before pathology; biochemistry before or concurrent with physiology; and diagnosis before or concurrent with the study of pathology. Clinic hours shall be taken only after a student completes all hours in or concurrently with diagnosis.~~

~~(1) ANATOMY: To include gross anatomy, human dissection, embryology and histology.~~

~~(2) PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.~~

~~(3) BIOCHEMISTRY AND NUTRITION: Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.~~

~~(4) PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special~~

~~pathology. Bacteriology to include parasitology and serology.~~

~~(5) PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE: To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.~~

~~(6) DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.~~

~~(7) OBSTETRICS, GYNECOLOGY AND PEDIATRICS: To include the standard routine diagnostic procedures and clinical and laboratory examinations.~~

~~(8) PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.~~

~~(9) PHYSIOTHERAPY: To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college, provided such course is a regular credit course offered primarily to matriculated students.~~

~~Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college in conjunction with clinical training in physiotherapy offered by that college. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.~~

~~(10) OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.~~

~~(d) Additional Hours and Subjects: It is recommended that a school offer elective subjects, including chiropractic meridian therapy, counseling, hypnotherapy and biofeedback. The school may offer and require for graduation courses of more than~~

4,400 hours.

(e4) Clinics Clinical Training Requirements: Each student shall ~~be provided with complete actual, hands-on~~ clinical experience in the examining, diagnosing, and treatment, and management of patients. Such clinical experience shall include the practical application of didactic material in the areas of spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, X-ray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling evaluation, and dietetics clinical nutrition. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the ~~Board~~ for inspection.

Clinical hours, as described in this section, including those relating to physiotherapy, must be completed in a clinic operated or supervised by a Board-approved chiropractic ~~college~~ program.

Each student shall be required to complete, ~~as a minimum for graduation,~~ the following:

(1A) ~~Twenty-five (25) p~~Physical examinations of ~~which at least ten (10) are of outside (not student)~~ actual or standardized patients, not solely chiropractic student peers.

A physical examination shall include an evaluation of all vital signs, case history, review of systems, and orthopedic and neurological testing.

Students shall also have practical clinical laboratory training, including ~~twenty-five (25)~~ urinalyses, ~~twenty (20)~~ complete blood counts (CBCs), ~~ten (10)~~ blood chemistries, and ~~thirty (30)~~ X-ray examinations. Students shall perform ~~ten (10)~~ proctological and ~~ten (10)~~ gynecological examinations on actual or standardized patients or task trainers. ~~Proctological and gynecological examinations may be performed on a phantom approved by the Board.~~ Gynecological and proctological examinations not completed prior to graduation may be completed after graduation at a Board-approved chiropractic ~~college~~ program.

(2B) ~~Students shall perform a~~ A minimum of two hundred and fifty (250) particular, unique, and separate patient treatments (visits) encounters in a genuine and realistic clinical environment, with each encounter demonstrating a comprehensive clinical thought process, including, but not limited to, a case-appropriate history, applicable review of systems, assessment, and necessary diagnostic and orthopedic procedures, or imaging that result in the selection and application of a safe and effective primary chiropractic adjustive technique manipulation, mobilization, or manual therapy as the principal therapeutic intervention, and patient along with a subsequent applicable post-evaluation of

the patient's response to the chiropractic intervention provided. Patient visits that do not include chiropractic intervention due to a contraindication to treatment or the selection of a different primary therapeutic intervention shall only be counted toward the student's total clinical hours, but not the minimum number of clinical encounters required by this subparagraph.

(3C) Written interpretation of at least thirty (30) different radiographic studiesX-ray views, either slide or film, while a senior in the clinic, in addition to other classroom requirements which shall include the spinal column, all other articulations of the body, and soft tissue.

(4D) A Mminimum of five hundred (500) eighteen (518) hours of hands-on, practical clinical experience, including (examining, assessing, diagnosing, and treating patients in the clinic).

NOTE: Authority cited: Sections 4000-4(b), and 4(g) of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxvii). Reference: Sections 4(b), 4(e), 4(f), 4000-4(g), and 5, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxvii).

§ 331.12.3 331.6. Eligibility to Take Board Examination Requirements for Chiropractic Preceptorship Programs.

To be eligible to take the board examination, each applicant for licensure must furnish proof satisfactory to the Board of meeting all licensure requirements.

(a) The following requirements shall apply to chiropractic preceptorship programs within the State of California:

(1) The chiropractic program shall be responsible for vetting, selecting, approving, and assigning a licensed doctor of chiropractic to serve as a preceptor to a chiropractic student or graduate intern and for overseeing the preceptorship. The preceptor shall meet the minimum eligibility requirements of subdivision (b).

(2) The preceptor and the chiropractic student or graduate intern shall not represent the student/intern as a doctor of chiropractic or a "chiropractor" or "doctor" or use the title "Dr." or suffix "D.C." to describe the student/intern.

(3) The preceptor shall provide verbal or written notice to a patient that the chiropractic student or graduate intern is not a California licensed doctor of chiropractic but is practicing under the preceptor's direct, on-site supervision as part of a preceptorship, and obtain the patient's verbal or written consent, prior to allowing the student/intern to observe, participate in, or render any clinical care to the patient.

(4) The preceptor shall provide direct, on-site supervision of the chiropractic student or graduate intern while the student/intern is practicing chiropractic or rendering clinical care as part of the preceptorship.

(5) The chiropractic student or graduate intern shall document and sign each of their clinical encounters with a patient in the patient's records in accordance with the record keeping requirements of Section 318. The preceptor shall also review and countersign all entries made by the student/intern in the patient's records within 48 hours of the clinical encounter.

(6) A graduate intern shall only be allowed to participate in a preceptorship for a maximum of six months following their graduation date with a Doctor of Chiropractic degree.

(7) The chiropractic program shall submit the following information for each preceptorship to the Board at its current email address or physical address listed on its website prior to the start of the preceptorship:

(A) The name and doctor of chiropractic license number of the preceptor who has met the requirements of subdivision (b);

(B) The following identifying and contact information of the chiropractic student or graduate intern:

(I) Student/intern's full legal name (first name, middle name, last name, and suffix, if any);

(II) Other name(s) the student/intern has used or been known by;

(III) Student/intern's birth date (month, day, and year);

(IV) Student/intern's current contact information, including mailing address, telephone number, if any, and email address, if any; and

(V) Student/intern's actual or anticipated graduation date from the chiropractic program.

(C) The start and end dates for the preceptorship (month, day, and year); and

(D) The address of each practice location where the preceptorship will be performed.

(b) A licensed doctor of chiropractic ("licensee") may apply for and, upon compliance with the following requirements, shall be determined by the Board to be eligible for selection by a chiropractic program to serve as a preceptor. To be eligible for selection to serve as a preceptor, a licensee shall:

(1) Have an active doctor of chiropractic license issued by the Board with no restrictions and been licensed by the Board for a minimum of five years; and

(2) Not have been disciplined by the Board within the last five years.

(3) Submit a completed application for determination of eligibility to be selected to serve as a preceptor to the Board at its current physical address listed on its website or through the Board's online portal accessible through the Board's website. A completed application for determination of eligibility to be selected to serve as a preceptor shall include all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee's address of record, telephone number, if any, and email address, if any;

(D) A statement initialed by the licensee attesting that they understand the requirements for preceptorships specified in subdivision (a);

(E) A statement initialed by the licensee attesting that they meet the preceptor eligibility requirements specified in subdivision (b)(1) and (2); and

(F) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application are true and correct.

(4) Pay the nonrefundable preceptor application fee of \$72.00 in the following accepted forms:

(A) A credit or debit card through the Board's online portal accessible through the Board's website; or

(B) A personal check drawn from a U.S. bank, cashier's check, or money order payable to the "Board of Chiropractic Examiners" mailed to or provided in person at the Board's current physical address listed on its website.

(c) A licensee who has been determined by the Board to be eligible to be selected to serve as a preceptor shall not be required to renew their preceptor status while they remain in compliance with the eligibility requirements of subdivision (b)(1) and (2).

(d) The Board shall automatically rescind a licensee's preceptor status upon the licensee's failure to maintain, or noncompliance with, the eligibility requirements of subdivision (b)(1) and (2). A licensee whose preceptor status has been rescinded by the

Board under this subdivision may reapply for determination of eligibility to be selected to serve as a preceptor in accordance with subdivision (b).

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 1006.5, subd. (s) of the Business and Professions Code.

~~§ 331.13. Physical Facilities.~~

~~(a) General: Each school shall own, or enjoy the assured use of a physical plant large enough to accommodate classrooms, lecture rooms, laboratories, a clinic, a library and administrative and faculty offices. Each school shall meet and maintain the standards and requirements established by or under the authority of the laws of the State of California governing educational institutions and all applicable city and county ordinances wherein the school is located and shall maintain competent evidence of such compliance, for examination by the Board.~~

~~(b) Administrative Offices: The administrative offices shall provide adequate office space for faculty members.~~

~~There shall be space available for faculty conferences.~~

~~All furnishings shall be serviceable and functional and there shall be sufficient office equipment, subject to Board approval, to efficiently manage the business of the school.~~

~~There shall be fireproof storage for all records and documents required by the Chiropractic Initiative Act, statute, or regulations.~~

~~All administrative offices shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(c) Classrooms: There shall be sufficient number and size of classrooms to separately accommodate the graded classes in 1st, 2nd, 3rd and 4th year classes. No two or more subjects shall be taught in the same classroom simultaneously. No two or more student classes (1st, 2nd, 3rd and 4th year) shall be taught in the same classroom simultaneously. Classrooms shall be located where there is quiet and freedom from interruption and distraction.~~

~~All classrooms shall be furnished with audio-visual aids appropriate to the subject matter being taught, and desks and chairs or tablet armchairs. There shall be effective shades to darken rooms equipped with visual projection apparatus.~~

~~All classrooms shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(d) Laboratories: Laboratories shall be well lighted and ventilated and shall be equipped for the practical work in human dissection, histology, chemistry, physiology, bacteriology, pathology, laboratory diagnosis, roentgenology, physiotherapy and chiropractic technique.~~

~~Anatomy and pathology laboratories shall contain standard equipment. No more than ten (10) students shall be assigned per table. Sinks should be equipped with wrist action or foot pedal valves, and supplied in a sufficient number. Human cadavers and specimens for individual and small group demonstrations shall be supplied. If human cadavers are not available, or state law prohibits their use, schools must obtain prior written approval from this Board.~~

~~Microscopic laboratories shall have one microscope and one desk light for each two (2) students in the class.~~

~~Chiropractic technique laboratories shall be equipped with one chiropractic adjusting table for every four (4) students in the class.~~

~~Actual student experience with X-ray phantom or equivalent for all areas of the body shall be necessary.~~

~~Additionally, all laboratories shall meet the standards and requirements incorporated in subparagraph (a) above.~~

~~(f) Teaching Aids and Equipment: For the subject of physiotherapy there shall be sufficient generally recognized equipment for classroom and clinic purposes (to include sine galvanic, ultrasound, diathermy, ultraviolet, heat, cold, percussion, and transaction). For the practical work and physical diagnosis students shall be required to own the ordinary and usual diagnostic instruments, including, but not limited to, thermometers, stethoscopes, sphygmomanometers, oto-ophthalmoscope examination sets, and orthopedic neurological examination instruments. Each school shall own and teach the use of the current standard diagnostic instruments and a list of same shall be made available to the Board upon request. For classroom demonstration and visual education aids, each school shall own charts, mannequins, skeletons, bone collections, anatomical and embryological models, stereopticons, balopticons, micro-projections, and video players or similar projection equipment. The film and slide library shall be constantly augmented by the addition of new material.~~

~~(g) Library: A library shall be provided for the use of the student body. The minimum requirements for a library are:~~

~~(1) Operation of the library shall be under the direct supervision of a full-time librarian holding a degree in library science.~~

~~(2) The library shall be open to students a minimum of eight (8) hours per day. It shall have room available for study purposes to accommodate at least ten (10) percent of the enrolled students at one time. Hours shall be posted.~~

~~(3) The library volumes shall be cataloged, using a generally accepted system.~~

~~(4) The library shall consist of a minimum of 5,000 volumes of which 2,000 shall be less than ten years of age. Only cataloged scientific volumes which are of interest to the published curriculum of the school can be counted as library volumes. Unbound journals and periodicals shall not be counted in determining compliance with this rule.~~

~~(5) Each school shall conduct a program of student orientation as to the use of the library and class assignments involving the use of the library.~~

~~(h) Clinic: Each school shall operate a general out-patient clinic where the senior students will obtain actual experience, practical knowledge and skill in:~~

~~(1) Diagnosis, including physical examination, palpation, spinal analysis, clinical pathological, laboratory findings, X-ray, and tentative and working diagnoses.~~

~~(2) Adjustive technique, dietetics, and psychotherapy for the care or prevention of disease in accordance with Section 7 of the Act.~~

~~Such a clinic shall at all times be under the supervision of a clinician who meets the standards of the Council on Chiropractic Education.~~

~~The minimum requirements of a clinic are:~~

~~(A) A reception room with a minimum seating capacity for ten (10) persons.~~

~~(B) A minimum of five (5) patient dressing rooms that are equipped with at least curtains to ensure privacy.~~

~~(C) An administration area wherein at least one full-time secretary shall be located and patient files shall be maintained.~~

~~(D) A minimum of one (1) office for each faculty member supervising the clinic with a minimum of two (2) such offices.~~

~~(E) Separate lavatories for men and women with a minimum of one (1) each.~~

~~(F) A minimum of one (1) physical examination room for every ten (10) students concurrently present and enrolled in the clinic.~~

~~(G) A minimum of one (1) chiropractic adjusting table for every five (5) students performing adjustments on clinic patients with a minimum of five (5) such tables.~~

~~(H) A minimum of one (1) X-ray examination room that is equipped with at least one (1) X-ray machine that has a capacity of no less than 125 KV plus 300 M.A. There shall also be an X-ray developing room that is equipped with the appropriate and necessary film processing equipment as required by the Board. This room may be an area within the X-ray procedure room or shall be located in the immediate area in the same building of such X-ray procedure room. A list of minimal X-ray equipment which shall be used must be obtained from the Board.~~

~~(I) A lab room equipped with a sterilization facility, unless waived in writing by the Board.~~

~~(J) In addition to the requirements of section 331.12(e), each student's work, conduct, reliability and personality shall be evaluated in writing by his or her supervising teacher and such evaluation shall become a part of the student's record and shall be available for inspection by the Board.~~

~~(i) Operation and Maintenance of the Physical Plant. In addition to the requirement of subparagraph (a) above, each school shall operate and maintain all physical equipment in good repair.~~

~~Lockers shall be available for student use.~~

§ 331.14 331.7. Quality of Instruction.

Nothing herein contained shall constitute any limitation or restriction upon the power of the Board to refuse to approve, or to disapprove, any school chiropractic program if in the opinion of the Board the quality of instruction is not sufficiently high to meet the objective of the State Chiropractic Act or these rules in this Article.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

~~§ 331.15~~ 331.8. Violations or Failure to Comply.

(a) Any violation of these rules in this Article, or failure to comply with them, shall be grounds to revoke approval of any ~~school~~ chiropractic program, and to refuse approval to any ~~school, or to any applicant~~ chiropractic program.

(b) If any ~~school~~ chiropractic program provisionally approved or approved by the Board undergoes fundamental changes in its administration, organization, or stated objectives, provisional approval or approval shall be suspended until such time as the Board again appraises the ~~institution~~ chiropractic program.

Such changes include but are not limited to change in ownership of the ~~school~~ chiropractic program or its assets ~~or noncompliance with Section 29032(a)(2) of the Education Code.~~

(c) In the event an Board-approved ~~school~~ chiropractic program or a ~~school~~ chiropractic program applying for provisional approval fails to maintain or meet the required standards, including programmatic and institutional accreditation, the ~~institution~~ chiropractic program will be given a bill of particulars and granted 60 days provided a written notice of noncompliance and a deadline of up to 180 calendar days to comply; in the event such corrections are not made within said time, the ~~institution~~ chiropractic program will be removed from the approved list or denied provisional approval.

(d) ~~Institutions~~ Chiropractic programs rejected or removed from the approved list may reapply for reconsideration or reinstatement Board approval in accordance with ~~Rule 334~~ Section 331.1.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

~~§ 331.16. Definition of Board.~~

~~Whenever the Board is used in this article, it shall mean the Board of Chiropractic Examiners unless otherwise indicated.~~



**Agenda Item 12
August 1, 2025**

Review, Discussion, and Possible Action on Regulatory Proposal to Clarify the Process for Renewing DC Licenses, Update the Requirements for Restoration of DC Licenses in Forfeiture or Cancelled Status, and Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (amend CCR, Title 16, sections 370 and 371 and add section 371.1)

Purpose of the Item

The Board will review and discuss the regulatory proposal to clarify the process for renewing doctor of chiropractic (DC) licenses, update the requirements for restoration of DC licenses in forfeiture or cancelled status, and mandate basic life support (BLS) certification as a condition for licensure in active status.

Action Requested

The Board will be asked to consider approving the proposed text to amend California Code of Regulations (CCR), title 16, sections 370 and 371 and add section 371.1 and authorize the Executive Officer to initiate the rulemaking process.

Background

Renewal and Restoration of DC Licenses

The requirements for renewing and restoring DC licenses are outlined in CCR, title 16, sections 370 and 371. DC licenses must be renewed annually by the last day of a licensee's birth month, in either active or inactive status, or they expire. DC licenses that are not renewed within 60 days after expiration are placed in forfeiture status, and DC licenses that have been expired for three years are cancelled. (Chiropractic Initiative Act § 12 and 16 CCR § 371, subd. (b).)

However, the renewal and restoration forms that are incorporated by reference in these regulations are outdated. Additionally, these regulations provide the same process and requirements for restoration of a DC license that is in forfeiture or cancelled status, and allow the holder of a DC license that has been cancelled to reactivate their license after completing continuing education (CE) courses and without a current assessment of their competency to return to practice.

Renewal and Restoration of Licenses

August 1, 2025

Page 2

The Licensing Committee and staff developed a regulatory proposal to clarify the renewal process for active and inactive DC licenses and to update the requirements for restoration of DC licenses in forfeiture and cancelled status.

In summary, the proposal would repeal the DC license renewal, forfeiture, and restoration forms currently incorporated by reference, and instead, specify the renewal and restoration requirements in the regulatory text. The proposal would also clarify the definition of a “license in forfeiture,” extend the period of time after expiration before a license is cancelled from three years to four years, and differentiate between the requirements for the restoration of a license in forfeiture and a cancelled license.

Additionally, the proposal would require all licensees seeking to restore a cancelled license to complete 96 hours of Board-approved CE, including a proportional amount of the mandatory hours, pass the CCLE, and meet one of the following competency requirements:

- Practiced in another state under an active, valid license and completed all CE requirements for that state for each license renewal period the license in this state was expired or in forfeiture or cancelled status; or
- Passed the NBCE Part IV practical examination within six months prior to submitting the restoration application.

Basic Life Support Certification for Active DC Licenses

The Continuing Education Committee and staff also developed a regulatory proposal that would require licensees to maintain a current and continuous BLS provider or advisor level certification as a condition of licensure in active status.

The majority of licensees practice as sole practitioners or in a chiropractic office, and they are not subject to the same employer-mandated BLS or cardiopulmonary resuscitation (CPR) certification requirements as many health professionals who work in other healthcare settings. Also, according to the American Heart Association, more than 350,000 cardiac arrests occur outside of a hospital each year, and CPR, if administered immediately after cardiac arrest, can double or triple a person’s chance of survival. By requiring licensees to maintain certification in BLS, the Board can better protect consumers by ensuring licensees are trained to respond appropriately if a life-threatening emergency occurs at their practice.

Staff subsequently combined these two regulatory proposals by the Licensing and Continuing Education Committees into a single proposal and finalized the regulatory text for the Board’s review and approval.

At this meeting, the Board is asked to review this proposal and consider initiating the rulemaking process. If the Board wishes to proceed with the proposal as drafted, staff recommends the Board make the following motion:

Renewal and Restoration of Licenses

August 1, 2025

Page 3

Suggested Motion: Approve the proposed regulatory text for California Code of Regulations (CCR), title 16, sections 370, 371, and 371.1 in the Attachment, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulation at CCR, title 16, sections 370, 371, and 371.1 as noticed.

Attachment

- Proposed Regulatory Language to Amend California Code of Regulations, Title 16, Sections 370 and 371 and Add Section 371.1

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE

Renewal and Restoration of Doctor of Chiropractic Licenses, Including Basic Life Support Certification Requirement for Active Licenses

Legend:	Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
----------------	---

Amend Sections 370 and 371 of, and Add Section 371.1 to, Article 7.5 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 370. License Renewal Fees.

The following represents fees for license renewals:

- (a) Annual license renewal for active and inactive licenses: ~~\$250~~ \$336
- (b) License restoration for forfeited and cancelled licenses: double the annual renewal fee
- (c) Inactive to active status license renewal: same as the annual license renewal fee

NOTE: Authority cited: Sections ~~4000-4(b) and 1000-10, Business and Professions Code~~ (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).
Reference: Sections ~~4000-4(b), 1000-10(c), and 1000-12, Business and Professions Code~~ (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii) and Sections 703 and 1006.5, subd. (c) and (r) of the Business and Professions Code.

§ 371. ~~Annual License Renewals and Restoration.~~

(a) This section shall apply to non-disciplinary license renewal and restoration. Disciplinary license restoration conditions are defined in Section ~~4000-10(c) of the Business and Professions Code~~ (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii) and Government Code section 11522.

(b) A license shall expire annually on the last day of the licensee's birth month. For purposes of this section, the following terms have the following meanings:

(1) "License in forfeiture" is a license that has not been renewed ~~within~~ and has been expired for more than sixty (60) calendar days but less than four (4) years following its expiration date.

(2) "Inactive license" has the meaning specified in Business and Professions Code section 700.

(3) "Cancelled license" is a license that has been expired for a period of ~~three (3)~~ four (4) consecutive years.

(c) To renew an active license, a licensee shall:

(1) ~~complete and s~~Submit a "Renewal" form (R1HDC, Rev. 06/11), which is incorporated by reference, completed application for license renewal that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Address of record, which may be a post office box, private mailbox service, or other alternate address;

(D) Physical address, if the licensee's address of record is a post office box, private mailbox service, or other alternate address;

(E) Telephone number, if any;

(F) Email address, if any;

(G) A statement attesting that the licensee has complied with, or is exempt from, the annual continuing education requirements of Section 361;

(H) A statement attesting that the licensee has complied with the Basic Life Support certification requirements of Section 371.1;

(I) A disclosure of any conviction of any felony or misdemeanor during the license renewal period, including: any verdict of guilty; any plea of guilty or no contest; or any conviction during the license renewal period that has been subsequently expunged or dismissed under Penal Code section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 (or equivalent non-California law). For the purposes of this subparagraph, a "conviction" does not include: charges dismissed under Penal Code section 1000.3; or traffic citations or infractions for which a fine of \$500 or less was imposed. If the licensee answers "yes", they shall provide the name and location (city and state) of the court, the court case number, the date of the

conviction or plea, the code section and a description of each violation, the court sentence, the name and location (city and state) of the arresting agency, and the date of the arrest;

(J) A disclosure of any disciplinary action, including any revocation, suspension, probation, restriction, reprimand, reproof, censure, or other limitation or condition of a professional license, certificate, registration, permit, or comparable authority, by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, during the license renewal period. If the licensee answers "yes", they shall provide the name and location (city and state) of the government agency, the disciplinary case number, the effective date of disciplinary action and the outcome, and a description of the charge(s) or violation(s) that led to the disciplinary action; and

(K) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) ~~p~~Pay the appropriate annual license renewal fee specified in Section 370, subdivision (a) prior to the expiration date of the license; and

(3) ~~c~~Complete the board's annual continuing education requirements of Section 361 that were in effect during the license renewal period prior to the expiration of the license, unless the licensee is exempt from those requirements under Section 364.

(d) To renew an inactive license, a licensee shall:

(1) ~~complete and s~~Submit a "Renewal" form (R1HDC, Rev. 06/11) and completed application for license renewal that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Address of record, which may be a post office box, private mailbox service, or other alternate address;

(D) Physical address, if the licensee's address of record is a post office box, private mailbox service, or other alternate address;

(E) Telephone number, if any;

(F) Email address, if any;

(G) A disclosure of any conviction of any felony or misdemeanor during the license renewal period, including: any verdict of guilty; any plea of guilty or no contest; or any conviction during the license renewal period that has been subsequently expunged or dismissed under Penal Code section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 (or equivalent non-California law). For the purposes of this subparagraph, a “conviction” does not include: charges dismissed under Penal Code section 1000.3; or traffic citations or infractions for which a fine of \$500 or less was imposed. If the licensee answers “yes”, they shall provide the name and location (city and state) of the court, the court case number, the date of the conviction or plea, the code section and a description of each violation, the court sentence, the name and location (city and state) of the arresting agency, and the date of the arrest;

(H) A disclosure of any disciplinary action, including any revocation, suspension, probation, restriction, reprimand, reproof, censure, or other limitation or condition of a professional license, certificate, registration, permit, or comparable authority, by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, during the license renewal period. If the licensee answers “yes”, they shall provide the name and location (city and state) of the government agency, the disciplinary case number, the effective date of the disciplinary action and the outcome, and a description of the charge(s) or violation(s) that led to the disciplinary action; and

(I) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) ~~p~~Pay the appropriate annual license renewal fee specified in Section 370, subdivision (a) prior to the expiration date of the license.

(e) To renew and restore a license in forfeiture, a licensee shall:

(1) ~~complete and s~~Submit a “Forfeiture Notice” form (D1HDC, Rev. 06/11) and an “Application for Restoration of License” form (Revision date 04/11), which are incorporated by reference, completed application for renewal and restoration of a license in forfeiture that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Birth date (month, day, and year);

(D) Social security number or individual taxpayer identification number;

(E) A color, 2-inch by 2-inch U.S. passport-style photograph of the licensee taken within six (6) months preceding the submission of the application to reflect the licensee's current appearance;

(F) Address of record, which may be a post office box, private mailbox service, or other alternate address;

(G) Physical address, if the licensee's address of record is a post office box number, private mailbox service, or other alternate address;

(H) Telephone number, if any;

(I) Email address, if any;

(J) Certificates or other documentary evidence of completion of the continuing education requirements for the renewal and restoration of a license in forfeiture as specified in subdivision (e)(3);

(H) A course completion card or other documentary evidence of current provider or advisor level certification in Basic Life Support as specified in Section 371.1;

(I) A disclosure of any conviction of any felony or misdemeanor since the last renewal of their license, including: any verdict of guilty; any plea of guilty or no contest; or any conviction since the last renewal of their license that has been subsequently expunged or dismissed under Penal Code section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 (or equivalent non-California law). For the purposes of this subparagraph, a "conviction" does not include: charges dismissed under Penal Code section 1000.3; convictions under Health and Safety Code section 11357 or 11360, subdivision (b) which occurred at least two (2) years prior to the date of submission of the application; or traffic citations or infractions for which a fine of \$500 or less was imposed. If the licensee answers "yes", they shall provide the name and location (city and state) of the court, the court case number, the date of the conviction or plea, the code section and a description of each violation, the court sentence, the name and location (city and state) of the arresting agency, and the date of the arrest;

(J) A disclosure of any disciplinary action, including any revocation, suspension, probation, restriction, reprimand, reproof, censure, or other limitation or condition of a professional license, certificate, registration, permit, or comparable authority, by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another

country, since the last renewal of their license. If the licensee answers "yes", they shall provide the name and location (city and state) of the government agency, the disciplinary case number, the effective date of the disciplinary action and the outcome, and a description of the charge(s) or violation(s) that led to the disciplinary action;

(K) A disclosure and explanation of any practice of chiropractic in this state while the license was expired or in forfeiture status; and

(L) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) ~~p~~Pay the appropriate license restoration fees specified in Section 370, subdivision (b); and

(3) ~~have met one of~~ Complete the following continuing education requirements specified in Section 361, as applicable, after the last renewal of the license:

(A) For a license that has been expired for less than one (1) year, a licensee shall complete twenty-four (24) hours of continuing education, including the mandatory hours.

(B) For a license that has been expired for at least one (1) year, but less than two (2) years, a licensee shall complete forty-eight (48) hours of continuing education, including two (2) times the number of mandatory hours.

(C) For a license that has been expired for at least two (2) years, but less than three (3) years, a licensee shall complete seventy-two (72) hours of continuing education, including three (3) times the number of mandatory hours.

(D) For a license that has been expired for at least three (3) years, but less than four (4) years, a licensee shall complete ninety-six (96) hours of continuing education, including four (4) times the number of mandatory hours.

(1) ~~Completed the board's continuing education requirements that were in effect at the time of each license renewal period;~~

(2) ~~Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license was expired;~~

~~(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic examination within six (6) months prior to submitting the Application for Restoration of License.~~

(f) To restore an inactive license to active status, a licensee shall:

~~(1) complete and sSubmit an “Inactive to Active Status Application” form (Revision date 02/10), which is incorporated by reference,~~ a completed application for renewal and restoration of an inactive license to active status that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Address of record, which may be a post office box, private mailbox service, or other alternate address;

(D) Physical address, if the licensee’s address of record is a post office box, private mailbox service, or other alternate address;

(E) Telephone number, if any;

(F) Email address, if any;

(G) Certificates or other documentary evidence of completion of the continuing education requirements for the restoration of an inactive license to active status as specified in subdivision (f)(3);

(H) A course completion card or other documentary evidence of current provider or advisor level certification in Basic Life Support as specified in Section 371.1;

(I) A disclosure of any conviction of any felony or misdemeanor since the last renewal of their license, including: any verdict of guilty; plea of guilty or no contest; or any conviction since the last renewal of their license that has been subsequently expunged or dismissed under Penal Code section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 (or equivalent non-California law). For the purposes of this subparagraph, a “conviction” does not include: charges dismissed under Penal Code section 1000.3; or traffic citations or infractions for which a fine of \$500 or less was imposed. If the licensee answers “yes”, they shall provide the name and location (city and state) of the court, the court case number, the date of the conviction or plea, the code section and a description of each violation, the court sentence, the name and location (city and state) of the arresting agency, and the date of the arrest;

(J) A disclosure of any disciplinary action, including any revocation, suspension, probation, restriction, reprimand, reproof, censure, or other limitation or condition of a professional license, certificate, registration, permit, or comparable authority, by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, since the last renewal of their license. If the licensee answers “yes”, they shall provide the name and location (city and state) of the government agency, the disciplinary case number, the effective date of the disciplinary action and the outcome, and a description of the charge(s) or violation(s) that led to the conviction; and

(K) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) ~~p~~Pay the appropriate license renewal fee specified in Section 370, subdivision (c) prior to the expiration date of the license; and

(3) ~~e~~Complete the continuing education requirements of Section 361 equivalent to that required for a single license renewal period.

(g) To restore a cancelled license, a licensee shall:

(1) ~~complete and s~~Submit an “Application for Restoration of License” form (Revision date 04/11), a completed application for restoration of a cancelled license that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Birth date (month, day, and year);

(D) Social security number or individual taxpayer identification number;

(E) A color, 2-inch by 2-inch U.S. passport-style photograph of the licensee taken within six (6) months preceding the submission of the application to reflect the licensee’s current appearance;

(F) Address of record, which may be a post office box, private mailbox service, or other alternate address;

(G) Physical address, if the address of record is a post office box, private mailbox service, or other alternate address;

(H) Telephone number, if any;

(I) Email address, if any;

(J) Certificates or other documentary evidence of completion of the continuing education and competency requirements specified in subdivision (g)(3);

(K) A course completion card or other documentary evidence of current provider or advisor level certification in Basic Life Support as specified in Section 371.1;

(L) A disclosure of any other chiropractic or professional licenses or certifications in any jurisdiction, including any state, agency of the federal government, or country, with the type of license, license number, date of issuance, and dates of practice, if applicable;

(M) A disclosure of any conviction of any felony or misdemeanor since the last renewal of their license, including: any verdict of guilty; any plea of guilty or no contest; or any conviction since the last renewal of their license that has been subsequently expunged or dismissed under Penal Code section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 (or equivalent non-California law). For purposes of this subparagraph, a "conviction" does not include: charges dismissed under Penal Code section 1000.3; convictions under Health and Safety Code section 11357 or 11360, subdivision (b) which occurred at least two (2) years prior to the date of submission of the application; or traffic citations or infractions for which a fine of \$500 or less was imposed. If the licensee answers "yes", they shall provide the name and location (city and state) of the court, the court case number, the date of the conviction or plea, the code section and a description of each violation, the court sentence, the name and location (city and state) of the arresting agency, and the date of the arrest;

(N) A disclosure of any disciplinary action, including any revocation, suspension, probation, restriction, reprimand, reproof, censure, or other limitation or condition of a professional license, certificate, registration, permit, or comparable authority, or denial of a license by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, since the last renewal of their license. If the licensee answers "yes", they shall provide the name and location (city and state) of the government agency, the disciplinary case number, the effective date of the disciplinary action and the outcome, and a description of the charge(s) or violation(s) that led to the disciplinary action or denial of a license;

(O) A disclosure and explanation of any practice of chiropractic in this state while the license was expired or in forfeiture or cancelled status;

(P) A disclosure and explanation of any medical condition which currently impairs or limits the licensee's ability to practice chiropractic with reasonable skill and safety; and

(Q) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) Pay the appropriate license restoration fee specified in Section 370, subdivision (b); and;

(3) Complete ninety-six (96) hours of continuing education, including four (4) times the number of mandatory hours, specified in Section 361 after the last renewal of the license and have met one of the following continuing education competency requirements:

(1) Completed the board's continuing education requirements that were in effect at the time of each license renewal period;

(2A) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license in this state was expired or in forfeiture or cancelled status; or

(3B) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic Part IV practical examination within six (6) months prior to submitting the Application for Restoration of a cancelled license.

(4) Furnish a full set of fingerprints as specified in Section 321.1, if the licensee has not previously submitted fingerprints to the Board or if the Board's records of the licensee's previous electronic submission of fingerprints no longer exist; and

(5) Take and pass the California Chiropractic Law Examination (CCLE) after submission of a completed application for restoration of a cancelled license.

(h) All applications for renewal or restoration of a license shall be complete and submitted to the Board at its current physical address listed on its website or through the Board's online portal accessible through the Board's website. The Board will not process incomplete applications nor complete applications that do not include the correct fee as specified in Section 370; made in the following accepted forms:

(1) A credit or debit card through the Board's online portal accessible through the Board's website; or

(2) A personal check drawn from a U.S. bank, cashier's check, or money order payable to the "Board of Chiropractic Examiners" mailed to or provided in person at the Board's current physical address listed on its website.

~~(i) In addition to any other requirement for renewal or restoration of a license, a licensee shall disclose whether, since the last renewal of his or her license, he or she has been convicted of any violation of the law in this or any other state, the United States, or other country. However, licensees are not required to disclose traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances.~~

NOTE: Authority cited: Sections ~~4000-4(b), and 4000-10(a), and 12 of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~ Reference: Sections ~~4000-4(b), 4000-10, and 4000-12 of the, Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii), Sections 27, 30, 701, 703, and 704 of the Business and Professions Code, and Penal Code Sections 11105 and 11105.2 of the Penal Code.~~

§ 371.1. Basic Life Support Certification Requirement.

(a) All licensees holding an active license to practice chiropractic shall maintain a current and continuous provider or advisor level certification in Basic Life Support through the completion of an American Heart Association (AHA), American Red Cross (ARC), or Health and Safety Institute (HSI) course in Basic Life Support.

(b) For purposes of this section, a Basic Life Support provider or advisor course shall include all of the following:

(1) Instruction in rescue breathing and cardiopulmonary resuscitation (CPR) for adults, children, and infants, including multi-rescuer scenarios;

(2) Instruction in the use of an automated external defibrillator (AED) with CPR;

(3) Instruction in relief of foreign-body airway obstruction and choking for adults, children, and infants; and

(4) Successful completion of a written examination and a live skills assessment.

(c) Pursuant to Section 361, subdivision (d)(2), licensees may earn up to a maximum of two (2) hours of continuing education credit per license renewal period for completion of the Basic Life Support provider or advisor course required by this section. Continuing

education credit shall only be granted for the renewal period in which the course was completed.

(d) Licensees shall secure and retain records of Basic Life Support provider or advisor certification for four (4) years from the date of completion and submit those records to the Board for auditing upon request.

(e) This section shall not apply to licensees while on active duty as a member of the United States Armed Forces or the California National Guard who meet the exemption requirements specified in Business and Professions Code section 114.3, subdivision (a)(1) through (3).

NOTE: Authority cited: Sections 4(b) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 114.3 of the Business and Professions Code.

BOARD OF CHIROPRACTIC EXAMINERS

2525 Natomas Park Drive, Suite 260

Sacramento, CA 95833-2931

916 263-5355

consumer complaint hotline (866) 543-1311

www.chiro.ca.gov

State of California
EDMUND G. BROWN JR., GOVERNOR



R1HDC
06/08/11

PART
1

THIS RENEWAL NOTICE IS DIVIDED INTO TWO PARTS. PLEASE
READ BOTH PARTS. PART 1 -- RETAIN FOR YOUR RECORDS.
PART 2 -- MAIL TO THE BOARD AT THE ADDRESS SHOWN ON THE
REVERSE SIDE OF PART 2.
SEND CHECK OR MONEY ORDER
MADE PAYABLE TO BOARD OF CHIROPRACTIC EXAMINERS

Type	License No	License Expires	Renewal Fee Paid	Date Renewal Mailed	Your Check Number
			\$.	/ /	

INSTRUCTIONS FOR RENEWAL (Please Read Carefully)

RENEWAL FEE: The "Amount Due" shown below is to be paid BEFORE THE EXPIRATION DATE of the license. There is NO grace period for license renewal. Any payment received after that date is late. The post office cancellation mark is used to determine the date of receipt. NOTE: IT IS AGAINST THE LAW TO PRACTICE IF YOUR LICENSE HAS EXPIRED.

LATE FEE: If after 60-days from the license expiration date a payment is not received, a second notice will be sent. THIS WILL BE THE FINAL NOTICE SENT TO YOU BY THE BOARD. The forfeiture fee is \$250.00 in addition to your standard renewal fee of \$250.00.

ACTIVE STATUS: Complete all questions in Part 2 below and any other applicable portion. REMEMBER to sign the renewal notice, answer all questions, and include the \$250.00 renewal fee.

INACTIVE STATUS: If renewing an inactive license or changing your license to inactive status, complete all applicable portions of Part 2 below and include the \$250.00 renewal fee. Provide a current mailing address in Section B below where future renewal notices are to be mailed. NOTE: IT IS AGAINST THE LAW TO PRACTICE ON AN INACTIVE LICENSE.

CONTINUING EDUCATION (CE) REQUIREMENTS: The law requires completion of a minimum of 12 hours of approved CE, of which 4 hours must be in adjustive technique, unless your are exempt (see next item). For license renewals that expire on or after the implementation date, the law requires completion of a minimum of 24 hours of Board approved CE, of which a minimum of 2 hours must be in ethics and law and a minimum of 4 hours must be in any one of, or a combination of the courses specified in subparagraphs 3, 5 or 10 of CCR 361(g) or approved agencies specified in subdivision (h).

CE EXEMPTIONS: Exemptions to the CE requirement are as follows--inactive licensees; new licensees in the year the license was issued; instructors who have taught for one year and currently teach core curriculum courses for more than 8 credit hours per week at any Council on Chiropractic Education accredited college for at least six months during any license renewal period (proof of status is required); and active Board members who have served one full year on the Board.

CRIMINAL CONVICTIONS: If you have been convicted or pled nolo contendere within the past renewal period to any violation of local, state or federal law, you must provide a detailed explanation of the incident with your renewal. NOTE: Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed. (CCR 371(i))

ADDRESS CHANGE: If you have recently moved or plan to move your primary place of practice within 30 days from the mailing of this renewal notice, complete Section A below.

SATELLITE LOCATION: If you have sub-offices in addition to your primary place of practice, you are required to complete a Satellite Application and submit it to the Board. The application is available on our website.

NAME CHANGE: If you have recently had a name change or anticipate a change within 10 days from the mailing of this renewal notice, please complete Section A below and provide legal documentation such as a marriage certificate, or court documents with your renewal notice.

RENEW YOUR LICENSE EARLY

To ensure proper posting of your renewal fee, check to make sure that all applicable questions below have been answered, your payment is enclosed, and that you have signed your renewal.

FAILURE TO COMPLETE THE RENEWAL NOTICE PROPERLY WILL DELAY RECEIPT OF YOUR NEW LICENSE.

R1HDC, REV 06/11

DETACH HERE & RETAIN PART 1 FOR YOUR RECORDS.

ALLOW UP TO 60-DAYS FOR PROCESSING YOUR RENEWAL FROM THE DATE OF RECEIPT BY THE BOARD

PART
2

Renewal Application Licensed Chiropractor

CE -- I certify that I have completed and can document (if audited) Board-approved CE, as required by Article 6, prior to my license expiration date, or that I have met the exempt requirements listed in Part 1. Yes ☐ No ☐

Criminal Convictions -- Within the last renewal period, have you been convicted of, or pled nolo contendere to ANY violation of a local, state, or federal law of any state, territory, country, or U.S. federal jurisdiction? Yes ☐ No ☐

Have you had any disciplinary action taken against you by any other state or regulatory agency? Yes ☐ No ☐

If you answered yes to either question, attach a DETAILED explanation with your renewal notice. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature _____ Date _____

Board of Chiropractic Examiners

LICENSE NO LICENSE EXPIRES AMOUNT DUE

Current License
Status

☐ Active (\$250)

☐ Inactive (\$250)

A. COMPLETE ONLY IF A CHANGE OF NAME OR ADDRESS HAS OCCURRED

New Name _____
Practice Address _____
City _____ State _____ Zip _____
Phone Number _____

B. MAILING ADDRESS IF INACTIVE

Mailing Address _____
City _____ State _____ Zip _____

C. EXEMPT RENEWAL: I do not need to fulfill the required hours of CE because: (Check one) 1st Year Licensure _____
Full-Time Chiropractic Instructor _____

OVER

BOARD OF CHIROPRACTIC EXAMINERS

State of California
EDMUND G. BROWN JR., GOVERNOR

2525 Natomas Park Drive, Suite 260
Sacramento, CA 95833-2931
916 263-5355
consumer complaint hotline (866) 543-1311
www.chiro.ca.gov



DCHDC
06/08/11

PART
1

THIS FORFEITURE NOTICE IS DIVIDED INTO TWO PARTS. PLEASE READ BOTH PARTS.
PART 1 -- RETAIN FOR YOUR RECORDS.
PART 2 -- MAIL TO THE BOARD AT THE ADDRESS SHOWN ON THE REVERSE SIDE OF PART 2
SEND CHECK OR MONEY ORDER
MADE PAYABLE TO BOARD OF CHIROPRACTIC EXAMINERS

Type	License No	License Expired	Reinstatement Fee Paid	Date Fee Mailed	Your Check Number
			\$	/ /	

Forfeiture Notice - if you have already paid - please disregard

RENEWAL FEE: The "Amount Due" shown below is to be paid BEFORE THE EXPIRATION DATE of the license. There is NO grace period for license renewal. Any payment received after that date is late. The post office cancellation mark is used to determine the date of receipt. NOTE: IT IS AGAINST THE LAW TO PRACTICE IF YOUR LICENSE HAS EXPIRED.

LATE FEE: If after 60-days from the license expiration date a payment is not received, a second notice will be sent. THIS WILL BE THE FINAL NOTICE SENT TO YOU BY THE BOARD. The forfeiture fee is \$250.00 in addition to your standard renewal fee of \$250.00.

ACTIVE STATUS: Complete all questions in Part 2 below and any other applicable portion. REMEMBER to sign the renewal notice, answer all questions, and include the \$250.00 renewal fee.

INACTIVE STATUS: If renewing an inactive license or changing your license to inactive status, complete all applicable portions of Part 2 below and include the \$250.00 renewal fee. Provide a current mailing address in Section B below where future renewal notices are to be mailed. NOTE: IT IS AGAINST THE LAW TO PRACTICE ON AN INACTIVE LICENSE.

CONTINUING EDUCATION (CE) REQUIREMENTS: The law requires completion of a minimum of 12 hours of approved CE, of which 4 hours must be in adjustive technique, unless you are exempt (see next item). For license renewals that expire on or after the implementation date, the law requires completion of a minimum of 24 hours of approved CE, of which a minimum of 2 hours must be in ethics and law and a minimum of 4 hours must be in any one of, or a combination of the courses specified in subparagraphs 3, 5 or 10 of CCR 361(g) or approved agencies specified in subdivision (h).

CE EXEMPTIONS: Exemptions to the CE requirement are as follows--inactive licensees; new licensees in the year the license was issued; instructors who have taught for one year and currently teach core curriculum courses for more than 8 credit hours per week at any Council on Chiropractic Education accredited college for at least six months during any license renewal period (proof of status is required); and active Board members who have served one full year on the Board.

CRIMINAL CONVICTIONS: If you have been convicted or pled nolo contendere within the past renewal period to any violation of local, state or federal law, you must provide a detailed explanation of the incident with your renewal. NOTE: Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed. (CCR 371(i))

ADDRESS CHANGE: If you have recently moved or plan to move your primary place of practice within 30 days from the mailing of this renewal notice, complete Section A below.

SATELLITE LOCATION: If you have sub-offices in addition to your primary place of practice, you are required to complete a Satellite Application and submit it to the Board. The application is available on our website.

NAME CHANGE: If you have recently had a name change or anticipate a change within 10 days from the mailing of this renewal notice, please complete Section A below and provide legal documentation such as a marriage certificate, or court documents with your renewal notice.

RENEW YOUR LICENSE EARLY

To ensure proper posting of your renewal fee, check to make sure that all applicable questions below have been answered, your payment is enclosed, and that you have signed your renewal.

FAILURE TO COMPLETE THE RENEWAL NOTICE PROPERLY WILL DELAY RECEIPT OF YOUR NEW LICENSE.

D1HDC, REV 06/11

DETACH HERE & RETAIN PART 1 FOR YOUR RECORDS.

ALLOW UP TO 60-DAYS FOR PROCESSING YOUR RENEWAL FROM THE DATE OF RECEIPT BY THE BOARD

Forfeiture Notice Licensed Doctor of Chiropractic

PART
2

CE -- I certify that I have completed and can document (if audited) Board-approved CE, as required by Article 6, prior to my license expiration date, or that I have met the exempt requirements listed in Part 1. Yes ☐ No ☐

Criminal Convictions -- Within the last renewal period, have you been convicted of, or pled nolo contendere to ANY violation of a local, state, or federal law of any state, territory, country, or U.S. federal jurisdiction? Yes ☐ No ☐
Have you had any disciplinary action taken against you by any other state or regulatory agency? Yes ☐ No ☐

If you answered yes to either question, attach a DETAILED explanation with your renewal notice. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature _____ Date _____

Board of Chiropractic Examiners

AMOUNT DUE
NOW

LICENSE NO LICENSE EXPIRED ON

Current License
Status

☐ Active (\$500)

☐ Inactive (\$500)

A. COMPLETE ONLY IF A CHANGE OF NAME OR ADDRESS HAS OCCURRED

New Name _____
Practice Address _____
City _____ State _____ Zip _____
Phone Number _____

B. MAILING ADDRESS IF INACTIVE

Mailing Address _____
City _____ State _____ Zip _____

C. EXEMPT RENEWAL: I do not need to fulfill the required hours of CE because: (Check one) 1st Year Licensure _____
Full-Time Chiropractic Instructor _____

OVER

Board of Chiropractic Examiners

2525 Natomas Park Drive, Suite 260
Sacramento, California 95833-2931
Telephone (916) 263-5355 FAX (916) 263-5369
CA Relay Service TT/TDD (800) 735-2929
Consumer Compliant Hotline (866) 543-1311
www.chiro.ca.gov

**INACTIVE TO ACTIVE STATUS APPLICATION**

In order to practice chiropractic in California, the law requires that you have a current valid license issued by the Board. **Please attach a copy of proof of completion of continuing education equivalent to that required for a single license renewal period.**

ALL questions on this application must be answered. Please submit the completed application, and supporting documentation. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application. The Board will not process incomplete applications.

1. Please print or type:

Name:	License No.:	Expiration Date:
Current Practice Address:	City/State	Zip Code
		Business Phone: ()

2. Have you ever been convicted of or pled guilty or no contest to any violation of a local, state, or federal law of any state, territory, country or U.S. federal jurisdiction? If yes, include an explanation and documentation of your criminal court documents (i.e. complaint, minute order, indictment, plea agreement, etc.) Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed (CCR § 371(i)).

☐ Yes (Documentation is attached)☐ No

3. Have you ever had disciplinary proceedings against any professional license including revocation, suspension, probation, voluntary surrender, or any other proceeding in this state or any other state?

☐ Yes (Explanation is attached)☐ No

I certify under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for inactive to active status is true, correct and complete. Providing false information or omitting required information may constitute grounds for disciplinary action against the license.

Signature_____
Print Name_____
Date

APPLICATION FOR RESTORATION OF LICENSE

Instructions: In order to restore a license, you must submit a completed application with required documentation, and a check or money order in the amount of \$500.00 for the restoration application fee.

If your license has been expired for more than three years, you must have your fingerprints scanned at a Livescan facility. Livescan fees are paid directly to the vendor and vary according to location. Livescan facilities and fees may be found at <http://ag.ca.gov/fingerprints/publications/contact.htm>. If your license has been expired for more than three years and you reside outside of California, you must submit fingerprint cards and an additional \$51.00 fingerprint fee with your application. **Restoration and fingerprint fees are non-refundable.**

Required Documentation: In addition to the application and fees described above, you must submit documentation that you have met the requirements to restore your license and provide a 2 x 2 photograph taken within 60 days from the filing of this application. (Polaroids will not be accepted.)

Please Print or Type

Name:	Last	First	Middle	Former
Address:	Number		Street	
	City		State	Zip Code
Telephone:	Residence		Business	
	() ()		() ()	
Practice Address:	Number		Street	
	City		State	Zip Code
Date of Birth	Social Security Number			

License No.:
Date of Forfeiture or Cancellation:

2. Are you licensed in any other state or country? ☐ Yes ☐ No If yes, please specify below

State/Country	Issue Date	License No.	Current Status

3. Chiropractic College you attended:

Name of College:	Address	City/State	Zip	Graduation Date:
-------------------------	----------------	-------------------	------------	-------------------------

FOR OFFICE USE ONLY

Date Cashiered: _____	Amount: _____
------------------------------	----------------------

4. Have you ever been convicted of or pled guilty or no contest to a violation of any law of a foreign country, the United States, any state, or local ordinance? You must include all infractions, misdemeanor and felony convictions, regardless of the age of the offense, including those which have been set aside under Penal Code sections 1000 and 1203.4. (Traffic violations that resulted in fines of less than \$500 and did not involve alcohol, dangerous drugs, or controlled substances need not be reported.) If yes, include an explanation and documentation of your criminal court documents (i.e. complaint, minute order, indictment, plea agreement, etc.)

☐ **Yes (Documentation is attached)**

☐ **No**

5. Are you now on probation or parole for any criminal or administrative violations in this state or any other state or territory? If yes, attach certified copies of all disciplinary or court records.

☐ **Yes (Certified documentation is attached)**

☐ **No**

6. Have you ever had disciplinary proceedings against any professional license including revocation, suspension, probation, voluntary surrender, or any other proceeding in this state or any other state or territory?

☐ **Yes**

☐ **No**

7. Do you have a physical or medical condition that currently impairs your ability to practice safely?

☐ **Yes**

☐ **No**

8. Have you ever been denied a license or similar privilege by a licensing agency, or been denied the opportunity to take a licensing examination?

☐ **Yes**

☐ **No**

9. Have you, at any time, practiced on a forfeited, expired, cancelled or inactive license? If yes, indicate the dates of practice in your explanation.

☐ **Yes (Explanation is attached)**

☐ **No**

10. Check at least one of the following conditions that qualify you to restore your license and provide all supporting documentation:

☐ I have completed the board's continuing education requirements that were in effect for each year that my license was expired or cancelled. Please attach copy(ies) of proof of completion of approved continuing education.

☐ I practiced in another state under an active valid license and completed all the continuing education requirements for that state for each twelve (12) month period or portion thereof the license was expired.

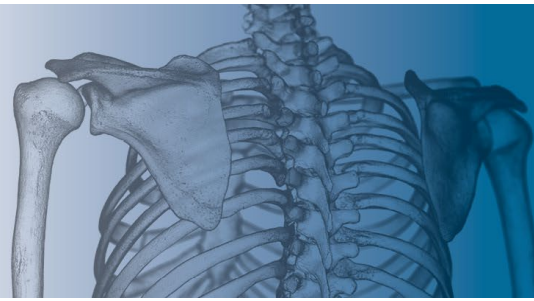
☐ I have passed the National Board of Chiropractic Examiners, Special Purposes Examination for Chiropractors within six (6) months prior to submitting the license restoration application.

I certify under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for restoration is true, correct and complete. Providing false information or omitting required information may constitute grounds for disciplinary action against the license.

Signature

Print Name

Date



**Agenda Item 13
August 1, 2025**

**Review, Discussion, and Possible Action on Regulatory Proposal to Update the
Record Keeping and Retention Requirements for Chiropractic Patient Records
(amend CCR, Title 16, section 318)**

Purpose of the Item

The Board will review and discuss the regulatory proposal to update the record keeping and retention requirements for chiropractic patient records.

Action Requested

The Board will be asked to consider approving the proposed text to amend California Code of Regulations (CCR), title 16, section 318 and authorize the Executive Officer to initiate the rulemaking process.

Background

At the April 16, 2015 Board meeting, the Board approved proposed text to amend CCR, title 16, sections 312.2 and 318 and implement consumer notice requirements after the death or incapacity of a licensee or the termination or relocation of practice, including guidelines for when a chiropractic practice closes and a new notice of termination of practice and transfer of records form. However, at that time, the Board did not commence the regulatory process, and the proposal was subsequently placed on hold.

In 2022, the Enforcement Committee began discussing how the Board's current record keeping regulation—CCR, title 16, section 318—does not: 1) delineate the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment; 2) differentiate between an initial patient encounter and established patient visit; or 3) address the handling of records upon the closure or sale of a practice or following the death or incapacitation of a licensee.

Throughout 2023 and 2024, the Committee worked with staff to develop a regulatory proposal to update the record keeping requirements for chiropractic patient records and to impose notification requirements to patients in the event of the death, incapacity, or retirement of a licensee or upon the closure or sale of a chiropractic practice. Specifically, the proposal would require licensees to:

1. Contemporaneously and legibly document patient encounters and ensure the content of their records is accurate and supports all diagnoses, recommendations, services, and billings.

Chiropractic Patient Record Keeping and Retention

August 1, 2025

Page 2

2. Meet minimum documentation requirements for initial and subsequent patient visits that are consistent with the current standard of care in chiropractic practice.
3. Provide at least 30 days' written notice to the Board and each patient prior to the date of a planned retirement, sale, or closure of a practice and establish a plan for the maintenance of their patient records for the minimum retention period.
4. Establish a plan for the transfer and maintenance of their patient records to another licensed doctor of chiropractic in the event they become incapacitated, deceased, or otherwise unable to practice chiropractic.

At this meeting, the Board is asked to review this proposal and consider initiating the rulemaking process. If the Board wishes to proceed with the proposal as drafted, staff recommends the Board make the following motion:

Suggested Motion: Approve the proposed regulatory text for California Code of Regulations (CCR), title 16, section 318 in the Attachment, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulation at CCR, title 16, section 318 as noticed.

Attachment

- Proposed Regulatory Language to Amend California Code of Regulations, Title 16, Section 318

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Record Keeping and Retention Requirements for Chiropractic Patient Records

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
--

Amend Section 318 of Article 2 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 318. Chiropractic Patient Records/ and Accountable Billings.

(a) Creation of Chiropractic Patient Records and Required Content. Chiropractic patient records shall be contemporaneously and legibly documented during each patient encounter in the patient file. Each licensed doctor of chiropractic shall ensure the content of their records is accurate and supports all diagnoses, recommendations, treatments/services rendered, and billings.

At a minimum, the chiropractic patient file shall contain the following records:

- (1) The patient's full name and date of birth;
- (2) Signed written informed consent as specified in Section 319.1;
- (3) Documentation of the initial patient visit, including the:
 - (A) Date and purpose of the visit;
 - (B) Pertinent patient history, including medical, surgical, family medical, social, and occupational;
 - (C) Description of the patient's symptom(s) or complaint(s) in terms of onset, provocation/palliation, quality, region/radiation, severity, and time.
 - (D) Patient's approximate height and weight;
 - (E) Patient's vital signs (blood pressure, body temperature, pulse rate, and respiration rate) as clinically indicated;
 - (F) Problem-focused review of systems;

(G) Diagnostic imaging or laboratory tests as clinically indicated;

(H) Examination, including orthopedic and neurological testing, and findings;

(I) Assessment and diagnosis with the applicable diagnosis code(s);

(J) Prognosis;

(K) Treatment plan and goals of care, including any recommendations or orders;

(L) Any treatment(s) or service(s) provided and the patient's response; and

(M) The full name and signature of the doctor of chiropractic who examined the patient and developed the treatment plan.

(4) Documentation of any subsequent patient visit(s), including the:

(A) Date and purpose of the visit;

(B) Any changes in the patient's history or complaint(s) since the last visit;

(C) Assessment of any change(s) in the patient's condition since the last visit;

(D) Periodic reexamination as clinically indicated;

(E) Any modification to the treatment plan or goals of care;

(F) Any treatment(s) or service(s) provided and the patient's response;

(G) The full name and either the signature or initials of the treating doctor of chiropractic.

(5) Any chiropractic x-rays, or evidence of the transfer of said x-rays.

(6) Any records or reports obtained from other health care providers, imaging facilities, or laboratories.

(7) Documentation of any correspondence or communications with the patient or with any other party regarding the patient, such as a legal representative, an insurance company, or another health care provider.

(a) Retention of Chiropractic Patient Records. Each licensed ~~chiropractor~~ doctor of chiropractic is required to maintain all active and inactive chiropractic patient records for five years from the date of the doctor's patient's last treatment of the patient visit, or until the patient reaches the age of 21 years, whichever occurs later, unless state or federal laws require a longer period of retention. Active chiropractic records are all chiropractic records of patients treated within the last 12 months. Chiropractic patient records shall

be classified as inactive when there has elapsed a period of more than 12 months since the date of the last patient treatment.

All chiropractic patient records shall be available to any representative of the Board upon presentation of patient's written consent or a valid legal order. Active chiropractic patient records shall be immediately available to any representative of the Board at the chiropractic office where the patient has been or is being treated. Inactive chiropractic patient records shall be available upon ~~ten~~ 10 calendar days' notice to any representative of the Board. The location of said inactive records shall be reported immediately upon request.

~~Active and inactive chiropractic patient records must include all of the following:~~

- ~~(1) Patient's full name, date of birth, and social security number (if available);~~
- ~~(2) Patient gender, height and weight. An estimated height and weight is acceptable where the physical condition of the patient prevents actual measurement;~~
- ~~(3) Patient history, complaint, diagnosis/analysis, and treatment must be signed by the primary treating doctor. Thereafter, any treatment rendered by any other doctor must be signed or initialed by said doctor;~~
- ~~(4) Signature of patient;~~
- ~~(5) Date of each and every patient visit;~~
- ~~(6) All chiropractic X-rays, or evidence of the transfer of said X-rays;~~
- ~~(7) Signed written informed consent as specified in Section 319.1.~~

(c) Disposal of Chiropractic Patient Records. A licensed doctor of chiropractic may dispose of chiropractic patient records through confidential destruction or permanent deletion after the minimum retention period specified in subdivision (b) has passed.

(d) Retirement, Sale, or Closure of a Practice. In the event that a doctor of chiropractic plans to retire, sell, or close their practice, the doctor of chiropractic shall establish a plan for the maintenance of their chiropractic patient records for the minimum retention period specified in subdivision (b) and provide written notice to the Board and to each patient by first class mail to the patient's last known address or by secure electronic message to the patient's last known email address at least 30 calendar days prior to the date of retirement, sale, or closure of the practice. The notice shall contain the following information:

- (1) A statement that the doctor of chiropractic is or will no longer be practicing chiropractic and the date that the doctor ceased or will cease practicing;

(2) The name, mailing address, and contact information of the custodian of the patients' chiropractic patient records;

(3) Instructions for how the patient may access, inspect, or obtain a copy of their chiropractic patient records, including any fee for providing the records in accordance with Health and Safety Code section 123110, subdivision (j); and

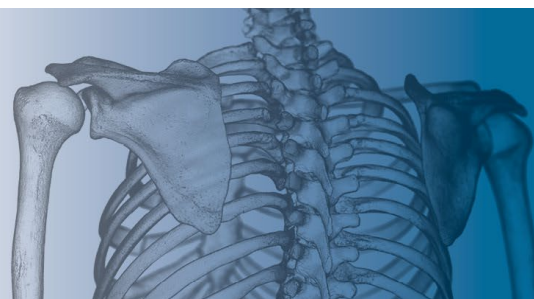
(4) Instructions for how the patient may submit a claim for a refund for any prepaid treatment(s) or service(s) not rendered by the doctor of chiropractic prior to the termination of practice.

(e)(1) Transfer of Chiropractic Patient Records Due to Incapacity or Death of a Licensee. Each licensed doctor of chiropractic shall establish a plan for the transfer and maintenance of their chiropractic patient records for the minimum retention period specified in subdivision (b) to another licensed doctor of chiropractic in the event they become incapacitated, deceased, or otherwise unable to practice chiropractic.

(2) In the event a doctor of chiropractic becomes incapacitated, dies, or is or will be otherwise unable to practice, within 60 calendar days, the doctor of chiropractic or their personal representative, succeeding doctor of chiropractic, heir, trustee, executor, administrator, or conservator shall provide written notice to the Board and to each patient by first class mail to the patient's last known address or by secure electronic message to the patient's last known email address. The notice shall contain the information specified in subdivision (d)(1)–(4).

(b) Accountable Billings. Each licensed chiropractor doctor of chiropractic is required to maintain billing records for services performed and ensure accurate billing of his or her their chiropractic services whether or not such chiropractor is an employee of any business entity, whether corporate or individual, and whether or not billing for such services is accomplished by an individual or business entity other than the licensee. In the event an error occurs which results in an overbilling, the licensee must promptly make reimbursement of the overbilling whether or not the licensee is in any way compensated for such reimbursement by his or her employer, agent or any other individual or business entity responsible for such error. Failure by the licensee, within 30 calendar days after discovery or notification of an error which resulted in an overbilling, to make full reimbursement constitutes unprofessional conduct.

Note: Authority cited: Sections 4000-4(b) and 4(e), Business and Professions Code (of the Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii)). Reference: Sections 4000-4(b), 4(e), and 10(a) Business and Professions Code (of the Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii)) and Section 123110 of the Health and Safety Code.



**Agenda Item 14
August 1, 2025**

**Review, Discussion, and Possible Action on Regulatory Proposal Regarding
Disciplinary Decisions Involving Sexual Contact with a Patient and Required
Actions Against Registered Sex Offenders (add CCR, Title 16, sections 384.1
and 384.2)**

Purpose of the Item

The Board will review and discuss the pending regulatory proposal regarding disciplinary decisions involving sexual contact with a patient and required actions against registered sex offenders.

Action Requested

The Board will be asked to rescind the April 20, 2023 motion to initiate the rulemaking process to add California Code of Regulations (CCR), title 16, section 384.2, and instead, consider pursuing this proposal through legislation as part of the Board's 2026 sunset review.

Background

During the April 20, 2023 Board meeting, the Board approved proposed regulatory text to add CCR, title 16, sections 384.1 and 384.2 and directed the Executive Officer to initiate the rulemaking process. The proposal would require:

- 1) Any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined in BPC section 729, subdivision (c), or is subject to registration as a sex offender under PC section 290 in any tier, to contain an order of revocation and prohibit the proposed decision from containing a stay of the revocation;
- 2) Any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined in BPC section 729, subdivision (c), to contain an order of revocation; and
- 3) The Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender under PC section 290 in any tier, and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender, as defined in PC section 290, subdivision (d)(2) and (3).

Regulatory Proposal Regarding Sexual Contact and Sex Offenders

August 1, 2025

Page 2

While preparing the rulemaking package for this proposal, staff determined that the proposed text for CCR, title 16, section 384.2 conflicts with Business and Professions Code section 493, which prohibits a board from categorically barring an applicant based solely on the type of conviction without considering evidence of rehabilitation, and the Board cannot proceed with the text as drafted.

At this meeting, the Board is asked to consider staff's recommendation to rescind the April 20, 2023 motion to initiate the rulemaking process to add CCR, title 16, section 384.2, and instead, direct the Enforcement Committee and staff to develop the concept as a legislative proposal for inclusion in the Board's 2026 sunset review.

Attachments

1. Proposed Regulatory Language to Add California Code of Regulations, Title 16, Sections 384.1 and 384.2
2. Business and Professions Code Sections 2232 and 2232.5

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Sexual Contact With Patient and Required Actions Against Registered Sex Offenders

Legend: Added text is indicated with an <u>underline</u> .

Adopt Sections 384.1 and 384.2 of Article 9 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 384.1. License Revocation for Sexual Contact With Patient.

(a) Notwithstanding Section 384, any decision issued in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that contains any finding of fact that the licensee engaged in any act of sexual contact, as defined in Business and Professions Code section 729, subdivision (c)(3), with a patient, customer, or client, or with a former patient, customer, or client when the professional relationship was terminated primarily for the purpose of engaging in sexual contact, shall contain an order revoking the license. Any proposed decision prepared by an administrative law judge in accordance with Government Code section 11517, subdivision (c), shall not contain an order staying the revocation of the license or placing the license on probation.

(b) This section shall not apply to sexual contact between a licensee and their spouse or person in an equivalent domestic relationship when that licensee provides chiropractic treatment to their spouse or person in an equivalent domestic relationship.

NOTE: Authority cited: Sections 4(b) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 726 and 729 of the Business and Professions Code and Sections 4(b) and 10 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 384.2. Required Actions Against Registered Sex Offenders.

(a) For purposes of this section, “sex offender” means an individual who is required to register as a sex offender for any offense pursuant to Penal Code sections 290 to 290.024, inclusive, or the equivalent in another state or territory, or military or federal law. A “tier one offender” has the same meaning as specified in Penal Code section 290, subdivision (d)(1).

(b) Notwithstanding Section 384, any proposed decision prepared by an administrative law judge in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that contains any finding of fact that an individual is required to register as a sex offender shall contain an order denying the application for licensure or revoking the license. The proposed decision shall not contain an order granting the application for licensure, staying the revocation of the license, or placing the license on probation.

(c) Except as otherwise provided, if an individual is required to register as a sex offender, the Board shall:

(1) Deny an application by the individual for licensure in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(2) Promptly revoke the individual's license in accordance with the procedures set forth in Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. The decision shall not contain an order staying the revocation of the license or placing the license on probation unless the individual is subject to registration as a tier one offender or the equivalent in another jurisdiction.

(3) Deny any petition to reinstate or reissue the individual's license.

(d) The Board may, in its sole discretion, grant an application for licensure or petition for reinstatement of licensure to an individual who is subject to registration as a tier one offender or the equivalent in another jurisdiction. The decision shall contain an order immediately revoking the license upon issuance, staying the revocation of license, and placing the license on probation.

(e) This section shall not apply to the following:

(1) An individual who has been granted relief from registration under Penal Code section 290.5 or whose duty to register has otherwise been formally terminated under California law or the law of the jurisdiction that required registration.

(2) An individual who is required to register as a sex offender solely because of a misdemeanor conviction under Penal Code section 314, provided, however, that nothing in this paragraph shall prohibit the Board from exercising its discretion to discipline a licensee under any other provision of state law based upon the licensee's conviction under Penal Code section 314.

(3) Any administrative proceeding that is fully adjudicated prior to the effective date of this regulation. A petition for reinstatement of a revoked or surrendered license shall be considered a new proceeding for purposes of this paragraph and the prohibition in subdivision (c)(3) against reinstating a license shall govern.

NOTE: Authority cited: Sections 4(b) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 290–290.024 and 290.5 of the Penal Code and Sections 4(b) and 10 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

Business and Professions Code (BPC) Sections 2232 and 2232.5

BPC § 2232.

(a) (1) Except as provided in subdivision (c), the board shall automatically revoke a license under either of the following circumstances:

(A) The licensee, at any time after January 1, 1947, has been convicted in any court in or outside of this state of any offense that, if committed or attempted in this state, based on the elements of the convicted offense, would have been punishable as one or more of the offenses described in subdivision (c) of Section 290 of the Penal Code.

(B) The licensee, at any time after January 1, 1947, has been required to register as a sex offender pursuant to the provisions of Section 290 of the Penal Code, regardless of whether the related conviction has been appealed.

(2) The board shall notify the licensee of the license revocation and of their right to elect to have a hearing as provided in subdivision (b).

(b) Upon revocation of the physician's and surgeon's certificate, the holder of the certificate may request a hearing within 30 days of the revocation. The proceeding shall be conducted in accordance with the Administrative Procedure Act (Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code).

(c) This section shall not apply to a person who is required to register as a sex offender pursuant to Section 290 of the Penal Code solely because of a misdemeanor conviction under Section 314 of the Penal Code.

(d) A plea or verdict of guilty or a conviction after a plea of nolo contendere is deemed to be a conviction within the meaning of this section. The record of conviction shall be conclusive evidence of the fact that the conviction occurred.

(e) If the related conviction of the certificate holder is overturned on appeal, the revocation ordered pursuant to this section shall automatically cease. Nothing in this subdivision shall prohibit the board from pursuing disciplinary action based on any cause other than the overturned conviction.

(f) The other provisions of this article setting forth a procedure for the revocation of a physician's and surgeon's certificate shall not apply to proceedings conducted pursuant to this section.

(Amended by Stats. 2022, Ch. 453, Sec. 2. (AB 1636) Effective January 1, 2023.)

BPC § 2232.5.

(a) (1) Notwithstanding Section 2236, the board or its designee shall automatically suspend a license following a conviction of a felony by a licensee, where the conviction involves a violation of one or more of the statutes identified in subdivision (b) whether in the course of the licensee's practice as a physician and surgeon or otherwise.

(2) The suspension shall remain in effect until the time for appeal has elapsed if no appeal has been taken, or until judgment of conviction has been affirmed on appeal, or has otherwise become final, and until the further order of the board.

(3) The board or its designee may decline to impose or may set aside the suspension when it appears to be in the best interest of justice to do so, with due regard being given to maintaining the integrity of, and confidence in, the profession.

(b) (1) Sexual abuse, misconduct, or relations with a patient pursuant to Section 726 or sexual exploitation as defined in subdivision (a) of Section 729.

(2) Offenses described in subdivisions (c) and (d) of Section 290 of the Penal Code.

(3) Serious felonies as defined in Section 1192.7 of the Penal Code.

(4) Selling, transporting, furnishing, administering, giving, possessing with intent to sell, or offering to sell, furnish, administer, or give to any person, any fentanyl or fentanyl laced product without a lawful prescription.

(c) (1) Following the conviction of a felony as described in subdivision (b), the board or its designee shall automatically revoke a license at such time as the time for appeal has elapsed with no appeal having been taken, or the judgment of conviction having been affirmed on appeal, or the judgment of conviction having otherwise become final.

(2) If the related conviction of the licensee is overturned on appeal, no revocation order shall be issued as to that conviction, and any suspension order issued pursuant to the above shall be rescinded, unless any such order is based on a stipulated settlement. Nothing in this subdivision shall prohibit the board from pursuing disciplinary action based on any cause other than the overturned conviction, including, but not limited to, the underlying conduct alleged in the criminal case.

(d) (1) The licensee may request a hearing within 30 days of the automatic suspension order described in subdivision (a) and the automatic revocation order described in subdivision (c). The proceeding shall be conducted in accordance with the Administrative Procedure Act (Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code) except as provided in paragraph (2).

(2) The Legislature finds and declares that the conviction of any felony identified in subdivision (b) is substantially related to the practice of medicine. An administrative law judge shall not permit or give any weight to expert testimony regarding whether

the conviction is substantially related to the practice of medicine. The only purpose of an administrative hearing shall be to determine whether the discipline imposed shall be a suspension, revocation, or other action under the circumstances of the case.

(Added by Stats. 2023, Ch. 294, Sec. 16. (SB 815) Effective January 1, 2024.)



**Agenda Item 15
August 1, 2025**

Review, Discussion, and Possible Action on Regulatory Proposal to Update the Board's *Disciplinary Guidelines and Model Disciplinary Orders*, Implement the Uniform Standards for Substance Abusing Licensees, and Specify the Process for Filing Petitions for Reinstatement of Revoked or Surrendered Licenses, Reduction of Penalty, and Early Termination of Probation (amend CCR, Title 16, section 384, add section 385, and repeal section 386)

Purpose of the Item

The Board will receive an update from staff on the development of revisions to the Board's *Disciplinary Guidelines and Model Disciplinary Orders*.

Action Requested

This agenda item is informational only and provided as a status update to the Board. No action is required or requested at this time.

Background

For the past several years, the Board has been working on updates to its *Disciplinary Guidelines and Model Disciplinary Orders* and the implementation of the Uniform Standards for Substance Abusing Licensees.

At the July 17, 2014 meeting, the Board reviewed and discussed the three options to “trigger” the application of the Uniform Standards: 1) a presumption unless rebutted by the licensee; 2) conducting a clinical diagnostic evaluation of the licensee; or 3) finding evidence establishing the licensee is a substance-abusing licensee after providing notice and conducting a hearing. The Board voted to approve the third option for applying the Uniform Standards.

During the October 6, 2022 meeting, the Enforcement Committee discussed proposed updates to the standard and optional terms and conditions of probation to protect the public and strengthen the effectiveness of the Board's probation monitoring program. In addition to clarifying the language within the existing terms and conditions of probation and removing redundant requirements, the proposed changes include:

- Adding new standard conditions of probation requiring probationers to maintain a current and active license, reimburse the Board for its probation monitoring costs, practice a minimum of 24 hours per week while on probation, not serve as a

Disciplinary Guidelines

August 1, 2025

Page 2

continuing education instructor while on probation, file their current contact information and employment status, and notify their patients of their probation status, as required by Business and Professions Code section 1007.

- Adding new optional conditions of probation for the Part IV national examination, an ethics and boundaries assessment/examination, and limitations on practice locations.
- Bolstering the optional conditions of probation for practice monitoring and third-party chaperone requirements.

During the March 2, 2023 meeting, the Committee discussed the recommended penalties for violations of the statutes and regulations within the Board's jurisdiction. The Board's current Disciplinary Guidelines contain four categories of violations as follows:

- Category I: Violations which are relatively minor, but are potentially harmful, or for repeated violations of a relatively minor nature
 - Minimum penalty: Revocation stayed, one to two years' probation
- Category II: Violations with a more serious potential for harm, for violations which involve greater disregard for chiropractic law and public safety, or for violations which reflect on ethics, care exercised, or competence
 - Minimum penalty: Revocation stayed, three years' probation
- Category III: Less egregious criminal convictions involving moral turpitude, sexual misconduct, or fraudulent acts committed in connection with the licensee's practice, or cases involving gross negligence/incompetence, capping, steering, accepting fees for patient referrals, excessive treatment, or failure to refer a patient to another licensed care provider
 - Minimum penalty: Revocation stayed, 30 days' suspension, five years' probation
- Category IV: More egregious cases including, but not limited to, fraudulent activity, physical violence, sexual misconduct, excessive treatment, or improper use of license in connection with sexual acts
 - Penalty: revocation

Following discussion, the Committee determined that California Code of Regulations (CCR), title 16, sections 310.2 (Use of the Title by Unlicensed Persons), 312 (Unlicensed Practice), and 317, subdivision (x) (Unprofessional Conduct: Substitution of a Spinal Manipulation for Vaccination) should be elevated from Category I to Category II violations due to the potential for patient harm.

Disciplinary Guidelines

August 1, 2025

Page 3

During the Committee's meeting on June 8, 2023, the Committee discussed potential guidelines for imposing the National Board of Chiropractic Examiners (NBCE) Part IV examination as a term and condition of probation when granting a petition for reinstatement of licensure to an individual who has been out of practice for five or more years.

At the December 8, 2023 meeting, the Committee engaged in a policy discussion regarding the establishment of guidelines for imposing the following terms and conditions of probation when granting a petition for reinstatement of licensure:

1. NBCE Part IV Examination
2. NBCE Special Purposes Examination for Chiropractic (SPEC) Post-Licensure Examination
3. California Chiropractic Law Examination (CCLE)
4. Ethics and Boundaries Assessment (EBAS)
5. Practice Monitoring/Supervised Practice

At this meeting, staff will provide the Board with an update on the proposed regulatory text to amend CCR, title 16, section 384, incorporate the updated *Disciplinary Guidelines* by reference, and implement the Uniform Standards for Substance Abusing Licensees.



Licensing Committee Report

Purpose of the Item

Committee Chair Pamela Daniels, D.C. will provide the Board with an update on the June 13, 2025 Licensing Committee meeting.

Action Requested

This agenda item is informational only. No action is required or requested at this time.

Background

The Committee met via Webex on June 13, 2025, and discussed the following policy issues:

Doctor of Chiropractic Licensure by Reciprocity or Endorsement

There are currently four pathways to practice chiropractic in California—temporary licensure for active-duty military spouses and domestic partners, initial doctor of chiropractic (DC) licensure, licensure through reciprocity, and practice under the federal Servicemembers Civil Relief Act (SCRA).

Reciprocity was one of the new issues included in the Board's 2022 sunset review, and the Board will need to present an update on this issue as part of the Board's 2026 review. In 2022, the Board was asked to consider whether the requirements for granting license reciprocity to applicants holding active licenses in other states or countries should be revised in order to attract qualified DCs to the state. Additionally, the Board's 2022–2026 Strategic Plan includes Objective 1.3 to review reciprocity requirements to minimize barriers to licensure in California.

Although the Board has an existing method of interstate licensure through reciprocity specified in California Code of Regulations, title 16, section 323, the current processes and requirements for initial licensure and reciprocity are nearly identical, except that reciprocity allows for licensure under prior formats of the national examination.

While the DC license requirements and scopes of practice vary from state-to-state, all states currently have at least the following basic requirements for a DC license:

- Completion of at least 60 prechiropractic college credits

Licensing Committee Report

August 1, 2025

Page 2

- Graduation from an accredited chiropractic program with a DC degree
- Pass NBCE Parts I–IV examinations

Many states also require applicants to pass the NBCE Physiotherapy examination, administer their own state-specific jurisprudence examination, and conduct criminal background checks.

During the meeting, the Committee discussed the need to simplify the process for licensure through reciprocity and clarify the existing regulation while still ensuring all applicants for licensure meet California's educational requirements and understand the scope of practice and California law.

The Committee proposed establishing a new temporary licensure process for applicants who have been actively practicing chiropractic in another state for at least five years without any disciplinary or substantially related criminal history, but have not yet met all of California's educational requirements to qualify for a permanent license. This proposal would be similar to the existing temporary licensure process for active-duty military spouses and domestic partners, except that it would also include a public notification requirement and practice limitations if the applicant has not yet completed the physiotherapy education and examination requirements. Staff is developing a conceptual proposal based on the Committee's discussion for consideration at the next meeting.

Use of Artificial Intelligence (AI) and Other Emerging Technologies Within Chiropractic Education and Practice

The development and adoption of AI systems and technologies have rapidly expanded worldwide, and AI is increasingly being used in everyday life, particularly in business, education, and healthcare settings.

Within education, AI can enhance student learning through data-driven analytics, individualized and instantaneous feedback, personalized content and learning plans, simulated and virtual reality, and broader access to resources such as text-to-speech, visual and speech recognition, and language translation tools. However, there are also concerns with AI undermining academic integrity as it can be used to cheat on assignments and examinations and as a substitute for students' creative and critical thinking skills.

AI is also widely used in healthcare settings to support clinical decision making, enhance diagnostic precision, personalize treatment plans, predict patient outcomes, improve access through virtual care, remotely monitor patients' health through software and wearable devices, and handle routine administrative tasks such as patient scheduling, clinical documentation, and billing. According to a [survey](#) released by the American Medical Association in February 2025, 66 percent of physicians reported they use some form of AI in their practice and significantly more physicians are using AI for

Licensing Committee Report

August 1, 2025

Page 3

visit documentation, discharge summaries and care plans, and medical research and standard of care summaries than in 2023.

Current challenges with the use of AI in healthcare include patient privacy concerns, issues with data quality and interpretability, hallucinations and reliability concerns, and biases embedded within algorithms that could potentially exacerbate existing healthcare disparities. Unfortunately, AI can also be used unethically by healthcare practitioners to commit fraud and mislead consumers.

The Committee engaged in an initial policy discussion regarding the use of AI in healthcare education and clinical practice. The Committee noted the need for licensee education in AI literacy as they integrate more tools into their practices, particularly their understanding and recognition of potential biases and inaccuracies when using AI and their responsibility for the outputs and patients' well-being. The Committee also discussed the need for informed consent when using AI and concerns regarding existing and potential disparities in patient and licensee access to AI.

Attachment

- June 13, 2025 Licensing Committee Meeting Notice and Agenda



**Agenda Item 16
Attachment**

**NOTICE OF TELECONFERENCE
LICENSING COMMITTEE MEETING**

Committee Members

Pamela Daniels, D.C., Chair
Janette N.V. Cruz

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

**Friday, June 13, 2025
12:30 p.m. to 2:30 p.m.
(or until completion of business)**

This teleconference meeting will be held in accordance with the provisions of Government Code section 11123.5. Board staff will be present at the primary physical meeting location below and all Committee members will be participating virtually from remote locations.

Teleconference Instructions: The Licensing Committee will hold a public meeting via Webex Events. 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.

Webex Meeting Link: [Click Here to Join Meeting](#)

Experiencing issues joining the meeting? Copy and paste the full link text below into an internet browser:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m49e9c1f75922f02991edee138ca49fcd>

If joining using the link above

Webinar number: 2491 875 2813

Webinar password: BCE613

If joining by phone

+1-415-655-0001 US Toll

Access code: 2491 875 2813

Passcode: 223613

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Tuesday, June 10, 2025. Written comments should be directed to chiro.info@dca.ca.gov for Committee consideration.

Primary Physical Meeting Location

**Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834**

AGENDA

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. 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).]
- 3. Review and Possible Approval of Committee Meeting Minutes**
 - A. August 25, 2023 Committee Meeting
 - B. March 8, 2024 Committee Meeting
 - C. January 9, 2025 Committee Meeting
- 4. Update on Board's Licensing Program**
- 5. Discussion and Possible Recommendation Regarding Potential Pathway to Doctor of Chiropractic Licensure by Reciprocity or Endorsement**
- 6. Discussion and Possible Recommendation Regarding the Use of Artificial Intelligence (AI) and Other Emerging Technologies Within Chiropractic Education and Practice**

7. 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.]

8. 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)).

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:

Contact Person: Tammi Pitto

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.



Agenda Item 17 August 1, 2025

Continuing Education Committee Report

Purpose of the Item

Committee Chair Laurence Adams, D.C. will update the Board on the Committee's July 21, 2025 working group meeting.

Action Requested

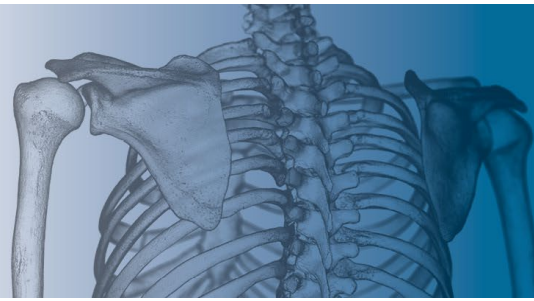
This agenda item is informational only. No action is required or requested at this time.

Background

The Committee met as a working group on July 21, 2025, to discuss the current costs and fees for the Continuing Education Program and potential long-term funding models for inclusion in the Board's 2025 fee study that is being developed for the Board's sunset review. The Committee directed staff to engage with continuing education (CE) providers and gather input on the impact of CE fees on the volume of applications and the availability of courses.

The Committee also discussed the Federation of Chiropractic Licensing Boards (FCLB) Providers of Approved Continuing Education Program (PACE). The Committee noted that while the PACE provides a robust review and approval of the CE provider, PACE does not assess the content of each course. The Committee suggested that staff review the current PACE course catalog and report the findings to the Committee.

The Committee concluded the meeting with a discussion on using the Board's licensing and CE outreach opportunities to share information with licensees about current and emerging issues in chiropractic practice, such as trauma-informed care and the integration of artificial intelligence (AI) technology into clinical practice. The Committee directed staff to begin by adding a section to the proposed licensee resource page on the Board's website that contains information, guidance, and links to trainings on relevant practice and consumer protection issues.



**Agenda Item 18
August 1, 2025**

Chiropractic Specialties Subcommittee Report

Purpose of the Item

Subcommittee Chair Pamela Daniels, D.C. will update the Board on the July 23, 2025 working group meeting.

Action Requested

This agenda item is informational only. No action is required or requested at this time.

Background

Following the April 17, 2025 Board meeting, Chair Laurence Adams, D.C. appointed Pamela Daniels, D.C. and Sergio Azzolino, D.C. to a new Chiropractic Specialties Subcommittee to protect the public by establishing standards for the advertising of chiropractic specialties.

The Subcommittee met as a working group on July 23, 2025, and engaged in a robust discussion regarding the Board's current advertising regulation, the Federation of Chiropractic Licensing Boards' (FCLB) Recognized Chiropractic Specialties Program (RCSP) criteria for chiropractic specialty programs, the National Commission for Certifying Agencies' (NCCA) standards for accreditation of professional certification programs, the Board's role in regulating licensees' commercial speech and advertisements on the internet and social media, and potential solutions through sunset review legislation or regulation.

After the discussion, the Subcommittee directed staff to consult with legal counsel and begin developing a conceptual regulatory proposal to amend California Code of Regulations, title 16, sections 311 (Advertisements) and 311.1 (Chiropractic Specialties) for the Subcommittee's review.

Attachment

- Business and Professions Code Section 651 and California Code of Regulations, Title 16, Sections 311 and 311.1

Business and Professions Code (BPC) Section 651 and California Code of Regulations (CCR), Title 16, Sections 311 and 311.1

BPC § 651.

(a) It is unlawful for any person licensed under this division or under any initiative act referred to in this division to disseminate or cause to be disseminated any form of public communication containing a false, fraudulent, misleading, or deceptive statement, claim, or image for the purpose of or likely to induce, directly or indirectly, the rendering of professional services or furnishing of products in connection with the professional practice or business for which he or she is licensed. A "public communication" as used in this section includes, but is not limited to, communication by means of mail, television, radio, motion picture, newspaper, book, list or directory of healing arts practitioners, Internet, or other electronic communication.

(b) A false, fraudulent, misleading, or deceptive statement, claim, or image includes a statement or claim that does any of the following:

(1) Contains a misrepresentation of fact.

(2) Is likely to mislead or deceive because of a failure to disclose material facts.

(3) (A) Is intended or is likely to create false or unjustified expectations of favorable results, including the use of any photograph or other image that does not accurately depict the results of the procedure being advertised or that has been altered in any manner from the image of the actual subject depicted in the photograph or image.

(B) Use of any photograph or other image of a model without clearly stating in a prominent location in easily readable type the fact that the photograph or image is of a model is a violation of subdivision (a). For purposes of this paragraph, a model is anyone other than an actual patient, who has undergone the procedure being advertised, of the licensee who is advertising for his or her services.

(C) Use of any photograph or other image of an actual patient that depicts or purports to depict the results of any procedure, or presents "before" and "after" views of a patient, without specifying in a prominent location in easily readable type size what procedures were performed on that patient is a violation of subdivision (a). Any "before" and "after" views (i) shall be comparable in presentation so that the results are not distorted by favorable poses, lighting, or other features of presentation, and (ii) shall contain a statement that the same "before" and "after" results may not occur for all patients.

(4) Relates to fees, other than a standard consultation fee or a range of fees for specific types of services, without fully and specifically disclosing all variables and other material factors.

(5) Contains other representations or implications that in reasonable probability will cause an ordinarily prudent person to misunderstand or be deceived.

(6) Makes a claim either of professional superiority or of performing services in a superior manner, unless that claim is relevant to the service being performed and can be substantiated with objective scientific evidence.

(7) Makes a scientific claim that cannot be substantiated by reliable, peer reviewed, published scientific studies.

(8) Includes any statement, endorsement, or testimonial that is likely to mislead or deceive because of a failure to disclose material facts.

(c) Any price advertisement shall be exact, without the use of phrases, including, but not limited to, "as low as," "and up," "lowest prices," or words or phrases of similar import. Any advertisement that refers to services, or costs for services, and that uses words of comparison shall be based on verifiable data substantiating the comparison. Any person so advertising shall be prepared to provide information sufficient to establish the accuracy of that comparison. Price advertising shall not be fraudulent, deceitful, or misleading, including statements or advertisements of bait, discount, premiums, gifts, or any statements of a similar nature. In connection with price advertising, the price for each product or service shall be clearly identifiable. The price advertised for products shall include charges for any related professional services, including dispensing and fitting services, unless the advertisement specifically and clearly indicates otherwise.

(d) Any person so licensed shall not compensate or give anything of value to a representative of the press, radio, television, or other communication medium in anticipation of, or in return for, professional publicity unless the fact of compensation is made known in that publicity.

(e) Any person so licensed may not use any professional card, professional announcement card, office sign, letterhead, telephone directory listing, medical list, medical directory listing, or a similar professional notice or device if it includes a statement or claim that is false, fraudulent, misleading, or deceptive within the meaning of subdivision (b).

(f) Any person so licensed who violates this section is guilty of a misdemeanor. A bona fide mistake of fact shall be a defense to this subdivision, but only to this subdivision.

(g) Any violation of this section by a person so licensed shall constitute good cause for revocation or suspension of his or her license or other disciplinary action.

(h) Advertising by any person so licensed may include the following:

(1) A statement of the name of the practitioner.

(2) A statement of addresses and telephone numbers of the offices maintained by the practitioner.

(3) A statement of office hours regularly maintained by the practitioner.

(4) A statement of languages, other than English, fluently spoken by the practitioner or a person in the practitioner's office.

(5) (A) A statement that the practitioner is certified by a private or public board or agency or a statement that the practitioner limits his or her practice to specific fields.

(B) A statement of certification by a practitioner licensed under Chapter 7 (commencing with Section 3000) shall only include a statement that he or she is certified or eligible for certification by a private or public board or parent association recognized by that practitioner's licensing board.

(C) A physician and surgeon licensed under Chapter 5 (commencing with Section 2000) by the Medical Board of California may include a statement that he or she limits his or her practice to specific fields, but shall not include a statement that he or she is certified or eligible for certification by a private or public board or parent association, including, but not limited to, a multidisciplinary board or association, unless that board or association is (i) an American Board of Medical Specialties member board, (ii) a board or association with equivalent requirements approved by that physician's and surgeon's licensing board prior to January 1, 2019, or (iii) a board or association with an Accreditation Council for Graduate Medical Education approved postgraduate training program that provides complete training in that specialty or subspecialty. A physician and surgeon licensed under Chapter 5 (commencing with Section 2000) by the Medical Board of California who is certified by an organization other than a board or association referred to in clause (i), (ii), or (iii) shall not use the term "board certified" in reference to that certification, unless the physician and surgeon is also licensed under Chapter 4 (commencing with Section 1600) and the use of the term "board certified" in reference to that certification is in accordance with subparagraph (A). A physician and surgeon licensed under Chapter 5 (commencing with Section 2000) by the Medical Board of California who is certified by a board or association referred to in clause (i), (ii), or (iii) shall not use the term "board certified" unless the full name of the certifying board is also used and given comparable prominence with the term "board certified" in the statement.

For purposes of this subparagraph, a "multidisciplinary board or association" means an educational certifying body that has a psychometrically valid testing process, as determined by the Medical Board of California, for certifying medical doctors and other health care professionals that is based on the applicant's education, training, and experience. A multidisciplinary board or association approved by the Medical Board of California prior to January 1, 2019, shall retain that approval.

For purposes of the term "board certified," as used in this subparagraph, the terms "board" and "association" mean an organization that is an American Board of Medical Specialties member board, an organization with equivalent

requirements approved by a physician's and surgeon's licensing board prior to January 1, 2019, or an organization with an Accreditation Council for Graduate Medical Education approved postgraduate training program that provides complete training in a specialty or subspecialty.

(D) A doctor of podiatric medicine licensed under Article 22 (commencing with Section 2460) of Chapter 5 by the California Board of Podiatric Medicine may include a statement that he or she is certified or eligible or qualified for certification by a private or public board or parent association, including, but not limited to, a multidisciplinary board or association, if that board or association meets one of the following requirements: (i) is approved by the Council on Podiatric Medical Education, (ii) is a board or association with equivalent requirements approved by the California Board of Podiatric Medicine, or (iii) is a board or association with the Council on Podiatric Medical Education approved postgraduate training programs that provide training in podiatric medicine and podiatric surgery. A doctor of podiatric medicine licensed under Article 22 (commencing with Section 2460) of Chapter 5 by the California Board of Podiatric Medicine who is certified by a board or association referred to in clause (i), (ii), or (iii) shall not use the term "board certified" unless the full name of the certifying board is also used and given comparable prominence with the term "board certified" in the statement. A doctor of podiatric medicine licensed under Article 22 (commencing with Section 2460) of Chapter 5 by the California Board of Podiatric Medicine who is certified by an organization other than a board or association referred to in clause (i), (ii), or (iii) shall not use the term "board certified" in reference to that certification.

For purposes of this subparagraph, a "multidisciplinary board or association" means an educational certifying body that has a psychometrically valid testing process, as determined by the California Board of Podiatric Medicine, for certifying doctors of podiatric medicine that is based on the applicant's education, training, and experience. For purposes of the term "board certified," as used in this subparagraph, the terms "board" and "association" mean an organization that is a Council on Podiatric Medical Education approved board, an organization with equivalent requirements approved by the California Board of Podiatric Medicine, or an organization with a Council on Podiatric Medical Education approved postgraduate training program that provides training in podiatric medicine and podiatric surgery.

The California Board of Podiatric Medicine shall adopt regulations to establish and collect a reasonable fee from each board or association applying for recognition pursuant to this subparagraph, to be deposited in the State Treasury in the Podiatry Fund, pursuant to Section 2499. The fee shall not exceed the cost of administering this subparagraph.

(6) A statement that the practitioner provides services under a specified private or public insurance plan or health care plan.

(7) A statement of names of schools and postgraduate clinical training programs from which the practitioner has graduated, together with the degrees received.

(8) A statement of publications authored by the practitioner.

(9) A statement of teaching positions currently or formerly held by the practitioner, together with pertinent dates.

(10) A statement of his or her affiliations with hospitals or clinics.

(11) A statement of the charges or fees for services or commodities offered by the practitioner.

(12) A statement that the practitioner regularly accepts installment payments of fees.

(13) Otherwise lawful images of a practitioner, his or her physical facilities, or of a commodity to be advertised.

(14) A statement of the manufacturer, designer, style, make, trade name, brand name, color, size, or type of commodities advertised.

(15) An advertisement of a registered dispensing optician may include statements in addition to those specified in paragraphs (1) to (14), inclusive, provided that any statement shall not violate subdivision (a), (b), (c), or (e) or any other section of this code.

(16) A statement, or statements, providing public health information encouraging preventive or corrective care.

(17) Any other item of factual information that is not false, fraudulent, misleading, or likely to deceive.

(i) Each of the healing arts boards and examining committees within Division 2 shall adopt appropriate regulations to enforce this section in accordance with Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

Each of the healing arts boards and committees and examining committees within Division 2 shall, by regulation, define those efficacious services to be advertised by businesses or professions under their jurisdiction for the purpose of determining whether advertisements are false or misleading. Until a definition for that service has been issued, no advertisement for that service shall be disseminated. However, if a definition of a service has not been issued by a board or committee within 120 days of receipt of a request from a licensee, all those holding the license may advertise the service. Those boards and committees shall adopt or modify regulations defining what services may be advertised, the manner in which defined services may be advertised, and restricting advertising that would promote the inappropriate or excessive use of health services or commodities. A board or committee shall not, by regulation, unreasonably prevent truthful, nondeceptive price or otherwise lawful forms of

advertising of services or commodities, by either outright prohibition or imposition of onerous disclosure requirements. However, any member of a board or committee acting in good faith in the adoption or enforcement of any regulation shall be deemed to be acting as an agent of the state.

(j) The Attorney General shall commence legal proceedings in the appropriate forum to enjoin advertisements disseminated or about to be disseminated in violation of this section and seek other appropriate relief to enforce this section. Notwithstanding any other provision of law, the costs of enforcing this section to the respective licensing boards or committees may be awarded against any licensee found to be in violation of any provision of this section. This shall not diminish the power of district attorneys, county counsels, or city attorneys pursuant to existing law to seek appropriate relief.

(k) A physician and surgeon licensed pursuant to Chapter 5 (commencing with Section 2000) by the Medical Board of California or a doctor of podiatric medicine licensed pursuant to Article 22 (commencing with Section 2460) of Chapter 5 by the California Board of Podiatric Medicine who knowingly and intentionally violates this section may be cited and assessed an administrative fine not to exceed ten thousand dollars (\$10,000) per event. Section 125.9 shall govern the issuance of this citation and fine except that the fine limitations prescribed in paragraph (3) of subdivision (b) of Section 125.9 shall not apply to a fine under this subdivision.

(Amended by Stats. 2017, Ch. 775, Sec. 6. (SB 798) Effective January 1, 2018.)

16 CCR § 311. Advertisements.

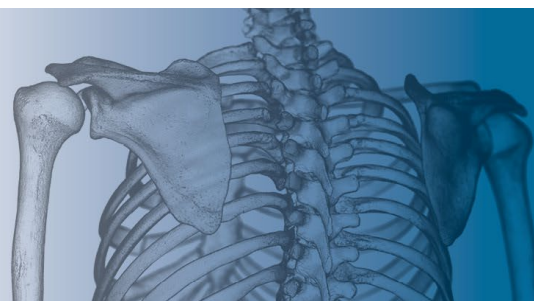
Constructive educational publicity is encouraged, but the use by any licensee of advertising which contains misstatements, falsehoods, misrepresentations, distorted, sensational or fabulous statements, or which is intended or has a tendency to deceive the public or impose upon credulous or ignorant persons, constitutes grounds for the imposition of any of the following disciplinary penalties:

- (a) Suspension of said licensee's right to practice in this State for a period not exceeding one (1) year.
- (b) Placing said licensee upon probation.
- (c) Taking such other action, excepting the revocation of said licensee's license, in relation to disciplining said licensee as the board in its discretion may deem proper.

16 CCR § 311.1. Chiropractic Specialties.

For purposes of the Department of Industrial Relations' Qualified Medical Evaluator Eligibility regulations (Division of Workers' Compensation, Title 8, California Code of Regulations, Section 12), the board recognizes only those specialty boards that are recognized by the American Chiropractic Association or the International Chiropractors Association.

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



Agenda Item 19
August 1, 2025

Discussion and Possible Action on Board's 2026 Sunset Review

Purpose of the Item

The Board will discuss the Board's 2026 sunset review and provide policy direction to staff.

Action Requested

The Board will be asked to assign sections of the sunset report to the committees and discuss policy issues to potentially include in the Board's 2026 sunset review report.

Background

Each year, the Assembly Business and Professions Committee and the Senate Business, Professions, and Economic Development Committee (Senate BP&ED) hold joint sunset review oversight hearings to review the boards and bureaus under the Department of Consumer Affairs (DCA). The sunset review process provides an opportunity for the Legislature, DCA, the boards, and interested parties and stakeholders to discuss the performance of the boards and make recommendations for improvements. The Board was last reviewed in 2022 and is scheduled for its next sunset review in 2026.

The sunset review process involves five main phases:

1. **Sunset Review Report:** On June 30, 2025, the Board received the sunset review report template requesting specific information and data from the Board. Staff will draft the sunset review report for review and discussion by the appropriate committee and the Board. The final report must be reviewed and approved by the Board. It is due to the Legislature by January 5, 2026.
2. **Background Paper/Issue Document:** About two weeks before the Board's scheduled hearing date in February or March 2026, the Board will receive a background paper from Assembly Business and Professions Committee or the Senate Business, Professions, and Economic Development Committee staff summarizing the sunset review report information and identifying any issues that need to be addressed by the Board.

3. **Sunset Review Hearing:** The Board Chair and Executive Officer will testify before the Assembly Business and Professions Committee and the Senate Business, Professions, and Economic Development Committee in a joint sunset review oversight hearing in February or March 2026.
4. **Submission of Written Responses to Issues and Recommendations:** The Board has 30 calendar days from the date of the sunset hearing to prepare written responses to the new issues and recommendations identified in the background paper, as well as any additional questions or issues that may have come up during the hearing. The Board must meet and approve the written responses before submission.
5. **Sunset Bill:** A bill will be introduced to extend the Board's sunset review date. The bill may also include more substantive policy issues based on the Board's recommendations in the sunset review report and issues identified by committee staff in the background paper.

At this meeting, the Board will be asked to assign the sunset review report to the appropriate committees by section. Staff recommends the following assignments:

Government and Public Affairs Committee

- Section 1 – Background and Description of the Board and Regulated Profession
- Section 2 – Fiscal and Staff
- Section 5 – Public Information Policies
- Section 8 – Current Issues
- Section 9 – Board Action and Response to Prior Sunset Issues (as applicable)
- Section 10 – New Issues (Budget and funding)

Licensing Committee

- Section 3 – Licensing Program
- Section 6 – Online Practice Issues
- Section 7 – Workforce Development and Job Creation
- Section 9 – Board Action and Response to Prior Sunset Issues (as applicable)
- Section 10 – New Issues (Practice location fee authority)

Enforcement Committee

- Section 4 – Enforcement Program
- Section 9 – Board Action and Response to Prior Sunset Issues (as applicable)
- Section 10 – New Issues (Enforcement Program enhancements)

2026 Sunset Review

August 1, 2025

Page 3

The Board will also be asked to identify and discuss any current policy and consumer protection issues for further development and possible inclusion in the Board's 2026 sunset review report.

Attachments

1. Action Plan to Prepare for 2026 Sunset Review
2. 2026 Sunset Review Report Template

Action Plan to Prepare for 2026 Sunset Review

Action Description	Responsible	Due Date
Begin drafting 2026 Sunset Review Report based on 2024 template	Executive Officer	Feb 2025
Identify remaining issues from 2022 Sunset Review Report that require discussion and input from Board/Committees	Executive Officer	Mar 2025
Summarize key issues from 2022–2024 sunset hearings and brief Board/Committees	Executive Officer	Mar 2025
Attend 2025 sunset hearings and brief Board/Committees on current issues for other boards	Executive Officer	Mar 2025
Identify new policy issues for inclusion in 2026 Sunset Review Report	Committee Chairs and Executive Officer	Apr 2025
Discuss remaining issues from 2022 Sunset Review Report and develop responses	Committee Chairs and Executive Officer	Jun 2025
Review and provide input on initial draft of 2026 Sunset Review Report	Board	Aug 2025
Discuss and develop new policy issues for inclusion in 2026 Sunset Review Report	Committee Chairs and Executive Officer	Aug 2025
Review and approve final draft of 2026 Sunset Review Report	Board	Oct 2025
Finalize 2026 Sunset Review Report and submit to Legislature	Executive Officer	Dec 2025
Draft Board Chair’s introductory statement for sunset hearing	Executive Officer	Jan 2026
Receive and review background paper, develop initial responses, finalize introductory statement, and prepare for hearing	Board Chair and Executive Officer	Feb 2026
Participate in a mock hearing to practice introductory statement and prepare for hearing	Board Chair and Executive Officer	Feb 2026

Action Description	Responsible	Due Date
Testify at Joint Sunset Review Oversight hearing	Board Chair and Executive Officer	Feb or Mar 2026
Review and approve written responses to issues in background paper	Board	Mar 2026
Work with legislative staff on Board's sunset bill, attend and testify at hearings, and submit position letters	Executive Officer	Mar – Aug 2026
Develop implementation plan for Board's sunset bill (effective date January 1, 2027) and begin drafting regulations, if necessary	Executive Officer	Sep 2026

Table 1b. Board/Committee Member Roster

[illegible]

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?
3. Describe any major changes to the board since the last Sunset Review, including, but not limited to:
 - Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)
 - All legislation sponsored by the board and affecting the board since the last sunset review.
 - All regulation changes approved by the board since the last sunset review. Include the status of each regulatory change approved by the board.
4. Describe any major studies conducted by the board (cf. Section 12, Attachment C).
5. List the status of all national associations to which the board belongs.
 - Does the board's membership include voting privileges?

- List committees, workshops, working groups, task forces, etc., on which the board participates.
- How many meetings did board representative(s) attend? When and where?
- If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?

Section 2 – Fiscal and Staff

Fiscal Issues

6. Is the board's fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation.
7. Using *Table 2. Fund Condition*, describe the board's current reserve level, spending, and if a statutory reserve level exists.

Table 2. Fund Condition (list dollars in thousands)						
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Beginning Balance						
Revenues and Transfers						
Total Resources						
Budget Authority						
Expenditures						
Loans to General Fund						
Accrued Interest, Loans to General Fund						
Loans Repaid From General Fund						
Fund Balance						
Months in Reserve						

8. Describe if/when a deficit is projected to occur and if/when a fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.
9. Using *Table 2, Fund Condition*, describe year over year expenditure fluctuations and the cause for the fluctuations.
10. Using *Table 3, Expenditures by Program Component*, describe the amounts and percentages of expenditures by program component, including the cause of fluctuations aside from increasing personnel costs. Provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

Table 3. Expenditures by Program Component								(list dollars in thousands)
	FY 2021/22		FY 2022/23		FY 2023/24		FY 2024/25	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement								
Examination								
Licensing								
Administration *								
DCA Pro Rata								
Diversion (if applicable)								
TOTALS								
* Administration includes costs for executive staff, board, administrative support, and fiscal services.								

11. Describe the amount the board has spent on business modernization, including contributions to the BreEZe program, which should be described separately.

12. Describe license renewal cycles and the history of fee changes over the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citations) for each fee charged by the board.

Table 4. Fee Schedule and Revenue							(list revenue dollars in thousands)
Fee	Current Fee Amount	Statutory Limit	FY 2021/22 Revenue	FY 2022/23 Revenue	FY 2023/24 Revenue	FY 2024/25 Revenue	% of Total Revenue

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

BCP ID #	Fiscal Year	Description of Purpose of BCP	Personnel Services				OE&E	
			# Staff Requested (include classification)	# Staff Approved (include classification)	\$ Requested	\$ Approved	\$ Requested	\$ Approved

Staffing Issues

- 14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

- 15. Describe the board's staff development efforts and total spent annually on staff development. (cf., Section 12, Attachment D).

Section 3 – Licensing Program

Table 6. Licensee Population

		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
	Active ³				
	Out of State				
	Out of Country				
	Delinquent/Expired				
	Retired Status <i>if applicable</i>				
	Inactive				
	Other ⁴				
	Active				
	Out of State				
	Out of Country				
	Delinquent/Expired				
	Retired Status <i>if applicable</i>				
	Inactive				
	Other				

Note: 'Out of State' and 'Out of Country' are two mutually exclusive categories. A licensee should not be counted in both.

16. What are the board's performance targets/expectations for its licensing⁵ program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

17. Using Table 7a, **Licensing Data by Type**, describe any increase or decrease in the board's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

³ Active status is defined as able to practice. This includes licensees that are renewed, current, and active.

⁴ Other is defined as a status type that does not allow practice in California, other than retired or inactive.

Table 7a. Licensing Data by Type										
		Received	Approved /Issued	Closed	Pending Applications			Application Process Times		
					Total (Close of FY)	Complete (within Board control)*	Incomplete (outside Board control)*	Complete Apps*	Incomplete Apps*	Total (Close of FY))
FY 2021/22	(Exam)									
	(License)									
	(Renewal)									
FY 2022/23	(Exam)									
	(License)									
	(Renewal)									
FY 2023/24	(Exam)									
	(License)									
	(Renewal)									
FY 2024/25	(Exam)									
	(License)									
	(Renewal)									
* Optional. List if tracked by the board.										

Table 7b. License Denial				
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
License Applications Denied (no hearing requested)				
SOIs Filed				
Average Days to File SOI (from request for hearing to SOI filed)				
SOIs Declined				
SOIs Withdrawn				
SOIs Dismissed (license granted)				
License Issued with Probation / Probationary License Issued				
Average Days to Complete (from SOI filing to outcome)				

18. How many licenses or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.

19. How does the board verify information provided by the applicant?

- What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any licenses over the last four years based on the applicant's failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?

- Does the board fingerprint all applicants?
- Have all current licensees been fingerprinted? If not, explain.
- Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?
- Does the board require primary source documentation?
- Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

- How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?
- How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?
- How many applications has the board expedited pursuant to BPC § 115.5?

Examinations

22. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

23. What are pass rates for first time vs. retakes in the past 4 fiscal years? Please include pass rates for **all** examinations offered, including examinations offered in a language other than English. Include a separate data table for each language offered.

Table 8(a). Examination Data ⁶				
California Examination				
License Type				
Exam Title				
FY 2021/22	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2022/23	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2023/24	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2024/25	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
Date of Last OA				
Name of OA Developer				
Target OA Date				

Table 8(b). National Examination.				
License Type				
Exam Title				
FY 2021/22	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2022/23	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2023/24	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
	Number of Candidates			

⁶ This table includes all exams for all license types as well as the pass/fail rate. Include as many examination types as necessary to cover all exams for all license types.

FY 2024/25	Overall Pass %			
	Overall Fail %			
	Date of Last OA			
	Name of OA Developer			
	Target OA Date			

24. Is the board using computer based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?
25. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe. Has the Board approved any amendments, or is the Board considering amendments to address the hindrances presented by these statutes?
26. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?

School Approvals

27. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?
28. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?
29. What are the board's legal requirements regarding approval of international schools?

Continuing Education/Competency Requirements

30. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

Continuing Education			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Licensees Audited

- How does the board verify CE or other competency requirements? Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?
- Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.
- What are consequences for failing a CE audit?
- How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?
- Who approves CE courses? What is the board's course approval policy?
- Who approves CE providers? If the board approves them, what is the board's application review process?
- How many applications for CE providers and CE courses were received? How many were approved?
- Does the board audit CE providers? If so, describe the board's policy and process.
- Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.

Section 4 – Enforcement Program

31. What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?
32. Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

Table 9. Enforcement Statistics				
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
COMPLAINTS				
Intake				
Received				
Closed without Referral for Investigation				
Referred to INV				
Pending (close of FY)				
Conviction / Arrest				
CONV Received				
CONV Closed Without Referral for Investigation				
CONV Referred to INV				
CONV Pending (close of FY)				
Source of Complaint ⁷				
Public				
Licensee/Professional Groups				
Governmental Agencies				
Internal				
Other				
Anonymous				
Average Time to Refer for Investigation (from receipt of complaint / conviction to referral for investigation)				
Average Time to Closure (from receipt of complaint / conviction to closure at intake)				
Average Time at Intake (from receipt of complaint / conviction to closure or referral for investigation)				
INVESTIGATION				
Desk Investigations				
Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
Non-Sworn Investigation				

⁷ Source of complaint refers to complaints and convictions received. The summation of intake and convictions should match the total of source of complaint.

Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
Sworn Investigation				
Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
All investigations ⁸				
Opened				
Closed				
Average days for all investigation outcomes (from start investigation to investigation closure or referral for prosecution)				
Average days for investigation closures (from start investigation to investigation closure)				
Average days for investigation when referring for prosecution (from start investigation to referral for prosecution)				
Average days from receipt of complaint to investigation closure				
Pending (close of FY)				
CITATION AND FINE				
Citations Issued				
Average Days to Complete (from complaint receipt / inspection conducted to citation issued)				
Amount of Fines Assessed				
Amount of Fines Reduced, Withdrawn, Dismissed				
Amount Collected				
CRIMINAL ACTION				
Referred for Criminal Prosecution				
ACCUSATION				
Accusations Filed				
Accusations Declined				
Accusations Withdrawn				
Accusations Dismissed				
Average Days from Referral to Accusations Filed (from AG referral to Accusation filed)				
INTERIM ACTION				
ISO & TRO Issued				
PC 23 Orders Issued				
Other Suspension/Restriction Orders Issued				
Referred for Diversion				
Petition to Compel Examination Ordered				
DISCIPLINE				
AG Cases Initiated (cases referred to the AG in that year)				
AG Cases Pending Pre-Accusation (close of FY)				
AG Cases Pending Post-Accusation (close of FY)				
DISCIPLINARY OUTCOMES				
Revocation				

⁸ The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

Surrender				
Suspension only				
Probation with Suspension				
Probation only				
Public Reprimand / Public Reprimand / Public Letter of Reprimand				
Other				
DISCIPLINARY ACTIONS				
Proposed Decision				
Default Decision				
Stipulations				
Average Days to Complete After Accusation (from Accusation filed to imposing formal discipline)				
Average Days from Closure of Investigation to Imposing Formal Discipline				
Average Days to Impose Discipline (from complaint receipt to imposing formal discipline)				
PROBATION				
Probations Completed				
Probationers Pending (close of FY)				
Probationers Tolled *				
Petitions to Revoke Probation / Accusation and Petition to Revoke Probation Filed				
SUBSEQUENT DISCIPLINE⁹				
Probations Revoked				
Probationers License Surrendered				
Additional Probation Only				
Suspension Only Added				
Other Conditions Added Only				
Other Probation Outcome				
SUBSTANCE ABUSING LICENSEES **				
Probationers Subject to Drug Testing				
Drug Tests Ordered				
Positive Drug Tests				
PETITIONS				
Petition for Termination or Modification Granted				
Petition for Termination or Modification Denied				
Petition for Reinstatement Granted				
Petition for Reinstatement Denied				
DIVERSION **				
New Participants				
Successful Completions				
Participants (close of FY)				
Terminations				
Terminations for Public Threat				
Drug Tests Ordered				
Positive Drug Tests				

⁹ Do not include these numbers in the Disciplinary Outcomes section above.

Table 10. Enforcement Aging						
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Cases Closed	Average %
Investigations (Average %)						
Closed Within:						
90 Days						
91 - 180 Days						
181 - 1 Year						
1 - 2 Years						
2 - 3 Years						
Over 3 Years						
Total Investigation Cases Closed						
Attorney General Cases (Average %)						
Closed Within:						
0 - 1 Year						
1 - 2 Years						
2 - 3 Years						
3 - 4 Years						
Over 4 Years						
Total Attorney General Cases Closed						

33. What do overall statistics show as to increases or decreases in disciplinary action since last review?

34. How are cases prioritized? What is the board's compliant prioritization policy?

- Please provide a brief summary of the Board's formal disciplinary process.

35. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

- What is the dollar threshold for settlement reports received by the board?
- What is the average dollar amount of settlements reported to the board?

36. Describe settlements the board, and Office of the Attorney General on behalf of the board, enter into with licensees.

- What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?
- What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?
- What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?

37. Does the board operate with a statute of limitations? If so, please describe and provide the citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

38. Describe the board's efforts to address unlicensed activity and the underground economy.

Cite and Fine

39. Discuss the extent to which the board utilizes cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the \$5,000 statutory limit? Does the board have authority to issue fines greater than \$5,000? If so, under what circumstances?

40. How is cite and fine used? What types of violations are the basis for citation and fine?

41. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

42. What are the five most common violations for which citations are issued?

43. What is average fine pre- and post- appeal?

44. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines. If the board does not use Franchise Tax Board intercepts, describe the rationale behind that decision and steps the board has taken to increase its collection rate.

Cost Recovery and Restitution

45. Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.
46. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.
47. Are there cases for which the board does not seek cost recovery? Why?
48. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery. If the board does not use Franchise Tax Board intercepts, describe methods the board uses to collect cost recovery.

Table 11. Cost Recovery¹⁰ (list dollars in thousands)				
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Enforcement Expenditures				
Potential Cases for Recovery *				
Cases Recovery Ordered				
Amount of Cost Recovery Ordered				
Amount Collected				

* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.

49. Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

Table 12. Restitution (list dollars in thousands)				
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Amount Ordered	\$	\$	\$	\$
Amount Collected	\$	\$	\$	\$

¹⁰ Cost recovery may include information from prior fiscal years.

Section 5 – Public Information Policies

50. How does the board use the internet to keep the public informed of board activities? Does the board post board-meeting materials online? When are they posted? How long do they remain on the board's website? When are draft-meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?
51. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long will archived webcast meetings remain available online?
52. Does the board establish an annual meeting calendar and post it on the board's web site?
53. Is the board's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*?
- Does the board post accusations and disciplinary actions consistent with BPC § 27, if applicable?
 - Does the board post complaint date on its website? If so, please provide a brief description of each data point reported on the website along with any statutory or regulatory authorization.
54. What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?
55. What methods does the board use to provide consumer outreach and education?

Section 6 – Online Practice Issues

56. Discuss the prevalence of online practice and whether there are issues with unlicensed activity.
- How does the board regulate online/internet practice?
 - How does the board regulate online/internet business practices outside of California?

- Does the Board need statutory authority or statutory clarification to more effectively regulate online practice, if applicable?

Section 7 – Workforce Development and Job Creation

57. What actions has the board taken in terms of workforce development?
58. Describe any assessment the board has conducted on the impact of licensing delays.
59. Describe the board's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.
60. Describe any barriers to licensure and/or employment the board believes exist.
61. Provide any workforce development data collected by the board, such as:
- a. Workforce shortages
 - b. Successful training programs.
62. What actions has the board taken to help reduce or eliminate inequities experienced by vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or otherwise avoid harming those communities?

Section 8 – Current Issues

63. Describe how the board is participating in development of online application and payment capability and any other secondary IT issues affecting the board.
- Is the board utilizing BreEZe? What Release was the board included in? What is the status of the board's change requests?
 - If the board is not utilizing BreEZe, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? Is the board currently using a bridge or workaround system?

Section 9 – Board Action and Response to Prior Sunset Issues

Include the following:

- Background information concerning the issue as it pertains to the board.
- Short discussion of recommendations made by the Committees during prior sunset review.
- What action the board took in response to the recommendation or findings made under prior sunset review.
- Any recommendations the board has for dealing with the issue, if appropriate.

Section 10 – New Issues

This is the opportunity for the board to inform the Committees of solutions to issues identified by the board and by the Committees. Provide a short discussion of each of the outstanding issues, and the board's recommendation for action that could be taken by the board, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, and legislative changes) for each of the following:

- Issues raised under prior Sunset Review that have not been addressed.
- New issues identified by the board in this report.
- New issues not previously discussed in this report.
- New issues raised by the Committees.

Section 11 Attachments

Please provide the following attachments:

- A. Board's administrative manual.
- B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).

- C. Major studies, if any (cf., Section 1, Question 4).
- D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 15).



Agenda Item 20
August 1, 2025

Future Agenda Items

Purpose of the Item

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

The Board 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.]



**Agenda Item 21
August 1, 2025**

Closed Session

Purpose of the Item

The Board will meet in closed session to:

- **Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)**



Agenda Item 22
August 1, 2025

Adjournment

Time: _____