

**State of California
Office of Administrative Law**

In re:
Board of Chiropractic Examiners

Regulatory Action:

Title 16, California Code of Regulations

Adopt sections:

Amend sections: 303

Repeal sections:

**NOTICE OF APPROVAL OF REGULATORY
ACTION**

Government Code Section 11349.3

OAL Matter Number: 2025-0902-04

OAL Matter Type: Regular (S)

This action amends the details regarding contact information a licensee must submit to the board for its directory, aligning with statutory changes.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 1/1/2026.

Date: October 14, 2025



Digitally signed by Mark
Storm

Date: 2025.10.14 11:42:15
-07'00'

**Mark Storm
Senior Attorney**

**For: Kenneth J. Pogue
Director**

Original: Kristin Walker, Executive Officer

NOTICE PUBLICATION/REGULATIONS SUBMISSION

STD. 400 (REV. 10/2019)

REGULAR

For use by Secretary of State only

OAL FILE NUMBERS	NOTICE FILE NUMBER Z- 2025-0204-10	REGULATORY ACTION NUMBER 2025-0902-04S	EMERGENCY NUMBER
------------------	---------------------------------------	---	------------------

For use by Office of Administrative Law (OAL) only

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

OCT 14 2025

OFFICE OF ADMIN. LAW
2025 SEP 2 PM4:13

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY
Board of Chiropractic Examiners

AGENCY FILE NUMBER (If any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER 2025,07-2	PUBLICATION DATE 2/14/25

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Filing of Addresses and Contact Information		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)		ADOPT	
TITLE(S) 16		AMEND 303	
		REPEAL	
3. TYPE OF FILING			
☒ Regular Rulemaking (Gov. Code §11346) ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. ☐ Emergency Readopt (Gov. Code, §11346.1(h)) ☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)			
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) ☐ Emergency (Gov. Code, §11346.1(b)) ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) ☐ File & Print ☐ Print Only			
☐ Other (Specify) _____			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
☒ Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a)) ☐ Effective on filing with Secretary of State ☐ \$100 Changes Without Regulatory Effect ☐ Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
☐ Department of Finance (Form STD. 399) (SAM §6660) ☐ Fair Political Practices Commission ☐ State Fire Marshal			
☒ Other (Specify) <u>Kimberly Kirchmeyer, Director, Department of Consumer Affairs</u>			
7. CONTACT PERSON Kristin Walker		TELEPHONE NUMBER (916) 574-7784	FAX NUMBER (Optional) E-MAIL ADDRESS (Optional) kristin.walker@dca.ca.gov

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

08/26/2025

TYPED NAME AND TITLE OF SIGNATORY

Kristin Walker, Executive Officer, Board of Chiropractic Examiners

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

OCT 14 2025

Office of Administrative Law

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

ORDER OF ADOPTION

Filing of Addresses and Contact Information

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
--

Amend Section 303 of Article 1 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 303. Filing of Addresses and Contact Information.

(a) Each person holding a license to practice chiropractic in the State of California under any and all laws administered by the ~~the~~ Board shall file ~~his proper and current place of practice address of his principal office and, where appropriate, each and every sub-office,~~ the following information with the ~~the~~ Board at its office in Sacramento:

(1) Address of Record. Each licensee shall provide a mailing address to the Board which will be designated as their address of record and utilized for all official and formal communications from the Board, disclosed to the public, posted on the Board's online license information system, and included in the Board's directory pursuant to Business and Professions Code section 1001. If the address of record provided by the licensee is a post office box or other private mailbox service, the licensee shall also provide an alternate physical address solely for the Board's internal administrative use and not for disclosure to the public.

(2) Telephone Number. Each licensee shall provide their business telephone number, if any, for inclusion in the Board's directory pursuant to Business and Professions Code section 1001. If the licensee does not have a business telephone number, the licensee may provide an alternate personal telephone number solely for the Board's internal administrative use and not for disclosure to the public. If the licensee does not have a telephone number, the licensee shall disclose that fact to the Board in writing.

(3) Email Address. Each licensee shall provide their business email address, if any, for inclusion in the Board's directory pursuant to Business and Professions Code section 1001. If the licensee does not have a business email address, the licensee may provide an alternate personal email address solely for the Board's internal administrative use and not for disclosure to the public. If the licensee does not have an email address, the licensee shall disclose that fact to the Board in writing.

(b) and Each licensee shall immediately notify the Board at its said office of any and all changes of place of practice to their address of record, alternate physical address, telephone number, or email address, giving by providing both his their old and his-new address, telephone number, or email address and the effective date of the change(s) within 30 fifteen (15) calendar days of any change in writing.

(c) For purposes of this section, "internal administrative use" means the use of a licensee's non-public address or contact information by the Board to contact or locate a licensee regarding a licensing matter or investigation.

(d) Failure to comply with the requirements of this section constitutes unprofessional conduct and shall subject the licensee to disciplinary action.

NOTE: Authority cited: Section 1001 of the Business and Professions Code and Sections 1000-4(b) and 1000-4(e), Business and Professions Code 4 and 10 of the Chiropractic Initiative Act of California (Initiative Measure, Stats. 1923, p. lxxxix, § 4, and p. xci, § 10, as amended by Stats. 1978, c. 307, p. 636, § 1, and p. 640, § 3).

Reference: Sections 12.5, 27, 136, and 1001 of the Business and Professions Code and Section 1000-10(a), Business and Professions Code of the Chiropractic Initiative Act of California (Initiative Measure, Stats. 1923, p. xci, § 10, as amended by Stats. 1978, c. 307, p. 640, § 3).