



## **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, March 8, 2024  
12:00 p.m. to 2:00 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:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m18e58d718187191549766502141f293c>

### **If joining using the link above**

Webinar number: 2485 860 9514  
Webinar password: BCE38

### **If joining by phone**

+1-415-655-0001 US Toll  
Access code: 2485 860 9514  
Passcode: 22338

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

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: [XXXXX@mailinator.com](mailto:XXXXX@mailinator.com).

**Note:** Members of the public may also submit written comments to the Committee on any agenda item by Tuesday, March 5, 2024. Written comments should be directed to [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov) for Committee consideration.

**Primary Physical Meeting Location**

**Department of Consumer Affairs  
Monterey Room  
1625 N. Market Blvd., Suite N-322  
Sacramento, CA 95834**

**AGENDA**

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Review and Possible Approval of August 25, 2023 Committee Meeting Minutes**
- 3. Update on Board's Licensing Program**
- 4. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Requirements for Filing Places of Practice with the Board and Notifying the Public of Licensure at Practice Locations and in Mobile Settings (add California Code of Regulations [CCR], Title 16, section 303.1 and amend CCR, Title 16, section 308)**
- 5. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Specify the Prohibited Activities for Inactive Licenses (add CCR, Title 16, section 310.3)**
- 6. Review, Discussion, and Possible Recommendation Regarding Proposal to Update the Regulations for Board Approval of Doctor of Chiropractic Degree Programs (amend CCR, Title 16, sections 330–331.16)**
- 7. 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).]
- 8. 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.]
- 9. Adjournment**

This agenda can be found on the Board's website at [www.chiro.ca.gov](http://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](mailto:chiro.info@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

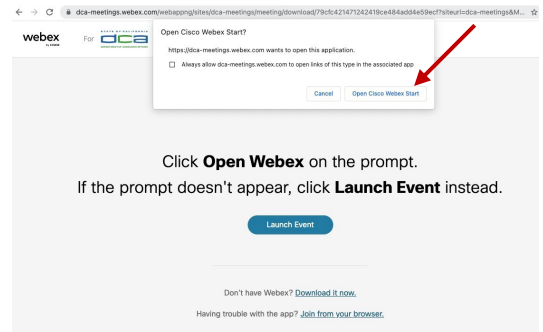
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

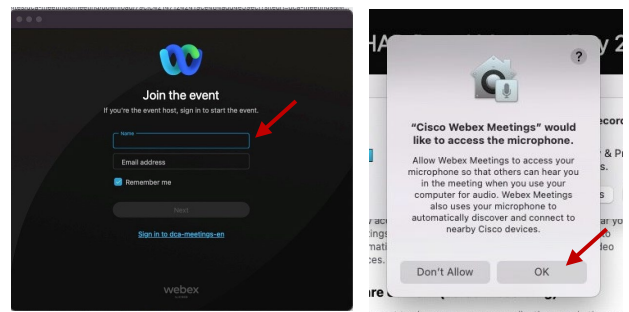
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

## If joining using the meeting link

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



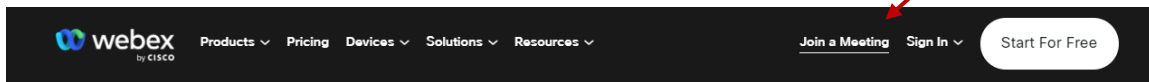
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



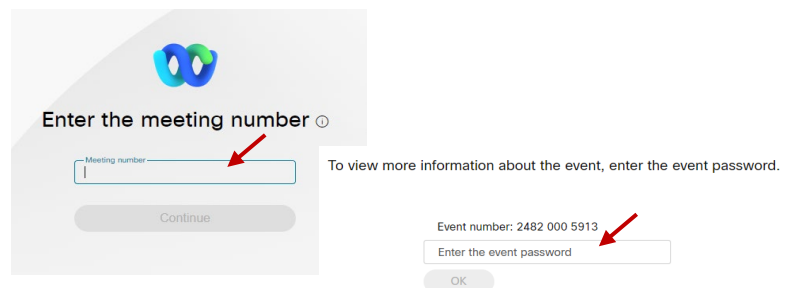
OR

## If joining from Webex.com

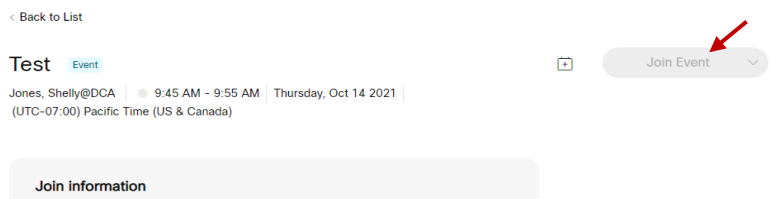
- 1 Click on "Join a Meeting" at the top of the Webex window.



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



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



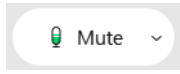
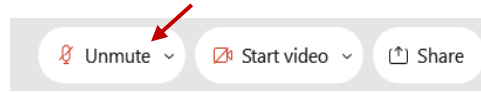
OR

## Connect via telephone\*:

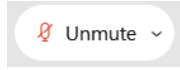
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

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

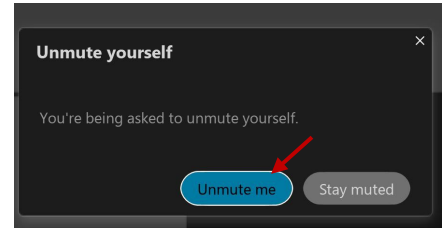


Green microphone = Unmuted: People in the meeting can hear you.



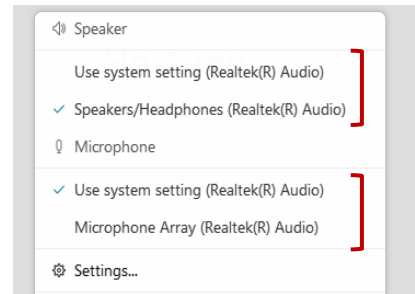
Red microphone = Muted: No one in the meeting can hear you.

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



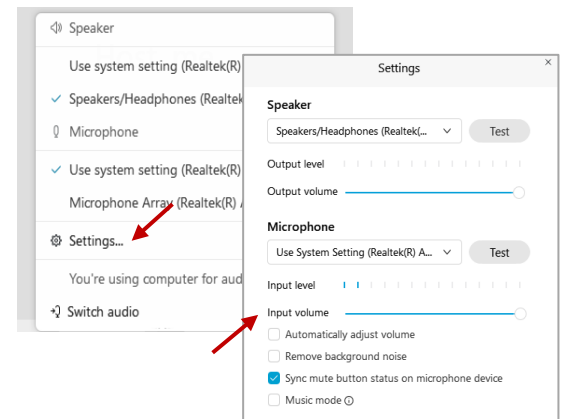
### If you cannot hear or be heard

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



### If your microphone volume is too low or too high

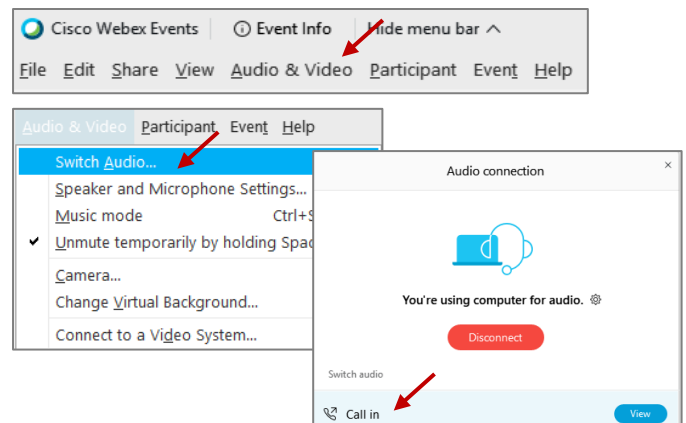
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



### Audio Connectivity Issues

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

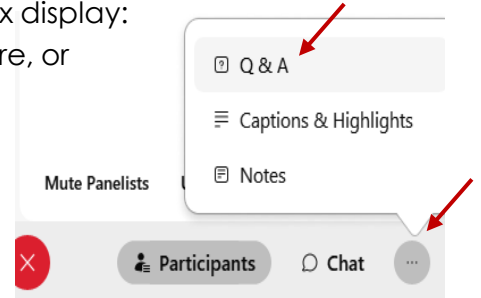
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



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

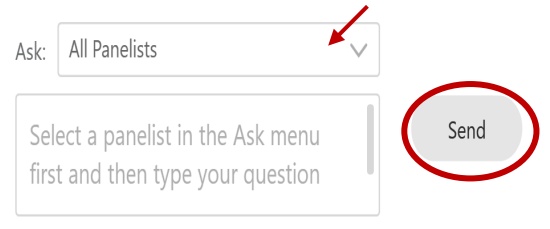
**1** Access the Q&A panel at the bottom right of the Webex display:

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



**2** In the text box:

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



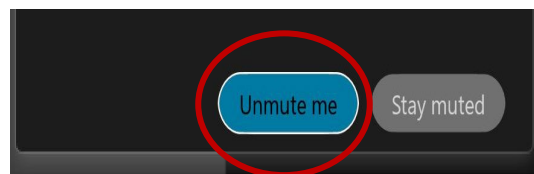
OR

If connected via telephone:

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

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

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

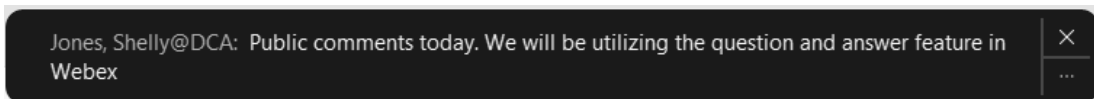


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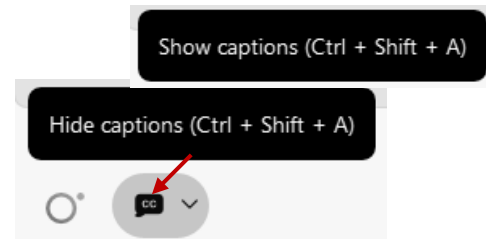
If connected via telephone:

- Press \*3 to unmute your microphone.

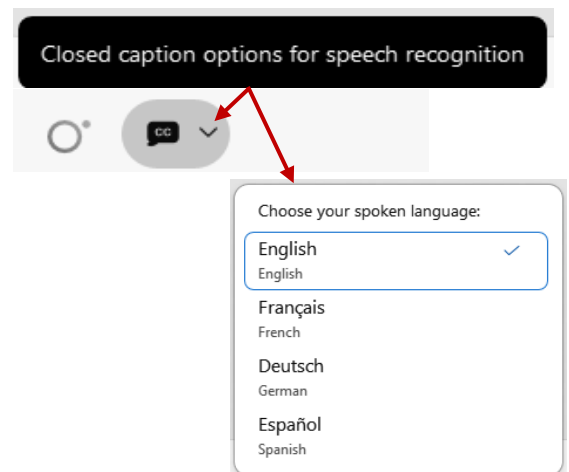
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



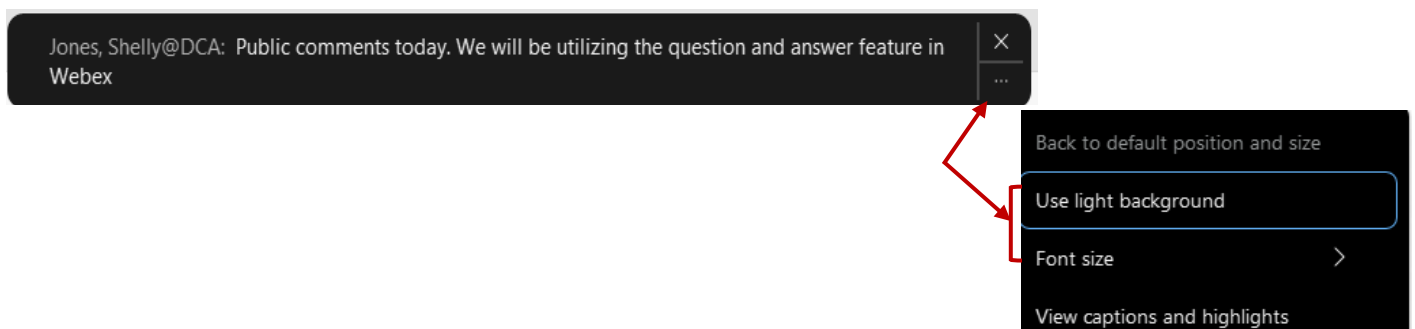
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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



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





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**Agenda Item 1**  
**March 8, 2024**

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**Call to Order / Roll Call / Establishment of a Quorum**

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**Purpose of the Item**

Pamela Daniels, D.C., Chair of the Board's Licensing Committee, will call the meeting to order. Roll will be called by Janette N.V. Cruz.

**Committee Members**

Pamela Daniels, D.C., Chair  
Janette N.V. Cruz





**Agenda Item 2**  
**March 8, 2024**

**Review and Possible Approval of August 25, 2023 Committee Meeting Minutes**

**Purpose of the Item**

The Committee will review and possibly approve the minutes of the previous meeting.

**Action Requested**

The Committee will be asked to make a motion to approve the August 25, 2023 Committee meeting minutes.

**Attachment**

- August 25, 2023 Licensing Committee Meeting Minutes (Draft)



**Agenda Item 3**  
**March 8, 2024**

## **Update on Board's Licensing Program**

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### **Purpose of the Item**

The Executive Officer and Board staff will provide the Committee with an update on the Board's Licensing Program activities and statistics.

### **Action Requested**

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

### **Attachment**

- Executive Officer's March 1, 2024 Memo to Committee Members Regarding Licensing Program Activities and Statistics



# MEMORANDUM

## Agenda Item 3 Attachment

<b>DATE</b>	March 1, 2024
<b>TO</b>	Members of the Board of Chiropractic Examiners' Licensing Committee
<b>FROM</b>	Kristin Walker, Executive Officer
<b>SUBJECT</b>	<b>Update on Board's Licensing Program</b>

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

### **BCE Board and Licensing Committee Meetings**

The following meetings have been scheduled:

- March 8, 2024 – Licensing Committee (Teleconference)
- May 23–24, 2024 – Board (Northern California – San Jose)
- June 7, 2024 – Licensing Committee (Teleconference)
- July 19, 2024 – Board (Teleconference)
- September 6, 2024 – Licensing Committee (Teleconference)
- October 24–25, 2024 – Board (Southern California – Burbank or San Diego)
- December 6, 2024 – Licensing Committee (Teleconference)

### **Business Modernization Project and Implementation of the Connect System**

BCE continues to collaborate with the Department of Consumer Affairs (DCA) Office of Information Services (OIS) and three other programs (California Acupuncture Board; Board for Professional Engineers, Land Surveyors, and Geologists; and Bureau for Private Postsecondary Education) in the first cohort of a Business Modernization Project to develop and implement a new application, licensing, and enforcement system known as Connect.

Through three phased software releases from September 2020 through June 2021, BCE implemented these licensing functions:

- Initial license applications (doctor of chiropractic and satellite certificates)

- License renewals (doctor of chiropractic and satellite certificates)
- Address changes and cancellation of satellite certificates
- Online payment for all other paper applications

On July 1, 2022, BCE added functionality to the system to waive the application and initial license fees for spouses of active duty members of the military who are assigned to a duty station in California and hold a current license to practice in another state, as required by [Business and Professions Code \(BPC\) section 115.5](#).

In August 2022, BCE implemented the Department of Health Care Access and Information (HCAI) health workforce data survey for licensees to complete during their electronic license renewal process, as required by [BPC section 502](#).

Through a software release on February 28, 2023, BCE updated the user dashboards for applicants and licensees, provided the ability for licensees to maintain and store their continuing education records in the system, and added a list of BCE links, resources, and direct contact information for each of BCE's units to the user dashboard. In June 2023, BCE added functionality to accept applications for temporary licensure and issue temporary licenses and satellite certificates to military spouses and partners beginning July 1, 2023, as required by [Assembly Bill 107 \(Salas, Chapter 693, Statutes of 2021\)](#).

On February 29, 2024, the PDF application submittal process and workflow were updated through a software release. BCE is currently working with OIS and the vendor to upgrade to the latest version of the Connect software, and testing of this upgrade is anticipated to begin in March 2024.

### **Legislation Affecting Licensing Program**

[Assembly Bill \(AB\) 2862 \(Gipson\)](#) **Licenses: African American applicants.** This bill was introduced on February 15, 2024, and would require boards to prioritize African American applicants seeking licenses, especially applicants who are descended from a person enslaved in the United States.

[Senate Bill \(SB\) 1067 \(Smallwood-Cuevas\)](#) **Healing arts: expedited licensure process: medically underserved area or population.** This bill was introduced on February 12, 2024, and would require each healing arts board to develop a process to expedite the licensure process by giving priority review status to the application of an applicant for a license who demonstrates that they intend to practice in a medically underserved area or serve a medically underserved population, as defined. The bill would authorize an applicant for a license to demonstrate their intent to practice in a medically underserved area or serve a medically underserved population by providing proper documentation, including, but not limited to, a letter from an employer indicating that the applicant has accepted employment and stating the start date.

## Proposed Regulations Affecting Licensing Program

### Production Phase

- 1. Licensing and Regulatory Fees (Section 100 Changes Without Regulatory Effect: Amend California Code of Regulations [CCR], Title 16, Sections 310.1, 317.1, 321, 323, 360, 362, 363, 367.5, 367.10, 370, and 371):** 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 BPC section 1006.5. This package is anticipated to be submitted to the Office of Administrative Law (OAL) in March 2024.
- 2. Addition of Licensee Telephone Numbers and Email Addresses to Board Directory (Amend CCR, Title 16, Section 303):** This proposal will implement the requirement from [SB 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 the filing of a public "address of record." The Board approved the proposed regulatory text at its April 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 May 2024.

### Concept Phase

- 3. Expedited Licensure for Applicants Enrolled in U.S. Department of Defense SkillBridge Program (Amend CCR, Title 16, Section 321):** This proposal will implement [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 beginning July 1, 2024. This proposal is being developed by staff and is planned to be presented to the Board for review and discussion at its next meeting in spring 2024.
- 4. Temporary Licensure for Military Spouses (Amend CCR, Title 16, Section 320):** This proposal will update CCR, title 16, section 320 for consistency with the provisions of [AB 107 \(Salas, Chapter 693, Statutes of 2021\)](#), which provide for temporary licensure of military spouses. This proposal is being developed by staff and is planned to be presented to the Board for review and discussion at its next meeting in spring 2024.
- 5. Approval of Chiropractic Schools and Educational Requirements (Amend CCR, Title 16, Sections 330–331.16):** This proposal will amend the regulations regarding approval of chiropractic colleges 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 be discussed by the Licensing Committee at the March 8, 2024 meeting.

6. **Chiropractic College Curriculum Requirements (Amend CCR, Title 16, Section 331.12.2 and Add CCR, Title 16, Section 331.12.3):** This proposal will update the minimum curriculum and clinical experience requirements for Board-approved chiropractic colleges. At the January 20, 2023 meeting, the Board voted to return these proposed changes to the Licensing Committee for further study and discussion. This proposal will be discussed by the Licensing Committee at the March 8, 2024 meeting.
7. **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. This proposal will be discussed by the Licensing Committee at the March 8, 2024 meeting.
8. **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. This proposal will be discussed by the Licensing Committee at the March 8, 2024 meeting.
9. **Order for Physical or Mental Examination of Applicants (Add CCR, Title 16, Section 324):** This CPEI proposal will allow the Board to order an applicant to complete a physical or mental examination when evidence exists that the applicant may be unable to practice safely due to a mental or physical condition affecting their competency. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion at a future meeting in 2024.

### Statistics

Application Type	FY 2021-22	FY 2022-23	FY 2023-24*
DC Licenses Issued	332	370	239
DC Licenses Renewed	11,714	11,703	7,706
SAT Certificates Issued	1,270	1,637	1,164
SAT Certificates Renewed	3,141	3,152	2,331
COR Certificates Issued	102	113	69
COR Certificates Renewed	1,245	1,213	839

\*As of March 1, 2024

## Strategic Plan

At the October 27, 2022 meeting, the Board adopted its [2022–2026 Strategic Plan](#). On November 29-30, 2022, and December 5, 2022, BCE staff participated in action planning sessions with DCA’s SOLID Training and Planning Solutions to identify the specific tasks and actions that staff will take to implement each objective within the strategic plan. Staff presented the action plan to the Board at the January 20, 2023 meeting.

Two objectives from the Strategic Plan have been assigned to the Licensing Committee:

**Objective 1.2:** Establish a robust, effective Licensing Committee to identify issues and increase efficiency.

Start Date: Q1 2023  
 End Date: Q3 2023

Success Measure: The completion of the action plan for all current pending licensing issues.

Task Number	Task Description	Responsible Party	Due Date	Status
1.2.1	Gather background information to educate Licensing Committee members on pending licensing issues.	Licensing Manager	Q1 2023	In Progress
1.2.2	Train Licensing Lead (staff member) as a Licensing Committee liaison (calendar, meeting agendas, etc.).	Executive Officer and Assistant Executive Officer	Q2 2023	On Hold (pending selection and hiring of Licensing Lead)  This role has been assigned to Tammi Pitto until the position has been filled.

Task Number	Task Description	Responsible Party	Due Date	Status
1.2.3	Educate Licensing Committee members on background and history of prior actions.	Executive Officer	Q2 2023 – ongoing	In Progress
1.2.4	Identify current issues, discuss possible solutions, and present recommendations to the Licensing Committee Chair.	Assistant Executive Officer	Q2 2023	In Progress
1.2.5	Staff works with the Licensing Committee Chair to create an action plan for pending and current issues identified above.	Assistant Executive Officer and Licensing Liaison	Q3 2023	On Hold (pending completion of tasks 1.2.1-1.2.4)

**Objective 1.3:** Review reciprocity requirements to minimize barriers to licensure in California.

Start Date: Q2 2023  
 End Date: Q3 2024

Success Measure: The Board has identified how they are going to minimize any potential barriers to licensure through reciprocity.

Task Number	Task Description	Responsible Party	Due Date	Status
1.3.1	Conduct an environmental scan of reciprocity requirements (BCE, other states, and other DCA healing arts boards).	Assistant Executive Officer	Q2 2023	In Progress
1.3.2	Analyze the data that has been collected.	Assistant Executive Officer	Q3 2023	In Progress



<b>Task Number</b>	<b>Task Description</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
1.3.3	Develop potential options and recommendation for the Licensing Committee on how to minimize barriers to licensure.	Assistant Executive Officer	Q3 2023	In Progress
1.3.4	Summarize environmental scan, analysis, potential options, and recommendation.	Assistant Executive Officer	Q4 2023	In Progress
1.3.5	Present findings and recommendations to the Licensing Committee.	Licensing Liaison	Q1 2024	On Hold (pending completion of environmental scan)
1.3.6	Present Licensing Committee's recommendation to the Board.	Executive Officer	Q3 2024	On Hold (pending completion of environmental scan)



**Agenda Item 4  
March 8, 2024**

**Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Requirements for Filing Places of Practice with the Board and Notifying the Public of Licensure at Practice Locations and in Mobile Settings (add California Code of Regulations [CCR], Title 16, section 303.1 and amend CCR, Title 16, section 308)**

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**Purpose of the Item**

The Committee will continue its policy discussion regarding a regulatory proposal to update the requirements for filing places of practice with the Board, including potentially replacing the existing satellite certificate with a facility permit, and implement a new requirement for notifying the public of licensure in all practice settings.

**Action Requested**

Staff will provide the Committee with a presentation outlining existing models used by other Department of Consumer Affairs (DCA) healing arts boards for regulating practice facilities and mobile settings, and potential solutions for the Committee to consider. Following the presentation, the Committee will be asked to continue the policy discussion regarding the development of this regulatory proposal.

**Background**

At the May 19, 2016 Board meeting, as part of a planned comprehensive Consumer Protection Enforcement Initiative (CPEI) regulatory package, the Board approved proposed language to amend California Code of Regulations (CCR), title 16, section 308 and add CCR, title 16, section 308.1.

This regulatory text would have required each licensee to prominently display their license in the entry area or waiting area of their principal place of business and prominently display a satellite certificate in the entry area or waiting area of the office for which it was issued at all times while treating, examining, or evaluating patients at that location. The regulations would also have exempted a licensee who is practicing in a mobile setting, such as at a health fair, a sporting event, or a patient's home, from obtaining and displaying a satellite certificate and instead, require the licensee to carry a pocket license and make it available for inspection to a representative of the Board or any member of the public immediately upon request.

The regulatory text would also have implemented a mandatory requirement for licensees to provide notice to each patient that they are licensed and regulated by the Board, including the Board's telephone number and web address, through one of the following methods:

## Places of Practice and Notification of Licensure

March 8, 2024

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1. Prominently posting a notice in an area visible to patients on the premises where the licensee provides the licensed services;
2. Including the notice in a written statement signed and dated by the patient or their representative and retained in the patient's file; or
3. Including the notice in a statement on letterhead, discharge instructions, or other documents given to a patient or their representative.

During the October 3, 2022 Licensing Committee meeting, the Committee discussed the Board's existing requirements for filing practice addresses and displaying licenses or satellite certificates at places of practice and compared those requirements to other Department of Consumer Affairs (DCA) healing arts boards. The Committee discussed how a "place of practice" is not currently defined in the Board's regulations and the filing requirements do not address temporary practice settings such as locum tenens arrangements, sporting events or fairs, mobile practices, house calls, and consultations at other facilities. Another challenge is that unless they have established a chiropractic corporation, licensees are only required to file their practice address with the Board, not the name of their practice, which makes it difficult for the Board and the public to readily access information regarding chiropractic practices.

At the August 25, 2023 meeting, the Committee engaged in a detailed policy discussion regarding the filing of places of practice with the Board and the potential for modernizing the licensure notification in all practice settings. The Committee discussed how the use of a prominently posted or displayed notice of licensure that contains the license or facility permit information and a QR code with a direct link to the licensee's or facility's public profile page on DCA Search provides both public protection and ease of access to the information in any setting. The Committee also provided input to staff on the definition of a "place of practice" and the different types of practice settings that must be included in the definition.

During this meeting, staff will provide the Committee with a presentation on existing methods used by other DCA healing arts boards to regulate fixed and mobile practice settings, along with policy questions and potential solutions for the Committee to consider. Following the presentation, the Committee will be asked to continue the policy discussion regarding this proposal.



**Agenda Item 5  
March 8, 2024**

**Review, Discussion, and Possible Recommendation Regarding Regulatory  
Proposal to Specify the Prohibited Activities for Inactive Licenses (add CCR,  
Title 16, section 310.3)**

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**Purpose of the Item**

The Committee will continue its policy discussion regarding the development of a regulation that defines the prohibited activities for holders of an inactive doctor of chiropractic license.

**Action Requested**

The Committee will be asked to discuss the draft proposed language to add California Code of Regulations (CCR), title 16, section 310.3 and provide input to staff.

**Background**

Business and Professions Code (BPC) section 700 establishes an inactive category of health professionals' licensure which is intended to allow a healing arts licensee who is not actively engaged in the practice of their profession, to maintain licensure in a nonpracticing status.

BPC section 702 prohibits an inactive licensee from: 1) engaging in any activity for which an active license or certificate is required; and 2) representing that they have an active license.

**Renewal Requirements for an Inactive Doctor of Chiropractic License**

Licensees with an inactive license are exempt from the Board's continuing education requirements but must renew their license annually and pay the same \$336 license renewal fee as those with an active license. During the renewal process, inactive licensees provide their mailing address to the Board and disclose whether they have been convicted of any crimes or had disciplinary action taken against them during the last renewal period.

To reactivate an inactive license, licensees must complete an Inactive to Active Status Application, pay the annual license renewal fee, and provide proof of completion of continuing education equivalent to that required for a single license renewal period. The Board's regulations do not allow licensees to "restore" an inactive license from forfeiture or canceled status. Instead, licensees must complete the Application for Restoration of License, provide documentation to satisfy the continuing education requirements, and pay the \$672 restoration fee.

### **Activities That Require an Active Doctor of Chiropractic License**

During the February 24, 2023 and August 25, 2023 Licensing Committee meetings, the Committee discussed how the phrase “not actively engaged in the practice,” as used within BPC section 700, is vague and does not provide clear direction to licensees on the activities that require an active doctor of chiropractic license with annual continuing education. The Committee directed staff to prepare a proposed regulatory concept to protect the public and inform licensees by listing the specific activities that cannot be performed with an inactive doctor of chiropractic license.

Based on the Committee’s input and direction, staff prepared draft regulatory language to identify the specific functions that cannot be performed by the holder of an inactive license, such as evaluations, examinations, imaging, assessments, diagnoses, interpretations, prognoses, clinical impressions, conclusions, recommendations, treatment or care plans, clinical orders, chiropractic treatment, and physiotherapy services.

At this meeting, the Committee is asked to review the draft language to add CCR, title 16, section 310.3 found within the Attachment and continue the policy discussion regarding the development of this regulation.

### **Attachment**

- Proposed Language to Add California Code of Regulations, Title 16, Section 310.3 (Conceptual Draft for Committee Discussion)

**Proposed Language to Add California Code of Regulations, Title 16, Section 310.3**

**§ 310.3. Inactive Licenses: Practice of Chiropractic Prohibited.**

The holder of an inactive doctor of chiropractic license shall not represent that they have an active license or engage in any activity for which an active license is required, including, but not limited to:

(a) Independently conducting, directing, performing, or recommending an evaluation, physical examination, or diagnostic imaging.

(b) Rendering an assessment, diagnosis, interpretation, prognosis, clinical impression, conclusion, or recommendation.

(c) Creating, directing, monitoring, or updating a treatment or care plan or clinical order.

(d) Directing, performing, or providing a chiropractic adjustment, manipulation, or technique or physiotherapy service or treatment.

Note: Authority cited: Section 4(b) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Section 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Sections 700 and 702 of the Business and Professions Code.



**Agenda Item 6  
March 8, 2024**

**Review, Discussion, and Possible Recommendation Regarding Proposal to Update the Regulations for Board Approval of Doctor of Chiropractic Degree Programs (amend CCR, Title 16, sections 330–330.16)**

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**Purpose of the Item**

The Committee will continue its policy discussion regarding the development of updates to the regulations regarding Board approval of chiropractic colleges and degree programs.

**Action Requested**

Staff will present recommended changes to the chiropractic colleges regulations that were last reviewed by the Board in 2020, and the Committee will be asked to provide input to staff on the development of this regulatory proposal.

**Background**

The Board's current requirements for approval of chiropractic colleges are contained within California Code of Regulations (CCR), title 16, sections 330 through 331.16. On July 16, 2020, the Board approved proposed language to remove many of the prescriptive requirements contained in these regulations (see Attachments 1 and 2).

Over the past year, the Board, primarily through Committee Chair Dr. Pamela Daniels, engaged in a series of discussions with the Council on Chiropractic Education (CCE) and representatives from the chiropractic colleges 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, and psychiatry, 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.

Additionally, in January 2024, CCE concluded its five-year process to review and revise the accreditation standards, and CCE adopted updated standards that will become effective in January 2025. Notable changes to the accreditation standards include:

- Aligning requirements with programmatic accreditation and reducing duplication with institutional accreditation.

## Approval of Doctor of Chiropractic Degree Programs

March 8, 2024

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- 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.

At this meeting, staff will provide the Committee with a presentation on recommended changes to the structure of the chiropractic college regulations and criteria for approval of the doctor of chiropractic degree programs. Following the presentation, the Committee will be asked to continue its policy discussion regarding this regulatory proposal and provide input on staff's recommendations.

### **Attachments**

1. Proposed Language to Amend California Code of Regulations, Title 16, Sections 330–331.16 (as Last Approved by the Board in 2020)
2. Application for New Chiropractic College Approval (Established April 2007)

### **External Resource**

- [CCE Accreditation Standards: Principles, Processes & Requirements for Accreditation, January 2025](#)



Proposed Language to Amend California Code of Regulations, Title 16,  
Sections 330–331.16 (as Last Approved by the Board in 2020)

**STATUTORY AUTHORITY (CHIROPRACTIC INITIATIVE ACT) –  
PROVIDED FOR REFERENCE ONLY AND CANNOT BE AMENDED**

**§ 4. Powers of board**

The board shall have power:

...

(b) To adopt from time to time such rules and regulations as the board may deem proper and necessary for the performance of its work, the effective enforcement and administration of this act, the establishment of educational requirements for license renewal, and the protection of the public. Such rules and regulations shall be adopted, amended, repealed and established in accordance with the provisions of Chapter 4.5 (commencing with Section 11371) of Part 1 of Division 3 of Title 2 of the Government Code as it now reads or as it may be hereafter amended by the Legislature.

...

(e) To do any and all things necessary or incidental to the exercise of the powers and duties herein granted or imposed.

(f) To determine minimum requirements for teachers in chiropractic schools and colleges.

(g) To approve chiropractic schools and colleges whose graduates may apply for licenses in this state. The following shall be eligible for approval:

(1) Any chiropractic school or college having status with the accrediting agency and meeting the requirements of Section 5 of this act and the rules and regulations adopted by the board.

(2) Any chiropractic school or college initially commencing instruction prior to the effective date of the amendments to this section approved by the electors at the November, 1976, general election, provided such school or college meets the requirements of Section 5 of this act and the rules and regulations adopted by the board and provided such school or college attains status with the accrediting agency within a

time period commencing on the effective date of this provision and ending March 1, 1980.

(3) Any chiropractic school or college initially commencing instruction subsequent to the effective date of the amendments to this section approved by the electors at the November, 1976, general election, provided such school or college meets the requirements of Section 5 of this act and the rules and regulations adopted by the board and provided such school or college attains status with the accrediting agency within a time period not exceeding three years following such commencement of instruction.

Upon submission of evidence satisfactory to the board that the accrediting agency has unreasonably denied status to a chiropractic school or college approved under paragraph (2) or (3) of this subdivision by not considering the application for status submitted by that school or college in a timely manner, by denying the application for status submitted by that school or college without good cause, or by imposing arbitrary and capricious additional requirements upon that school or college as conditions for the attainment of status, the board shall grant an extension of the time period for the attainment of status specified in the paragraph under which that school or college is approved, as it applies to that school or college, of at least six months but no more than one year. Prior to the expiration of such extension or of any additional extension the board grants, the board shall determine whether that school or college has been unreasonably denied status by the accrediting agency for any of the reasons specified in the immediately preceding sentence during the extension. Should the board determine such unreasonable denial of status during the extension has occurred, the board shall grant an additional extension of the time period for the attainment of status, as it applies to that school or college, of at least six months but no more than one year.

As used in this section, "accrediting agency" means (1) the Accrediting Commission of the Council on Chiropractic Education, other chiropractic school and college accrediting agencies as may be recognized by the United States Commissioner of Education, or chiropractic school and college accrediting agencies employing equivalent standards for accreditation as determined by the board, (2) in the event such commission ceases to exist or ceases to be recognized by such commissioner, a chiropractic school and college accrediting agency as may be designated by the board or chiropractic school and college accrediting agencies employing equivalent Standards for accreditation as determined by the board, or (3) in the event such commission ceases to exist or ceases to be recognized by such commissioner, no other such accrediting agency is recognized by such commissioner, and no such accrediting agency is acceptable to the board, the board.

As used in this section, "status" means correspondent status, status as a recognized candidate for accreditation, accredited status, or other similar status as may be adopted and used by the accrediting agency.

As used in this section, "in a timely manner" means within the time deadlines as may be established by the accrediting agency for submission of applications, consideration of applications submitted, acceptance or rejection of applications submitted, and other similar functions, as those time deadlines are interpreted by the board.

As used in this section, "without good cause" means not in accordance with rules and regulations that may be established by the accrediting agency as conditions for the attainment of status, as those rules and regulations are interpreted by the board.

As used in this section, "arbitrary and capricious additional requirements" means requirements which may be imposed by the accrediting agency as conditions for the attainment of status during the time period specified for the attainment of status by a chiropractic school or college that, in the board's judgment, cannot be satisfied within such time period or do not serve to improve the educational standards or quality of such school or college.

(h) The board may employ such investigators, clerical assistants, commissioners on examination and other employees as it may deem necessary to carry into effect the provisions of this act, and shall prescribe the duties of such employees.

(Initiative Measure, Stats. 1923, p. 1xxxix, § 4. Amended by Stats. 1947, c. 151, p. 677, § 2, adopted Nov. 2, 1948; Stats. 1970, c. 643, p. 1261, § 1; Stats. 1976, c. 263, p. 548, § 3; Stats. 1978, c. 307, p. 636, § 1.)

### **§ 5. License to Practice: Fee: Educational Requirements**

License to Practice: Fee: Educational Requirements. It shall be unlawful for any person to practice chiropractic in this state without a license so to do. Any person wishing to practice chiropractic in this state shall make application to the board 45 days prior to any meeting thereof, upon such form and in such manner as may be provided by the board. Proof of graduation from an approved chiropractic school or college, as defined in Section 4, must reach the board 15 days prior to any meeting thereof. Each application must be accompanied by a licensee fee of not more than one hundred dollars (\$100), as determined by the board. Except in the cases herein otherwise prescribed, each applicant shall present to the board at the time of making such application a diploma from a high school and a transcript of 60 prechiropractic college credits satisfactory to the board, or proof, satisfactory to the board, of education equivalent in training power to such high school and college courses.

The schedule of minimum educational requirements to enable any person to practice chiropractic in this state is as follows, except as herein otherwise provided:

Group 1	
Anatomy, including embryology and histology . . . . .	14%

Group 2 Physiology . . . . .	6%
Group 3 Biochemistry and clinical nutrition . . . . .	6%
Group 4 Pathology and bacteriology . . . . .	10%
Group 5 Public health, hygiene and sanitation . . . . .	3%
Group 6 Diagnosis, dermatology, philology and geriatrics, and radiological technology, safety, and interpretation . . . . .	18%
Group 7 Obstetrics and gynecology and pediatrics . . . . .	3%
Group 8 Principles and practice of chiropractic, physical therapy, psychiatry, and office procedures . . . . .	25%
Total . . . . .	85%
Electives . . . . .	15%

Any applicant who had matriculated at a chiropractic college prior to the effective date of the amendments to this section submitted to the electors by the 1977-1978 Regular Session on the Legislature shall meet all requirements that existed immediately prior to the effective date of those amendments but need not meet the change in requirements made by said amendments.

(Initiative Measure, Stats. 1923, p. 1xxxix, § 5. Amended by Stats. 1947, c. 151, p. 678, § 3, adopted Nov. 2, 1948; Stats. 1960, c. 14, p. 135, § 1; Stats. 1975, c. 771, p. 1791, § 1.)

## **PROPOSED REGULATORY TEXT**

The purpose of these regulations is to implement, interpret, or make specific the above statutory authority from the Chiropractic Initiative Act. The regulations must be consistent with the above sections of the Act.

### DEPARTMENT OF CONSUMER AFFAIRS **TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS**

#### **PROPOSED REGULATORY LANGUAGE** **Chiropractic College Regulations and Minimum Qualifications for Licensure as a Doctor of Chiropractic**

<b>Legend:</b> Added text is indicated with an <u>underline</u> . Deleted text is indicated by <del>strikeout</del> .
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**Amend Sections 330 through 331.16 of Division 4 of Title 16 of the California Code of Regulations to read as follows:**

#### **§ 330. Application for Approval of Chiropractic Colleges.**

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.

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. 4xxxviii). Reference: Sections 4(b), 4(e), ~~and 4(f), 4(g), and 5~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

#### **§ 330.1. Accrediting Agency.**

As used in this Article, “accrediting agency” means the Council on Chiropractic Education (or its successor organization) or other chiropractic school and college accrediting agencies employing equivalent standards for accreditation, as specified in Section 4 of the Chiropractic Initiative Act.

### **§ 331.1. Approval and Eligibility.**

(a) A school which initially meets the requirements of these ~~rules~~ regulations of the Chiropractic Initiative Act shall be first provisionally approved. No school will ~~be finally approved~~ receive final approval until a provisional program has been in operation for at least two years.

(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~~ regulations, the Chiropractic Initiative Act, 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)~~ (c) 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.

(d) No school's application shall be approved for provisional approval by the Board prior to initial accreditation by the Council on Chiropractic Education or another accrediting body approved pursuant to Section 4 of the Chiropractic Initiative Act.

(e) No school shall receive final approval prior to full accreditation by the Council on Chiropractic Education or another accrediting body approved pursuant to Section 4 of the Chiropractic Initiative Act.

### **§ 331.2. Inspection and Survey.**

(a) No school 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, and is found to be in compliance with the rules herein set forth.

(b) Each school shall permit to the Board or its authorized representatives unhampered opportunity to inspect the school'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 expense, the financial and corporate records.

### **§ 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 including 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. Records.**

~~There Each school shall be maintained a good secure system of records, showing conveniently and in detail, providing detailed information about the attendance, discipline, grades and accounts of the students, by means of from which an exact specific knowledge can be obtained regarding each student's work academic achievement. A personal file must be maintained for each student containing his the student's admission credentials, photographs and other identifying personal items. Fireproof storage must be provided for the safekeeping of records.~~

### **~~§ 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 331.6. Admissions.**

### **(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 advanced 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.).~~

Schools shall ensure any student granted admission has:

(a) Obtained a high school diploma or equivalent; and

(b) Completed the equivalent of at least 60 pre-chiropractic college credits, as required by Section 5 of the Act.

NOTE: Authority cited: Sections 4(b), and 4(g) of the Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii). Reference: Sections 4(b) and 5, Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii).

**§ ~~331.12.1~~ 331.7. Curriculum Requirements Prior to November 3, 1976.**

All applicants for the Board Examination who matriculated into a chiropractic college prior to the passage of Proposition 15 (November 3, 1976) shall fulfill the requirements of this section.

(a) Course of Study. The school shall have an established curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects. The school shall offer, and shall require for graduation, a course of not less than 4,000 academic hours extended over a period of four school terms of not less than nine months each. Such ~~course~~ curriculum shall include the minimum educational requirements set forth in Section 5 of the Act. The minimum number of hours required in the basic subjects shall be as follows:

Anatomy including embryology (minimum of 480 hours), histology (minimum of 160 hours), and dissection (minimum of 160 hours)	800 hours
Physiology	320 hours
Biochemistry, inorganic and organic chemistry	320 hours
Pathology (minimum of 280 hours), bacteriology (minimum of 160 hours), and toxicology (minimum of 40 hours)	480 hours
Public health, hygiene and sanitation, and first aid	120 hours
Diagnosis (minimum of 480 hours), pediatrics (minimum of 40 hours), psychiatry (minimum of 40 hours), dermatology, syphilology and serology (minimum of 40 hours), and X-ray (minimum of 120 hours)	720 hours
Obstetrics and gynecology	120 hours
Principles and practice of chiropractic (minimum of 960 hours), physiotherapy (minimum of 120 hours), and dietetics (minimum of 40 hours)	1,120 hours

(c) Subject Presentation. Laboratory teaching with actual student participation must be included in anatomy, dissection, histology, chemistry, physiology, bacteriology, pathology.

The classes shall be presented in a proper sequence so that the normal shall be presented first before the abnormal is to be considered (i.e., the student must learn anatomy, chemistry and physiology before he is taught pathology and diagnosis). The subject presentation should be of a nature and depth comparable to that found at State colleges in equivalent courses.

**ANATOMY:** Includes gross anatomy, dissection, embryology, and histology with particular emphasis on neurology.

**PHYSIOLOGY:** To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

**CHEMISTRY:** To include inorganic and organic chemistry, physical chemistry, the chemistry of foods, digestion and metabolism.

**PATHOLOGY AND BACTERIOLOGY:** Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

**PUBLIC HEALTH AND HYGIENE AND SANITATION:** To include sanitary and hygienic procedures, First Aid, prevention of disease and Public Health Department regulations.

**DIAGNOSIS:** To include physical, clinical, laboratory and differential diagnosis; pediatrics, geriatrics, dermatology, syphilology, psychology, psychiatry and roentgenology (technique and interpretation).

**OBSTETRICS AND GYNECOLOGY:** To include the standard routine diagnostic procedures, and clinical and laboratory examinations.

**PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE:** To include history and principles of chiropractic, spinal analysis, adjustive techniques and orthopedics.

**NUTRITION:** To include dietetics and clinical nutrition, including primary and secondary nutritional deficiencies.

**PHYSIOTHERAPY:** To include the theory, principles and use of the standard recognized physiotherapy equipment and procedures.

**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.

(d) Additional Hours and Subjects. The school, if it desires, may offer and may require for graduation, course of more than 4,000 hours. Such additional hours may be in elective subjects.

(e) Clinics. Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Said clinical experience shall include 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, dietetics and physical therapy. 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.

**§ ~~331.42.2~~ 331.8. Curriculum Requirements Prior to [Insert Date].**

All applicants for licensure who matriculated into a chiropractic college prior to [insert date] shall be required to comply with this section ~~in order~~ to qualify for a California chiropractic license.

(a) Course of Study: Every school shall have a curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects: Each applicant shall offer proof of completion of a course of instruction in a Board-approved chiropractic college of not less than 4,400 hours which includes minimum educational requirements set forth in Section 5 of the Act. The course of instruction completed by the applicant shall consist of no less than the following minimum hours, except as otherwise provided:

Group I	Anatomy, including embryology, histology and human dissection	616 hours
Group II	Physiology (must include laboratory work)	264 hours
Group III	Biochemistry, clinical nutrition, and dietetics	264 hours
Group IV	Pathology, bacteriology, and toxicology	440 hours
Group V	Public health, hygiene and sanitation, and emergency care	132 hours
Group VI	Diagnosis, including E.E.N.T. and serology, dermatology and sexually transmitted diseases, geriatrics, X-ray interpretation, and neurology	792 hours
Group VII	Obstetrics, gynecology, and pediatrics	132 hours
Group VIII	Principles and practice of chiropractic to include chiropractic technique, chiropractic philosophy, orthopedics, X-ray technique, and radiation protection	430 hours
	Clinic, including office procedure	518 hours

	Physiotherapy	120 hours
	Psychiatry	32 hours
Electives		660 hours
<i>Total</i>		<i>4,400 hours</i>

(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.

(e) Clinics: Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Such clinical experience shall include 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 and dietetics. 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 chiropractic college.

Each student shall be required to complete, as a minimum for graduation, the following:

(1) Twenty-five (25) physical examinations of which at least ten (10) are of outside (not student) patients.

A physical examination shall include an evaluation of all vital signs, case history, 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. 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.

(2) Students shall perform a minimum of two hundred and fifty (250) patient treatments (visits), including diagnostic procedures, chiropractic adjustive technique and patient evaluation.

(3) Written interpretation of at least thirty (30) different X-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.

(4) Minimum of five hundred eighteen (518) hours of practical clinical experience (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)~~, ~~4000-4(g)~~, and ~~5~~, ~~Business and Professions Code~~ ( of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxvii).

### **§ 331.9. Curriculum Requirements After [Insert Date]**

[TBD by the Licensing Committee]

Prior text: Schools shall ensure all graduates have completed the minimum educational requirements identified in Section 5 of the Chiropractic Initiative Act.

### **§ ~~331.12.3~~ 331.10. Eligibility to Take Board Examination.**

To be eligible to take the ~~Board~~ examination, as defined in Section 349, subdivision (b)(6), each applicant for licensure must furnish proof satisfactory to the Board of

meeting all other licensure requirements required by the Board.

### **~~§ 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. 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 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.~~

#### **~~§ 331.15~~ 331.11. Violations or Failure to Comply.**

~~(a) Any violation of these rules, or failure to comply with them, shall be grounds to revoke approval of any school, and to refuse approval to any school, or to any applicant.~~

~~(b) If any school 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.~~

~~Such changes include but are not limited to change in ownership of the school or its assets or noncompliance with Section 29032(a)(2) of the Education Code.~~

~~(c) In the event an approved school or a school applying for provisional approval fails to maintain or meet the required standards, the institution will be given a bill of particulars and granted 60 days to comply; in the event such corrections are not made within said time, the institution will be removed from the approved list or denied provisional approval.~~

~~(d) Institutions rejected or removed from the approved list may apply for reconsideration or reinstatement in accordance with Rule 331.~~

Violations and/or failures to comply with the accreditation standards of the Council on Chiropractic Education or other accreditation bodies approved by the Board, pursuant to Section 5 of the Chiropractic Initiative Act, regional accreditation bodies, and the rules and regulations set forth by the United States Department of Education, may be grounds for denial of an application for approval or revocation of approval by the Board.

~~§ 331.16. Definition of Board.~~

~~Whenever the Board is used in this article, it shall mean the Board of Chiropractic Examiners unless otherwise indicated.~~

## Check Sheet

### To the Application for New Chiropractic College Approval

This **Check Sheet** is intended to assist you with filing a *complete* application. All items listed that are applicable to your situation must be submitted in order to assess the Doctor of Chiropractic Program (DCP).

Falsification or misrepresentation of any item or response on this application or any attachment hereto is sufficient basis for denying approval.

#### REFERENCES

Attached to the application is a copy of the California Code of Regulations, Title 16, Article 4, regarding approved schools and qualifications of applicants. Please reference this document when completing the questions on page 2 under Board Approval. These are also available on our website at [www.chiro.ca.gov](http://www.chiro.ca.gov).

#### DOCUMENTATION

- Provide a copy of the Articles of Incorporation.
- Provide a copy of the self-study given to CCE.
- Provide a copy of the governing board's bylaws.
- Provide a copy of the college's statement regarding admission requirements in compliance with CCE standards.
- Provide a copy of the last CCE inspection report.
- Provide a copy of the college's calendar.
- Provide a copy of the college's catalogue.

Section 331.1 of the California Code of Regulations states that:

"A school which initially meets the requirements of these rules shall be first provisionally approved. No school will be finally approved until a provisional program has been in operation for at least two years. 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. 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. 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."





## Application for New Chiropractic College Approval

Please **READ** all instructions prior to completing this application. **ALL** questions on this application must be answered, and all supporting documents must be submitted as per instructions. Please type or print neatly. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application.

Please print in ink or type

<b>College Name</b>					
Name of College President _____					
Address	Number	Street	City	State	Zip Code
Telephone number (    ) _____			E-mail address: _____		
<b>COUNCIL ON CHIROPRACTIC EDUCATION (CCE) ACCREDITATION</b>					
What date was the letter of intent sent to CCE? _____					
When was your self-study completed and provided to CCE (please provide a copy)? _____					
When did the site team come to your campus to validate the self-study? _____					
List the date that the college was incorporated as a not-for-profit corporation and provide a copy of the Articles of Incorporation. _____					
List the names and addresses of your governing body members. _____ _____					
Has the CCE identified any "concerns" with the college's DC Program? If yes, please attach a copy. <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>					
When was the college awarded initial accreditation? _____					
Have there been any site visits by the Commission on Accreditation (COA) regarding a special issue of concern or a substantive change as determined by the COA? If yes, please attach a copy. <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>					
Is the college accredited by any other accrediting agency? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> If yes, give the name of the accrediting body _____					
Has the college entered into any resolutions or agreements with CCE that deviate from the COA standards? If yes, attach a copy of the agreement. <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>					
What was the date of the last CCE site visit? _____					
What is the date of the next scheduled CCE site visit? _____					

## BOARD OF CHIROPRACTIC EXAMINERS LEGAL REQUIREMENTS

In addition to being CCE accredited, new colleges must also meet specific California requirements.

Provide a detailed explanation of how the college complies with each of the following California requirements, identified by code section. Attach a separate page(s) in response to each of the following sections (the sections are attached for reference).

Section 331.3 Supervision

Section 331.4 Financial Management

Section 331.5 Records

Section 331.6 Catalog

Section 331.7 Calendar

Section 331.9 Student Faculty Ratio

Section 331.10 Faculty Organization

Section 331.11 Scholastic Regulations

Section 331.12.2 Curriculum

Section 331.13 Physical Facilities

I certify under the penalty of perjury that the foregoing information contained in this application and any attachments hereto are true and correct, and that all subjects referred to herein are contained within the established curriculum as set forth in California Code of Regulations, Title 16, Section 331.12.2. Providing false information or omitting required information may constitute grounds for denial of approval status.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print the President's Name

(affix college seal)

Est. 4/07



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DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS  
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**Agenda Item 7**  
**March 8, 2024**

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## **Public Comment for Items Not on the Agenda**

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### **Purpose of the Item**

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

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



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**Agenda Item 8**  
**March 8, 2024**

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## **Future Agenda Items**

### **Purpose of the Item**

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

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



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**Agenda Item 9**  
**March 8, 2024**

## **Adjournment**

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**Time:** \_\_\_\_\_