

**Board of Chiropractic Examiners**

2525 Natomas Park Drive, Suite 260  
Sacramento, California 95833-2931  
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CA Relay Service TT/TDD (800) 735-2929  
Consumer Complaint Hotline (866) 543-1311  
[www.chiro.ca.gov](http://www.chiro.ca.gov)



**NOTICE OF PUBLIC MEETING**  
**CONTINUING EDUCATION COMMITTEE**

October 21, 2010

10:00 a.m.

2525 Natomas Park Drive, Suite 120  
Sacramento, CA 95833

**AGENDA**

1. CALL TO ORDER
2. Approval of Minutes  
July 9, 2009
3. Strategies for Implementation of Prospective Continuing Education (CE) Regulations
4. Transition of CE Regulations from 12 to 24 Hours of Board Approved CE Requirement
5. PUBLIC COMMENT
6. FUTURE AGENDA ITEMS
7. ADJOURNMENT

**CONTINUING EDUCATION COMMITTEE**

Hugh Lubkin, D.C., Chair  
Richard Tyler, D.C.

***The Board of Chiropractic Examiners' paramount responsibility is to protect California consumers from the fraudulent, negligent, or incompetent practice of chiropractic care.***

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A quorum of the Board may be present at the Committee meeting. However, Board members who are not on the committee may observe, but may not participate or vote. Public comments will be taken on agenda items at the time the specific item is raised. The Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at [www.chiro.ca.gov](http://www.chiro.ca.gov).

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The meeting is accessible to the individuals with physical disabilities. If a person needs disability-related accommodations or modifications in order to participate in the meeting may make a request by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or email [marlene.valencia@chiro.ca.gov](mailto:marlene.valencia@chiro.ca.gov) or send a written request to the Board of Chiropractic Examiners, 2525 Natomas Park Drive, Suite 260, Sacramento, CA 95833. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

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**BOARD OF CHIROPRACTIC EXAMINERS  
MEETING MINUTES****Continuing Education Committee****July 9, 2009**

Hearing Room  
400 R Street, Room 101  
Sacramento, CA 95814

**Committee Members Present**

Hugh Lubkin, D.C., Chair  
Richard Tyler, D.C.

**Staff Present**

Brian Stiger, Executive Officer  
LaVonne Powell, Legal Council  
Linda Shaw, Staff Services Manager  
Tammi Pitto, Staff Services Analyst

**Call to Order**

Dr. Lubkin called the meeting to order at 12:40 p.m.

**Roll Call**

Dr. Tyler called the roll. All committee members were present.

Ms. Powell indicated that there are members of the public in the audience that believed this was the time to present comment on the Continuing Education regulations. Although the comment period ended July 6<sup>th</sup>, Ms. Powell and the committee agreed to let them provide comment. Dr. Lubkin asked the members of the public to come forward to make testimony.

Dr. Weltch came forward and was given confirmation that Board received the signed petition.

Dr. Thornton came forward gave his opinion on the suggested language and thought the mandatory section should be rewritten. He also provided this written comment just in case it was not received by the Board.

**Approval of November 20, 2008 Minutes**

Dr. Tyler noted a correction on the minutes. One page 2, Sherry McAllister, D.C. comment should read, "...spoke in regards to the overlapping of the courses, in Category I and II, from a provider's standpoint supported the concept that mandatory courses could be done effectively online."

**MOTION: DR. TYLER MOVED TO APPROVE THE MINUTES WITH THE CORRECTION.**

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

**VOTE: 2-0**

**MOTION CARRIED.**

**Role of the Continuing Education Committee**

Dr. Tyler commended the Executive Officer, Legal Council and Board staff. Dr. Tyler would like to have this as an agenda item at the full Board meeting to discuss the involvement of at least one Board member in the decisions about continuing education.

**Review and Approval of Continuing Education Courses**

Dr. Lubkin stated that Dr. Tyler's comments reflected this item.

**Continuing Education Course Monitoring**

Dr. Lubkin stated that the Board is actively monitoring continuing education courses.

Dr. Tyler is concerned that some non Chiropractic doctors are taking chiropractic courses and advertising that they can perform chiropractic techniques.

Ms. Powell indicated that continuing education courses are required for renewing a chiropractor's license but some other professions or a person that wishes to become a chiropractor may wish to take these courses to broaden their knowledge.

Carl Brakensiek, California Society of Industrial Medicine and Surgery (CSIMS), came forward and spoke on all the different professions that take various continuing education courses relating to the chiropractic profession.

Dr. Welch came forward and stated that one of the proposed regulations is to take courses from other profession and get the credit. Dr. Welch feels that this regulation may let each profession believe that they can expand their scope of practice based on what was taught in the educational course.

Carl Brakensiek came forward and recommended that continuing education course audits should be unannounced and not scheduled.

**Review and Approval Process of Continuing Education Providers**

Mr. Stiger indicated that this item is on the agenda due to the Board inquiring about how the review and approval process is for continuing education providers.

**Public Comment**

No comments were brought forward.

**Future Agenda Items**

No future agenda items were brought forward.

**Adjournment**

Dr. Lubkin adjourned the meeting at approximately 1:12 p.m.

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**Exhibits 3 & 4 Materials have been combined**

- Modified Proposed Regulatory Language for CE & Annual License Renewal
- CE Applications

**Board of Chiropractic Examiners**  
**Modified Proposed Regulatory Language for**  
**Continuing Education & Annual License Renewals**  
**California Code of Regulations, Title 16, Division 4, Articles 6 and 7.5**  
**(1<sup>st</sup> 15-day Comment Period)**

In order to avoid confusion and make it easier for the Board members and the public to discern the changes from the 45-day comment period to the 1<sup>st</sup> 15-day comment period, the underline and strikethrough from the original proposed language are not repeated here. Only the proposed new changes to the regulation made subsequent to the 45-day comment period are clearly indicated. Additions to the last-noticed 45-day comment period regulation text are shown below in underline. Deletions from the last-noticed 45-day comment period regulation text are shown below in strikethrough. (For purposes of comparison, copies of the prior noticed version of this regulation are available on the Board's website at <http://www.chiro.ca.gov/business/rulemaking.html> and are also available upon request.)

**Article 6. Continuing Education**

**§ 360. Continuing Education Fees.**

The following represents fees for continuing education:

- (a) Continuing Education Provider Application Fee: \$75
- (b) Biennial Continuing Education Provider Renewal Fee: \$50
- (c) Continuing Education Course Application Fee: \$50 per course. A course is defined in Section 363.

**§ 361. Continuing Education Requirements.**

(a) For purposes of Articles 6 and 7.5, "implementation date" means two years following [insert the effective date].

(b) For license renewals that expire on or after two years from [insert effective date of this regulation] the implementation date, the number of required hours of continuing education courses shall be twenty-four (24) hours of board-approved continuing education courses. For license renewals that expire prior to the implementation date, the number of required hours of continuing education courses shall be twelve (12).

(c) For license renewals that expire on or after the implementation date, Effective one year from [insert effective date of this regulation] a maximum of twelve (12) continuing education hours may be completed through distance learning as defined in Section

363.1, and authorized by the board. For license renewals that expire prior to the implementation date, a maximum of six (6) continuing education hours may be completed through distance learning as defined in Section 363.1.

(d) Any continuing education hours accumulated before [insert the effective date of this regulation] that meet the requirements in effect on the date the hours were accumulated, will be accepted by the board for license renewals.

(e) On or after the implementation date, licensees shall complete a minimum of two (2) hours in subparagraph subdivision (g)(11) – Ethics and Law, a minimum of four (4) hours in any one of, or a combination of, the courses subject areas specified in subparagraph subdivision (g)(3) – History Taking and Physical Examination Procedures, subparagraph subdivision (g)(5) – Chiropractic Adjustive Techniques or Chiropractic Manipulation Techniques, or subparagraph subdivision (g)(10) – Proper and Ethical Billing and Coding.

(f) With the exception of the mandatory hours referenced in subdivision (e), the remaining and eighteen (18) hours of additional continuing education courses requirements may be met by taking courses in any of the following subject areas matters listed in subdivision (g) or courses taken pursuant to subdivision (h). The eighteen (18) hours may include any combination of continuing education courses in subject areas specified in either subdivision (g) or approved by agencies specified in subdivision (h). By way of example, a licensee may take eight (8) hours of continuing education courses in subject areas listed in subdivision (g), that are approved by the board, and ten (10) hours of continuing education courses that are approved by the California Department of Industrial Relations, Division of Workers Compensation pursuant to subparagraph (1) of subdivision (h).

(g) Courses approved by the board shall be limited to the following subject areas:

1. Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach; the vertebral subluxation complex and somato-visceral reflexes including their relationships between disease and health; and other chiropractic theory and philosophy.
2. Instruction in basic sciences of anatomy, histology, neurology, physiology, nutrition, pathology, biochemistry and or toxicology.
3. Instruction in various basic to comprehensive history taking and physical examination procedures, including but not limited to orthopedic, neurological and general diagnosis related to evaluation of the neuro-musculoskeletal systems, and includes general diagnosis and differential diagnosis of all conditions that affect the human body.
4. Diagnostic testing procedures, interpretation and technologies that aid in differential diagnosis of all conditions that affect the human body.

5. Chiropractic adjustive techniques or chiropractic manipulation techniques.
6. Pain management theory, including, but not limited to, current trends in treatment and instruction in the physiology and anatomy of acute, sub-acute and chronic pain.
7. Physiotherapy
8. Instruction in Manipulation Under Anesthesia including the safe handling of patients under anesthesia.
9. Instruction in the aspects of special population care, including, but not limited to, geriatric, pediatric, and athletic care as related to the practice of chiropractic.
10. Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of evaluation, treatment and progress of a patient. This is not to include practice building or patient recruitment/retention or business techniques or principles that teach concepts to increase patient visits or patient fees per case.
11. Ethics and law: including but not limited to: truth in advertising; professional boundaries; mandatory reporting requirements for child abuse/neglect, elder abuse/neglect; spousal or cohabitant abuse/neglect; sexual boundaries between patient and doctors; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California.
12. Adverse event avoidance, including reduction of potential malpractice issues.
13. Pharmacology, including side effects, drug interactions and the pharmacodynamics of various commonly prescribed and over-the-counter drugs; drug reactions and interactions with herbs, vitamins and nutritional supplements; blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of drug testing strips or kits utilizing urinalysis, saliva, hair and nail clippings.
14. A licensee may earn up to a maximum of two (2) hours of continuing education credit in cardiopulmonary resuscitation, basic life support ~~and~~ or use of an automated external defibrillator.
15. Board Meeting: A licensee may earn a maximum of four (4) hours of continuing education credit per renewal period for attending a full board meeting that includes the hearing of cases related to petitioners seeking the reinstatement of revoked licenses or early termination of probationary licenses. A petitioner may not earn any continuing education hours for attending a board meeting on the same day in which said petitioner's hearing is conducted. The attendance of a licensee at a board



meeting under this subparagraph shall be monitored and confirmed by board staff designated by the Executive Officer.

16. Any of the following as related to the practice of chiropractic:

- A) Principles of practice.
- B) Wellness. (prevention, health maintenance)
- C) Rehabilitation.
- D) Public health.

(~~b~~h) With the exception of the mandatory courses specified in subdivision (~~a~~e), the remaining continuing education requirements may be met by taking continuing education courses, including distance learning, that are approved by either of the following:

- 1) The California Department of Industrial Relations, Division of Workers Compensation.
- 2) Any Healing Arts Board or Bureau within Division 2 of the Business and Professions Code or approved by any organization authorized to approve continuing education by any Healing Arts Board or Bureau in Division 2 of the Business and Professions Code.

~~(c) The licensee will be required to submit proof of attendance, including date of course, location, and number of hours attended upon request.~~

(~~d~~i) The continuing education providers and courses referenced in this subdivision (~~h~~) do not need to be approved by the Board for credit to be granted nor do they need to meet the requirements contained in Sections 362, 363, and 363.1.

### **§ 362. Continuing Education Provider Approval, Duties, and Responsibilities.**

(a) CONTINUING EDUCATION PROVIDER DENIAL AND APPEAL PROCESS: If an application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing with the Executive Officer regarding the reasons stated in the denial notification. The appeal must be filed within 30 days of the date of the denial notification.

The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within 30 days

of the date of the Executive Officer's denial notification, request a hearing before the board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the applicant. The board's decision shall be the final order in the matter.

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

(c)(1) To apply to become an approved provider, an applicant shall complete and submit a "Continuing Education Provider Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the required fee specified as provided in Section 360(a). Applications for approval shall be submitted to the board office at least 30 days prior to a scheduled board meeting. Providers with applications that are incomplete will be notified of the deficiencies in writing within three (3) weeks from the date of receipt. Complete applications will be reviewed at the scheduled board meeting and notification of the board's decision will be provided in writing within two (2) weeks following the board meeting. An existing approved Provider shall re-apply every two years from the initial approval date, using the "Continuing Education Provider Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the required fee per in section 360(b).

~~The board will not process incomplete applications nor applications that do not include the correct application fee.~~

~~(1) Providers who were approved by the board prior to the effective date of this regulation shall renew their provider status two years from [insert the effective date of this regulation] by filing the required application and fee referenced in this subsection.~~

(2) The approval of the provider shall expire two (2) years after it is issued by the board and may be renewed upon the filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).

(3) Providers who were approved by the board prior to the effective date of this regulation shall renew their provider status two years from [insert the effective date of this regulation] by filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).

(4) The board will not process incomplete applications nor applications that do not include the correct application fee.

~~(d)~~ The approval of the provider shall expire two (2) years after it is issued by the board and may be renewed upon the filing of the "Continuing Education Provider Application" form (Revision date 02/10) and fee specified in Section 360(b).

(ed) Providers shall:

- (1) Identify an individual responsible for overseeing all continuing education activities of the provider.
- (2) ~~Establish and maintain procedures for documenting completion of a course, and shall retain attendance records for four (4) years from the date of course completion, and shall p~~Provide a course roster to the board, within 30 days, upon written request. Course rosters shall include the names of all licensees, license numbers, and e-mail addresses if available. Failure to submit the roster upon written request within thirty (30) days may result in the withdrawal or denial of previous course approval and withdrawal of provider status. Providers shall maintain the course roster for four (4) years from the date of completion of the course.
- (3) Maintain course instructor curriculum vitae or resumes for four (4) years.
- (4) Disclose to prospective participants the names of the individuals or organizations, if any, who have underwritten or subsidized the course. Providers may not advertise, market, or display materials or items for sale inside the room while the actual instruction is taking place. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.
- (5) Inform the board in writing immediately of any change to the date, time or location of the course.
- (6) Provide a certificate of completion to licensees within 30 days following completion of who completed the continuing education course. Providers shall retain records of course completion for four (4) years from the date of completion and provide records of completion to the Board within thirty (30) days, upon written request. The certificate shall include the following information:
  - (A) Name and address of provider
  - (B) Course title approval number
  - (C) Date(s) and location of eCourse approval number
  - (D) Licensee name Date(s) and location of course
  - (E) Licensee name number

(F) ~~Identify the number of hours the licensees earned in continuing education.~~  
License number

(G) Printed name and signature of the provider's designated representative

(H) Number of hours the licensee earned in continuing education, including the type of mandatory hours, and whether the hours were obtained in classroom instruction or distance learning.

(fe) The Executive Officer, after notification, may withdraw approval of any continuing education provider for good cause, including, but not limited to, violations of any provision of the regulation, or falsification of information, or other substantial reason, and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within 30 days of the date of the notification. The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the provider. If the Executive Officer upholds his or her decision under this subsection, the provider may, within 30 days of the date of the Executive Officer's notification, request a hearing before the board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the provider. The board's decision shall be the final order in the matter.

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

(a) Providers must complete and submit a "Continuing Education Course Application" form (Revision date 02/10) which is hereby incorporated by reference, and pay the non-refundable application fee as provided by Section 360(c) at least 45 days prior to the date of the course. Providers shall submit and complete one application for each continuing education course being offered. The following documentation shall be submitted with each Continuing Education Course Application:

(1) An hourly breakdown of the continuing education course;

(2) A final copy of the syllabus/course schedule including seminar name, date and location of seminar, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading, disclosure of expenses underwritten or subsidized by vendors of any goods, and supplies or services;

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

(4) A curriculum vitae for each instructor including the instructor's name and address; the type of educational degree including the name of the college and year the degree was received; license information including status and name of licensing agency; certification including status and name of certifying agency; the type, location and years of practical experience; the type, location and years of teaching experience; the type, location and years of research experience; the type, location and years of other relevant experience; and the title, journal, and date of publications.

A "course" is defined as an approved program of coordinated instruction, ~~up to 12 hours in length~~, in any one of the ~~categories~~ subject areas as defined in Section 361(g) and given by an approved Provider. Once approved, a course may be given any number of times for one year following approval, with the single continuing education course fee paid one time annually by the Provider.

(b) DENIAL AND APPEAL PROCESS: If a course application is denied under this section, the applicant shall be notified in writing of the reason(s) for the denial. The applicant may request an informal hearing regarding the reasons stated in their denial notification, with the Executive Officer. The appeal must be filed within 30 days of the date of the denial notification.

The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the denied applicant. If the Executive Officer upholds a denial under this section, the applicant may, within 30 days of the date of the Executive Officer's denial notification, request a hearing before the board to appeal the denial. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request.

Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the applicant. The board's decision shall be the final order in the matter.

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

(1) No more than twelve (12) hours of continuing education credit shall be awarded to an individual licensee for coursework completed on a specific date.

(2) Each hour of Ccontinuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience ~~per every 60 minutes (1 hour)~~. Class breaks shall be at the discretion of the instructor and ~~Breaks~~ shall not count towards a course hour. Providers shall furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning and conclusion of the course each day. Furthermore, ~~a statement on the form~~ shall state that the ~~a~~ licensee is by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of

course work. Each licensee shall be responsible for signing the "sign-in sheet" at the start and conclusion of each day's coursework, and failure to do so may invalidate credit for that day's coursework. Providers shall retain sign-in sheets for four (4) years from the date of course completion and shall provide copies to the Board within thirty (30) days upon written request.

(d) The board shall not approve the following subjects for continuing education courses: financial management, income generation, practice building, collections, self-motivation, and patient recruitment.

(e) If a provider makes a ~~material~~ substantive change in content of an approved course, he or she shall notify the board as soon as possible of the changes prior to giving the course. A new application may be required as determined by the Executive Officer.

(f) The Executive Officer, after notification, may withdraw approval of any continuing education course for good cause, including, but not limited to, violations of any provision of this regulation, ~~or falsification of information or other substantial reason~~, and shall provide written notification of such action to the provider. The provider may request an informal hearing with the Executive Officer regarding the reasons for withdrawal of approval stated in the Executive Officer's notification. The appeal must be filed within 30 days of the date of the notification. The Executive Officer shall schedule the informal hearing within 30 days of receipt of the appeal request. Within 10 days following the informal hearing, the Executive Officer shall provide written notification of his or her decision to the provider. If the Executive Officer upholds his or her decision under this subsection, the provider may, within 30 days of the date of the Executive Officer's notification, request a hearing before the board to appeal the Executive Officer's decision. The Executive Officer shall schedule the requested hearing at a future board meeting but not later than 180 days following receipt of the request. Within 10 days of the hearing before the board, the Executive Officer shall provide written notification of the board's decision to the provider. The board's decision shall be the final order in the matter.

### **§363.1 Distance Learning Courses**

In addition to the applicable requirements of Sections 362 and 363, Pproviders of continuing education courses offered through distance learning formats, including, but not limited to, computer, Internet, manuals, compact disks, digital video, versatile discs, and audio and video tapes, shall meet all of the following:

(a) Disclose course instructors' curriculum vitae or resumes.

(b) Explain the appropriate level of technology required for a student licensee to successfully participate in the course.

(c) Make available technical assistance as appropriate to the format.

(d) Contain security measures to protect the learner's identity, course and related content from unauthorized access.

(e) Establish a deadline for completion.

(f) Review instructional materials annually to ensure the content is current and relevant they meet current professional standards.

(g) The continuing education provider shall notify the licensee when he or she is leaving a continuing education site and directed to a promotional or sponsored site. Course material may not endorse Mmanufacturers, distributors, or other sellers of chiropractic products or services ~~may not be endorsed into the course material.~~ Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.

#### **§ 364. Exemptions and Reduction of Requirement.**

(a) ~~The following A licensees are~~ may qualify for a full or partial exemption, entirely or in part, from the continuing education requirements of Section 361 if a licensee meets any of the criterion listed below: of these regulations.

(1) A licensee who holds a license on inactive status licentiates is not required to complete continuing education on an annual basis; however, they must provide proof of completion of the required continuing education hours prior to activating their license as specified in Section 371(f);

(2) A Nnew licentiates licensee is exempt from continuing education requirements in the year of initial licensure;

(3) An iinstructors who have has taught for one (1) year and currently teaches core curriculum courses for more than eight (8) credit hours per week at any Council on Chiropractic Education accredited college for at least six (6) months during any license renewal period year shall be exempt from continuing education.

(4) A Llicensees who teaches a board-approved continuing education course may earn one (1) hour of continuing education credit for each hour of lecture up to 24 hours per year.

(5) Notwithstanding Section 361(c), A a licensee who is unable to attend continuing education courses due to a physical disability and provides written certification from a primary health care provider may earn all 24 hours of continuing education credits for the period of the license renewal through Board-approved distance learning courses as specified defined in sSection 363.1.

(6) ~~A~~ Licensees who participates as an examiner for the entire part four portion of the National Board of Chiropractic Examiners (NBCE) examinations shall receive a maximum of six (6) hours of continuing education credit for each examination period conducted by the NBCE during the license renewal period. ~~The~~ Licensees must provide written certification from the NBCE confirming the licensee has met the requirements of this subsection.

(7) ~~An~~ Active Board Members. ~~A~~ Professional board members who ~~have~~ has served one full year on the Board of Chiropractic Examiners shall be exempt from the continuing education requirement in each year of board member service.

(8) Notwithstanding Section 361(c), ~~a~~ Licensees on active duty with a branch of the armed forces of the United States shall be permitted to take all twenty-four (24) hours of required continuing education through board-approved distance learning courses as specified defined in Section 363.1.

### **§ 365. Revoked or Suspended Licenses.**

Any person making application for reinstatement or restoration of a license which has been revoked ~~or suspended may~~ shall be required, ~~as a part of the relief granted,~~ to fulfill the continuing education requirements for each year the license was revoked and may be required to complete an approved course of continuing education, or to complete such study or training as the board ~~may require~~ deems appropriate.

### **§ 366. Continuing Education Audits.**

The Board shall conduct random audits to verify compliance with Continuing Education requirements of active licensees. Licensees shall secure and retain ~~documents~~ certificates of completion issued to them at the time of attendance of Board-approved Continuing Education courses for a period of four (4) years from their last renewal and shall forward these documents to the Board upon request.

Licensees who fail to retain ~~documents~~ certificates of completion shall obtain duplicate ~~documents~~ certificates, from Board-approved Continuing Education providers, who shall issue duplicates only to licensees whose names appear on the providers' rosters of course attendees. The ~~documents~~ certificates of completion shall be clearly marked "duplicate" and shall contain the information specified in Section 362(d)(6)~~licensees' names and license numbers, as well as providers' names, course approval numbers, dates of attendance, and hours earned.~~

Licensees who furnish false or misleading information to the Board regarding their Continuing Education hours shall be subject to disciplinary action. Providers who provide false or inaccurate verification of a licensee's participation may lose their provider status for up to ten (10) years, at the discretion of the Executive Officer. The



full board's ruling, as described in ~~s~~Section 363(b) 362(e), shall be the final order on the matter.

The board or its designee shall not be restricted from inspecting, observing, or auditing any approved chiropractic course in progress, at no charge.

The board, at its discretion, may contact attendees after a continuing education course as part of the board's auditing process to obtain information regarding the quality and content of the course.

## **Article 7.5. License Renewal Requirements**

### **§370. License Renewal Fees.**

The following represents fees for license renewals:

- (a) Annual license renewal for active and inactive licenses: \$150
- (b) License restoration for forfeited and cancelled licenses: double the annual renewal fee
- (c) Inactive to active status license renewal: same as the annual license renewal fee and a \$35 application fee

### **§371. Annual License Renewals and Restoration.**

(a) This section shall apply to non-disciplinary license renewal and restoration. Disciplinary license renewal restoration conditions are defined in Article 10 of the Initiative Act.

(b) A license shall expire annually on the last day of the licensee's birth month. For purposes of Articles 6 and 7.5, the following terms have the following meanings:

- (1) A "License in forfeiture" is a license that has not been renewed within 60 days of following its expiration date.
- (2) "Inactive license" has the meaning specified in Business and Professions Code 700.
- (3) "Cancelled license" is a license that has been expired for a period of three (3) consecutive years.
- (c) To renew an active license or inactive license, or restore a license in forfeiture, or

cancelled license, a licensee shall complete and submit either a "Renewal" form" (R1HDC), an "Inactive to Active Status Application" (Revision date 02/10), an "Application for Restoration of License" (Revision date 02/10), or a "Forfeiture Form" (D1HDC), which is incorporated by reference, and pay the appropriate fee per specified in Section 370(a) prior to the expiration date of the license, and complete the board's continuing education requirements that were in effect during the license renewal period.

(d) To renew an inactive license, a licensee shall complete and submit a "Renewal" form (R1HDC) and pay the appropriate fee specified in Section 370(a) prior to the expiration date of the license.

(e) To renew and restore a license in forfeiture, a licensee shall complete and submit a "Forfeiture Notice" form (D1HDC) and an "Application for Restoration of License" form (Revision date 02/10), which are incorporated by reference, pay the appropriate fees specified in Section 370(b) and have met one of the following continuing education requirements:

(1) Completed the board's continuing education requirements that were in effect at the time of each license renewal period;

(2) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license was expired;

(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic examination within six (6) months prior to submitting the Application for Restoration of License (Revision date 02/10).

(f) To restore an inactive license to active status, a licensee shall complete and submit an "Inactive to Active Status Application" form (Revision date 02/10), which is incorporated by reference, pay the appropriate fee specified in Section 370(c) prior to the expiration date of the license, and complete continuing education equivalent to that required for a single license renewal period.

(g) To restore a cancelled license, a licensee shall complete and submit an "Application for Restoration of License" form (Revision date 02/10), pay the appropriate fee specified in Section 370(b), and have met one of the following continuing education requirements:

(1) Completed the board's continuing education requirements that were in effect at the time of each license renewal period;

(2) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each license renewal period the license was expired;

(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes

Examination for Chiropractic examination within six (6) months prior to submitting the Application for Restoration of License (Revision date 02/10).

~~(h) To renew a license or inactive license, the renewal and restoration application and fee shall be submitted to the board prior to the expiration date of the license. The board will not process incomplete applications nor complete applications that do not include the correct fee as provided by specified in §Section 370.~~

~~(i) In addition to any other requirement for renewal or restoration of a license, a licensee shall disclose whether, since the last renewal of his or her license, he or she has been convicted of any violation of the law in this or any other state, the United States, or other country. However, licensees are not required to disclose traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances.~~

~~(b) In addition to subdivision (a), an applicant shall have met one of the following:~~

~~(1) Completed the board's continuing education requirements that were in effect at the time for each year the license was expired;~~

~~(2) Practiced in another state under an active valid license and completed all continuing education requirements for that state for each twelve (12) month period or portion thereof the license was expired;~~

~~(3) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic examination within six (6) months prior to submitting the license restoration application.~~

**§ 372. Continued Jurisdiction of a License.**

The suspension, expiration, or forfeiture by operation of law of a license issued by the board, or its suspension, or forfeiture, by order of the board or by order of a court of law, or its surrender without the written consent of the board shall not, during any period in which it may be renewed, restored, reissued, or reinstated, deprive the board of its authority to institute or continue a disciplinary proceeding against the licensee upon any ground provided by law or to enter an order suspending or revoking the license or otherwise taking disciplinary action against the licensee on any such ground.



# Check Sheet

## Continuing Education Course Application

### APPLICATION (Complete one application for each course title per year)

- Submit a complete application package including one original application with the application fee of \$50.00 and required documentation described below.

### DOCUMENTATION

- Hourly breakdown of CE course
- Final copy of syllabus/course schedule -  
[must include seminar name, seminar date/location, instructor(s) name, course description, educational objectives, teaching methods, course schedule/outline, recommended reading (if any), disclosure of expenses underwritten or subsidized by vendors of any goods, and supplies or services]
- Copy of course brochure and all other promotional material to be used
- Curriculum Vitae (CV) for each instructor -  
[must include name; address; educational degree including college and year; license information including status and name of ~~Board~~ licensing agency; certification including status and name of ~~Board~~ certifying agency; type/location/years of practice experience; type/location/years of teaching experience; type/location/years of research experience; type/location/years of other relevant experience; title/journal/date of publications]

### GENERAL INFORMATION

A course is defined in CCR § 363 as an approved program of coordinated instruction in any one of the subject areas as defined in Section 361(g) and given by an approved Provider. Once approved, a course may be given any number of times for one year following approval, with the single continuing education course fee paid one time annually by the Provider.

Course approval numbers will be assigned for all approved applications. Use this number on all correspondence, CE certificates and requests for cancellation or addition of dates or locations.

Instructor changes require prior notification to the Board with submission of a CV for that instructor.

You must immediately notify the Board of any changes that would affect the date or location of an approved course. Attach a copy of the course approval letter. ~~Dates may be added for the calendar year.~~ Topic changes are not permitted and require a new application with fees and attachments.

Providers are required to furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning and conclusion of the course each day. The sign-in sheet shall ~~also include a statement on the form stating state~~ that the a licensee is by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of coursework.

Providers shall complete and provide a certificate of completion to licensees who completed the CE course ~~in a timely manner~~ within 30 days following the ~~seminar~~ completion of the CE course. The certificate shall include the name and address of the provider, course title, course approval number, date(s) and location of the course, licensee name, licensee number, printed name and signature of the provider's designated representative, ~~and identify the number of hours the licensee earned in CE, including the type of mandatory hours and whether the hours were taken through distance learning or classroom learning.~~ DO NOT distribute blank or incomplete certificates of completion to attendees. Please DO NOT send copies of certificates of completion to the Board, unless requested to do so. A sample certificate of completion is attached to the application.

Pursuant to California Code of Regulations, Section ~~357-363~~ 363(f), the Executive Officer, after notification, may withdraw approval of any continuing education course for good cause, including, but not limited to, violations of any provision of this regulation, or falsification of information or other substantial reason, and shall provide written notification of such action to the provider.

**Board of Chiropractic Examiners**

2525 Natomas Park Drive, Suite 260  
 Sacramento, California 95833-2931  
 Telephone (916) 263-5355 FAX (916) 263-5369  
 CA Relay Service TT/TDD (800) 735-2929  
 Consumer Compliant Hotline (866) 543-1311  
 www.chiro.ca.gov



**CONTINUING EDUCATION COURSE APPLICATION**

**Must be a Board approved provider before completing this application.**

ALL questions on this application must be answered. Please submit the completed application, supporting documentation and check or money order in the amount of \$50.00 for the application fee at least 45 days prior to the first scheduled course date. Please type or print neatly. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application. Incomplete applications or applications with incorrect fees will be returned to the provider during the initial review process. Providers shall submit and complete one application for each CE course offered.

**FALSIFICATION OR MISREPRESENTATION OF ANY ITEM OR RESPONSE ON THIS APPLICATION OR ANY ATTACHMENT HERETO IS SUFFICIENT BASIS FOR DENYING COURSE APPROVAL**

Provider's Name		
Street Address		
City	State	Zip Code
Contact Person	Telephone Numbers: Residence: (    ) Business: (    )	Email Address

**COURSE TITLE/TOPICS AND HOURS** (if different topics are being taught simultaneously, approval for all hours must be obtained)

Title (Title will appear on the Board's web site.)

A) Mandatory	Number of Hours	Classroom	Distance Learning
Ethics and Law, History Taking and Physical Examination Procedures, Chiropractic Adjustive Technique or Chiropractic Manipulation Techniques, Proper and Ethical Billing and Coding			
B) Other Courses Related to Chiropractic  Philosophy of chiropractic, instruction in basic sciences, diagnostic testing procedures and differential diagnosis, pain management theory, physiotherapy, manipulation under anesthesia, special population care, adverse event avoidance, pharmacology, cardiopulmonary resuscitation, principles of practice, wellness, rehabilitation, public health			
C) Other (Describe)			

Office Use Only

Receipt No. \_\_\_\_\_ Date cashiered \_\_\_\_\_

**INSTRUCTORS\*** (if more than one instructor teaches a particular subject (team teaching), list both on the same line)

Name	* Type of Degree(s)	License No./State issued** (if applicable)	Topic of Instruction (from list A-C on front page)	Hours

\*If instructor holds a professional license, the Provider must ensure that the license is in good standing.

\*\*Indicate on a separate sheet of paper if there has ever been any disciplinary action taken against any professional license or any criminal convictions.

**TOTAL HOURS 0.00**  
(This total should match with the front page)

**COURSE DATE & LOCATION** (attach additional sheet(s) if more space is needed)

Course Date(s)	City	State

# SAMPLE CERTIFICATE

Provider's Name  
Provider's Address  
Provider's City, State and Zip Code  
Provider's Phone Number Including Area Code

Course Title  
Date of Course  
Location of Course (City/State)  
Board Approval No. CA-A-\_\_\_\_\_

I hereby verify that \_\_\_\_\_, License No. \_\_\_\_\_ has successfully completed:

Mandatory: \_\_\_\_\_ hours

Mandatory Topic: \_\_\_\_\_

Other: \_\_\_\_\_ hours

The Continuing Education hours identified above were earned through:

Distance Learning \_\_\_\_\_

Classroom Instruction \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature  
Signature of Provider's Designated Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Provider's Designated Representative



## Continuing Education Provider Application

### APPLICATION (Provider approval shall expire two years following the approval date)

- New CE Provider Applications** - Submit a complete application package including one original application with the application fee of \$75.00.
- CE Provider ~~Biannual~~ Biennial Renewal Reapplication** - Submit a complete application package including one original application with the application fee of \$50.00.

### GENERAL INFORMATION

Providers shall identify an individual responsible for overseeing all continuing education activities of the provider.

Providers ~~shall establish and maintain procedures for documenting completion of a course, and shall retain attendance records of course completion~~ for four years from the date of course completion, and shall provide a course roster or records of course completion to the board, within 30 days, upon written request. Course rosters shall include the names of all licensees, license numbers, and e-mail addresses, if available. Failure to submit the roster upon written request within 30 days may result in the withdrawal or denial of previous course approval and withdrawal of provider status.

Providers shall maintain course instructor curriculum vitae or resumes for four years.

Pursuant to California Code of Regulations, Section ~~356.5~~ 362(f), the Executive Officer, after notification, may withdraw approval of any continuing education provider for good cause, including, but not limited to, violations of any provision of this regulation, or falsification of information or other substantial reason, and shall provide written notification of such action to the provider.

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**CONTINUING EDUCATION PROVIDER APPLICATION**

ALL questions on this application must be answered. **New CE Provider Applications** - Submit a complete application package including one original application with the application fee of \$75.00. **CE Provider Biannual Biennial Renewal Reapplication** - Submit a complete application package including one original application with the application fee of \$50.00. Please type or print neatly. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application. The Board will not process incomplete applications nor applications that do not include the correct application fee. Provider approval shall expire two years following the approval date.

**FALSIFICATION OR MISREPRESENTATION OF ANY ITEM OR RESPONSE ON THIS APPLICATION OR ANY ATTACHMENT HERETO IS SUFFICIENT BASIS FOR DENYING COURSE APPROVAL**

Please check the appropriate box:

New CE Provider Application - \$75       CE Provider Biannual Biennial Renewal Reapplication - \$50

Provider's Name:

Street Address

City State Zip Code

CE Oversight Contact Person: Telephone Numbers: Email Address  
 Residence: ( )  
 Business: ( )

Name of Provider's Designated Representative: (Individual responsible for signing certificates of course completion)

**PROVIDER STATUS**

Individual       Corporation       Health Facility       University/College  
 Partnership       Professional Association       Government Agency

Office Use Only

Receipt No. \_\_\_\_\_ Date cashiered \_\_\_\_\_

(Rev. 02/10)