BOARD of CHIROPRACTIC EXAMINERS
STATE OF CALIFORNIA

State of California
Edmund G. Brown Jr., Governor

NOTICE OF TELECONFERENCE
LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING

June 7, 2016
12:30 p.m.

One or more Committee Members will participate in this meeting at the teleconference sites listed below. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Licensing, Continuing Education and Public Relations Committee at each teleconference location. The public teleconference sites for this meeting are as follows:

Teleconference Meeting Locations:

901 P Street, Suite 142A
Sacramento, CA 95814
(Board Staff)

Corey Lichtman, DC
538 Stevens Ave.
Solana Beach, CA 92075
(858) 481-1889

Heather Dehn, DC
4616 El Camino Ave, Ste B
Sacramento, CA 95821
(916) 488-0202

Dionne McClain, DC
6360 Wilshire Blvd., Ste 410
Los Angeles, CA 90048
(323) 653-1014

AGENDA

1. **Call to Order & Establishment of a Quorum**

2. **Approval of Minutes**
   April 18, 2016

3. **Review and Discussion on Possible Revisions to Sections 360-366 of Title 16 of the California Code of Regulations Regarding Continuing Education; Possible Recommendation to Full Board**

4. **Review and Discussion Regarding Social Media Statistics**

5. **Discussion and Possible Action on Creating a Consumer Publication Related to Chiropractic Training and Education Requirements**

6. **Public Comment**
   Note: 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).] Public comment is encouraged; however, if time constraints mandate, comments may be limited at the discretion of the Chair.

7. **Future Agenda Items**

8. **Adjournment**

LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE

Heather Dehn, D.C., Chair
Dionne McClain., D.C.
Corey Lichtman, D.C.

Meetings of the Board of Chiropractic Examiners' Committee are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. Public comments will be taken on agenda items at the time the specific item is raised. The Board's 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.

The meeting facilities are accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or e-mail marlene.valencia@chiro.ca.gov or send a written request to the Board of Chiropractic Examiners, 901 P Street, Suite 142A, Sacramento, CA 95814. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
April 18, 2016
901 P Street, Suite 142A
Sacramento, CA 95814

Teleconference Meeting Locations:

Board of Chiropractic Examiners 901 P Street, Ste 142A Sacramento, CA 95814 (916) 263-5355	Heather Dehn, DC 4616 El Camino Ave. Sacramento, CA 95821 (916) 488-0242	Dionne McClain, DC 6360 Wilshire Blvd., Ste 410 Los Angeles, CA 90048 (323) 653-1014	Corey Lichtman, DC 538 Stevens Ave. Solana Beach, CA 92075 (858) 481-1889

Committee Members Present
Heather Dehn, D.C., Chair
Dionne McClain, D.C.
Corey Lichtman, D.C.

Staff Present
Robert Puleo, Executive Officer
Dixie Van Allen, Staff Services Manager I
Brianna Lauziere, Staff Services Analyst
Marcus McCarther, Policy Analyst

Call to Order
Dr. Dehn called the meeting to order at 12:32 P.M.

Roll Call
Dr. McClain called roll. All Board members were present at the locations specified on the Agenda.

Approval of Minutes

MOTION: DR. MCCLAIN MOVED TO APPROVE THE MINUTES OF THE MARCH 30, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0 (DR. DEHN– AYE, DR. LICHTMAN – AYE, DR. MCCLAIN – AYE)
MOTION CARRIED

Review and Discussion of CE Provider Qualification Focus Group Results
The committee continued the review and discussion of CE provider qualification focus group results.

The next topic for discussion was apprenticeship and mentorship program.

The committee reviewed materials sent to the Board from Dr. Christine Barry and Dr. Mark Cymerint.

The committee had a discussion about the number of hours and classes that should be taught for the apprenticeship program.

Dr. Dehn asked the committee if the apprentice program should be 3 years with a minimum of 48 hours teaching.

Dr. Lichtman inquired whether the total of 48 hours was over the length of 3 years.

Mr. Puleo suggested 24 hours per year over the length of 2-3 years. Based on input from both focus groups Mr. Puleo suggested meeting somewhere in the middle with a minimum of 60 hours taught over a 3 year period.

The committee agreed on a 3 year apprenticeship with a minimum of 24 hours teaching per year.

Dr. Dehn asked the committee about guidelines for the mentorship and what are the obligations to the apprentice.

Dr. Lichtman suggested the apprentice observe and teach half of the courses. A log sheet must be kept by the mentor to keep track of teaching hours and activity.

Dr. Lichtman suggested the first year the mentor work hand in hand lecturing with the apprentice, the second year the apprentice teaches half the class, and the third year the mentor observes while the apprentice teaches the whole class.

The committee agreed that keeping a log for apprentice activity would be an effective way to track hours observed, hours taught, and participation.

Dr. McClain suggested adding a section on the log sheet for recommendation made by the mentor and recording the apprentice's skills.

Dr. Dehn summarized that the committee would like to see the mentor submit an activity log of the apprentice's hours observed and taught with an evaluation. The committee decided that the activity log should be submitted on an annual basis with recommendations from the mentor.

Mr. Puleo commented that annual evaluations give the apprentice opportunities to correct any

deficiencies.

Dr. Dehn inquired whether approved CE Providers would also be required to offer a minimum of 24 hours of courses per year.

Mr. Marcus McCarther asked Dr. Dehn about providers in rural areas that may not be able to complete 24 hours each year through the apprenticeship program.

Mr. Puleo stated the Board does not want to penalize those in rural areas and we will have to take that into consideration.

Dr. Dehn inquired whether the Board should handle disputes between providers/mentors.

Dr. McClain suggested listing obligations of mentor to apprentice in law. Business market disputes would be outside of the Boards jurisdiction.

Dr. McClain asked if the Board can track how many hours/courses CE providers teach.

Mr. Puleo will talk with Ms. Genie Mitsuhara, CE analyst, and Ms. Dixie VanAllen, Licensing Manager, about tracking CE provider courses each year.

Mr. Puleo stated there would have to be changes in the law to state the obligations of mentors and apprentices. The Board would have to specifically list the penalties for not following the obligations and determine whether the penalty is loss of mentor or provider status.

Dr. Dehn stated eligible mentors would be providers who have had years of experience teaching and the schools and associations.

Dr. McClain asked Dr. Dehn to summarize the mentor's obligations.

Dr. Dehn listed the mentor's and apprentice's obligations; activity log, annual reports/evaluations, compliance with CE standards, compliance with mentor/apprentice guidelines, completes Board application to be a mentor/apprentice.

Dr. Lichtman asked whether the law should specify when the apprentice can teach alone and when the mentor should be present.

Dr. Dehn suggested that the mentor should teach with apprentice the first year, the apprentice teaches half the courses the second year and teaches alone the third year. The committee had concerns on how to enforce these guidelines.

Dr. Lichtman believes it would be best to enforce these guidelines through annual evaluations.

Dr. Dehn stated the annual reports and course evaluations should determine the apprentice's effectiveness in teaching the courses. The mentor is responsible for providing an effective CE course that meets all of the Board's requirements.

Mr. Puleo stated the mentor should monitor a certain amount of courses each year and annual

reports should be required from both the mentor and apprentice.

Dr. McClain suggested that one the first annual evaluation form should include a written agreement the mentor and apprentice must sign stating that they have complied with the Board's police's and guidelines.

Dr. Dehn agreed that the first year the mentor should be present during the courses. However, Dr. Dehn is concerned that there will be a shortage of mentors wanting to volunteer their time if they have to be present the first year for 24 hours.

Dr. McClain suggested that the mentor be present at least 50% of the first year.

Mr. Puleo suggested that committee list this requirement in the regulation package and see what type of feedback the Board will receive. If the committee wants to have the mentor present 50% of the first year they will have to clarify that by hours because 50% could represent more depending and how much they teach each year.

Dr. Dehn suggested that the mentor be present at apprentice's courses for 100% or 24 hours in the first year and 50% or 12 hours in the second year.

The committee moved along to discuss the outcome assessments.

Dr. Dehn referred to the examples that were provided by Dr. Cymerint.

Dr. Dehn asked the committee if they want a standardized evaluation or let the provider make their own.

The committee agreed that there should be a standardized evaluation.

Dr. Dehn talked about using likert scale questions on the outcome assessment and open-ended questions such as: "What did you learn?"

Dr. Dehn mentioned adding a section at the bottom of the evaluation stating, "If you have any concerns please contact the Board" and provide the Board's email address.

Dr. Dehn stated it would be beneficial to use likert scale questions rating the course and its effectiveness, organization, and knowledge of provider.

Dr. McClain liked the idea of having a question that asked the attendee if they would be likely to take another course by this provider or recommend the course to others.

Dr. Dehn stated that every attendee must complete the evaluation form in order to receive CE credit from the course. The provider would have to keep attendance records and evaluations on file for a certain amount of time for audit purposes.

Ms. VanAllen stated that the Licensing Unit audits every 10 licensees that submit their renewal forms. We could use the same audit process for auditing CE providers.

The committee had a discussion about grandfathering existing providers.

Dr. Dehn stated the schools and associations should be grandfathered as Board approved providers.

Dr. Dehn mentioned that people who do not want to go through the apprenticeship program have the option to become providers through PACE certification.

Dr. Dehn suggested that existing CE providers that want to be grandfathered in must have taught for a minimum of 3 years at 24 hours each year and meet all CE standards.

Dr. Lichtman asked if all providers will have to re-apply.

Ms. VanAllen stated we must hold the grandfathered providers accountable to the same standards as the new providers.

Dr. Dehn summarized that the colleges, associations and PACE certified providers who meet the requirement would be eligible to be grandfathered as CE providers. Current CE providers in good standing that have taught for 3 years/24 hours per year will be required to submit proof along with a pre-certified application to be grandfathered in.

Dr. Dehn mentioned other suggestions brought up at the Focus Groups: the ability to submit anonymous comment on BCE website and eliminate the duplication of documents in CE course applications.

Dr. Dehn asked if the Board would ever be able to accept online payments and applications.

Mr. Puleo stated that the Board does not have the capability at this time.

Review and Discussion on Possible Revisions to Sections 360-366 of Title 16 of the California Code of Regulations Regarding Continuing Education; Possible Recommendation to Full Board
Agenda item #4 was used as a guide to reference current regulations for the purpose of the discussion regarding CE providers.

The committee decided to move onto agenda item #5.

Review and Discussion Regarding Proposed Outreach Publications; Possible Recommendation to Full Board
The committee reviewed the Licensee Guide brochure.

Ms. Lauziere informed the committee that information was added on page 4 about "Out-of-State Reciprocal Applicants" and "International Applicants" per the Board's request.

Dr. McClain suggested making a change to "Its Future" section on page 2, second paragraph, the last sentence to "Also, more people are becoming interested in chiropractic care, since chiropractors use nonsurgical ~~methods and do not prescribe drugs~~ and non-pharmaceutical methods of healing."

Dr. Lichtman found a spelling error on page 4, second paragraph, last sentence to the word chiropractic.

Ms. VanAllen noticed an extra space on page 4, third paragraph, first sentence between the words "in" and "the".

Mr. Puleo asked the committee to make a motion to accept the changes in the Licensee Guide and finalize the publication.

MOTION: DR. DEHN MOVED TO APPROVE THE CHANGES TO THE GUIDE TO THE CHIROPRACTIC PROFESSION.
SECOND: DR. MCCLAIN SECONDED THE MOTION
VOTE: 3-0 (DR. DEHN– AYE, DR. MCCLAIN – AYE, DR. LICHTMAN – AYE)
MOTION CARRIED

Public Comment
No public comment was made.

Future Agenda Items
Dr. Dehn would like to continue the discussion about the CE provider qualification and possible changes to the regulations. The committee scheduled the next meeting for June 7, 2016 at 12:30 p.m.

Adjournment
Dr. Dehn adjourned the meeting at 2:08 p.m.

DRAFT

§ 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.

Note: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 361. Continuing Education Requirements.

(a) For purposes of this section, "implementation date" means two years following June 8, 2011.
(b) For license renewals that expire on or after the implementation date, the number of required hours of continuing education courses shall be twenty-four (24). 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, a maximum of twelve (12) continuing education hours may be completed through distance learning as defined in Section 363.1. 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 June 8, 2011 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 subdivision (g)(11) - Ethics and Law, a minimum of four (4) hours in any one of, or a combination of, the subject areas specified in subdivision (g)(3) - History Taking and Physical Examination Procedures, subdivision (g)(5) - Chiropractic Adjustive Techniques or Chiropractic Manipulation Techniques, or subdivision (g)(10) - Proper and Ethical Billing and Coding.
(f) With the exception of the mandatory hours referenced in subdivision (e), the remaining eighteen (18) hours of additional continuing education requirements may be met by taking courses in any of the subject areas 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 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 pharmodynamics 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 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.
(h) With the exception of the mandatory courses specified in subdivision (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.
(i) The continuing education providers and courses referenced in 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.

Note: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 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 fee specified 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.
(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 June 8, 2011 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) Providers shall:
(1) Identify an individual responsible for overseeing all continuing education activities of the provider.
(2) 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 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.
(C) Course approval number.
(D) Date(s) and location of course.
(E) Licensee name.
(F) 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.
(e) 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, 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.

Note: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 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.
(b) A "course" is defined 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. A course may not consist of more than one subject area as defined in Section 361(g).
(c) 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.
(d) 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.
(e) 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 continuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience. Class breaks shall be at the discretion of the instructor and 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, the form shall state that a licensee 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.
(f) The board shall not approve the following subjects for continuing education courses: financial management, income generation, practice building, collections, self-motivation, and patient recruitment.
(g) If a provider makes a 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.
(h) 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 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.

Note: Authority cited: Sections 1000-4(b) and 1000-(4)(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 363.1. Distance Learning Courses.

In addition to the applicable requirements of Sections 362 and 363, providers 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.
(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 manufacturers, distributors, or other sellers of chiropractic products or services. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.

Note: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Section 1000-4(b) and 1000-10(a), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 364. Exemptions and Reduction of Requirement.

A licensee may qualify for a full or partial exemption, from the continuing education requirements of Section 361 if a licensee meets any of the criterion listed below:
(a) A licensee who holds a license on inactive status 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);
(b) A new licensee is exempt from continuing education requirements in the year of initial licensure;
(c) An instructor who 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.
(d) A licensee 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.
(e) Notwithstanding Section 361(c), 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 defined in Section 363.1.
(f) A licensee 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 licensee must provide written certification from the NBCE confirming the licensee has met the requirements of this subsection.
(g) An active Board Member. A professional board member who 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.

(h) Notwithstanding Section 361(c), a licensee 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 defined in Section 363.1.

Note: Authority cited: Section 1000-4(b), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 365. Revoked Licenses.

Any person making application for reinstatement or restoration of a license which has been revoked shall be required 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 deems appropriate.

Note: Authority cited: Section 1000-4(b), Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii). Reference: Sections 1000-4(b), 1000-4(e) and 1000-10, Business and Professions Code (Chiropractic Initiative Act of California Stats. 1923 p. 1xxxviii).

§ 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 certificates of completion issued to them at the time of attendance of 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 certificates of completion shall obtain duplicate certificates, from approved Continuing Education providers, who shall issue duplicates only to licensees whose names appear on the providers' rosters of course attendees. The certificates of completion shall be clearly marked "duplicate" and shall contain the information specified in Section 362(d)(6).
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 Section 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.

Note: Authority cited: Section 1000-4(b), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii). Reference: Sections 1000-4(b), 1000-4(e) and 1000-10, Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii).

Board of Chiropractic Examiners
Facebook and Twitter Statistics
2 year Progress Report

Facebook Statistics		
Category	**Data as of May 2014**	**Data as of May 2016**
Total Likes	99	229
*Account Re-activated on 5/5/2014		
Twitter Statistics		
Category	**Data as of May 2014**	**Data as of May 2016**
Number of Followers	27	88
*Account Re-activated on 5/5/2014		