

**Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
June 7, 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
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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 12:40 P.M.

Roll Call

Dr. McClain called roll. All Board members were present at the locations specified on the Agenda. Dr. Lichtman joined the meeting at 12:44 P.M.

Approval of Minutes

**MOTION: DR. MCCLAIN MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. DEHN SECONDED THE MOTION
VOTE: 2-0 (DR. DEHN- AYE, DR. MCCLAIN - AYE)
MOTION CARRIED**

Dr. Dehn moved to agenda item #5.

Review and Discussion Regarding Proposed Outreach Publications; Possible Recommendation to Full Board

Dr. Dehn asked for feedback about creating a publication that would inform the public about the education and training for doctors of chiropractic.

Dr. Dehn suggested that the Board create a pamphlet that would concentrate on the prerequisite education, grad school training and the scope of practice.

Dr. Dehn shared that she visited Palmer and found that their presentation on chiropractic education, training and scope was very informative. She thought it would be a great addition to the BCE's publications in an effort to educate the public about the qualifications for the profession.

Dr. Dehn will send Mr. Puleo the slides from Palmer as a reference for a new pamphlet.

Dr. Lichtman joined the meeting at 12:44 P.M.

Dr. Dehn would like to outline what chiropractic training consists of and the scope of practice and add a graphic showing the hours required in chiropractic education and a degree requirement comparison.

There was discussion about adding a section specifying what chiropractors can treat beyond neck and back pain.

Mr. Puleo cautioned against comparing ourselves to other professions in a publication for legal reasons.

Dr. Dehn suggested reaching out to Palmer to see what sources they used for their slides and include the date of the information in our publication.

Dr. McClain agreed that it would be a good idea to include a comparison of chiropractic hours and training with other healthcare professions to give the public a better understanding of the extent of chiropractic training.

Mr. Puleo cautioned against creating a publication that promotes the profession because the role of the Board is consumer protection. He advised that these ideas would have to be reviewed by legal counsel.

Dr. Dehn and Dr. McClain stated that they believe it is very important to educate the public on chiropractic qualification and the scope. Education of the public is a part of consumer protection.

Marcus McCarther, Policy Analyst, requested clarification on whether the expectation is for staff to draft a publication to present at the next meeting based on today's conversation.

Dr. Dehn stated that she does not expect staff to draft a publication for the next meeting. She

clarified that a licensee needs to work on the publication and volunteered to work with Ms. Brianna Lauziere, Licensing Analyst, on the publication.

Mr. Puleo asked Dr. Dehn to refer back to agenda item 2, approval of the minutes to see if Dr. Lichtman had any comments.

Mr. Lichtman had no changes and gave his vote to approve the minutes.

Review and Discussion Regarding Social Media Statistics

The committee reviewed the social media statistics.

Dr. Dehn recognized Ms. Lauziere for actively maintaining the Board's Facebook page. Posts have been frequent and the page has gained more followers.

Dr. Dehn asked the committee for suggestions on how to increase likes and followers on the Board's social media sites.

Dr. Lichtman suggested liking associations and DC school pages.

Mr. Puleo stated this would need to be run by legal first.

The committee and staff will continue to promote the Board's social media by sharing important information, dates, and events involving the Board.

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

Dr. Dehn reviewed all of the notes from previous meetings and created a list of points to go through with the committee.

Provider Credentials

Dr. Dehn summarized the options for becoming a CE provider. To become a CE provider one must be a chiropractic school, association, certified by PACE, or serve an apprenticeship. Current CE providers may have an opportunity to be grandfathered in if they meet new requirements or teach under a CE provider.

Dr. Dehn summarized the CE provider requirements. CE providers must comply with all Board regulations, have a DC consultant if provider is not a DC and provide outcome assessments after each course.

Dr. Dehn asked Mr. Puleo how long the CE providers would have to hold onto the outcome assessments for auditing purposes.

Mr. Puleo responded that CE documents should be kept for 5 years for auditing purposes.

Grandfathering Current CE Providers

Dr. Dehn summarized the requirements for grandfathering a current CE provider. To become a grandfathered CE provider, one must have no board complaints, taught CE for 3 years (24

hours per year), prove they meet the new accountability standards and complies with Board regulations and new CE guidelines.

CE Provider Requirements

Dr. Dehn inquired about what we would require of current CE providers to show they have met the new accountability CE standards for grandfathering.

Mr. Puleo advised that once the new regulations go into effect, the CE providers will have to meet the current regulations based on their prior provider history and provide documentation. Going forward, grandfathered CE providers must adhere to the new guidelines for objectives and assessments.

Ms. Laurie Isenberg, Life Chiropractic College West, asked if all providers will have to teach a minimum number of hours each year.

Mr. Puleo stated, that CE providers will have to teach a minimum of 24 hours each year.

Dr. Dehn commented that the CE providers who cannot meet the minimum requirements of 24 hours per year can still teach CE courses under another approved provider, school or association.

Mr. Puleo asked what would happen if a CE provider did not meet the 24 hour teaching requirement or let their providership lapse and what would be required to reinstate?

Dr. Dehn stated the CE provider must apply for provider status again but the committee should consider adding a grace period.

Mr. Puleo asked the committee to consider having an inactive status for up to 3 years for CE providers.

Dr. McClain suggested an inactive status of 2 years.

The committee agreed that inactive status would be available for up to 2 consecutive years.

Ms. VanAllen asked how staff would calculate the inactive status. Would inactive status go into effect when we determine they don't meet the 24 hour yearly teaching requirements or when they submit a request to go into inactive status.

Dr. Dehn suggested adding questions on the renewal form inquiring about whether the provider taught at least 24 hours each year. If no, when was the last class taught and how many hours were taught?

Mr. Puleo explained staff would have to research when they last taught 24 hours collectively to see when inactive status would begin.

Ms. Linda Shaw commented that this would be hard to monitor or enforce.

Mr. Puleo suggested requiring documentation of courses. Ms. Shaw suggested random audits.

Ms. VanAllen announced that Genie Mitsuahara, CE analyst, is creating a spreadsheet to see how many courses CE providers are teaching to determine how many hours on average CE providers are teaching.

Mr. Puleo suggested continuing the brainstorming on how to document the 24 hours per year teaching requirement for providers at a future committee meeting.

Instructor Credentials

Dr. Dehn summarized the requirements for instructors. Instructors must be a chiropractor or a licensed healthcare provider appropriate for instruction in the subject area. Only chiropractors can teach adjustive technique. Instructors must have a degree or be certified in subject area. 5 years of teaching experience may substitute for certification upon approval by the Board.

In-Person Courses Requirements

Dr. Dehn summarized in-person course requirements. In-person courses must be interactive, have Q&A, offer hands on experience if appropriate and provide references for course materials. Learning objectives and competencies must be set for each course and assessments must be completed by participants to receive course credit.

Dr. Dehn asked if webinars were considered in-person courses or distance learning because she received an email indicating that this particular webinar was credited as in-person.

Ms. VanAllen stated that this has been approved as such in the past but currently webinars are approved as distance learning courses.

Dr. Dehn asked the committee if there should be a limit on hours completed through distance learning in a day.

Mr. Puleo stated that limiting hours on distance learning courses would be problematic to enforce. Some courses have time restrictions while others can be completed at your own pace.

Distance Learning Requirements

Dr. Dehn summarized the distance learning course requirements. Quizzes are required after course material is completed. A sample quiz will be submitted with course material for approval.

Committee agreed that participants must pass the quiz with a score of 75% or higher to receive CE credit and providers must retain the quiz and records for 5 years.

Dr. Dehn also mentioned that all web based courses will require periodic check-in times.

Mentor/Apprenticeship Program

Dr. Dehn summarized requirements of the mentor. Mentors must be in good standing, complete a mentor application, comply with all CE requirements and have no blackout dates for apprentice. The mentor must co-teach with the apprentice the first year. The second year the mentor must teach at least 12 hours with the apprentice. The third year the mentor will evaluate at least 6 hours of teaching by the apprentice. The mentor will complete a yearly

evaluation on the apprentice's progress.

The committee had a discussion about apprenticeship disputes.

Mr. Puleo stated there can be an appeal process if a mentor/apprenticeship application is rejected.

Ms. Isenberg asked the committee about the financial model and inquired about whether there would be compensation for the mentor.

Mr. Puleo stated that the apprenticeship will be market driven and the fees will be up to the mentor.

Outcome Assessments

Dr. Dehn summarized the expectations for the outcome assessments. CE providers are required to give out standardized assessment forms after a course. A licensee will not receive CE credit until the assessment has been completed. CE providers must maintain all assessment forms with sign-in sheets for 5 years.

Dr. Dehn would like 10% of CE providers to be audited every year.

Dr. Dehn talked about using a likert scale to answer assessment questions.

The committee decided that a "neutral" answer in the likert scale should not be included. When answering a question, the licensee will choose from strongly agree, agree, disagree, or strongly disagree.

Dr. Dehn listed questions that could be used in the outcome assessments:

- Did the instructor adhere to the course curriculum?
- Did the instructor have adequate knowledge of the subject matter?
- I learned information/technique that I can put to use.
- The instructor had a clear and logical presentation.
- The topics were well organized and presented in a timely manner.
- I would take another course from this provider.
- Should this course be approved for future CE credit? (Your answer will not impact the credit given for this course)
- This course was beneficial.

Dr. Dehn mentioned that the assessment should include the following statement: "If you have any questions or concerns about this course or provider please email the Board at chiro.info@dca.ca.gov".

Dr. McClain left the meeting at 1:30p.m.

Dr. Dehn would like to brainstorm the appeal process and lapse in provider teaching requirement.

Ms. VanAllen requested that the committee think about and discuss specific guidelines for the mentor/apprenticeship program. The committee should list specific expectations for both the

mentor and apprentice to include in regulations.

Ms. VanAllen also asked the committee to think about the CE provider guidelines for the regulations as well as penalties for non-compliance. There also needs to be criteria for renewing and re-instating a provider status if it were revoked by the Board.

The committee had discussion about discipline taken against a CE provider: What type of discipline would take place and whether they can re-apply are questions the committee needs to look into.

Dr. Dehn suggested that the committee members come up with specific expectations for the mentor/apprentice program, CE provider application and guidelines for the next committee meeting.

Dr. Dehn asked Mr. Puleo to send an email to committee members to create a list of specific requirements for applicants and established providers, apprentice/mentors for discussion at the next meeting.

Public Comment

No public comment.

Future Agenda Items

Dr. Dehn would like to continue the discussion about CE provider qualifications and possible changes to the regulations. Committee staff will work on gathering information for our next publication.

Dr. Lichtman would like to have a discussion about standardized entrance exams for Chiropractic College.

Adjournment

Dr. Dehn adjourned the meeting at 1:58 p.m.