



## **NOTICE OF TELECONFERENCE LICENSING COMMITTEE MEETING**

### **Committee Members**

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

**The Board of Chiropractic Examiners' (Board) Licensing Committee will meet by teleconference on:**

**Friday, February 24, 2023**

**10:30 a.m. to 12:30 p.m.**

(or until completion of business)

**The Committee may take action on any agenda item.**

**Teleconference Instructions:** The Licensing Committee will hold a public meeting via Webex Events. Pursuant to the statutory provisions of Government Code section 11133, neither a public location nor teleconference locations are provided.

To access and participate in the meeting via teleconference, attendees will need to click on, or copy and paste into a URL field, the link below and enter their name, email address, and the event password, or join by phone using the access information below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m01b811410f05642a6fdb67bf76601948>

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

Webinar number: 2489 688 4557

Webinar password: BCE02242023

### **If joining by phone**

+1-415-655-0001 US Toll

Access code: 248 968 84557

Passcode: 22302242

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

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

**Note:** Members of the public may also submit written comments to the Committee on any agenda item by Tuesday, February 21, 2023. Written comments should be directed to [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov) for Committee consideration.

## **AGENDA**

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Review and Possible Approval of December 9, 2022 Committee Meeting Minutes**
- 3. Update on Board's Licensing Program**
- 4. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Collect Licensee Telephone Numbers and Email Addresses for Board Directory (Implement [Senate Bill 1434 \[Roth, Chapter 623, Statutes of 2022\]](#) by Amending California Code of Regulations [CCR], Title 16, section 303)**
- 5. Review, Discussion, and Possible Recommendation Regarding the Process for Licensure Through Reciprocity (Section 9 of the Chiropractic Initiative Act and CCR, Title 16, section 323)**
- 6. Review, Discussion, and Possible Recommendations Regarding the Renewal Requirements and Fees for Inactive Licenses (CCR, Title 16, sections 370 and 371)**
- 7. Public Comment for Items Not on the Agenda**  
Note: Members of the public may offer public comment for items not on the agenda. However, the Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).]
- 8. Future Agenda Items**  
Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]
- 9. Adjournment**

This agenda can be found on the Board's website at [www.chiro.ca.gov](http://www.chiro.ca.gov). The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast this meeting at <https://thedcapage.wordpress.com/webcasts/>. Webcast availability cannot, however, be guaranteed due to limitations on resources or other technical difficulties that may arise. The meeting will not be canceled if webcast is not

available. If you wish to participate or to have a guaranteed opportunity to observe, please attend the meeting via Webex Events.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Members of the public will not be permitted to yield their allotted time to other members of the public to make comments. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

This meeting is being held via Webex Events. The meeting is accessible to individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at:

**Telephone:** (916) 263-5355

**Email:** [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

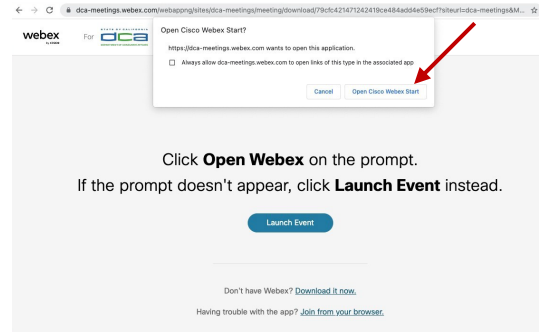
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

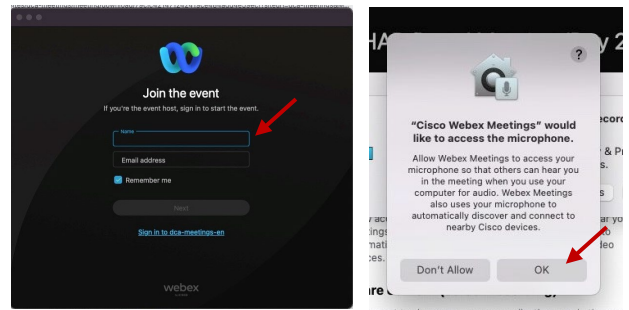
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

## If joining using the meeting link

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



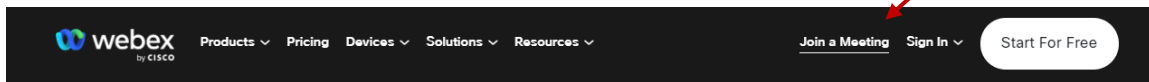
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



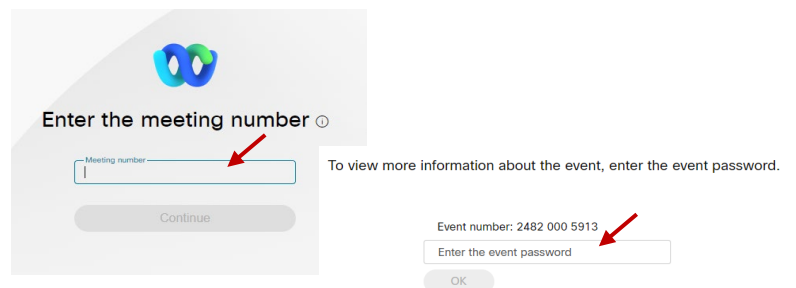
OR

## If joining from Webex.com

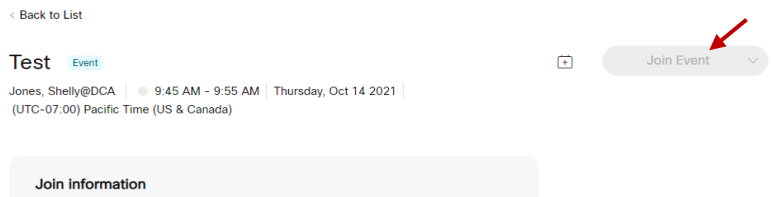
- 1 Click on "Join a Meeting" at the top of the Webex window.



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



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



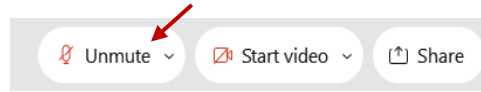
OR

## Connect via telephone\*:

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

## Microphone

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

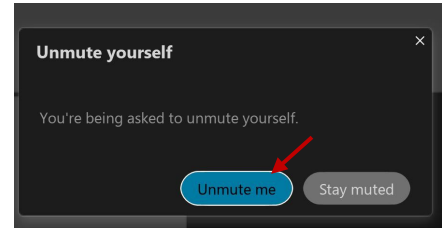


Green microphone = Unmuted: People in the meeting can hear you.



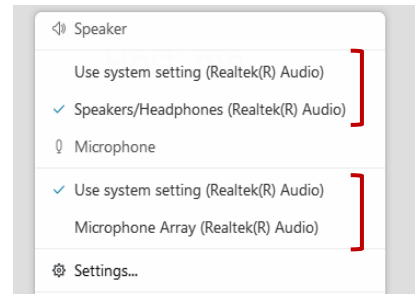
Red microphone = Muted: No one in the meeting can hear you.

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



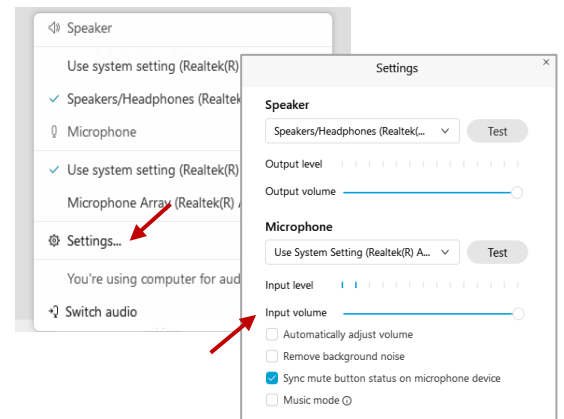
## If you cannot hear or be heard

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



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

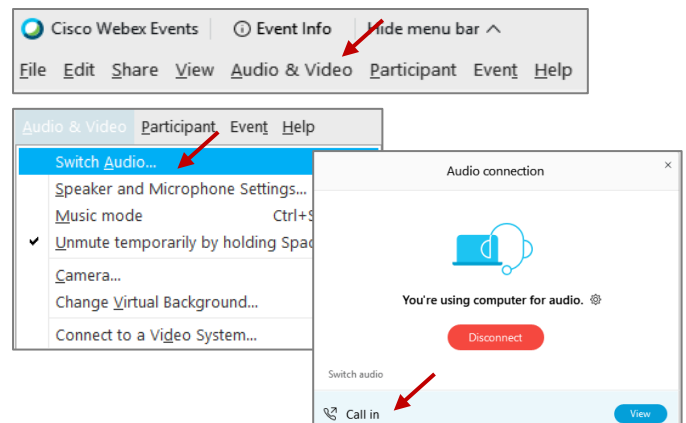
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



## Audio Connectivity Issues

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

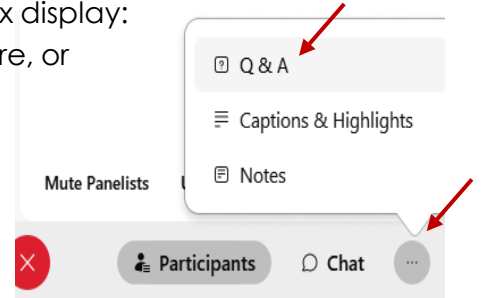
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



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

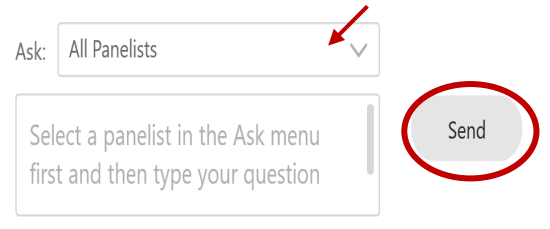
**1** Access the Q&A panel at the bottom right of the Webex display:

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



**2** In the text box:

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



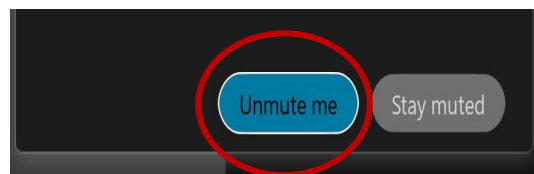
OR

If connected via telephone:

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

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

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

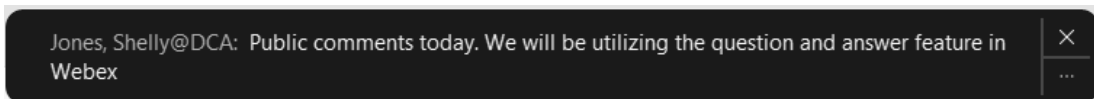


OR

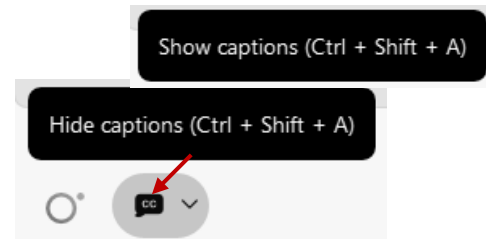
If connected via telephone:

- Press \*3 to unmute your microphone.

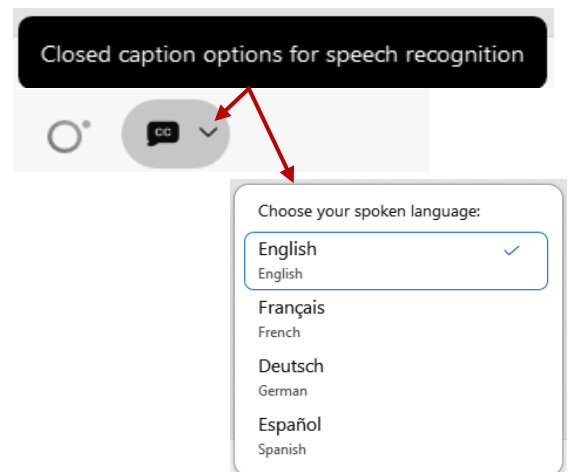
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



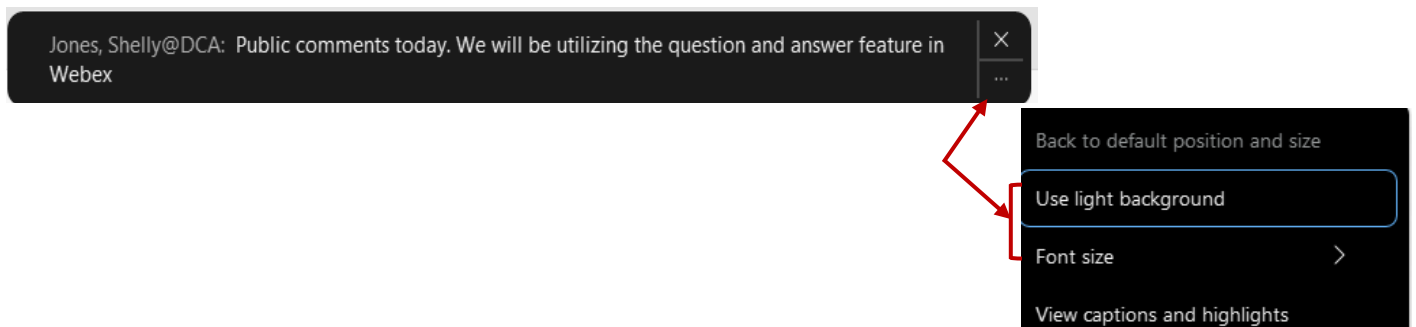
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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



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





BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS  
1625 N. Market Blvd., Suite N-327, Sacramento, CA 95834  
P (916) 263-5355 | Toll-Free (866) 543-1311 | F (916) 327-0039 | [www.chiro.ca.gov](http://www.chiro.ca.gov)



**Agenda Item 1**  
**February 24, 2023**

---

---

**Call to Order, Roll Call, and Establishment of a Quorum**

---

---

**Purpose of the Item**

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

**Committee Members**

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





**Agenda Item 2**  
**February 24, 2023**

**Review and Possible Approval of December 9, 2022 Committee Meeting Minutes**

**Purpose of the Item**

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

**Action Requested**

The Committee will be asked to make a motion to approve the December 9, 2022 Committee meeting minutes.

**Handout**

- December 9, 2022 Licensing Committee Meeting Minutes (Draft)



**Agenda Item 3**  
**February 24, 2023**

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

---

---

### **Purpose of the Item**

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

### **Action Requested**

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

### **Attachment**

- Executive Officer's February 15, 2023 Memo to Committee Members Regarding Licensing Program Activities and Statistics



# MEMORANDUM

## Agenda Item 3 Attachment

<b>DATE</b>	February 15, 2023
<b>TO</b>	Members of the Board of Chiropractic Examiners' Licensing Committee
<b>FROM</b>	Kristin Walker, Executive Officer
<b>SUBJECT</b>	<b>Update on Board's Licensing Program</b>

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

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

The following meetings have been scheduled:

- February 24, 2023 – Licensing Committee (Teleconference)
- April 20-21, 2023 – Board (Northern California)
- May 12, 2023 – Licensing Committee (Teleconference)
- July 20, 2023 – Board (Teleconference)
- August 18, 2023 – Licensing Committee (Teleconference)
- October 19-20, 2023 – Board (Southern California)

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

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

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

- Initial license applications (doctor of chiropractic and satellite certificates)
- License renewals (doctor of chiropractic and satellite certificates)
- Address changes and cancellation of satellite certificates

- Online payment for all other paper applications

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

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

BCE is currently in the maintenance and operations phase of this project and has been focusing on system enhancements to:

- Increase utilization of the system by BCE licensees
- Simplify the online renewal process for doctor of chiropractic licenses
- Make the applicant and licensee dashboards easier and more intuitive for users to navigate
- Provide the ability for licensees to maintain and store their continuing education course records in the system
- Prominently display a list of BCE links and resources and direct contact information for each of BCE's units on the user dashboard
- Fully implement cashiering functionality in the system for all business processes

These enhancements are expected to be released on February 28, 2023, and after they have been implemented, BCE will work on the development of the continuing education provider and course approval processes in the system.

### **Legislation Affecting Licensing Program**

Staff has been monitoring all bills that have been introduced during the 2023-2024 legislative session. No substantive bills that affect BCE's Licensing Program have been identified at this time; however, staff is tracking a few spot bills that could impact DCA and its boards and bureaus.

### **Proposed Regulations Affecting Licensing Program**

- 1. Licensing and Regulatory Fees (Changes Without Regulatory Effect: Amend California Code of Regulations [CCR], Title 16, Sections 310.1, 317.1, 321, 323, 360, 362, 363, 367.5, 367.10, 370, and 371):** This action under CCR, title 1, section 100 will update the licensing and regulatory fee amounts within the Board's

regulations and forms for consistency with the fee amounts codified in BPC section 1006.5. This package is planned to be submitted to the Office of Administrative Law (OAL) in February 2023.

- 2. Addition of Licensee Telephone Numbers and Email Addresses to Board Directory (Amend CCR, Title 16, Section 303):** This proposal will implement the requirement from [Senate Bill 1434 \(Roth, Chapter 623, Statutes of 2022\)](#) for the Board to include licensees' telephone numbers and email addresses in the Board's directory and clarify the requirement for the filing of a public "address of record." This proposal will be discussed by the Licensing Committee at its February 24, 2023 meeting.
- 3. Repeal Sponsored Free Health Care Events (Changes Without Regulatory Effect: Repeal CCR, Title 16, Sections 309–309.4):** This action under CCR, title 1, section 100 will repeal the Board's sponsored free health care events regulations to reflect the repeal of the underlying statutory authority for these regulatory provisions effective January 1, 2018. This package is planned to be submitted to OAL in February 2023.
- 4. Temporary Licensure for Military Spouses (Amend CCR, Title 16, Section 320):** This proposal will update CCR, title 16, section 320 for consistency with the provisions of [Assembly Bill 107 \(Salas, Chapter 693, Statutes of 2021\)](#), which provide for temporary licensure of military spouses. This proposal is being developed by staff and is planned to be presented to the Board for review and discussion at the April 21, 2023 meeting.
- 5. Approval of Chiropractic Schools and Educational Requirements (Amend CCR, Title 16, Sections 330-331.16):** This proposal will amend the regulations regarding approval of chiropractic colleges to align with the accrediting body, the Council on Chiropractic Education, and eliminate any unduly prescriptive content that could be restrictive to the evolving nature of higher education. This rulemaking package is being developed by staff.
- 6. Chiropractic College Curriculum Requirements (Amend CCR, Title 16, Section 331.12.2 and Add CCR, Title 16, Section 331.12.3):** This proposal will update the minimum curriculum and clinical experience requirements for Board-approved chiropractic colleges. At the January 20, 2023 meeting, the Board voted to return these proposed changes to the Licensing Committee for further study and discussion. Staff is compiling additional background information on this issue, and the proposal is planned to be discussed by the Licensing Committee at its May 12, 2023 meeting.
- 7. Order for Physical or Mental Examination of Applicants (Add CCR, Title 16, Section 324):** This Consumer Protection Enforcement Initiative (CPEI) proposal will allow the Board to order an applicant to complete a physical or mental examination

when evidence exists that the applicant may be unable to practice safely due to a mental or physical condition affecting their competency. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion in summer 2023.

8. **Chiropractic Practice Locations and Display of License (Amend CCR, Title 16, Sections 303, 306.3, and 308 and Add CCR, Title 16, Section 308.1):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. This proposal is being developed by staff and the Licensing Committee.

**Statistics as of February 15, 2023**

**Licenses/Certificates Issued**

Type	FY 2020-21	FY 2021-22	FY 2022-23*
Doctor of Chiropractic	269	332	224
Corporation Certificate	73	102	62
Satellite Certificate	1,136	1,270	963

**Licensing Population by Type**

Type	FY 2020-21	FY 2021-22	FY 2022-23*
Doctor of Chiropractic	12,579	12,353	12,098
Corporation	1,379	1,357	1,315
Satellite Certificate	4,194	4,390	4,287

**Years of Licensure as Doctor of Chiropractic**

Years of Licensure	Active	Active %	Inactive	Inactive %	Total	Total %
<1 Year	342	3.04%	0	0.00%	342	2.83%
1-4.99 Years	1,030	9.15%	30	3.55%	1,060	8.76%
5-9.99 Years	1,018	9.04%	56	6.64%	1,074	8.88%
10-19.99 Years	2,183	19.40%	183	21.68%	2,366	19.56%
20-29.99 Years	3,022	26.85%	223	26.42%	3,245	26.82%
30-39.99 Years	2,578	22.91%	241	28.55%	2,819	23.30%
40-49.99 Years	989	8.79%	102	12.09%	1,091	9.02%
50+ Years	92	0.82%	9	1.07%	101	0.83%
<b>Total</b>	<b>11,254</b>	<b>100.00%</b>	<b>844</b>	<b>100.00%</b>	<b>12,098</b>	<b>100.00%</b>

**Doctors of Chiropractic by County**

<b>County</b>	<b>Active</b>	<b>Active %</b>	<b>Inactive</b>	<b>Inactive %</b>	<b>Total</b>	<b>Total %</b>
<b>Alameda</b>	538	4.78%	23	2.73%	561	4.64%
<b>Alpine</b>	0	0.00%	0	0.00%	0	0.00%
<b>Amador</b>	9	0.08%	0	0.00%	9	0.07%
<b>Butte</b>	69	0.61%	4	0.47%	73	0.60%
<b>Calaveras</b>	9	0.08%	0	0.00%	9	0.07%
<b>Colusa</b>	0	0.00%	0	0.00%	0	0.00%
<b>Contra Costa</b>	324	2.88%	23	2.73%	347	3.87%
<b>Del Norte</b>	6	0.05%	0	0.00%	6	0.05%
<b>El Dorado</b>	77	0.68%	4	0.47%	81	0.67%
<b>Fresno</b>	168	1.49%	8	0.95%	176	1.45%
<b>Glenn</b>	8	0.07%	0	0.00%	8	0.07%
<b>Humboldt</b>	29	0.26%	3	0.36%	32	0.26%
<b>Imperial</b>	7	0.06%	2	0.24%	9	0.07%
<b>Inyo</b>	3	0.03%	0	0.00%	3	0.03%
<b>Kern</b>	106	0.94%	4	0.47%	110	0.91%
<b>Kings</b>	11	0.10%	0	0.00%	11	0.09%
<b>Lake</b>	14	0.12%	0	0.00%	14	0.12%
<b>Lassen</b>	2	0.02%	0	0.00%	2	0.02%
<b>Los Angeles</b>	2,703	24.02%	118	13.98%	2,821	23.32%
<b>Madera</b>	22	0.19%	1	0.12%	23	0.19%
<b>Marin</b>	148	1.32%	10	1.18%	158	1.31%
<b>Mariposa</b>	4	0.04%	0	0.00%	4	0.03%
<b>Mendocino</b>	27	0.24%	2	0.24%	29	0.24%
<b>Merced</b>	22	0.19%	2	0.24%	24	0.20%
<b>Modoc</b>	1	0.01%	0	0.00%	1	0.01%
<b>Mono</b>	4	0.04%	1	0.12%	5	0.04%
<b>Monterey</b>	99	0.88%	7	0.83%	106	0.88%
<b>Napa</b>	42	0.37%	1	0.12%	43	0.36%
<b>Nevada</b>	57	0.51%	5	0.59%	62	0.51%
<b>Orange</b>	1,377	12.24%	57	6.75%	1,434	11.86%
<b>Placer</b>	176	1.56%	13	1.54%	189	1.56%
<b>Plumas</b>	6	0.05%	0	0.00%	6	0.05%
<b>Riverside</b>	403	3.58%	27	3.20%	430	3.55%
<b>Sacramento</b>	296	2.63%	16	1.89%	312	2.58%
<b>San Benito</b>	5	0.04%	0	0.00%	5	0.04%
<b>San Bernardino</b>	328	2.91%	15	1.78%	343	2.84%

County	Active	Active %	Inactive	Inactive %	Total	Total %
San Diego	1,057	9.39%	48	5.69%	1,105	9.13%
San Francisco	243	2.16%	10	1.18%	253	2.09%
San Joaquin	115	1.02%	5	0.59%	120	0.99%
San Luis Obispo	126	1.12%	10	1.18%	136	1.12%
San Mateo	219	1.95%	6	0.71%	225	1.86%
Santa Barbara	145	1.29%	6	0.71%	151	1.25%
Santa Clara	682	6.06%	26	3.08%	708	5.85%
Santa Cruz	147	1.31%	10	1.18%	136	1.12%
Shasta	72	0.64%	4	0.47%	76	0.63%
Sierra	0	0.00%	0	0.00%	0	0.00%
Siskiyou	17	0.15%	0	0.00%	17	0.14%
Solano	75	0.67%	2	0.24%	77	0.64%
Sonoma	201	1.79%	12	1.42%	213	1.76%
Stanislaus	98	0.87%	3	0.36%	101	0.83%
Sutter	19	0.17%	0	0.00%	19	0.16%
Tehama	10	0.09%	1	0.12%	11	0.09%
Trinity	1	0.01%	0	0.00%	1	0.01%
Tulare	53	0.47%	2	0.24%	55	0.45%
Tuolumne	20	0.18%	2	0.24%	22	0.18%
Ventura	308	2.74%	14	1.66%	322	2.66%
Yolo	30	0.27%	1	0.12%	31	0.26%
Yuba	9	0.08%	0	0.00%	9	0.07%
Out of State	489	4.34%	297	35.19%	786	6.50%
Out of Country	18	0.16%	39	4.62%	57	0.47%
<b>Total</b>	<b>11,254</b>	<b>100.00%</b>	<b>844</b>	<b>100.00%</b>	<b>12,098</b>	<b>100.00%</b>

### Strategic Plan

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

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



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

Start Date: Q1 2023  
 End Date: Q3 2023

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

Task Number	Task Description	Responsible Party	Due Date	Status
1.2.1	Gather background information to educate Licensing Committee members on pending licensing issues.	Licensing Manager	Q1 2023	In Progress
1.2.2	Train Licensing Lead (staff member) as a Licensing Committee liaison (calendar, meeting agendas, etc.).	Executive Officer and Assistant Executive Officer	Q2 2023	On Hold (pending selection and hiring of Licensing Lead)  This role has been assigned to Tammi Pitto until the position has been filled.
1.2.3	Educate Licensing Committee members on background and history of prior actions.	Executive Officer	Q2 2023 – ongoing	In Progress
1.2.4	Identify current issues, discuss possible solutions, and present recommendations to the Licensing Committee Chair.	Assistant Executive Officer	Q2 2023	In Progress

Task Number	Task Description	Responsible Party	Due Date	Status
1.2.5	Staff works with the Licensing Committee Chair to create an action plan for pending and current issues identified above.	Assistant Executive Officer and Licensing Liaison	Q3 2023	On Hold (pending completion of tasks 1.2.1-1.2.4)

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

Start Date: Q2 2023

End Date: Q3 2024

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

Task Number	Task Description	Responsible Party	Due Date	Status
1.3.1	Conduct an environmental scan of reciprocity requirements (BCE, other states, and other DCA healing arts boards).	Assistant Executive Officer	Q2 2023	In Progress
1.3.2	Analyze the data that has been collected.	Assistant Executive Officer	Q3 2023	On Hold (pending completion of environmental scan)
1.3.3	Develop potential options and recommendation for the Licensing Committee on how to minimize barriers to licensure.	Assistant Executive Officer	Q3 2023	On Hold (pending completion of environmental scan)
1.3.4	Summarize environmental scan, analysis, potential options, and recommendation.	Assistant Executive Officer	Q4 2023	On Hold (pending completion of environmental scan)

<b>Task Number</b>	<b>Task Description</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
1.3.5	Present findings and recommendations to the Licensing Committee.	Licensing Liaison	Q1 2024	On Hold (pending completion of environmental scan)
1.3.6	Present Licensing Committee's recommendation to the Board.	Executive Officer	Q3 2024	On Hold (pending completion of environmental scan)



**Agenda Item 4  
February 24, 2023**

**Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Collect Licensee Telephone Numbers and Email Addresses for Board Directory (Implement [Senate Bill 1434 \[Roth, Chapter 623, Statutes of 2022\]](#) by Amending California Code of Regulations [CCR], Title 16, section 303)**

---

---

**Purpose of the Item**

The Committee will begin its review and discussion of a regulatory proposal to collect licensee telephone numbers and email addresses for inclusion in the Board's directory.

**Action Requested**

The Committee will be asked to provide feedback and direction to staff on this proposal.

**Background**

California Code of Regulations (CCR), title 16, section 303 (Filing of Addresses) currently requires each licensee to file their "proper and current place of practice address of [their] principal office" and "each and every sub office" with the Board. However, these terms are vague and not specifically defined within any statute or the Board's regulations.

The Board's sunset bill, Senate Bill (SB) 1434 (Roth, Chapter 623, Statutes of 2022), amended Business and Professions Code (BPC) section 1001 to require the Board to include the telephone number and email address of each person who holds an unforfeited and unrevoked certificate to practice chiropractic in the state of California in the Board's annual directory. BPC section 1001 also authorizes the Board to require the persons designated in that section to furnish such information as the Board may deem necessary to enable it to compile the directory.

Another statute, BPC section 27, requires the boards and bureaus within the Department of Consumer Affairs (DCA) to provide specified information regarding their licensees on the internet and prohibits the inclusion of personal information. This section requires the entities to: 1) disclose each licensee's "address of record" on the internet; and 2) allow a licensee to provide a post office box number or other alternate address as the address of record. This section also permits the entities to require a licensee who has provided a post office box or other alternative mailing address as the address of record to also provide a physical business address or residence address only for the entity's internal administrative use.

Furthermore, BPC section 136 requires each licensee within a DCA board to notify the issuing board at its principal office of any change in the person's mailing address within

30 days after the change, unless the board has specified by regulations a shorter time period.

### **Proposal to Implement SB 1434 by Amending CCR, Title 16, Section 303 (Filing of Addresses and Contact Information)**

In order to collect licensees' telephone numbers and email addresses for inclusion in the Board's directory and clarify the filing of a licensee's public "address of record," staff developed draft proposed regulatory language to amend CCR, title 16, section 303. Through this proposal, licensees would be required to file the following contact information with the Board:

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

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

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

The intent of this proposal is to summarize the general requirements for filing an address of record and contact information with the Board and differentiate these requirements from the posting of a license or certificate at each "place of practice" as required by CCR, title 16, section 308.

At this meeting, the Committee is asked to discuss this proposal and provide feedback to staff.

### **Attachments**

1. Business and Professions Code Sections 27, 136, and 1001
2. Proposed Language to Amend California Code of Regulations, Title 16, Section 303 (Draft)

**Business and Professions Code Sections 27, 136, and 1001**

**General Provisions**

**§ 27.** (a) Each entity specified in subdivisions (c), (d), and (e) shall provide on the internet information regarding the status of every license issued by that entity in accordance with the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code) and the Information Practices Act of 1977 (Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of the Civil Code). The public information to be provided on the internet shall include information on suspensions and revocations of licenses issued by the entity and other related enforcement action, including accusations filed pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code) taken by the entity relative to persons, businesses, or facilities subject to licensure or regulation by the entity. The information may not include personal information, including home telephone number, date of birth, or social security number. Each entity shall disclose a licensee's address of record. However, each entity shall allow a licensee to provide a post office box number or other alternate address, instead of the licensee's home address, as the address of record. This section shall not preclude an entity from also requiring a licensee, who has provided a post office box number or other alternative mailing address as the licensee's address of record, to provide a physical business address or residence address only for the entity's internal administrative use and not for disclosure as the licensee's address of record or disclosure on the internet.

(b) In providing information on the internet, each entity specified in subdivisions (c) and (d) shall comply with the Department of Consumer Affairs' guidelines for access to public records.

(c) Each of the following entities within the Department of Consumer Affairs shall comply with the requirements of this section:

(1) The Board for Professional Engineers, Land Surveyors, and Geologists shall disclose information on its registrants and licensees.

(2) The Bureau of Automotive Repair shall disclose information on its licensees, including auto repair dealers, smog stations, lamp and brake stations, smog check technicians, and smog inspection certification stations.

(3) The Bureau of Household Goods and Services shall disclose information on its licensees, registrants, and permitholders.

(4) The Cemetery and Funeral Bureau shall disclose information on its licensees, including cemetery brokers, cemetery salespersons, cemetery managers, crematory managers, cemetery authorities, crematories, cremated remains disposers, embalmers, funeral establishments, and funeral directors.

(5) The Professional Fiduciaries Bureau shall disclose information on its licensees.

(6) The Contractors State License Board shall disclose information on its licensees and registrants in accordance with Chapter 9 (commencing with Section 7000) of Division 3. In addition to information related to licenses as specified in subdivision (a), the board shall also disclose information provided to the board by the Labor Commissioner pursuant to Section 98.9 of the Labor Code.

(7) The Bureau for Private Postsecondary Education shall disclose information on private postsecondary institutions under its jurisdiction, including disclosure of notices to comply issued pursuant to Section 94935 of the Education Code.

(8) The California Board of Accountancy shall disclose information on its licensees and registrants.

(9) The California Architects Board shall disclose information on its licensees, including architects and landscape architects.

(10) The State Athletic Commission shall disclose information on its licensees and registrants.

(11) The State Board of Barbering and Cosmetology shall disclose information on its licensees.

(12) The Acupuncture Board shall disclose information on its licensees.

(13) The Board of Behavioral Sciences shall disclose information on its licensees and registrants.

(14) The Dental Board of California shall disclose information on its licensees.

(15) The California State Board of Optometry shall disclose information on its licensees and registrants.

(16) The Board of Psychology shall disclose information on its licensees, including psychologists and registered psychological associates.

(17) The Veterinary Medical Board shall disclose information on its licensees, registrants, and permit holders.

(d) The State Board of Chiropractic Examiners shall disclose information on its licensees.

(e) The Structural Pest Control Board shall disclose information on its licensees, including applicators, field representatives, and operators in the areas of fumigation, general pest and wood destroying pests and organisms, and wood roof cleaning and treatment.

(f) "Internet" for the purposes of this section has the meaning set forth in paragraph (6) of subdivision (f) of Section 17538.

*(Amended by Stats. 2022, Ch. 28, Sec. 1. (SB 1380) Effective January 1, 2023.)*

## **Division 1. Department of Consumer Affairs**

### **Chapter 1. The Department**

**§ 136.** (a) Each person holding a license, certificate, registration, permit, or other authority to engage in a profession or occupation issued by a board within the department shall notify the issuing board at its principal office of any change in the person's mailing address within 30 days after the change, unless the board has specified by regulations a shorter time period.

(b) Except as otherwise provided by law, failure of a licensee to comply with the requirement in subdivision (a) constitutes grounds for the issuance of a citation and administrative fine, if the board has the authority to issue citations and administrative fines.

*(Amended by Stats. 2019, Ch. 351, Sec. 34. (AB 496) Effective January 1, 2020.)*

## **Division 2. Healing Arts**

### **Chapter 2. Chiropractors**

**§ 1001.** In each year, the State Board of Chiropractic Examiners shall compile and may thereafter publish and sell a complete directory of all persons within the state who hold unforfeited and unrevoked certificates to practice chiropractic, and whose certificate in any manner authorizes the treatment of human beings for diseases, injuries, deformities, or any other physical or mental conditions.

The directory shall contain:

(a) The following information concerning each such person:

(1) The name, address, telephone number, and email of such person.

(2) The names and symbols indicating their title.

(3) The school, attendance at which qualified them for examination or admission to practice.



- (4) The date of the issuance of their certificate.
- (b) The annual report of the board for the prior year.
- (c) Information relating to other laws of this state and the United States which the board determines to be of interest to persons licensed to practice chiropractic.
- (d) Copies of opinions of the Attorney General relating to the practice of chiropractic.
- (e) A copy of the provisions of this chapter and a copy of the act cited in Section 1000.

The board may require the persons designated in this section to furnish such information as it may deem necessary to enable it to compile the directory. Every person so designated shall report immediately each and every change of residence or contact information, giving both their old and new address or contact information, as applicable.

The directory shall be evidence of the right of the persons named in it to practice unless their certificate to practice chiropractic has been canceled, suspended, or revoked. The board may collect from each person who voluntarily subscribes to or purchases a copy of the directory the cost of publication and distribution thereof, except that one copy of the directory shall be distributed without charge to each certificate holder of the board.

*(Amended by Stats. 2022, Ch. 623, Sec. 2. (SB 1434) Effective January 1, 2023.)*

**Proposed Language to Amend California Code of Regulations, Title 16,  
Section 303**

**§ 303. Filing of Addresses and Contact Information.**

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

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

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

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

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

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

NOTE: Authority cited: Section 1001 of the Business and Professions Code and Sections 1000-4(b) and 1000-4(e), Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 27, 136, and 1001 of the Business and Professions Code and Section 1000-10(a), Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

DRAFT



**Agenda Item 5  
February 24, 2023**

**Review, Discussion, and Possible Recommendation Regarding the Process for  
Licensure Through Reciprocity (Section 9 of the Chiropractic Initiative Act and  
CCR, Title 16, section 323)**

---

---

**Purpose of the Item**

The Committee will begin its review and discussion of the requirements and process for doctor of chiropractic licensure in California through reciprocity.

**Action Requested**

The Committee will be asked to provide feedback and direction to staff on this issue.

**Background**

Section 9 of the Chiropractic Initiative Act states:

“Notwithstanding any provision contained in any other section of this act, the board, upon receipt of the fee specified in Section 5, shall issue a license to any person licensed to practice chiropractic under the laws of another state, provided said state then had the same general requirements as required in this state at the time said license was issued, and provided that such other state in like manner grants reciprocal registration to chiropractic practitioners of this state.

“The applicant shall also provide a certificate from the other state stating that he was licensed by that state, that he has not been convicted of unprofessional conduct, and that there is no charge of unprofessional conduct pending against him.”

The Board’s interpretation of Section 9 of the Act was adopted into regulation through California Code of Regulations, title 16, section 323 (Attachment 1). Subdivision (h), which requires five years of chiropractic practice, was added to the regulation effective August 24, 1996.

**Current Reciprocal License Requirements**

To be eligible for licensure as a doctor of chiropractic in California through interstate reciprocity, an applicant must provide documentation to the Board demonstrating the following:

1. The applicant graduated from a Board-approved chiropractic college and completed the minimum number of hours and subjects as were required by California law at the time the applicant’s license was issued.

## Reciprocity Requirements and Process

February 24, 2023

Page 2

2. The applicant completed equivalent successful examination in each of the subjects examined in California in the same year as the applicant was issued a license in the state from which they are applying.
3. The applicant held a valid and up-to-date license in the state from which they are reciprocating.
4. The state from which the applicant is licensed will reciprocate with California.
5. The applicant has five years of chiropractic practice.

If the applicant is unable to meet these requirements, they must apply through the standard initial license application process.

Currently, the processes and requirements for licensure through both pathways are very similar, except the reciprocal license application fee is lower (\$283 vs. \$345) and reciprocity allows for licensure under prior formats of the national examination. An applicant for licensure through reciprocity must submit the same documentation as a new graduate, including:

- License Application (Attachment 2)
- Fingerprinting
- Verification of Prechiropractic Hours form (Attachment 3)
- Chiropractic College Certificate (Attachment 4)
- Official Transcripts and a Photocopy of the Diploma
- State Examination Results
- National Board of Chiropractic Examiners (NBCE) Official Transcript of Scores
- Certification of Licensure (if applicable)

In addition, the applicant must submit a Certification of Licensure and State Endorsement (Attachment 5) completed by their current licensing board.

Following the review of the application package, Board staff notifies the applicant of their eligibility to take the California Chiropractic Law Examination (CCLE). After successful completion of the CCLE and payment of the initial license fee, a license is issued to the applicant and subsequently ratified by the Board at the next regularly scheduled meeting.

### **New Issue #6 from 2022 Sunset Review (Reciprocal License Requirements)**

During the Board's [2022 Sunset Review](#), the Board was asked to consider whether the requirements for granting license reciprocity to applicants holding active licenses in other states or countries should be revised in order to attract qualified doctors of chiropractic to the state of California.

New Issue #6 states:

ISSUE #6: (RECIPROCAL LICENSE REQUIREMENTS) BCE requires applicants that hold active licenses from other states and are seeking license reciprocity in California to have completed training and evaluation equivalent to California requirements. How do California licensing requirements compare to other states? Has the BCE considered revising license reciprocity requirements for candidates holding chiropractic licenses in other states or allow reciprocity with candidates who are licensed in other countries?

### **Strategic Plan Objective Regarding Reciprocity**

The Board also discussed the issue of reciprocity during the development of its [2022–2026 Strategic Plan](#), and included Objective 1.3 to review reciprocity requirements to minimize barriers to licensure in California.

As an initial step to address New Issue #6 from Sunset Review and Strategic Plan Objective 1.3, staff is conducting an environmental scan to compare the Board's reciprocity requirements to the other state chiropractic boards and the other healing arts professions within the Department of Consumer Affairs. After completion of the environmental scan, staff will compile the findings and recommendations into a formal report on reciprocity requirements for the Committee's review. The final report is estimated to be completed by summer 2023.

At this meeting, the Committee is asked to begin its review and discussion of the requirements and process for doctor of chiropractic licensure in California through reciprocity.

### **Attachments**

1. California Code of Regulations, Title 16, Section 323
2. Application for Reciprocal License to Practice Chiropractic
3. Verification of Prechiropractic Hours Form
4. Chiropractic College Certificate Form
5. Certification of Licensure and State Endorsement Form

### **External Study on Chiropractic Licensing**

- [Occupational Licensing Study 50 State Comparison: Chiropractor](#), Pennsylvania Department of State, 2020

**California Code of Regulations, Title 16, Section 323**

**§ 323. Reciprocity. Interpretation of Section 9 of the Act.**

The board makes the following interpretation of Section 9 of the Act which states candidates for licensure are considered to have fulfilled the requirement of reciprocity if they provide the documentation required by the board showing the following:

- (a) Graduation from a board approved chiropractic college, and completion of the minimum number of hours and subjects as were required by California law at the time the applicant's license was issued.
- (b) Equivalent successful examination in each of the subjects examined in California in the same year as the applicant was issued a license in the state from which he is applying.
- (c) They must hold a valid and up-to-date license from the state from which they are reciprocating.
- (d) The state from which they are licensed will reciprocate with California.
- (e) The board reserves the right to require any additional education or examination for reciprocity.
- (f) A nonrefundable application fee of \$25.00.
- (g) A fee, as set forth in Section 5 of the Act, if licensure is granted.
- (h) Five (5) years of chiropractic practice.



## Application for Reciprocal License to Practice Chiropractic

Agenda Item 5  
Attachment 2

Before you begin, be sure to read this **IMPORTANT NOTICE** regarding licensure in California through reciprocity. In order to apply for licensure through reciprocity, applicants must first request that a Certification of Licensure and State Endorsement, from the state in which they are licensed, be sent directly to the California Board of Chiropractic Examiners (Board); specifically, page two of the Endorsement must be completed in full, signed and dated. Without an Endorsement by the state from which you are reciprocating from, you do not qualify for reciprocal licensure.

You are encouraged to review California Code of Regulations §323 for further reciprocity requirements.

Live scan services for fingerprinting are required for applicants residing in California. The live scan form may be downloaded from the Board's website. Applicants residing in other states must use the standard fingerprint cards, which are furnished by the Board upon request.

Complete the attached reciprocal application; submit it to the Board along with the required attachments and a check or money order in the amount of **\$283.00** made payable to "BOCE". This is a nonrefundable fee. An incomplete application, or one that does not result in licensure within one year from the date of receipt, is considered abandoned.

### REQUIRED ITEMS:

The following items are required to complete your application for reciprocal licensure:

- Certification of Licensure and State Endorsement (completed by your current State Board)
- Application form (with current photograph) and appropriate fees
- If you live out-of-state, you must submit rolled fingerprints on fingerprint cards along with a processing fee of **\$49.00**
- Verification of Prechiropractic Hours form; Chiropractic College Certificate form; official transcripts; and photocopy of diploma from chiropractic college. (Must come directly from chiropractic college.)
- Official certification of licensure from any other state where you hold or have held a chiropractic license.
- Examination results showing equivalent successful examination in each of the subjects examined in California in the same year as you were issued a license in the state from which you are applying
- National Board of Chiropractic Examiners (NBCE) official transcript of scores. ( *Must be sent directly from the NBCE*).





## RECIPROCAL APPLICATION FOR A CHIROPRACTIC LICENSE

**READ** all instructions prior to completing this application. **ALL** questions on this application must be answered, and all supporting documents must be submitted as per instructions. When space provided is insufficient, attach additional sheet(s) of paper. All attachments are considered part of the application. If you are an out-of-state applicant, contact our office for the required fingerprint cards. Standard processing time is three to five months.

**Application Processing Fee is \$25.00.** The fee is non-refundable. Make your check payable to "BOCE".

### ALL APPLICANTS ARE REQUIRED TO TAKE AND PASS THE CALIFORNIA LAW & PROFESSIONAL PRACTICES EXAM

Type or print clearly.

NAME: Last			First			Middle		
Other names you have used (include maiden name):								
ADDRESS: Number and Street (will be released to the public once you are licensed UNLESS you update with a practice address)								
City			State			Zip Code		
Telephone Number (include area code) Home:			Driver's License Number / State			Sex:		
Work:			Expiration Date:			<input type="checkbox"/> Female <input type="checkbox"/> Male		
Date of Birth:			Social Security Number:			Are you a U.S. citizen?		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		

### EDUCATIONAL BACKGROUND

Name of High School	Location (City, State)	Date of Graduation or GED earned
---------------------	------------------------	----------------------------------

### List all undergraduate schools attended

Dates Attended		Name of college or university (no abbreviations or acronyms)	Location	Date and Degree Earned
From	To			

### Chiropractic college/s attended:

Dates Attended		Name of Chiropractic College	Location	Date and Degree Earned
From	To			

**Which state are you reciprocating from?** \_\_\_\_\_  
 (Be sure this state has completed our *Certification of Licensure and State Endorsement* form)

<b>FOR OFFICE USE ONLY</b>
Cashiered Date: _____
Amount Rec'd: _____

1. Have you ever filed an application for chiropractic examination or licensure in California?  Yes  No  
 If "Yes", please give the year and outcome of the previous application:

2. Have you ever been licensed to practice chiropractic in any state, province or territory?  Yes  No

Jurisdiction	License Number	Date of Issuance	Dates of Practice

If "Yes", have each chiropractic agency submit license verification to the CA Board of Chiropractic Examiners

3. Do you hold any other professional license in any state, province or territory?  Yes  No  
 If yes: Profession: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_ Lic #: \_\_\_\_\_

Has this license ever been revoked or subject to discipline?  Yes  No

**If you answer "Yes" to questions 4 through 10, provide official documentation regarding the matter in addition to your written personal explanation. If these documents are not provided with the application, they will be requested before your application can be processed.**

4. Have you ever withdrawn from, or been suspended, dismissed or expelled from a chiropractic college OR have you ever taken a leave of absence?  Yes  No

5. Have you ever been charged with, or been found to have committed, unprofessional conduct, professional incompetence, gross negligence, or repeated negligent acts or malpractice by any licensing board, or other agency, or hospital?  Yes  No

6. Has any disciplinary action ever been filed or taken, including but not limited to, informal or confidential discipline, consent orders, or letters or warning, regarding any healing arts license which you now hold or have ever had?  Yes  No

7. Is any such action as described above pending?  Yes  No

8. Has a claim or action for damages ever been filed against you in the course of the practice of chiropractic or any other healing art which resulted in malpractice settlement, judgement, or arbitration award of over \$3,000.00?  Yes  No

9. Have you ever been denied a license, permission to practice chiropractic or any other healing art, or denied permission to take an examination in any state, territory, country, or U.S. federal jurisdiction, or is any such action pending?  Yes  No

10. Have you ever voluntarily surrendered a license to practice chiropractic or any other healing art in this or any other state, or is any such action pending?  Yes  No

11. Do you have any condition which in any way impairs or limits your ability to practice chiropractic with reasonable skill and safety, including but not limited to, any of the following?  Yes  No

If "Yes", check the appropriate box(es):

- A condition which required admission to an inpatient psychiatric treatment facility
- Alcohol or chemical substance dependency or addiction
- Emotional, mental or behavioral disorder
- Other (explain): \_\_\_\_\_

Applicant Initial Here

## SPECIAL ACCOMMODATIONS

12. Do you have a disability or impairment for which you may need assistance during the written California Law & Professional Practice Examination?  Yes  No

*If "Yes", describe the nature of your disability and the accommodations you are requesting?*

Attach the following:

- Current documentation from a doctor, psychologist, psychiatrist, or other appropriate professional certifying you disability

## PHOTOGRAPH AND PERSONAL IDENTIFICATION

Attach a current photograph of yourself in the space provided. The picture should have been taken no longer than 6 months ago.

Attach photograph here.

No larger than the box.

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Physical marks, scars, or tattoos:  
\_\_\_\_\_

Applicant Initial Here

**NOTICE: Falsification or misrepresentation of any item or response on this application or any attachment hereto is a sufficient basis for denying or revoking a license.**

## **Application Declaration / Signature**

*I hereby certify under penalty of perjury under the laws of the State of California to the truth and accuracy of the foregoing information contained on this application, including any attachments. I also certify that I personally completed this application and have read the instructions.*

Signature of Applicant: \_\_\_\_\_  
(Please Sign Full Name, not initials)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_  
MONTH YEAR

Mail your application, attachments and fees to:

State of California  
Board of Chiropractic Examiners  
1625 N. Market Blvd., Ste N-327  
Sacramento, California 95834  
916-263-5355

### **INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by the Board of Chiropractic Examiners, 901 P Street, Suite 142A Sacramento, CA 95814, Executive Officer, (916) 263-5355, in accordance with Section 5 of the Chiropractic Initiative Act of California and Sections 331.12.1 and 331.12.2 of Article 4 of Title 16, California Code of Regulations. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your social security number is mandatory and collection is authorized by §30 of the Business and Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. Each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.





Clinical Experience	Minimum Hours Required	Hours Completed by Applicant
1) Physical Examinations	25 (10 NOT student patients)	
2) Urinalysis	25	
3) CBC's	20	
4) Blood chemistries	10	
5) X-ray examinations	30	
6) Proctological examinations	10	
7) Gynecological examinations	10	
8) Patient treatments including diagnostic, adjustive technique, and patient evaluation	250	
9) Written interpretation of X-ray (film or slide)	30	
10) Practical clinical experience hours	518	
11) Physiotherapy procedures performed by the student on their own clinic patients	30	

### Certification

I hereby certify that I am in possession and control of the records of students' attendance of the \_\_\_\_\_ Chiropractic College and said records disclose that the aforementioned student entered this institution on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and graduated on the day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, completing \_\_\_\_\_ school terms of \_\_\_\_\_ months resident student enrollment. This student completed the hours documented on the table above. These hours include resident and transfer credit granted toward the degree of Doctor of Chiropractic. I hereby certify that the information provided is true, correct and complete to the best of my knowledge.

Only the Registrar or a chiropractic college official authorized to verify academic records may sign this form.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CHIROPRACTIC COLLEGE

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(AFFIX COLLEGE SEAL)



## Certification of Licensure and State Endorsement

**Agenda Item 5  
Attachment 5**

ALL BLANKS MUST BE COMPLETED. IF NOT APPLICABLE, ENTER N/A.

Name of Applicant:						
Address:	Number	Street	City	State	Zip Code	

License Certification	
State, province or territory completing this endorsement _____	License number: _____
License issue date: _____	Expiration date: _____ License status: _____ <small>(active, inactive, cancelled, suspended, etc.)</small>
Has any disciplinary action ever been filed or taken, including but not limited to, informal or confidential discipline, consent orders, or letters of warning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>IF YES, ATTACH AN EXPLANATION OR A CERTIFIED COPY OF THE DISCIPLINE TAKEN</small>	

Examination Criteria	
How was the applicant granted licensure in your state? <input type="checkbox"/> Examination <small>(If by examination, please complete the results sections below)</small>	
<input type="checkbox"/> Reciprocity/Endorsement from which state _____	
<input type="checkbox"/> Other <small>(If selected, please attach an explanation)</small>	
Written examination results:	
SUBJECT	SCORE ATTAINED

Practical or clinical examination results: (Note: California's examination includes sections in x-ray, clinical competency, adjustive technique, and physiotherapy)

SUBJECT	SCORE ATTAINED
X-Ray	
Clinical Competency	
Adjustive Technique	
Physiotherapy	



# BOARD CERTIFICATION

I hereby certify under penalty of perjury, that the foregoing information is true and correct. I further certify that the current laws of the state, province, or territory of \_\_\_\_\_  
(Name of State)

permit us to grant reciprocal licensure to California chiropractic licensees if they meet our state, province, or territory's specific qualifications and requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

AFFIX BOARD SEAL



**Agenda Item 6  
February 24, 2023**

**Review, Discussion, and Possible Recommendations Regarding the  
Renewal Requirements and Fees for Inactive Licenses (CCR, Title 16, sections  
370 and 371)**

---

---

**Purpose of the Item**

The Committee will review and discuss the current requirements and fees for inactive doctor of chiropractic licenses.

**Action Requested**

The Committee will be asked to discuss this topic and provide direction to staff.

**Background**

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

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

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

Licensees with an inactive license are exempt from the Board's continuing education requirements but must renew their license annually and pay the same \$336 license renewal fee as those with an active license.

During the renewal process, inactive licensees provide their mailing address to the Board and disclose whether they have been convicted of any crimes or had disciplinary action taken against them during the last renewal period.

To reactivate an inactive license, licensees must complete an Inactive to Active Status Application, pay the annual license renewal fee, and provide proof of completion of continuing education equivalent to that required for a single license renewal period.

The Board's regulations do not allow licensees to "restore" an inactive license from forfeiture or canceled status. Instead, licensees must complete the Application for Restoration of License, provide documentation to satisfy the continuing education requirements, and pay the \$672 restoration fee.

### Inactive License Renewal Fees

[Senate Bill 1031 \(Ochoa Bogh, 2022\) \[Healing arts boards: inactive license fees\]](#) would have required the renewal fee for an inactive license issued by a Department of Consumer Affairs (DCA) healing arts board to be half the amount of the fee for renewal of an active license, unless the board establishes a lower fee. However, this bill was held in committee and did not move forward in 2022.

The table below contains the renewal fees for a sample of related professions regulated by DCA healing arts boards.

Profession	Renewal Frequency	Active License Fee	Inactive License Fee
Doctor of Chiropractic	Annual	\$336	Same
Physician and Surgeon	Biennial	\$910	Same
Osteopathic Physician and Surgeon	Biennial	\$447	\$325
Acupuncturist	Biennial	\$500	Same
Physical Therapist	Biennial	\$300	Same
Dentist	Biennial	\$672	\$650

If the Board were to consider reducing the renewal fee for inactive licenses, the renewal fee for active licenses would need to be increased to maintain the Board's current amount of annual revenue.

For discussion purposes, the table below illustrates sample fee amounts to maintain current revenue based on the assumption of a total of 12,000 licensees with 10,500 active licensees and 1,500 inactive licensees.

Fee Type	Current Amount	10% Reduction	25% Reduction	50% Reduction	75% Reduction	90% Reduction
Active License	\$336	\$340	\$347	\$358	\$371	\$380
Inactive License	\$336	\$306	\$260	\$179	\$93	\$38

Based on the Committee's request, staff prepared a draft survey to collect feedback from licensees and stakeholders on a potential proposal to reduce the annual renewal fee amount for inactive licenses.

At this meeting, the Committee is asked to discuss the current renewal requirements and fees for inactive doctor of chiropractic licenses and the draft survey to licensees and stakeholders.

**Attachments**

1. Business and Professions Code Sections 700–704
2. California Code of Regulations, Title 16, Sections 370 and 371
3. Inactive to Active Status Application
4. Survey on Potential Proposal to Reduce Inactive License Renewal Fee (Draft)

**Business and Professions Code Sections 700–704**

**Division 2. Healing Arts  
Chapter 1. General Provisions  
Article 9. Inactive License**

**§ 700.** It is the intent of the Legislature to establish in this article an inactive category of health professionals' licensure. Such inactive licenses or certificates are intended to allow a person who has a license or certificate in one of the healing arts, but who is not actively engaged in the practice of his or her profession, to maintain licensure or certification in a nonpracticing status.

*(Added by Stats. 1977, Ch. 410.)*

**§ 701.** (a) As used in this article, "board" refers to any healing arts board, division, or examining committee which licenses or certifies health professionals.

(b) Each healing arts board referred to in this division shall issue, upon application and payment of the normal renewal fee, an inactive license or certificate to a current holder of an active license or certificate whose license or certificate is not suspended, revoked, or otherwise punitively restricted by that board.

*(Amended by Stats. 2018, Ch. 249, Sec. 1. (AB 1659) Effective January 1, 2019.)*

**§ 702.** The holder of an inactive healing arts license or certificate issued pursuant to this article shall not do any of the following:

(a) Engage in any activity for which an active license or certificate is required.

(b) Represent that he or she has an active license.

*(Amended by Stats. 2018, Ch. 249, Sec. 2. (AB 1659) Effective January 1, 2019.)*

**§ 703.** (a) An inactive healing arts license or certificate issued pursuant to this article shall be renewed during the same time period at which an active license or certificate is renewed. In order to renew a license or certificate issued pursuant to this article, the holder thereof need not comply with any continuing education requirement for renewal of an active license or certificate.

(b) The renewal fee for a license or certificate in an active status shall apply also for renewal of a license or certificate in an inactive status, unless a lower fee has been established by the issuing board.

*(Amended by Stats. 2018, Ch. 249, Sec. 3. (AB 1659) Effective January 1, 2019.)*

**§ 704.** In order for the holder of an inactive license or certificate issued pursuant to this article to restore his or her license or certificate to an active status, the holder of an inactive license or certificate shall comply with all the following:

(a) Pay the renewal fee; provided, that the renewal fee shall be waived for a physician and surgeon who certifies to the Medical Board of California that license restoration is for the sole purpose of providing voluntary, unpaid service to a public agency, not-for-profit agency, institution, or corporation which provides medical services to indigent patients in medically underserved or critical-need population areas of the state.

(b) If the board requires completion of continuing education for renewers of an active license or certificate, complete continuing education equivalent to that required for a single license renewal period.

*(Amended by Stats. 1999, Ch. 631, Sec. 2. Effective January 1, 2000.)*

**California Code of Regulations, Title 16, Sections 370 and 371**

**§ 370. License Renewal Fees.**

The following represents fees for license renewals:

- (a) Annual license renewal for active and inactive licenses: \$250
- (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

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

- (a) This section shall apply to non-disciplinary license renewal and restoration. Disciplinary license restoration conditions are defined in Section 1000-10 of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923 p.1xxxviii).
- (b) A license shall expire annually on the last day of the licensee's birth month. For purposes of this section, the following terms have the following meanings:
  - (1) "License in forfeiture" is a license that has not been renewed within 60 days 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, a licensee shall complete and submit a "Renewal" form (R1HDC, Rev. 06/11), which is incorporated by reference, pay the appropriate fee 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, Rev. 06/11) 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, Rev. 06/11) and an "Application for Restoration of

License” form (Revision date 04/11), 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.

(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 04/11), 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.

(h) The board will not process incomplete applications nor complete applications that do not include the correct fee as 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.





**Agenda Item 6  
Attachment 3**

**INACTIVE TO ACTIVE STATUS APPLICATION INFORMATION**

To restore an inactive license to active status, a licensee shall complete and submit an "Inactive to Active Status Application" form, pay the annual license renewal fee and complete continuing education equivalent to that required for a single license renewal period.

*California Code of Regulations 371(f)*

Check List:

- Completed Inactive to Active Status Application
- Annual license renewal fee of \$336, in a check or money order made payable to "BOCE".  
*California Code of Regulations 370(c)*
- Copy of proof of completion of California approved continuing education
  - 24 hours continuing education

In addition, please complete an Application for Duplicate License and submit with a \$50.00 check or money order made payable to "BOCE". You may obtain an Application for Duplicate License by going to our web site at [www.chiro.ca.gov](http://www.chiro.ca.gov) under the 'Forms' link.

**Please Note:** To change your address of record to a P.O. Box, you must also submit a physical address as an alternative address, which is not subject to public disclosure. Active licensees must provide a physical practice address. Refer to Business and Professions Code Section 27 and Cal. Code of Regulations, Section 303 for clarification.



## INACTIVE TO ACTIVE STATUS APPLICATION

In order to practice chiropractic in California, the law requires that you have a current valid license issued by the Board. **Please attach a copy of proof of completion of continuing education equivalent to that required for a single license renewal period.**

**ALL** questions on this application must be answered. Please submit the completed application and supporting documentation. 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.

**1. Please print or type:**

Name:		License No.:	Expiration Date:
Current Practice Address:	City/State	Zip Code	Business Phone: ( )

**2. Have you ever been convicted or pled guilty or pled nolo contendere to ANY offense (include every misdemeanor or felony) of any local, state, or federal law of any state, territory, foreign country, or U.S. federal jurisdiction?**

This includes every citation, infraction, misdemeanor and/or felony, including traffic violations of \$500 or more. Convictions that were later expunged from the records of the court or set aside pursuant to sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.

- Yes (Documentation is attached)                       No

**3. Have you ever had disciplinary proceedings against any professional license including revocation, suspension, probation, voluntary surrender, or any other proceeding in this state or any other state?**

- Yes (Explanation is attached)                       No

*I hereby certify that the information provided is true, correct and complete to the best of my knowledge. I also certify that I personally read and completed this application and have read the instructions.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Survey Regarding Potential Proposal to Reduce Inactive License Renewal Fee**

The Board of Chiropractic Examiners' Licensing Committee is considering a potential proposal to reduce the annual renewal fee amount for inactive licenses and is seeking feedback from licensees and other interested stakeholders.

An "inactive" license allows a doctor of chiropractic who is not actively engaged in the practice to maintain licensure in California in a nonpracticing status. Currently, inactive licensees pay the same \$336 renewal fee as active licensees but are exempt from the continuing education requirements.

If you have any questions about this survey, contact BCE at (916) 263-5355 or [Chiro.Licensing@dca.ca.gov](mailto:Chiro.Licensing@dca.ca.gov).

**1. Are you currently, or have you ever been, licensed by the California Board of Chiropractic Examiners?**

- Yes       No *(if No, skip to Question #7)*

**2. What is the current status of your license?**

- Active  
 Inactive  
 Expired/Forfeiture  
 Canceled  
 Revoked/Surrendered

**3. How many years have you been licensed?**

- Less than 1 year  
 1–5 years  
 6–10 years  
 11–20 years  
 21–30 years  
 31–40 years  
 41–50 years  
 51+ years

**4. Do you actively practice chiropractic in California?**

Yes             No

If you answered "Yes", please indicate the county(ies) where you practice.

*(List of all California counties)*

**5. Do you currently, or do you plan to, maintain your doctor of chiropractic license in California after retirement?**

Yes             No

**6. If the annual fee to renew an inactive license was reduced, how would that fee reduction affect your decision to maintain licensure?**

I would be more likely to maintain licensure.

No Change – I would still plan to maintain licensure.

No Change – I would still plan to not maintain licensure.

I would be less likely to maintain licensure.

**7. Do you currently hold, or have you ever held, a license to practice chiropractic in any other state?**

Yes             No

If you answered "Yes", please indicate the state(s) where you are licensed.

*(List of all other states)*

**8. Would you support a potential proposal by BCE to reduce the annual renewal fee for inactive licenses with the understanding that it may require an increase in the renewal fee for an active license?**

Yes, I would support the proposal.

No, I would only support the proposal if it did not increase the active license renewal fee.

No, I would oppose the proposal.

**9. (Optional) Do you wish to share any additional comments or feedback with BCE regarding this potential proposal?**

*(Text box)*

**10. (Optional) Contact Information**

Name:

License Number:

Email Address:

Telephone Number:

**11. (Optional) May we contact you to discuss your survey response?**

Yes       No

DRAFT



**Agenda Item 7**  
**February 24, 2023**

---

---

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

---

---

### **Purpose of the Item**

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

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



**Agenda Item 8**  
**February 24, 2023**

---

---

**Future Agenda Items**

**Purpose of the Item**

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

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



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS  
1625 N. Market Blvd., Suite N-327, Sacramento, CA 95834  
P (916) 263-5355 | Toll-Free (866) 543-1311 | F (916) 327-0039 | [www.chiro.ca.gov](http://www.chiro.ca.gov)



**Agenda Item 9**  
**February 24, 2023**

## **Adjournment**

---

---

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