



NOTICE OF TELECONFERENCE BOARD MEETING

Board Members

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Pamela Daniels, D.C.
Claudia Sandino, D.C.
Rafael Sweet

The Board of Chiropractic Examiners (Board) will meet by teleconference on:

Thursday, October 24, 2024

9:00 a.m. to 4:00 p.m.

(or until completion of business)

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

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=md9d4d8ebdf37b0893a546e2b548daad6>

If joining using the link above

Webinar number: 2489 831 8201

Webinar password: BCE1024

If joining by phone

+1-415-655-0001 US Toll

Access code: 2489 831 8201

Passcode: 2231024

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.

Note: Members of the public may also submit written comments to the Board on any agenda item by Monday, October 21, 2024. Written comments should be directed to chiro.info@dca.ca.gov for Board consideration.

Primary Teleconference Meeting Location

**Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834**

Additional Teleconference Meeting Locations

12750 Center Court Drive South
Suite 750
Cerritos, CA 90703

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

**The Board may take action on any agenda item listed on this agenda,
including information-only items.**

AGENDA

- 1. Open Session – Call to Order / Roll Call / Establishment of a Quorum**
- 2. Petition Hearing for Reinstatement of Surrendered License**
 - Brent Anthony Hill, License No. DC 18107, Case No. AC 2013-974
- 3. Closed Session – The Board Will Meet in Closed Session to:**
 - Deliberate and Vote on Disciplinary Matters, Including the Above Petition, Pursuant to Government Code Section 11126, subd. (c)(3)
- 4. Reconvene to Open Session**
- 5. 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 Board 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 and 11125.7, subd. (a).]
- 6. Board Chair’s Report**

- 7. Update on the October 4–5, 2024 Federation of Chiropractic Licensing Boards (FCLB) Districts I & IV Meeting by the Board Chair**
- 8. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA’s Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters**
- 9. Review and Possible Approval of Board Meeting Minutes**
 - A. July 20, 2023 Board Meeting
 - B. October 19–20, 2023 Board Meeting
 - C. January 12, 2024 Board Meeting
 - D. May 23–24, 2024 Board Meeting
- 10. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**
- 11. Review and Possible Ratification of Approved Continuing Education Provider Applications**
- 12. Executive Officer’s Report and Updates on:**
 - A. Administration, Continuing Education, Enforcement, and Licensing Programs
 - B. Business Modernization Project and Implementation of Connect System
 - C. Regulatory Process and Status of Board’s Pending Proposals
 - D. Board’s 2022–2026 Strategic Plan Objectives
 - E. Status of New Issues and Recommendations from the Board’s 2022 Sunset Review
 - F. Board’s Budget and Fund Condition
- 13. Update and Discussion on Implementation of 2024 Legislation Affecting the Board**
 - [Assembly Bill 1991 \(Bonta, Chapter 369, Statutes of 2024\)](#) Licensee and registrant renewal: National Provider Identifier.
- 14. Presentation on FCLB Recognized Chiropractic Specialty Programs (RCSP)**
- 15. Discussion and Possible Action on the Practice of Chiropractic on Animals, Including Certification Programs**
- 16. Licensing Committee Report**
 - A. Committee Chair’s Update on Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Approval of Chiropractic Programs and Educational Requirements, Chiropractic Practice Locations, Display of License, and Retired License Status
 - B. Review, Discussion, and Possible Action on Regulatory Proposal to Add California Code of Regulations (CCR), Title 16, section 310.3 (Inactive Licenses: Practice of Chiropractic Prohibited)
 - C. Review, Discussion, and Possible Action on Regulatory Proposal to Repeal CCR, Title 16, section 315 (Mental Illness)

- D. Review, Discussion, and Possible Action on Recommendation to Not Proceed with Pending Regulatory Proposal Regarding Physical or Mental Examination of Applicants

17. Review and Possible Adoption of Amended 2022–2026 Strategic Plan

18. Nominations of Candidates for 2025 Board Officer Positions

- A. Chair
- B. Vice Chair
- C. Secretary

19. Schedule 2025 Quarterly Board Meetings

20. Future Agenda Items

Note: Members of the Board and the public may submit proposed agenda items for a future Board meeting. However, the Board 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.]

21. Adjournment

This agenda can be found on the Board’s website at www.chiro.ca.gov. The time and order of agenda items are subject to change at the discretion of the Board 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. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board 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 Board, but the Board 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 Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

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

Contact Person: Tammi Pitto

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

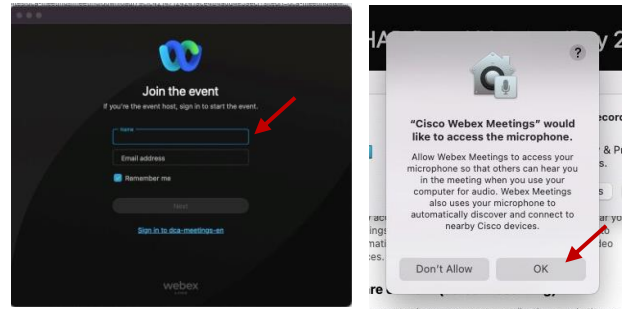
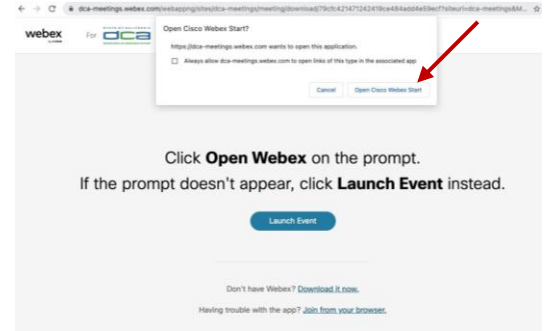
1625 N. Market Blvd., Suite N-327

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.

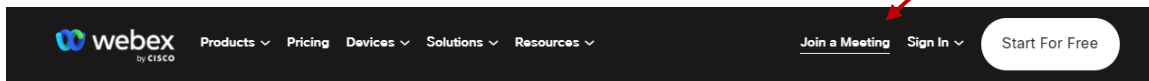


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

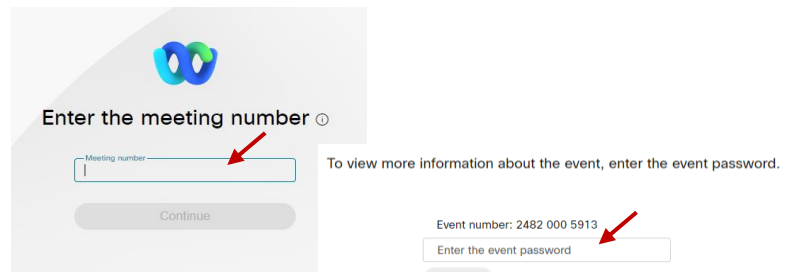
OR

If joining from Webex.com

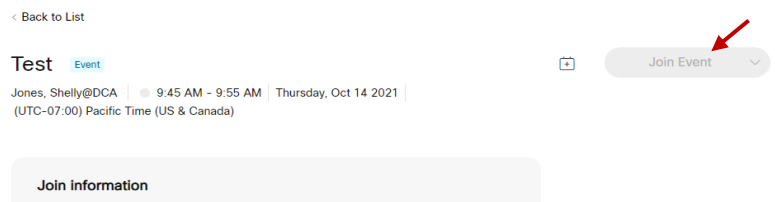
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 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".



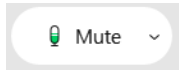
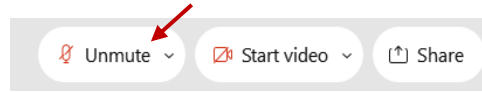
OR

Connect via telephone*:

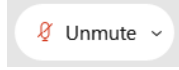
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

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



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



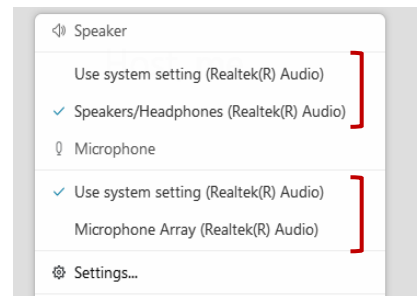
Red microphone = Muted: No one in the meeting can hear you.

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".



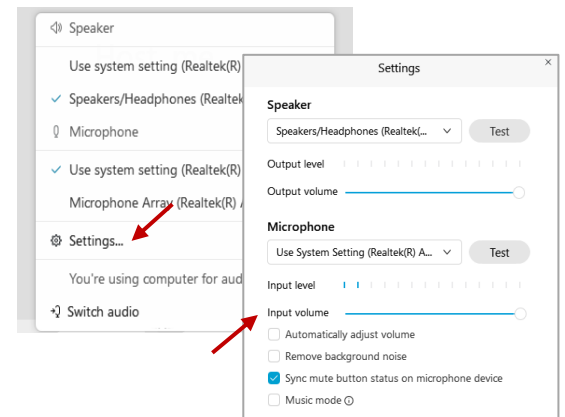
If you cannot hear or be heard

- 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

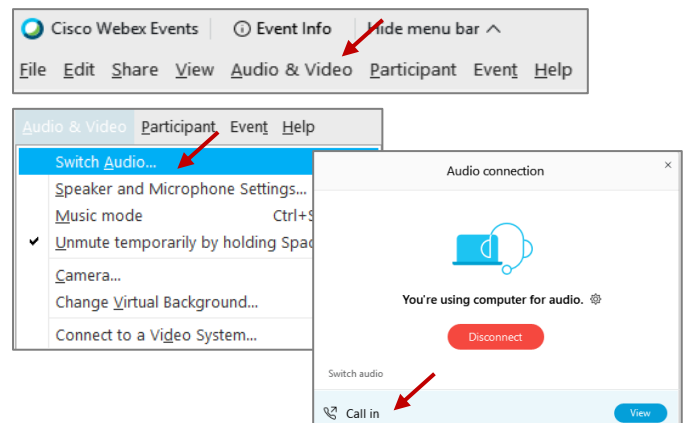
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



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.



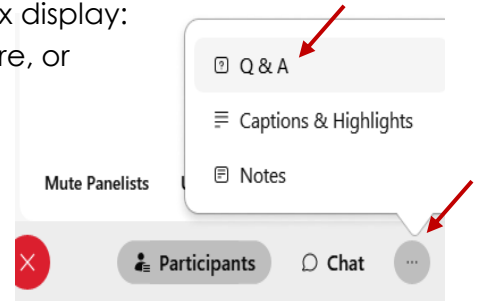
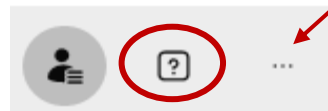
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

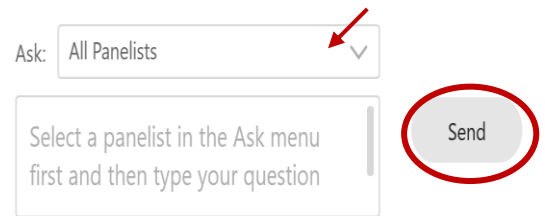
1 Access the Q&A panel at the bottom right of the Webex display:

- 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

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

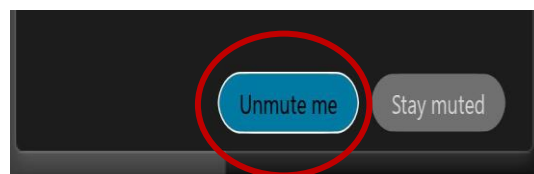
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



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.

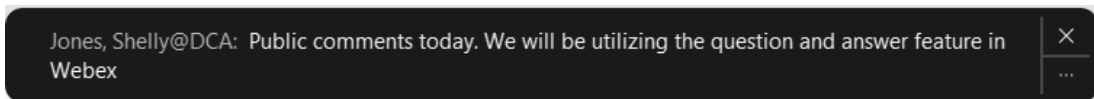


OR

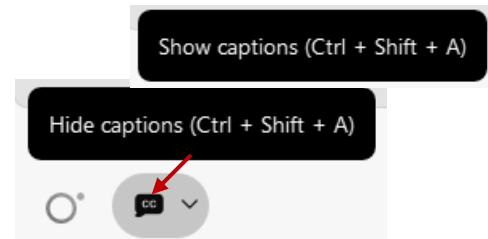
If connected via telephone:

- Press *3 to unmute your microphone.

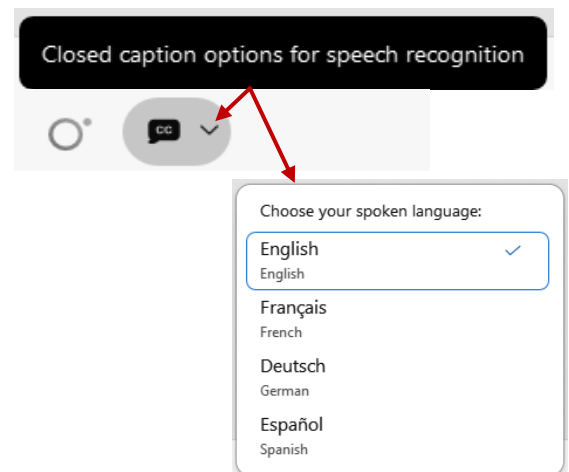
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



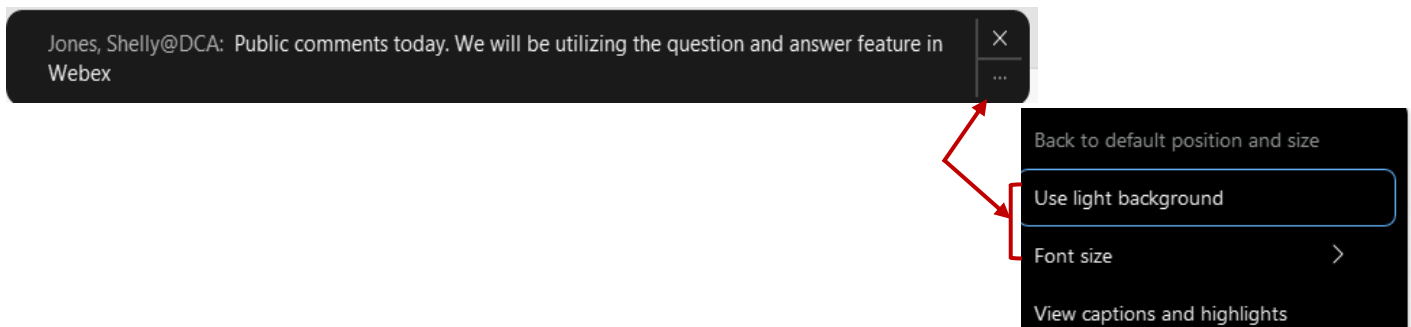
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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.





**Agenda Item 1
October 24, 2024**

Open Session – Call to Order / Roll Call / Establishment of a Quorum

Purpose of the Item

David Paris, D.C., Chair of the Board of Chiropractic Examiners, will call the meeting to order. Roll will be called by Board Secretary Janette N.V. Cruz.

Board Members

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Pamela Daniels, D.C.
Claudia Sandino, D.C.
Rafael Sweet



Agenda Item 2
October 24, 2024

Petition Hearing for Reinstatement of Surrendered License

Purpose of the Item

The Board will conduct a hearing on the following petition for reinstatement of a surrendered license:

- Brent Anthony Hill, License No. DC 18107, Case No. AC 2013-974



Agenda Item 3
October 24, 2024

Closed Session

Purpose of the Item

The Board will meet in closed session to:

- **Deliberate and Vote on Disciplinary Matters, the Above Petition, Pursuant to Government Code Section 11126, subd. (c)(3)**



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



Agenda Item 4
October 24, 2024

Reconvene to Open Session

Time: _____



Agenda Item 5
October 24, 2024

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 Board 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 and 11125.7, subd. (a).]



Agenda Item 6
October 24, 2024

Board Chair's Report

Purpose of the Item

Board Chair David Paris, D.C. will provide an update to the Board on recent activities and outreach opportunities.

Action Requested

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



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**Agenda Item 7
October 24, 2024**

**Update on the October 4–5, 2024 Federation of Chiropractic Licensing Boards
(FCLB) Districts I & IV Meeting by the Board Chair**

Purpose of the Item

Board Chair David Paris, D.C. will provide an update to the Board on the FCLB Districts I and IV regional meeting that was held in Scottsdale, Arizona, on October 4–5, 2024.

Action Requested

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

Attachment

- October 4–5, 2024 FCLB Districts I & IV Regional Meeting Agenda

FCLB 2024 DISTRICT MEETINGS

Rising to the Challenge
IN CHIROPRACTIC REGULATION



SCOTTSDALE, AZ

I & IV
Oct 3-6

FT WALTON, FL

II
Sept 19-22

ASHEVILLE, NC

III & V
Sept 12-15

Districts I & IV Regional Meeting ~ Scottsdale, AZ Courtyard Scottsdale Oldtown

Please note: Travel days are Thursday and Sunday. Meetings will take place on Friday and Saturday from 8:00 a.m. until approximately 2:00 p.m. On Saturday afternoon, Drs. Henrichs and Paris will conduct a question and answer session for attendees, as well as a review of FCLB Committees and an overview of FCLB initiatives.

Agenda subject to change
Updated 8/23/2024

Friday, October 4, 2024 - 7:30 AM Breakfast - 8:00 AM Meeting Begins
Meeting Room: Suns & Diamondbacks Meeting Room

8:00 AM

GREETINGS AND OPENING REMARKS - *Drs. Henrichs and Paris*

INTRODUCTIONS

Presentation

FCLB BOARD REPORT
OVERVIEW OF YOUR FEDERATION
FCLB Update, Current Projects, Financial Report
Upcoming Meeting: FCLB Annual Conference - St. Louis, Missouri – 2025

REPORTS FROM OTHER ORGANIZATIONS

Presentation

- Presentation - CCE-US
- Presentation - NBCE Directors

Discussion: Hot Issues in Chiropractic Regulation & Professional Governance

ROUNDTABLE DISCUSSIONS - BY TOPIC

1. DISCIPLINARY TOPICS

1. How does your jurisdiction communicate sexual misconduct information to licensees and the public?
2. How does your jurisdiction balance protecting the public and being fair to all parties in sexual misconduct complaints?

3. How do you regulate speech of the chiropractors in your jurisdiction?
4. How does your jurisdiction choose remediation course providers?
5. How does your jurisdiction use a chiropractor's social medial history in registration, investigations and professional misconduct prosecutions?
6. When and how do you use chaperones in creating orders?
7. Open Forum

Lunch on your own

Saturday, October 5, 2024 - 7:30 AM Breakfast 8:00 AM Meeting Begins

Discussion Continues: Hot Issues in Chiropractic Regulation & Professional Governance

2. GENERAL REGULATORY ISSUES

1. What is the future of your jurisprudence exam? Is it necessary? Is it defensible? When is the last time it was updated?
2. How does your board evaluate new treatments or devices in chiropractic practice?
3. What are new licensees licensure requirements in your jurisdiction?
4. What conversations has your jurisdiction had regarding the use of AI in the chiropractic profession?
5. What is the process your jurisdiction uses in updating or modifying your statues and regulations?
6. How does your board interact with legislators and industry stakeholders?
7. Open Forum

3. BOARD OPERATIONS

1. How does your jurisdiction measure regulatory effectiveness?
2. How is your jurisdiction financed and what control do you have over your finances?
3. How does your jurisdiction determine who is the chair? Are there any requirements?
4. How does your jurisdiction allocate resources for professional development for board members and staff?
5. How does your jurisdiction support your administrative staff and help prevent burnout and promote retention?
6. How does your jurisdiction process FOIA requests?
7. Open Forum

FCLB COMMITTEE REPORTS

1. CHIROPRACTIC BOARD ADMINISTRATORS

- Update

2. CHIROPRACTIC BOARD LEGAL ADVISERS

- Update

3. RESOLUTIONS AND BYLAWS COMMITTEE

Please note the following FCLB board policies:

Resolutions must be submitted to the FCLB 30 days prior to the FCLB annual meeting.

The FCLB Delegate and Alternate designation deadline is now 60 days prior to the annual meeting.

4. PACE COMMITTEE

- Update

REPORTS FROM OTHER ORGANIZATIONS

1. FEDERATION OF ASSOCIATIONS OF REGULATORY BOARDS (FARB)

- Update

REGULATION IN THE NEWS

- Interesting articles - read these at your leisure

NEW BUSINESS

FUTURE FCLB EDUCATIONAL MEETINGS

- ANNUAL CONFERENCE:
Spring 2025 - April 30 - May 4, 2025 - St. Louis, MO
- DISTRICT REGIONAL MEETING: Fall 2025

Omaha, Nebraska
Embassy Suites
Thursday September 25, 2025 (Arrival Day)
Friday, September 26, 2025 - Meeting
Saturday, September 27, 2025 - Meeting
Sunday, September 28, 2025 (Departure Day)

UPCOMING MEETINGS / AFFILIATED ASSOCIATIONS & ORGANIZATIONS

Refer to
last pages

- Alphabet Soup - our popular reference of other organizations and their scheduled meetings

Coffee Breaks Courtesy of:





**Agenda Item 8
October 24, 2024**

**Department of Consumer Affairs (DCA) Report Which May Include Updates on
DCA's Administrative Services, Human Resources, Enforcement, Information
Technology, Communications and Outreach, and Legislative, Regulatory, or
Policy Matters**

Purpose of the Item

A representative from the DCA Office of Board and Bureau Relations will provide the Board with an update on DCA programs and activities.

Action Requested

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



Agenda Item 9
October 24, 2024

Review and Possible Approval of Board Meeting Minutes

Purpose of the Item

The Board will review and possibly approve the draft minutes of the following meetings:

- A. July 20, 2023 Board Meeting
- B. October 19–20, 2023 Board Meeting
- C. January 12, 2024 Board Meeting
- D. May 23–24, 2024 Board Meeting

Action Requested

The Board will be asked to make a motion to approve the Board meeting minutes.

Handouts

- 1. July 20, 2023 Board Meeting Minutes (Draft)
- 2. October 19–20, 2023 Board Meeting Minutes (Draft)
- 3. January 12, 2024 Board Meeting Minutes (Draft)
- 4. May 23–24, 2024 Board Meeting Minutes (Draft)



Agenda Item 10
October 24, 2024

Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Purpose of the Item

The Board will review and ratify the attached list of approved applications for initial doctor of chiropractic licenses.

Action Requested

The Board will be asked to make a motion to ratify the attached list of approved license applications.

Background

Staff reviewed and confirmed that the applicants on the attached list of approved applications for initial doctor of chiropractic licenses met all statutory and regulatory requirements for licensure.

Attachment

- List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from May 1, 2024 to September 30, 2024

**List of Approved Applications for Initial Doctor of Chiropractic Licenses
Issued from May 1, 2024 to September 30, 2024**

First Name	Middle Name	Last Name	Date Issued	License No.
Oscar		Alvarez Cerna	05/10/2024	DC 35230
Shireen		Al-Naqshabandi	05/10/2024	DC 35231
Patrick	L. T.	Chu	05/10/2024	DC 35232
Andres		Perez	06/18/2024	DC 35233
Tara		Connolly	06/18/2024	DC 35234
Layna	Marie	Larson	06/20/2024	DC 35235
Joanne	Hwa	Oh	06/28/2024	DC 35236
Casey		Fanning	06/28/2024	DC 35237
Grant	Tanner	Perry	07/24/2024	DC 35238
Riley	Eldon	Miller	07/24/2024	DC 35239
Benjamin	M.	Omrani	07/25/2024	DC 35240
Anthony	Lawrence	Peterson	08/21/2024	DC 35241
Kara	Lynn Marian	Rangel	08/21/2024	DC 35242
Nicholas	Prince	Tauaese	08/21/2024	DC 35243
Brenda	Colleen	O'Neil	09/12/2024	DC 35244
Hsuan-An		Chen	09/24/2024	DC 35245
Benjamin	Patrick	Lynn	05/02/2024	DC 36969
Cynthia		Adams	05/02/2024	DC 36970
Alyssa		Carrillo	05/02/2024	DC 36971
Oscar		Torres-Gonzalez	05/02/2024	DC 36972
Brittany		Irha	05/02/2024	DC 36973
Reza		Ghassemi	05/02/2024	DC 36974
David		Barragan	05/02/2024	DC 36975
Ryota	Justin	Aizawa	05/02/2024	DC 36976
Coral	Ann	Brady	05/09/2024	DC 36977
Jeffrey	Julian	Billauer	05/09/2024	DC 36978
Juleigh		Furry	05/09/2024	DC 36979

**Agenda Item 10
Attachment**

First Name	Middle Name	Last Name	Date Issued	License No.
Tan	Ngoc	Nguyen	05/09/2024	DC 36980
My	Tien	Vo	05/09/2024	DC 36981
Yoko		Stevenson	05/09/2024	DC 36982
Delhia	Marie	Rocha	05/09/2024	DC 36983
Nicolette		Kellenberger	05/09/2024	DC 36984
Dakota	Edward John	Freeman	05/09/2024	DC 36985
Francesca		Eszes	05/30/2024	DC 36986
Sara		Aleksandravicius	05/30/2024	DC 36987
Karter		Ruiz	05/30/2024	DC 36988
Stephanie		Dargis	05/30/2024	DC 36989
Christopher		Proud	05/30/2024	DC 36990
Sharn		Sandhu	05/30/2024	DC 36991
Melody		Rodriguez	05/30/2024	DC 36992
Kiana		Ziafat	05/30/2024	DC 36993
Irene		Wabomnor	06/18/2024	DC 36994
Roxanne		Alonzo	06/18/2024	DC 36995
Liliana		Terrones	06/18/2024	DC 36996
Nathan	Michael	Morgan	06/18/2024	DC 36997
Kudrat		Bassi	06/18/2024	DC 36998
Keith	Franklin	Pagano	06/18/2024	DC 36999
Marion		Fernandez	06/18/2024	DC 37000
Belen		Guzman	06/18/2024	DC 37001
Sara		Cooper	06/18/2024	DC 37002
Mary		Hawkins	06/18/2024	DC 37003
Nejdeh	James	Mesrkhani	06/18/2024	DC 37004
Janair		Osarollor	06/18/2024	DC 37005
Brandon	Daniel	Partovy	06/18/2024	DC 37006
Benjamin	Torres	Dayrit	06/18/2024	DC 37007
Anhkhhoa		Dang	06/18/2024	DC 37008

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First Name	Middle Name	Last Name	Date Issued	License No.
Dina	Anid	Deleon	06/18/2024	DC 37009
Tim	Leon	Schrijver	06/18/2024	DC 37010
Arthur	James	Crockam II	06/18/2024	DC 37011
Meghann		McCall-O'Dell	06/18/2024	DC 37012
Oscar	Guillermo	Valdez-Arvizu III	06/20/2024	DC 37013
Kristeen	Shamas	Hanoun	06/20/2024	DC 37014
Andres		Rosales	06/20/2024	DC 37015
Brock	Paul	Clements	06/20/2024	DC 37016
Raheem		Mahbubbi	06/20/2024	DC 37017
Alex		Mak	06/20/2024	DC 37018
Andrew		Huynh	06/20/2024	DC 37019
Tri	Minh	Le	06/27/2024	DC 37020
Kimberly	Michelle	Farrington	06/27/2024	DC 37021
Alexandra		Villa	06/27/2024	DC 37022
Auranelle		Faraon	06/27/2024	DC 37023
Gregory	Herbert	Stowe	06/27/2024	DC 37024
Heather	Rose	O'Moore	07/16/2024	DC 37025
Garret		George	07/16/2024	DC 37026
Alejandro		Ponce	07/16/2024	DC 37027
Cole	Girard	Carson	07/16/2024	DC 37028
Hike	Michael	Vardazaryan	07/16/2024	DC 37029
Javad		Rostamnejad	07/16/2024	DC 37030
Joanna		Quintana	07/16/2024	DC 37031
Joanne		Nishii	07/16/2024	DC 37032
Jordan		Loewenstein	07/16/2024	DC 37033
Kelley	Renee	Samuel	07/16/2024	DC 37034
Marlon	Deodato	Altan	07/16/2024	DC 37035
Mitchell		Trujillo	07/16/2024	DC 37036
Woo	Yong	Chung	07/16/2024	DC 37037

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First Name	Middle Name	Last Name	Date Issued	License No.
Alexander		Lai	07/23/2024	DC 37038
Milad		Saeidi	07/23/2024	DC 37039
Amanda	Dawn	Jenkins-Dixon	07/23/2024	DC 37040
Addyson		Williams	07/29/2024	DC 37041
Alex	Suachoua	Paleeyang	07/29/2024	DC 37042
Cindy		Steward	07/29/2024	DC 37043
Dawn		Larimar	07/29/2024	DC 37044
Janet		Meza-Avila	07/29/2024	DC 37045
Leslie		Gonzalez	07/29/2024	DC 37046
Michael	Martiros	Keleshyan	07/29/2024	DC 37047
Miles		Bradford	07/29/2024	DC 37048
Natalie		Pham	07/29/2024	DC 37049
Romell		Hanks	07/29/2024	DC 37050
Roy		Ybarra	07/29/2024	DC 37051
Trevor	James	Naugle	07/29/2024	DC 37052
Vipul		Jolly	07/29/2024	DC 37053
Quincy	Justin	Monroe	08/01/2024	DC 37054
Jake	Anthony	Hedrick	08/01/2024	DC 37055
John		Breyman	08/01/2024	DC 37056
John		Wyatt	08/01/2024	DC 37057
Martin	Diego	Henderson	08/01/2024	DC 37058
Austin		Garza	08/01/2024	DC 37059
Emily	Catherine	Youngblood	08/01/2024	DC 37060
David		Lantos	08/01/2024	DC 37061
Vanessa		Manfredi	08/01/2024	DC 37062
Christian		Quintero	08/15/2024	DC 37063
Abdallah		Azzam	08/15/2024	DC 37064
Nayeli	Melisa	Marquez	08/15/2024	DC 37065
Kevin	Hyunyoung	Lee	08/15/2024	DC 37066

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First Name	Middle Name	Last Name	Date Issued	License No.
Kevin		Xiong	08/15/2024	DC 37067
Eric	Glenn	Russell	08/29/2024	DC 37068
Lamar		Baddley	08/29/2024	DC 37069
Lisa	Rene	Leap	08/29/2024	DC 37070
Pavel		Kostyshak	08/29/2024	DC 37071
Samantha		Lang	08/29/2024	DC 37072
Sara	Alejandra	Buenrostro	08/29/2024	DC 37073
Armando	Jose	Fuentes	08/29/2024	DC 37074
Brian	Steven	Perez	09/12/2024	DC 37075
Mylee		Suarez	09/12/2024	DC 37076
Joshua	J.	Moore	09/12/2024	DC 37077
Nikki	Nasseim	Nassiri	09/12/2024	DC 37078
Charles		Swift	09/12/2024	DC 37079
Genelyn Jove		Delector	09/12/2024	DC 37080
Madeline	Reid	Duncan	09/12/2024	DC 37081
Andrew	Hieuanh	Lam	09/12/2024	DC 37082
Gregory	David	Nelson	09/12/2024	DC 37083
Mark		Herrera	09/12/2024	DC 37084
Kenneth		Steen	09/24/2024	DC 37085
Geraldine		Coates	09/24/2024	DC 37086
Kirstin		Oaxaca	09/24/2024	DC 37087
Sterling	Yukio	Sanchez	09/24/2024	DC 37088
Shelbi	Elizabeth	Hughes	09/24/2024	DC 37089



**Agenda Item 11
 October 24, 2024**

Review and Possible Ratification of Approved Continuing Education Provider Applications

Purpose of the Item

The Board will review and ratify the applications for new continuing education (CE) providers.

Action Requested

The Board will be asked to make a motion to ratify the following new CE providers:

Provider Name	CE Oversight Contact Person	Provider Status
ABetterChiro.com	Cynthia Mai	Corporation
BodyZone, LLC / CEsoup.com	Renee North	Corporation
Porteous Chiropractic Academy / Larry Basch Chiropractic Inc.	Larry Basch, D.C.	Corporation

Background

Staff reviewed and confirmed that the CE provider applications listed above meet all regulatory requirements for approval.

Attachment

N/A – To maintain compliance with Assembly Bill 434 (Baker, Chapter 780, Statutes of 2017) [State Web accessibility: standard and reports], the Board is unable to provide scanned documents on its website. To obtain a copy of the CE provider applications through a California Public Records Act request, please email chiro.info@dca.ca.gov or send a written request to the Board’s office at the address above.



Agenda Item 12
October 24, 2024

Executive Officer's Report and Updates

Purpose of the Item

The Executive Officer will provide the Board with an update on:

- A. Administration, Continuing Education, Enforcement, and Licensing Programs**
- B. Business Modernization Project and Implementation of Connect System**
- C. Regulatory Process and Status of Board's Pending Proposals**
- D. Board's 2022–2026 Strategic Plan Objectives**
- E. Status of New Issues and Recommendations from the Board's 2022 Sunset Review**
- F. Board's Budget and Fund Condition**

Action Requested

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

Attachments

1. Executive Officer's October 17, 2024 Memo to Board Members
2. 2022–2026 Strategic Plan Objectives Progress Report
3. Status of 2022 Sunset Review Issues
4. Analysis of Board's Fund Condition Statement (as of October 2024)
5. Department of Finance (DOF) Budget Letter 24-20: Vacancy Savings and Position Elimination
6. DOF Budget Letter 24-24: Government Efficiencies Reductions



MEMORANDUM

**Agenda Item 12
Attachment 1**

DATE	October 17, 2024
TO	Members of the Board of Chiropractic Examiners
FROM	Kristin Walker, Executive Officer
SUBJECT	Executive Officer’s Report – October 24, 2024 Meeting

This report provides an overview of recent Board of Chiropractic Examiners’ (BCE) activities as of October 17, 2024.

BCE Board and Committee Meetings

The following meetings have been scheduled:

- October 24, 2024 – Board (Teleconference)
- December 6, 2024 – Licensing Committee (Teleconference)

Business Modernization Project and Implementation of the Connect System

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

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

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

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

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

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

BCE continues to focus on upgrading to the latest version of the Connect software, fully implementing cashiering functionality in the system for all business processes, and developing the continuing education module to process course applications electronically.

Occupational Analysis of the Chiropractic Profession

DCA's Office of Professional Examination Services (OPES) recently completed the 2024 Occupational Analysis of the Chiropractic Profession (OA). The results of this OA provide a description of practice for the chiropractic profession that can be used to review the national chiropractic examination developed by the National Board of Chiropractic Examiners (NBCE) and to provide a basis for constructing a valid and legally defensible California Chiropractic Law Examination (CCLE). The description of practice is structured into four content areas: patient intake history; examination and assessment; treatment and case management; and laws and ethics. Throughout fiscal year 2024–25, OPES will be conducting workshops with subject matter experts to review, reclassify, and write items and set the passing score for the September 2025 CCLE based on the new OA examination outline.

Additionally, OPES will conduct a review of NBCE Parts I–IV and Physiotherapy and a linkage study on behalf of BCE after NBCE releases their 2025 Practice Analysis of Chiropractic report.

Outreach

On June 25, 2024, Executive Officer Kristin Walker and Special Investigator Denise Robertson provided an informational presentation on BCE regulations and potential issues within chiropractic offices to attendees of the National Insurance Crime Bureau's (NICB) Los Angeles Medical Fraud Task Force meeting.

Additionally, Ms. Walker represented BCE at the California Chiropractic Round Table meeting hosted by the California Chiropractic Association (CalChiro) on October 12, 2024. Attendees included representatives from Palmer Chiropractic College

– West Campus, Southern California University of Health Sciences, Los Angeles College of Chiropractic, the CalChiro Board of Directors, and the Foundation for Chiropractic Progress. The group shared updates and discussed potential opportunities for collaboration on licensing and consumer protection issues.

Personnel Updates

Lynne Reinhardt was selected for the Enforcement Manager position and her first day at BCE was July 15, 2024. Additionally, Natalie Mixson was hired as a Special Investigator and her first day at BCE was July 22, 2024.

Further recruitment and hiring efforts are currently on hold while the Department of Finance reviews DCA's [Budget Letter 24-20](#) vacancy reduction plan.

Proposed Regulations

Production Phase

- 1. Addition of Licensee Telephone Numbers and Email Addresses to Board Directory (Amend California Code of Regulations [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." The Board approved the proposed regulatory text at its April 20, 2023 meeting. This package is anticipated to be submitted to the Office of Administrative Law (OAL) for publication in the Notice Register and a 45-day public comment period in late 2024.
- 2. Delegation of Certain Functions to the Executive Officer (Amend CCR, Title 16, Section 306):** This regulatory proposal will delegate additional functions to the Executive Officer to expedite the Board's handling of disciplinary cases. The Board approved the proposed regulatory text at its October 19, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.
- 3. Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (Amend CCR, Title 16, Sections 390.4 and 390.5):** This regulatory proposal makes conforming changes to the Board's system for issuing citations for consistency with the required provisions of BPC section 125.9. The Board approved the proposed regulatory text at its October 19, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.

- 4. Continuing Education Requirements (Amend CCR, Title 16, Sections 360, 361, 362, 363, 363.1, 364, and 365, and Add CCR, Title 16, Section 360.1):** This proposal will amend the annual continuing education (CE) requirements for licensees, establish five course competency areas that will be approved by the Board, define the three recognized learning formats for CE courses, update the CE course review and approval process, create a re-approval process for CE courses that have been previously approved by the Board, and update the CE requirements for petitions for reinstatement of revoked or surrendered licenses. The Board previously approved the proposed regulatory text at its April 20, 2023 and July 20, 2023 meetings, but will be asked to approve substantive changes to the text at its May 23, 2024 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.
- 5. Repeal Successful Examination (Obsolete Provision) [Repeal CCR, Title 16, Section 354]:** This proposal will repeal an obsolete provision in the Board's regulations that conflicts with other existing laws and regulations that prohibit the unlicensed practice of chiropractic. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.
- 6. Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2):** This Consumer Protection Enforcement Initiative (CPEI) proposal will require any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined, or is subject to registration as a sex offender in any tier, to contain an order of revocation and prohibit the decision from containing a stay of the revocation. In addition, this proposal will require any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact to contain an order of revocation, and require the Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender in any tier and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender. The Board approved the proposed regulatory text at its April 20, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.
- 7. Discipline by Another Jurisdiction and Licensee Reporting Requirements (Amend CCR, Title 16, Sections 304 and 314):** This CPEI proposal will update the reporting of licensee arrests, convictions, and discipline by other public agencies and clarify a licensee's duty to report any violation of the statutes and regulations governing the practice of chiropractic to the Board. The Board approved the proposed regulatory text at its July 20, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in late 2024.

Concept Phase

- 8. Prohibited Activities by Inactive Licensees (Add CCR, Title 16, Section 310.3):** This proposal will identify the specific activities that cannot be performed by the holder of an inactive doctor of chiropractic license. This proposal will be presented to the Board for review and approval at its October 24, 2024 meeting.
- 9. Order for Physical or Mental Examination of Applicants (Add CCR, Title 16, Section 324):** This CPEI proposal would 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. The Board will be asked to consider a recommendation to no longer proceed with this proposal at its October 24, 2024 meeting.
- 10. Licensing and Regulatory Fees (Amend CCR, Title 16, Sections 310.1, 317.1, 321, 323, 367.5, 367.10, 370, and 371):** This proposal 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 proposal is planned to be presented to the Board at its January 2025 meeting.
- 11. Approval of Chiropractic Schools and Educational Requirements (Amend or Repeal CCR, Title 16, Sections 330–331.16):** This proposal will amend the regulations regarding approval of chiropractic colleges to align with the accrediting body, the Council on Chiropractic Education, and eliminate any unduly prescriptive content that could be restrictive to the evolving nature of higher education. This proposal will also update the minimum curriculum and clinical experience requirements for Board-approved chiropractic colleges. This proposal is planned to be presented to the Board at its January 2025 meeting.
- 12. Application Process for Doctor of Chiropractic Licensure, Including Temporary Licensure for Military Spouses and Expedited Licensure for Applicants Enrolled in U.S. Department of Defense SkillBridge Program (Amend CCR, Title 16, Sections 320 and 321):** This proposal will clarify the application process for initial licensure as a doctor of chiropractic, including the qualifying circumstances for expedited review of a license application. Additionally, this proposal will implement Assembly Bill (AB) 107 (Salas, Chapter 693, Statutes of 2021), which provides for the temporary licensure of military spouses, and AB 883 (Mathis, Chapter 348, Statutes of 2023), which requires the Board to expedite the initial licensure process for applicants who are active-duty members of the United States Armed Forces enrolled in the United States Department of Defense SkillBridge program. This proposal is being developed by staff and is planned to be presented to the Board at its January 2025 meeting.

- 13. Record Keeping Requirements for Chiropractic Patient Records, Including Retention and Disposition of Records Upon Closure of Practice or Death/Incapacity of Licensee (Amend CCR, Title 16, Section 318):** This proposal will update the record keeping requirements to specify the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment and to differentiate between an initial patient encounter and an established patient visit. In addition, this proposal will specify the retention period and requirements for the disposition of patient records. Staff is developing proposed regulatory text based on the Enforcement Committee's discussion and input at its December 8, 2023 meeting. This proposal is planned to be presented to the Enforcement Committee for additional discussion at its next meeting.
- 14. Filing and Evaluation Process for Petitions for Reinstatement, Reduction of Penalty, or Early Termination of Probation (Amend CCR, Title 16, Sections 384.1 and 385):** This CPEI proposal will update and enhance the process for petitions for reinstatement, reduction of penalty, and early termination of probation before the Board. Staff is developing proposed regulatory text based on the Enforcement Committee's discussion and input at its June 8, 2023 meeting. This proposal is planned to be presented to the Board for review at its January 2025 meeting.
- 15. Basic Life Support Certification for All Licensees (Add CCR, Title 16, Section 371.1):** This proposal will mandate the maintenance of basic life support certification, including cardiopulmonary resuscitation (CPR), for all licensees as a condition of licensure in active status. Staff is developing proposed regulatory text based on the Continuing Education Committee's discussion and input at its December 1, 2023 meeting. This proposal is planned to be presented to the Continuing Education Committee for review at its next meeting.
- 16. Disciplinary Guidelines and Uniform Standards for Substance Abusing Licensees (Amend CCR, Title 16, Section 384):** This proposal will update the *Disciplinary Guidelines and Model Disciplinary Orders* and implement the Uniform Standards for Substance Abusing Licensees. Staff is developing proposed regulatory text based on the Enforcement Committee's discussion and input at various meetings. This proposal is planned to be presented to the Enforcement Committee for review at its next meeting.
- 17. Supervision of Unlicensed Individuals at Chiropractic Practices (Amend CCR, Title 16, Section 312):** This CPEI proposal will clarify the role of and delineate the activities that can be performed by unlicensed individuals within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that unlicensed individuals follow and provide only the treatment defined in the supervising doctor's treatment plan. Staff is developing proposed regulatory text based on the Enforcement Committee's discussion and

input at its December 8, 2023 meeting. This proposal is planned to be presented to the Enforcement Committee for review at its next meeting.

- 18. Chiropractic Practice Locations and Display of License (Add CCR, Title 16, Section 303.1 and Amend CCR, Title 16, Section 308):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. Staff is developing this proposal based on the discussion by the Licensing Committee at its March 8, 2024 meeting.
- 19. Hardship Extensions to Annual CE Requirements (Add CCR, Title 16, Section 364.1):** This proposal will create a process for granting an extension to the annual CE requirement for a licensee who provides satisfactory proof to the Board that they have been adversely affected by a natural disaster, a state or federal declared state of emergency, or other hardship. This proposal is being developed by staff and is planned to be presented to the Continuing Education Committee for further discussion at a future meeting.
- 20. Appeal Process for Denial of CE Courses and Providers:** This proposal will establish minimum requirements for approval of CE providers and update the process for appealing the denial of a CE course or provider application. This proposal is currently being developed by staff and the Continuing Education Committee.

BCE 2022-2026 Action Plan		Responsibility	Due Date	Current Status
Goal 1: Licensing and Professional Qualification				
1.1	Complete comprehensive updates to the Board’s continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.			
Success Measure:	Promulgated updated continuing education regulations and educated licensees and continuing education providers on those regulations.		Q2 2025	57%
1.1.1	Identify proposed framework for licensee continuing education (CE) requirements and course approval process and obtain CE Committee and Board approval.	EO	Q1 2023	Completed
1.1.2	Draft proposed language for updated regulations and obtain approval from DCA regulatory counsel.	EO	Q1 2023	Completed
1.1.3	Conduct fiscal analysis of CE regulations and develop proposed fee amounts for course approval and reapproval.	EO	Q1 2023	Completed
1.1.4	Present final regulatory proposal (language and fee amounts) to Board for approval.	EO	Q2 2023	Completed
1.1.5	Finalize regulatory package and initiate the rulemaking process.	EO	Q2 2023	In Progress
1.1.6	Inform licensees and CE providers of changes through written notices, outreach, and information sessions.	EO	Q3 2023 – ongoing	Not Started
1.1.7	Complete regulatory process.	EO	Q1 2024	In Progress
1.2	Establish a robust, effective Licensing Committee to identify issues and increase efficiency.			
Success Measure:	The completion of the action plan for all current pending licensing issues.		Q3 2023	0%
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.).	EO and AEO	Q2 2023	Not Started
1.2.3	Educate Licensing Committee members on background and history of prior actions.	EO	Q2 2023 – ongoing	In Progress
1.2.4	Identify current issues, discuss possible solutions, and present recommendations to the Licensing Committee Chair.	AEO	Q2 2023	In Progress
1.2.5	Staff works with the Licensing Committee Chair to create an action plan for pending and current issues identified above.	AEO and Licensing Lead/Licensing Liaison	Q3 2023	Not Started
1.3	Review reciprocity requirements to minimize barriers to licensure in California.			
Success Measure:	The Board has identified how they are going to minimize any potential barriers to licensure through reciprocity.		Q3 2024	17%
1.3.1	Conduct an environmental scan of reciprocity requirements (1. BCE, 2. Other states, and 3. Other DCA healing art boards).	AEO	Q2 2023	Completed
1.3.2	Analyze the data that has been collected.	AEO	Q3 2023	In Progress
1.3.3	Develop potential options and recommendation for the Licensing Committee on how to minimize barriers to licensure.	AEO	Q3 2023	In Progress
1.3.4	Summarize environmental scan, analysis, potential options, and recommendation.	AEO	Q4 2023	In Progress
1.3.5	Present findings and recommendations to the Licensing Committee.	Licensing Lead/Licensing Committee Liaison	Q1 2024	Not Started
1.3.6	Present Licensing Committee’s recommendation to the Board.	EO	Q3 2024	Not Started
1.4	Continue to monitor the Board’s license fee structure to ensure the Board’s financial stability, maintain access to the Board’s services, and determine whether the Board needs to consider plans for restructuring its fees.			
Success Measure:	The Board has delivered its report on its fee structures and recommendation to the Legislature.		Q4 2026	43%
1.4.1	Bring any budget issues to the Board’s attention.	EO	Q3 2022 – ongoing	Completed
1.4.2	Establish regular and thorough monthly process to monitor BCE’s budget and fund condition.	Lead Administrative Analyst	Q1 2023	Completed
1.4.3	Establish quarterly budget meetings with budget analyst at DCA.	Lead Administrative Analyst	Q1 2023	Completed
1.4.4	Conduct analysis of the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	In Progress
1.4.5	Provide reports to the Government and Public Affairs Committee on the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	In Progress
1.4.6	Create report on license fee structure (due to Legislature by January 1, 2027).	EO and AEO	Q2 2025	Not Started
1.4.7	Submit license fee structure report to the Legislature with 2025 Sunset Review Report.	EO	Q4 2025	Not Started
Goal 2: Enforcement				
2.1	Implement updated disciplinary guidelines, Uniform Standards for Substance Abusing Licensees, and Consumer Protection Enforcement Initiative (CPEI) regulations, to provide consistency and clarity in disciplinary penalties, help educate licensees and the public, and deter violations.			
Success Measure:	Completed regulation process for all three areas (Disciplinary Guidelines, Uniform Standards for Substance Abusing Licensees, and CPEI regulations).		Q4 2025	23%
2.1.1	Disciplinary Guidelines & Uniform Standards – finish developing the proposed guidelines.	AEO	Q1 2023	Completed

2.1.2	Disciplinary Guidelines & Uniform Standards – vet through Regulatory Counsel and DAG Liaison (AGs office).	AEO	Q1 2023	In Progress
2.1.3	Disciplinary Guidelines & Uniform Standards – present proposal to Enforcement Committee.	Enforcement Lead	Q2 2023	Not Started
2.1.4	Disciplinary Guidelines & Uniform Standards – present proposal to Board.	Enforcement Lead	Q4 2023	Not Started
2.1.5	Disciplinary Guidelines & Uniform Standards – begin regulatory process.	AEO	Q1 2024	Not Started
2.1.6	Disciplinary Guidelines & Uniform Standards – complete regulatory process.	AEO	Q1 2025	Not Started
2.1.7	CPEI (12 regulations) – develop an action plan for the different regulations (assigning to committees), formalizing plans with committee chairs to clarify assignments.	EO	Q1 2023	Completed
2.1.8	CPEI – develop proposals.	AEO	Q4 2023	Completed
2.1.9	CPEI – vet through DCA Regulatory Counsel.	AEO	Q4 2023	In Progress
2.1.10	CPEI – present proposals to appropriate Committees.	Enforcement Lead / Licensing Lead	Q1 2024	In Progress
2.1.11	CPEI – present proposals to Board.	Enforcement Lead / Licensing Lead	Q3 2024	In Progress
2.1.12	CPEI – begin regulatory process.	AEO	Q4 2024	Not Started
2.1.13	CPEI – complete regulatory process.	AEO	Q4 2025	Not Started
2.2 Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.				
Success Measure:	Enforcement Program is meeting the established performance measure targets.		Q2 2025	29%
2.2.1	Conduct process review with OIO.	Enforcement Analysts	Q4 2022	Completed
2.2.2	Document baseline processing times.	EO	Q1 2023	Completed
2.2.3	Standardize internal enforcement process – make sure all standards are met each time – considering OIO recommendations.	AEO and Enforcement Manager	Q1 2023	In Progress
2.2.4	Update duty statements for staff in Enforcement Unit, separating case management from investigations (increasing specialization).	EO	Q1 2023	In Progress
2.2.5	Update and document all processes/ procedures.	AEO and Enforcement Manager	Q2 2023	In Progress
2.2.6	Update training of all staff, cross-train on all tasks.	Enforcement Manager	Q2 2023	In Progress
2.2.7	Measure impact of process improvements on enforcement timeframes.	EO	Q2 2025	Not Started
2.3 Improve the effectiveness of the Enforcement Program by implementing Expert Witness program enhancements, including recruitment, training, and ongoing assessment of subject matter experts in specific areas of chiropractic practice.				
Success Measure:	Program enhancements implemented, observed improvement in expert reports, and higher success rate at hearings.		Q4 2025	0%
2.3.1	Begin recruitment process for new SMEs.	EO	Q1 2023	In Progress
2.3.2	Staff review SME applications.	Enforcement Manager	Q1 2023	Not Started
2.3.3	Enforcement Committee members interview and vet potential SMEs.	Enforcement Committee	Q2 2023 – ongoing	Not Started
2.3.4	Contract with SMEs selected experts.	Enforcement Lead	Q2 2023 – ongoing	Not Started
2.3.5	Train SMEs.	EO and AEO	Q3 2023 – ongoing	Not Started
2.3.6	Measure effectiveness of expert witnesses (success ratio, input from Deputy Attorney General (DAG)).	AEO and Enforcement Manager	Q4 2023 – ongoing	In Progress
2.3.7	Report on effectiveness of SMEs to Enforcement Committee and provide any further recommendations.	Enforcement Lead	Q4 2023 – ongoing	Not Started
2.3.8	Continue monitoring effectiveness of Expert Witness Program (identify benchmarks - outcomes and hearing success).	EO and Enforcement Committee	Q4 2025 – ongoing	Not Started
2.4 Develop and implement clearly defined standards for licensee recordkeeping by updating regulations to provide consistency and clarity to licensees, the public, and other stakeholders.				
Success Measure:	Adopted updated standards for licensee recordkeeping into regulation.		Q4 2024	29%
2.4.1	Review and discuss requirements in other states.	EO and Enforcement Committee	Q4 2022	Completed
2.4.2	Develop a regulatory proposal for consideration by Enforcement Committee.	EO	Q1 2023	Completed
2.4.3	Have Legal/Regulations Counsel review proposal.	EO	Q1 2023	In Progress
2.4.4	Present proposal to Enforcement Committee for review, discussion, and possible recommendation to Board.	EO	Q2 2023	In Progress
2.4.5	Obtain Board approval of proposal.	EO	Q4 2023	Not Started
2.4.6	Begin regulatory process (formally submitting to DCA for approval, ready for Director's Review).	AEO and Enforcement Lead	Q4 2023	Not Started
2.4.7	Complete regulatory process.	AEO and Enforcement Lead	Q4 2024	Not Started
Goal 3: Public Relations and Outreach				
3.1 Continue to foster relationships with legislators, healing arts boards, professional organizations, and government agencies to allow stakeholders to share ideas and perspectives.				
Success Measure:	Improved at least five relationships with stakeholders across all above groups.		Q4 2023	40%
3.1.1	Identify relationships (existing and potential).	EO and AEO	Q1 2023	Completed
3.1.2	Define each relationship's plan (avenues, content) (include dialogues).	EO and AEO	Q2 2023	Completed
3.1.3	Arrange introductions/open channels of communication when needed.	EO	Q2 2023	In Progress

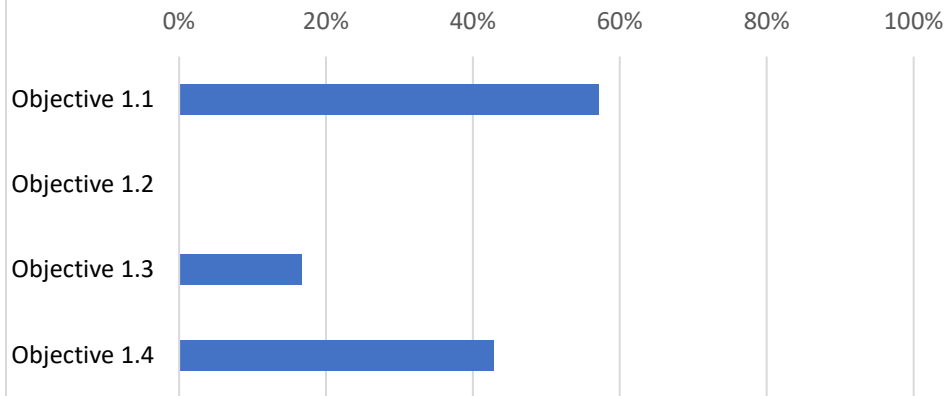
3.1.4	Schedule meetings/forums (develop MOUs if needed).	EO	Q4 2023 – ongoing	In Progress
3.1.5	Managers network/regularly communicate with other healing arts peers (include staff as appropriate).	Enforcement and Licensing Managers	Q4 2023 – ongoing	In Progress
3.2	Continue to increase the Board's presence and availability through outreach opportunities where the Board can collaborate and engage with stakeholders to allow for sharing of feedback, input, and suggestions.			
Success Measure:	Participated in at least three external outreach opportunities and hosted at least three listening sessions.		Q3 2023	20%
3.2.1	Identify existing outreach opportunities where the Board can participate.	EO	Q1 2023	Completed
3.2.2	Publicize opportunities to give feedback to the Board.	AEO	Q1 2023	In Progress
3.2.3	Host roundtable discussions / listening sessions (document feedback).	EO	Q2 2023 – ongoing	In Progress
3.2.4	Review feedback given.	EO and AEO	Q2 2023 – ongoing	In Progress
3.2.5	Communicate feedback to appropriate policy committee chair, determine action (address in public meeting, etc.).	EO and AEO	Q3 2023 – ongoing	In Progress
3.3	Create an outreach plan to improve communication with stakeholders, share helpful information, and clarify the Board's role and duties.			
Success Measure:	Board has approved its outreach plan and released at least three updated materials.		Q1 2024	57%
3.3.1	Document existing communication challenges, opportunities.	EO and AEO	Q1 2023	Completed
3.3.2	Discern what stakeholder groups would like to know (internal, anecdotal, environmental scan feedback).	Licensing/Admin Manager	Q1 2023	Completed
3.3.3	Touch base with DCA outreach/communications unit (what's available, state fair booths, etc.).	EO	Q1 2023	In Progress
3.3.4	Develop plan for modes of communication (social media, events, brochures, etc.).	AEO	Q2 2023	Completed
3.3.5	Get plan approval from Government & Public Affairs Committee, then to Board for approval.	AEO	Q3 2023	Completed
3.3.6	Create/maintain outreach calendar.	AEO	Q4 2023	In Progress
3.3.7	Create/update materials (printed materials, PDE) (get Board and legal review).	AEO	Q1 2024	In Progress
3.4	Build an interactive social media presence to engage with stakeholders and assess stakeholder sentiment of the Board.			
Success Measure:	Board has developed a presence with at least bi-weekly posts across all accounts.		Q2 2024	11%
3.4.1	Brainstorm among staff on what to share, identify priority items, clarify audiences.	EO	Q1 2023	In Progress
3.4.2	Establish internal procedure for use and management of social media accounts.	EO	Q1 2023	Completed
3.4.3	Meet with DCA Office of Public Affairs (strategy and graphics).	EO	Q1 2023	In Progress
3.4.4	Discuss social media outreach with Government & Public Affairs Committee, get feedback on what to share.	Lead Admin Analyst	Q2 2023	In Progress
3.4.5	Get input from Board members about information to share (events of interest).	Lead Admin Analyst	Q2 2023	Not Started
3.4.6	Develop bank of material to share on an ongoing basis.	AEO	Q2 2023 – ongoing	In Progress
3.4.7	Develop a system to track other accounts to monitor for sharing potential.	AEO	Q2 2023	In Progress
3.4.8	Ask Board-approved colleges for material to share.	Licensing Manager	Q4 2023	Not Started
3.4.9	Review and determine how to measure stakeholder sentiment.	AEO	Q2 2024	Not Started
3.5	Improve the Board's website by providing informative content for applicants, licensees, the public, and other stakeholders and enhancing the functionality and user experience.			
Success Measure:	Updated format and content included for all business areas.		Q4 2024	33%
3.5.1	Meet with OIS to determine process, timeline.	EO	Q1 2023	Completed
3.5.2	Assess current site - Get and review metrics from OIS, identify structure and updates needed.	EO	Q1 2023	Completed
3.5.3	Review other DCA boards' websites to get layout ideas, identify a template to adopt.	AEO	Q1 2023	Completed
3.5.4	Prioritize easy fixes and removing any obsolete information.	AEO	Q2 2023	In Progress
3.5.5	Identify what informative content should appear on site (including FAQs, requirements in plain language, and steps).	AEO	Q2 2023	In Progress
3.5.6	Review all current forms to improve them (verify ADA compliance, ensure fillable pdf versions, optimize for Connect, and confirm mobile device access).	EO	Q2 2023	In Progress
3.5.7	Communicate website redesign request to OIS.	AEO	Q3 2023	In Progress
3.5.8	Update forms.	AEO	Q2 2024	In Progress
3.5.9	Obtain feedback from external users on new website functionality through polls, listening sessions, and informal discussions.	EO and AEO	Q4 2024	Not Started
Goal 4: Laws and Regulations				
4.1	Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.			
Success Measure:	No current package older than two years.		Q2 2026	56%

4.1.1	Implement regular (monthly) monitoring and reporting progress for pending regulations to maintain visibility.	EO	Q1 2023	Completed
4.1.2	Identify challenges observed in regulatory process.	EO	Q1 2023	Completed
4.1.3	Develop action plan to address all pending regulatory workload items.	EO	Q1 2023	Completed
4.1.4	Discuss proposals as a team to get staff input.	EO	Q1 2023 – ongoing	Completed
4.1.5	Train all AGPA and higher staff train on rulemaking through DCA and OAL.	AEO	Q2 2023	In Progress
4.1.6	Thoroughly research and develop background information and justification for all regulatory proposals before submitting to a committee for consideration.	AEO and Committee Liaisons	Q2 2023 – ongoing	Completed
4.1.7	Develop initial package as proposals make their way through the committee process (to catch issues before final Board approval).	AEO	Q2 2023 – ongoing	In Progress
4.1.8	Educate Board and Committee members on rulemaking process and best practices (include in onboarding).	EO and DCA Regulatory Counsel	Q3 2023	In Progress
4.1.9	Monitor pending regulatory workload volume and completion time.	EO	Q3 2023 – Q2 2026 and ongoing	In Progress
4.2	Perform a comprehensive review of existing regulations to identify and address any unnecessary or obsolete regulations and to clarify current regulations as needed.			
Success Measure:	Board has addressed issues identified during comprehensive review.		Q4 2026	22%
4.2.1	Create action plan for review of regulations (possibly group by topic – licensing, enforcement, general).	EO	Q1 2023	Completed
4.2.2	Review all existing regulations to identify unnecessary, obsolete, or unclear regulations (as grouped by topic with staff SMEs).	AEO	Q4 2023	Completed
4.2.3	Develop recommendations to address identified issue(s) for each regulation.	AEO	Q2 2024	In Progress
4.2.4	Consult with DCA Regulatory Counsel.	AEO	Q3 2024	In Progress
4.2.5	Present final recommendations to appropriate committee for review and discussion.	AEO, Committee Liaisons	Q1 2025	Not Started
4.2.6	Committee makes recommendation to full Board.	Committees	Q4 2025	Not Started
4.2.7	Board approves proposal to amend or repeal as appropriate.	Board	Q4 2025	Not Started
4.2.8	Begin regulatory process.	AEO and Lead Admin Analyst	Q1 2026	Not Started
4.2.9	Complete regulatory process.	AEO and Lead Admin Analyst	Q4 2026	Not Started
Goal 5: Organizational Development				
5.1	Update processes and procedures, key staff roles, and staff organizational structure to establish clear responsibilities and increase efficiency.			
Success Measure:	Completed reorganization and have up-to-date documentation for staff roles.		Q3 2023	13%
5.1.1	Ensure all staff duties are accounted for.	EO	Q4 2022	Completed
5.1.2	Finalize reorganization plan and submit it to DCA Office of Human Resources for approval.	EO	Q1 2023	In Progress
5.1.3	Conduct change management activities.	Enforcement Manager and Licensing Manager	Q1 2023	In Progress
5.1.4	Issue updated duty statements to staff.	Enforcement Manager and Licensing Manager	Q1 2023	In Progress
5.1.5	Implement new organizational structure.	EO	Q1 2023	In Progress
5.1.6	Document current processes and ask for staff feedback and recommendations on proposed improvements (i.e., paperless, customer-focused).	AEO	Q1 2023	In Progress
5.1.7	Standardize, document, and store updated processes and procedures.	AEO	Q2 2023	In Progress
5.1.8	Train staff on the updated processes and procedures.	AEO	Q3 2023	In Progress
5.2	Maintain a high-performance and engaged culture focused on effective training, individual development, and continuous improvement, to recruit and retain quality staff.			
Success Measure:	Improvement in employee engagement scores.		Q2 2024	57%
5.2.1	Encourage an open, receptive, and problem-solving mindset.	EO	Q4 2022	Completed
5.2.2	Put together methods to solicit feedback and suggestions on the different processes. Possible method = role play activities during meetings for staff to better understand and serve stakeholders including consumers, licensees.	EO	Q4 2022	Completed
5.2.3	Conduct employee engagement survey to assess staff morale and establish baseline.	EO	Q1 2023	Completed
5.2.4	Conduct listening sessions to obtain feedback (concerns, problems, etc.) from staff.	EO	Q1 2023	Completed
5.2.5	Review and update job announcements (include telework opportunity).	EO	Q1 2023	Completed
5.2.6	Conduct all staff meetings to maintain line of communication and follow up on concerns, questions, etc. from listening sessions.	EO	Q1 2023 – ongoing	Completed
5.2.7	Identify potential training topics for staff and management.	AEO	Q1 2023 – ongoing	Completed
5.2.8	Implement basic cross-training for all Board processes (including Connect training).	AEO	Q1 2023 – ongoing	In Progress
5.2.9	Develop and deliver and/or sign up for staff trainings as a team.	AEO	Q2 2023	In Progress
5.2.10	Develop and disseminate customer satisfaction survey.	AEO	Q2 2023 – ongoing	In Progress

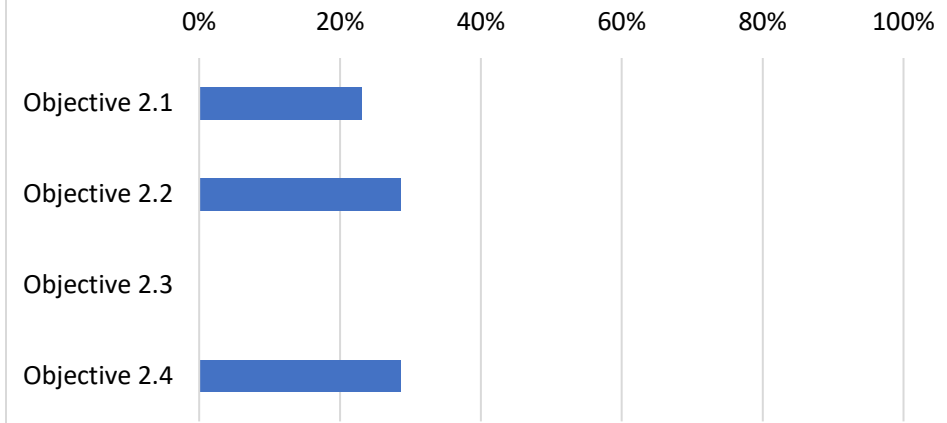
5.2.11	Encourage Individual Development Plans (IDP) and conduct regular check ins to help staff to be effective and well-rounded in their own position and develop additional areas of interest.	EO	Q4 2023 – ongoing	In Progress
5.2.12	Conduct second employee engagement survey to assess staff morale and identify additional opportunities for improvement (from 5.2.3).	EO	Q1 2024	In Progress
5.2.13	Create action plan for improvement based on engagement survey results.	EO	Q2 2024	
5.2.14	Implement action plan to address employee engagement results and improvements.	EO and AEO	Q4 2024	Not Started
5.3	Improve communication amongst staff and board members to facilitate effective collaboration.			
Success Measure:	Positive results on the annual communication survey.		Q2 2023	36%
5.3.1	Encourage staff feedback and two-way communication during unit meetings.	EO	Q4 2022 – ongoing	
5.3.2	Implement and share a monthly structured report (follow through on updates and decisions) with Board members and staff.	EO	Q1 2023	In Progress
5.3.3	Present monthly report highlights during Board meetings.	EO	Q1 2023	In Progress
5.3.4	Re-establish regular unit meetings.	Licensing Manager, Enforcement Manager	Q1 2023	
5.3.5	Encourage staff to review Board and committee meeting agendas, meeting minutes, and relevant meeting materials.	EO	Q1 2023	
5.3.6	Create a resource list for liaisons to know which staff members to reach out to regarding specific topics.	AEO	Q1 2023	In Progress
5.3.7	Introduce committee liaison to committees' chairs.	EO	Q1 2023	In Progress
5.3.8	Introduce Board liaison to Board members.	EO	Q1 2023	Not Started
5.3.9	Add liaison contact information to existing rosters and the Board's website.	EO	Q1 2023	Not Started
5.3.10	Communicate any updates (new Board members) to staff.	AEO	Q2 2023	
5.3.11	Create and distribute an annual survey to get feedback from staff and Board members regarding communication and collaboration.	AEO	Q4 2023 – ongoing	Not Started
5.4	Re-design the board member onboarding procedures and orientation process to create effective board members.			
Success Measure:	Board has implemented the new onboarding and orientation process and the new materials have been shared with all Board members.		Q2 2023	22%
5.4.1	Present proposed framework for a new orientation and onboarding process for new Board members to Government and Public Affairs Committee	EO	Q4 2022	
5.4.2	Create welcome package (include forms).	Board Liaison/EO	Q1 2023	In Progress
5.4.3	Update Board member resource binder.	Board Liaison/EO	Q1 2023	In Progress
5.4.4	Update new Board member training session materials.	Board Liaison/EO	Q1 2023	In Progress
5.4.5	Outline Board member mentor responsibilities.	Board Liaison/EO	Q1 2023	In Progress
5.4.6	Familiarize staff with mandatory Board member paperwork that needs to be completed upon appointment and annually.	Board Liaison/EO	Q2 2023	
5.4.7	Create desk manual/guidelines for Board Liaison and share with all staff.	Board Liaison/EO	Q2 2023	In Progress
5.4.8	Update Board Member Administrative Procedure Manual with updated framework.	Board Liaison/EO	Q2 2023	In Progress

Objectives	Percent Completed
Goal 1: Licensing and Professional Qualification	29%
Objective 1.1	57%
Objective 1.2	0%
Objective 1.3	17%
Objective 1.4	43%
Goal 2: Enforcement	20%
Objective 2.1	23%
Objective 2.2	29%
Objective 2.3	0%
Objective 2.4	29%
Goal 3: Public Relations and Outreach	32%
Objective 3.1	40%
Objective 3.2	20%
Objective 3.3	57%
Objective 3.4	11%
Objective 3.5	33%
Goal 4: Laws and Regulations	39%
Objective 4.1	56%
Objective 4.2	22%
Goal 5: Organizational Development	32%
Objective 5.1	13%
Objective 5.2	57%
Objective 5.3	36%
Objective 5.4	22%

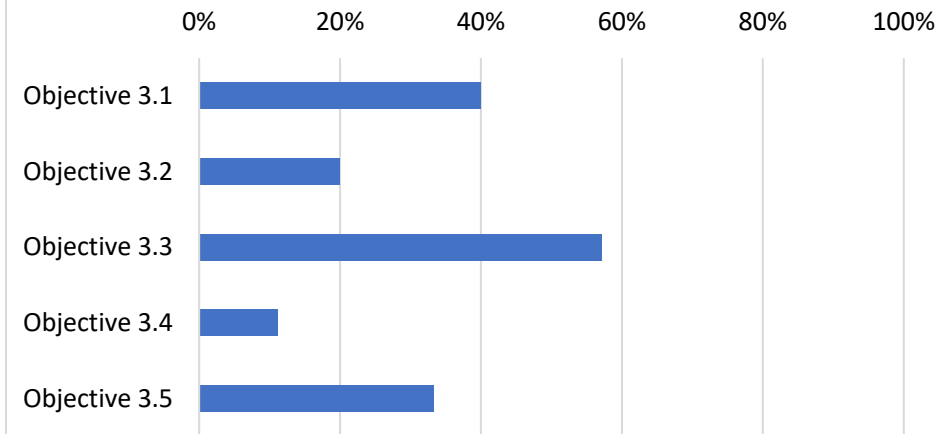
Goal 1: Licensing and Professional Qualification

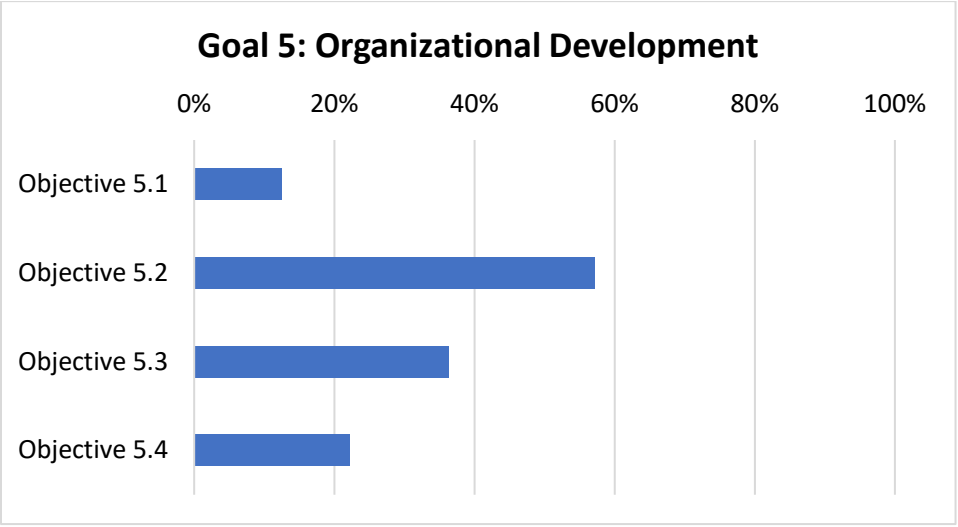
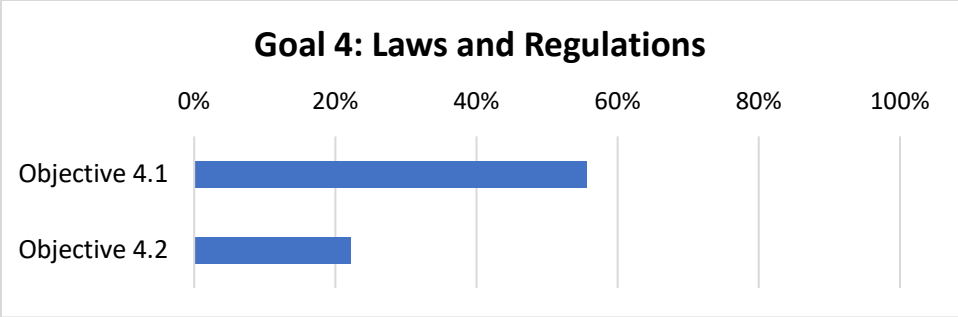


Goal 2: Enforcement



Goal 3: Public Relations and Outreach





**Status Update on the New Issues and Recommendations from the Board of
Chiropractic Examiners' 2022 Sunset Review**

Identified Issue	Assigned To	Current Status
<p><u>ISSUE #1: (BOARD COMPOSITION)</u> Does BCE's composition need to be updated to include additional members of the public or non-chiropractic medical professionals?</p>	<p>Government and Public Affairs Committee</p>	<p>The Board does not currently have an official position on this issue.</p> <p>Staff has gathered information on the composition of other DCA healing arts boards and chiropractic boards in other states, and present that information to the Committee for an initial discussion of this issue at a future meeting in 2025.</p>
<p><u>ISSUE #2: (REGULATIONS)</u> What is the current timeframe for BCE regulatory packages to be approved and finalized?</p> <p>Strategic Plan Objective 4.1: Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.</p>	<p>Executive Officer</p>	<p>Staff continues to work with committee chairs and regulatory counsel to identify strategies to move the pending regulatory proposals forward.</p> <p>In addition, new training requirements on the regulatory process are being implemented for staff.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #3: (STRATEGIC PLAN) What is the status of the BCE’s strategic plan? In addition, what will be the priorities for upcoming strategic planning sessions?</p>	<p>Executive Officer</p>	<p>The Board adopted its 2022–2026 Strategic Plan on October 27, 2022, and staff developed an action plan to achieve those objectives.</p> <p>In August 2023, the Board conducted a stakeholder survey to comply with the Governor’s Executive Order N-16-22 strengthening the commitment to a “California for All.” DCA’s SOLID Planning Solutions is analyzed the results of the survey and conducted a planning session with Board members at the May 2024 meeting. The Board will be asked to consider an amended 2022–2026 Strategic Plan at the October 2024 meeting.</p>
<p>ISSUE #4: (FUND CONDITION AND FEES) BCE states the need for a statutory fee increase based on the result of a recent fee audit. Does the Board anticipate the need to further increase fees proposed by the fee study? What is causing the need for multiple fee increases over such a short period of time?</p> <p>Strategic Plan Objective 1.4: Continue to monitor the Board’s license fee structure to ensure the Board’s financial stability, maintain access to the Board’s services, and determine whether the Board needs to consider plans for restructuring its fees.</p>	<p>Government and Public Affairs Committee</p>	<p>Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022) implemented an updated fee schedule for the Board effective January 1, 2023.</p> <p>Staff and the Committee continues to closely monitor the Board’s fund condition and the impact of the new fee schedule.</p> <p>Staff is currently conducting an internal fee study and will work with the Committee to incorporate the results and conclusions into the required report to the Legislature on the Board’s license fee structure.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #5: (FEE INCREASES AND BARRIERS TO CHIROPRACTIC PROFESSIONALS) With the need for statutory fee increases, has BCE considered how to minimize the impact of these fee increases on early-career chiropractic professionals or on underrepresented chiropractic professionals?</p>	<p>Licensing Committee</p>	<p>The Board reduced the initial cost of licensure for new applicants through the updated fee schedule.</p> <p>In addition, the Licensing Committee has been discussing the impacts of existing licensing processes, potential barriers to licensure, and opportunities for further efficiencies.</p>
<p>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?</p> <p>Strategic Plan Objective 1.3: Review reciprocity requirements to minimize barriers to licensure in California.</p>	<p>Licensing Committee</p>	<p>The Committee has been discussing reciprocity requirements and potential barriers to licensure.</p> <p>In addition, staff is compiling detailed information on the chiropractic licensure requirements in other states and reciprocity requirements for related DCA healing arts boards.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #7: (CE) What accountability metrics are in place to ensure CE earned through distance learning is appropriate? Are licensees complying with CE requirements, as demonstrated in ongoing audits BCE staff conducts to determine CE was actually completed?</p> <p>Strategic Plan Objective 1.1: Complete comprehensive updates to the Board’s continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.</p>	<p>Continuing Education Committee</p>	<p>The Board approved regulatory text to implement comprehensive updates to the continuing education requirements.</p> <p>Staff is resuming audits of licensees’ CE records and is working with DCA’s Office of Information Services to develop a platform to receive primary source verification of CE records directly from providers.</p>
<p>ISSUE #8: (PERFORMANCE-BASED ASSESSMENT OF LICENSEE COMPETENCY) Has the Board considered adding performance-based assessment of licensee competency in addition to or in lieu of CE coursework?</p>	<p>Continuing Education Committee</p>	<p>The Board included additional activities to demonstrate competency in the regulatory text to update the CE requirements.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #9: (ENFORCEMENT TIMEFRAMES) Since the last sunset review, the BCE has reduced the time required to complete formal discipline, but it still has not been able to meet the target timeframes set by the BCE and DCA. Has the Board considered implementing additional measures to reduce enforcement timeframes?</p> <p>Strategic Plan Objective 2.2: Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.</p>	<p>Executive Officer</p>	<p>The Enforcement Unit participated in a project with DCA's Organizational Improvement Office to evaluate the complaint intake, desk investigation, and field investigation processes and identify strategies to reduce timeframes.</p> <p>The Board has been implementing various changes and process improvements to its Enforcement Program over the past three years.</p>
<p>ISSUE #10: (PRACTICE VIOLATIONS) Has the Board sought additional enforcement measures to curb the spread of medical misinformation within the chiropractic community?</p>	<p>Executive Officer</p>	<p>The Board continues to encourage licensees and the public to report any misinformation within the chiropractic profession so the Enforcement Unit can investigate and take appropriate action.</p> <p>Staff continues to track enforcement actions taken related to this issue.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #11: (ENFORCEMENT DISCLOSURES) The Patient’s Right to Know Act requires BCE licensees to disclose probationary status to patients. The BCE recommended in their report that two exemptions be removed from this Act (BPC § 1007 subdivision (c)) to strengthen consumer protection. Are there any additional measures that can be taken to ensure consumers are aware of the probationary status of licensees?</p>	<p>Enforcement Committee</p>	<p>Staff will develop recommendations on additional measures to ensure consumers are aware of licensees’ probationary status and present those recommendations to the Committee for discussion at a future meeting.</p>
<p>ISSUE #12: (IMPACTS OF THE COVID-19 PANDEMIC) Since March 2020, there have been a number of waivers issued through Executive Orders that impact BCE operations, BCE licensees, providers, and patients throughout the state. Do any of these waivers warrant an extension or statutory changes? How has the BCE addressed issues resulting from the pandemic and how does the Board aim to continue to address these issues as the pandemic endures?</p>	<p>Government and Public Affairs Committee</p>	<p>This issue will be discussed by the Committee at a future meeting.</p>

Identified Issue	Assigned To	Current Status
<p>ISSUE #13: (TECHNICAL CHANGES MAY IMPROVE EFFECTIVENESS OF BCE OPERATIONS) There are amendments to BCE's Practice Act that are technical in nature but may improve BCE operations and the enforcement of the Act.</p>	<p>Government and Public Affairs Committee</p>	<p>This issue, including potential challenges, will be discussed by the Committee at a future meeting.</p>

Agenda Item 12 Attachment 4

0152 - Board of Chiropractic Examiners Analysis of Fund Condition (Dollars in Thousands)

Prepared 10.9.2024

2024-25 Governor's Budget W 23-24 ACTUAL

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27
BEGINNING BALANCE	\$ 2,026	\$ 3,033	\$ 1,542	\$ -74
Prior Year Adjustment	\$ -146	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,880	\$ 3,033	\$ 1,542	\$ -74
 REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$ 52	\$ 57	\$ 57	\$ 57
4127400 - Renewal fees	\$ 4,166	\$ 4,023	\$ 4,023	\$ 4,023
4129200 - Other regulatory fees	\$ 120	\$ 112	\$ 112	\$ 112
4129400 - Other regulatory licenses and permits	\$ 804	\$ 872	\$ 872	\$ 872
4163000 - Income from surplus money investments	\$ 141	\$ 9	\$ 3	\$ -
4170400 - Capital Asset Sales Proceeds	\$ 9	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 2	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 5,299	\$ 5,074	\$ 5,068	\$ 5,065
Transfers and loans to/from other funds				
Estimate Repayment of FO0421 To Vehicle Inspection and Repair Fund per Item 1111-011-0421, Budget Act 2014	\$ -250	\$ -250	\$ -250	\$ -250
Totals, Transfers and Other Adjustments	\$ -250	\$ -250	\$ -250	\$ -250
 TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 5,049	\$ 4,824	\$ 4,818	\$ 4,815
 TOTAL RESOURCES	\$ 6,929	\$ 7,857	\$ 6,360	\$ 4,741
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 3,569	\$ 6,019	\$ 6,200	\$ 6,386
9892 Supplemental Pension Payments (State Operations)	\$ 85	\$ 62	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 242	\$ 234	\$ 234	\$ 234
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 3,896	\$ 6,315	\$ 6,434	\$ 6,620
 FUND BALANCE				
Reserve for economic uncertainties	\$ 3,033	\$ 1,542	\$ (74)	\$ -1,878
Months in Reserve	5.8	2.9	-0.1	-3.3

NOTES:

1. Assumes workload and revenue projections are realized in BY and ongoing.
2. Expenditure growth projected at 3% beginning BY.

BUDGET LETTER

SUBJECT: VACANCY SAVINGS AND POSITION ELIMINATION	NUMBER: 24-20
REFERENCES: CONTROL SECTION 4.12, 2024 BUDGET ACT	DATE ISSUED: July 29, 2024
	SUPERSEDES: N/A

TO: Agency Secretaries
 Department Directors
 Departmental Budget and Accounting Officers
 Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

Budget officers are requested to forward a copy of this budget letter to departmental personnel and labor relations officers.

This Budget Letter (BL) provides departments with instructions to implement the Control Section (CS) 4.12 reduction required in the 2024 Budget Act through the development of the 2025-26 Governor's Budget.

Note: Departments must develop the CS 4.12 reduction adjustments using the CS 4.12 Vacancy Savings and Position Elimination Adjustment Workbook (Workbook); Finance Budget Analysts will provide departments the Workbook electronically by August 2, 2024.

Deadlines and Deliverables	
On or before August 16, 2024 (Friday)	CS 4.12 Vacancy Savings and Position Elimination Adjustment Workbook (see Attachment 1 for Example), adjustments in Hyperion, and supporting documentation, due to Finance Budget Analysts.

I. Background

The 2024 Budget Act assumes \$1.5 billion (\$762.5 million General Fund) in savings related to vacant positions beginning in 2024-25, and ongoing, and that approximately 10,000 vacant positions will be permanently eliminated beginning in 2025-26. The 2024 Budget Act includes CS 4.12 which provides the Department of Finance (Finance) authority to reduce departmental budgets to capture savings related to vacant positions in 2024-25. Pursuant to CS 4.12, departmental appropriations will be adjusted to reflect savings through the Budget Executive Order process. CS 4.12 requires Finance to report to the Legislature on January 10, 2025 (as part of the 2025-26 Governor's Budget), the total savings associated with the permanent elimination of vacant positions in 2025-26, including the department, program(s),

and job classification(s), for each vacant position proposed to be eliminated through CS 4.12.

II. General Instructions

Finance has estimated the savings associated with vacant positions for every state entity as of June 2024 and anticipates that up to half of the estimated savings from vacant positions will be reduced from departmental budgets beginning in the 2024-25 fiscal year and ongoing, and the associated position authority will be permanently removed effective in the 2025-26 fiscal year. The estimated savings are based on data reported by departments to the State Controller's Office (SCO) on filled positions for June 2024 and include salary and benefit costs associated with each vacant position. Finance Budget Analysts will provide departments with their estimated savings (by General Fund and all other funds), along with the Workbook that must be completed and submitted to Finance. As part of this submission, departments must:

1. Identify vacant positions to be eliminated starting in 2025-26 to achieve the required ongoing savings provided in the Workbook.
2. Schedule the associated reductions to the proper item(s) of appropriation.
3. Submit the Workbook, Hyperion adjustments, and any related supporting documentation to Finance Budget Analysts no later than **August 16, 2024**. Where applicable, the associated Agency must be CC'd on all department submissions.

This information is necessary to provide the scheduling information to the SCO to process the Budget Executive Order pursuant to CS 4.12. If a department fails to complete all these steps within the deadline, Finance will schedule the adjustment and, in such instances, departments may not have an opportunity to request further changes or make corrections to the scheduling.

Finance Budget Analysts will notify departments if changes to the CS 4.12 Vacancy Savings and Position Elimination Adjustment Workbook are necessary.

Please refer to the following instructions to determine and schedule reductions.

III. Control Section 4.12 Vacancy Savings and Position Elimination Adjustment Workbook

CS 4.12 Checklist Tab

Departments are to utilize the CS 4.12 Checklist Tab to verify the accurate completion of the Workbook, the associated Hyperion entries, and the BBA Excel Upload Template, if used. Prior to submission, departmental accounting management must approve the scheduled items and programs to ensure proper posting to SCO's legacy system.

There are seven worksheets in the Workbook; each is detailed below.

CS 4.12 Worksheet Summary Tab

This worksheet displays the total adjustments that are calculated on Worksheets 1, 2, and 3. Cells within this worksheet are formula driven and cannot be altered.

Worksheet 1: CS 4.12 Fund Allocation

Departments need to review the required savings as allocated by Finance on the Fund Allocation tab of the worksheet. The General Fund totals are preset and cannot be changed. Departments need to allocate the required non-General Fund savings to the department's authorized special funds, nongovernmental cost funds, and reimbursement fund as appropriate. The total savings allocated on the Fund Allocation tab should match the Required Savings total provided by Finance. Any approved changes will be accounted for on the Exclusions and Worksheet Summary tabs.

Worksheet 2: CS 4.12 Exclusions to Vacant Position Savings

Departments need to enter any proposed changes to the amount or distribution of required savings between General Fund and Other Funds on the Exclusions tab. Departments must provide justification for each requested change and must receive concurrence from Agency **prior to submission of this drill** on Friday, August 16, 2024.

Worksheet 3: CS 4.12 Vacant Position Elimination

Departments are to identify the individual vacant positions for which savings will be captured through CS 4.12. The total cost of these positions should sum to the total adjustments displayed on the CS 4.12 Summary Worksheet and should identify the following information for each vacant position:

1. Budgetary Program
2. Classification Title
3. Collective Bargaining Unit Identifier
4. Position Type
5. Position Number
6. Annual savings for eliminating the position, including salaries, benefits, and retirement costs

The 2024 Budget Act proposes to permanently eliminate position authority for positions identified on this tab **beginning in 2025-26**.

Worksheet 4: CS 4.12 Hyperion Expenditure Adjustments

Departments must provide the unique appropriation item information (BU, Reference, Fund, Item, Program, Category, and Fund Class) for each expenditure adjustment. Departments must use valid appropriation items when scheduling adjustments. Invalid items and program combinations cannot be processed by SCO and lead to significant delays and additional workload for departments. Typically, only those item and program combinations displayed in the 2024 Budget Act or an amendment to the 2024 Budget Act are valid, unless they impact a continuously appropriated item.

To correctly classify funds and reduce errors, the CS 4.12 Hyperion Expenditure Adjustments Worksheet includes a drop-down list of all funds by fund number as well as all applicable adjustment categories to select from rather than needing to be keyed in manually.

The fund classification will auto-populate based on the fund/category selected; federal funds and bond funds are classified as non-governmental cost funds. While this process should help minimize errors, departments must verify each fund classification by reconciling it to the [Uniform Codes Manual \(UCM\)](#). Please refer to the UCM, Numerical Fund Listing. If a fund does not appear in the drop-down list, please contact your Finance Budget Analyst prior to submission.

Worksheet 5: CS 4.12 Hyperion Full-Time Equivalent Position Authority Adjustments

Departments must provide the unique appropriation item information (BU, Reference, Fund, Item, Program, Category, and Fund Class) for each position authority adjustment. Departments must use valid appropriation items when scheduling adjustments. Finance publishes an Active Item List on its website for reference. Invalid items and program combinations cannot be processed by SCO and lead to significant delays. Typically, only those item and program combinations displayed in the 2024 Budget Act or an amendment to the 2024 Budget Act are valid, unless they impact a continuously appropriated item.

To correctly classify funds and reduce errors, the CS 4.12 Hyperion Full-Time Equivalent Position Authority Adjustments Worksheet includes a drop-down list of all funds by fund number as well as all applicable adjustment categories to select from rather than needing to be keyed in manually. The fund classification will auto-populate based on the fund/category selected; federal funds and bond funds are classified as non-governmental cost funds. While this process should help minimize errors, departments must verify each fund classification by reconciling it to the Uniform Codes Manual (UCM). Please refer to the UCM, Numerical Fund Listing. If a fund does not appear in the drop-down list, please contact your Finance Budget Analyst prior to submission.

Worksheet 6: CS 4.12 Crossies

To verify that all adjustments within the Workbook agree, the formula-driven crossies on this worksheet must all be "0" for both the current and budget years.

IV. Instructions—BRs in Hyperion and BBA Upload Templates

General Information

After completing all of the Workbook, departments are required to complete a BR in Hyperion for the CS 4.12 Vacancy Savings and Position Elimination Adjustment. Adjustments in Hyperion must correspond to the adjustments listed on the Worksheet and Hyperion Full-Time Equivalent Position Authority Adjustments Worksheet. If uploading to Hyperion, departments must use the latest BBA Excel Upload Template.

Departments must use the following for the BR created:

1. Use the standard naming conventions to provide a unique BR name (for example, 2222-XXX-BBA-2025-GB). **REMINDER:** To improve coordination and reduce system kick outs, departments and Finance Budget Analysts should use BR sequencers that match the last three digits of the BR identifier in Hyperion. For example, BR identifier: BR 0010 with BR Name: 2222-010-BBA-2025-GB. See Budget Request Naming Convention in Hyperion for additional information.
2. For purposes of this BL, the BR Title **must** be "Section 4.12 Vacancy Savings and Position Elimination Adjustment."

3. For departments using the BBA Excel Upload Template, use the drop-down menu to select the appropriate BU, Request ID, Version, and Year.

Baseline Adjustment Type

Departments must select BBA type “**Issue Specific Adjustment**” from the drop-down menu in the Baseline Adjustment Type tab.

Baseline Adjustments (Expenditures)

Using the drop-down menus, specify the Item, Enactment Year, Program, and Category for each unique combination of funding needed for the adjustment. For purposes of this BL, the only acceptable Categories to select are Category 510XXXX (Salaries and Wages) and Category 515XXXX (Staff Benefits), unless scheduling adjustments as Distributed Administrative Costs (Program 9900200), which use Category 5342500 (Indirect Distributed Cost).

Reimbursements will also be captured in Category 510XXXX and 515XXXX in Fund 0995.

Reductions to expenditure authority will be scheduled in 2024-25 (current year), 2025-26 (budget year), and ongoing.

Distributed Administration Costs

Departments that continue to distribute administrative costs will need to reflect that distribution for applicable Employee Compensation Reductions. To properly reflect the in-and-out nature of distributed administrative costs, a three-entry scheme is required:

1. Program 9900100-Administration (negative adjustment) and Category 510XXXX or 515XXXX (earnings, benefits and retirement) to show the negative total being distributed to a particular program(s).
2. Program 9900200-Administration - Distributed (positive adjustment) and Category 5342500-Indirect Distributed Cost to reflect total distributed cost.
3. The program (negative adjustment) that pays for the distributed cost with Category 5342500-Indirect Distributed Cost.

This process ensures the distributed administration costs show in the program total.

Baseline Adjustments (Position Authority)

Using the drop-down menus, specify the Item, Enactment Year, Program, and Category for each unique combination of position authority needed for the adjustment. For purposes of this BL, the only acceptable Category to select is Category 5100000 (Permanent Civil Service Employees). **Reductions to position authority will be scheduled in 2025-26, and ongoing.**

V. Additional Vacant Position Reductions

The 2024 Budget Act also includes 7.95 percent reductions to agencies and departments' ongoing state operations budgets beginning in 2024-25. Finance will issue an additional BL further detailing the process for implementing the 7.95 percent state operations reductions. Agencies and departments may identify additional savings related to vacant positions not captured under CS 4.12 to achieve the statutorily approved government efficiency reductions in 2024-25.

If you have any questions regarding this BL, please contact your Principal Program Budget Analyst.

/s/ Jennifer Whitaker

Jennifer Whitaker
Program Budget Manager

BUDGET LETTER

SUBJECT: GOVERNMENT EFFICIENCIES REDUCTIONS	NUMBER: 24-24
REFERENCES: CONTROL SECTION 4.05, 2024 BUDGET ACT	DATE ISSUED: August 16, 2024
	SUPERSEDES: N/A

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

Budget officers are requested to forward a copy of this budget letter to departmental Human Resources, Labor Relations, Business Services, and Information Officers.

This Budget Letter (BL) provides departments with instructions to implement the Control Section (CS) 4.05 reduction required in the 2024 Budget Act for the development of the 2025-26 Governor's Budget.

Note: Departments must allocate CS 4.05 reduction adjustments based on the CS 4.05 Government Efficiencies Reductions Workbook (Workbook) provided by the Department of Finance (Finance). Finance Budget Analysts will provide departments a pre-populated Workbook electronically by August 21, 2024.

Deadlines and Deliverables	
On or before September 9, 2024 (Monday)	CS 4.05 Government Efficiencies Reductions Workbook (see Attachment I for an example), adjustments in Hyperion, and supporting documentation due to Finance Budget Analysts. Where applicable, departments must receive concurrence from Agency and include Agency on submission of this drill.

I. Background

CS 4.05, as included in the 2024 Budget Act, provides Finance authority to reduce departmental budgets to capture state operations savings of up to 7.95 percent in fiscal year 2024-25, and ongoing, to achieve savings of over \$2.1 billion in 2024-25. The Budget includes CS 4.05 to capture ongoing savings to address the anticipated General Fund deficit in 2024-25 and future fiscal years. Pursuant to CS 4.05, departmental appropriations will be adjusted to capture savings through the Budget Executive Order process.

CS 4.05 requires Finance to report to the Legislature by January 10, 2025 (as part of the 2025-26 Governor's Budget), the total savings associated with CS 4.05 reductions, including the funding source and magnitude of savings achieved.

II. General Instructions

Finance has calculated the savings required for each department as required by CS 4.05. Required savings are based on authorized expenditures as of the 2024 Budget Act. Finance Budget Analysts will provide departments a Workbook electronically **by August 21, 2024**, identifying required savings by General Fund and all other funds, which must be completed and submitted to Finance as noted below. Departments must:

1. Identify areas for reduction beginning in 2024-25 to achieve the required ongoing savings provided in the Workbook.
2. Schedule the associated reductions to the proper item(s) of appropriation.
3. Submit the Workbook, Hyperion adjustments, and any related supporting documentation to Finance Budget Analysts no later than **September 9, 2024**. As identified in the "Deadlines and Deliverables," Agency must be included on all department submissions to indicate Agency concurrence.

This information is necessary to complete the Budget Executive Order and provide scheduling information to the State Controller's Office (SCO) pursuant to CS 4.05. If a department fails to complete all these steps within the deadline, Finance will schedule the adjustments and, in such instances, departments may not have an opportunity to request further changes.

Please refer to the instructions in Section IV CS 4.05 Government Efficiencies Reductions Workbook to determine and schedule reductions.

III. Government Efficiencies Reductions Tool Kit

Attachment II of this BL provides a list of approaches and methods departments should consider when implementing the required budgetary reductions.

It is vitally important that state government is efficient, effective, and only expends funds that are necessary for the critical operation and security of the state. As such, all state entities must take immediate action to reduce expenditures and identify all operational savings achieved. These immediate actions may include, but are not necessarily limited to, the actions identified on Attachment II.

Pursuant to the 2024 Budget Act, budgetary reductions must be ongoing. However, Finance acknowledges it may take time to implement ongoing reductions expected of departments. Therefore, savings in the 2024-25 fiscal year may be achieved through a combination of one-time and ongoing reductions to achieve the required savings, with the expectation that savings in 2025-26 are achieved entirely through permanent reductions. Required reductions specified in each department's workbook exclude one-time and limited-term funding that expires before the 2028-29 fiscal year.

IV. CS 4.05 Government Efficiencies Reductions Workbook

Checklist

Utilize the CS 4.05 Checklist worksheet to verify accurate completion of the Workbook, the

associated Hyperion entries, and the Baseline Budget Adjustment (BBA Excel Upload Template), if used. Prior to submission, departmental accounting management must approve the scheduled items and programs to ensure proper posting to SCO's system.

Workbook Summary

This worksheet summarizes targeted savings by fund type, any approved exclusions, and total required savings after exclusions. Cells within this worksheet are formula-driven, calculated using data from worksheets 1 and 2, and *cannot be changed*.

Utilize the Workbook Summary to identify total reductions required on worksheets 3 and 4. **Negative** numbers represent savings/required reductions.

Sheet 1: Fund Allocation

Review the required savings as determined by Finance on the Fund Allocation worksheet. The General Fund totals are preset and cannot be changed. Use negative numbers to allocate the required non-General Fund savings to the department's authorized special funds and nongovernmental cost funds as appropriate. Bond funds, federal funds, and reimbursements are excluded from this drill and should not be reduced. **Negative** numbers represent savings/required reductions.

The total savings allocated on the Fund Allocation tab must match the required savings provided by Finance on the Fund Allocation worksheet. Any approved changes must be accounted for on the Exclusions and Worksheet Summary worksheets.

Sheet 2: Exclusions

Given that reductions included in the 2024 Budget Act must be achieved statewide, exclusions must be narrow in scope. Generally, exclusions may be considered if they are related to directly providing a mission-critical public benefit or service, supported by Proposition 98 resources, public safety, or 24-hour care. The savings provided by Finance are based on budgeted state operations expenditures in the 2024 Budget Act and reflect the exclusion of one-time and limited-term funding, federal funds, bond funds, capital outlay, local assistance, Pro Rata and Statewide Cost Allocation Plan costs, and select other spending categories. Departments may not request exclusions associated with these funding sources.

Departments must provide to Finance the methodology for calculating exclusions, if applicable, as approved by Agency. Enter any proposed changes to the amount or distribution of required savings between General Fund and other funds on the Exclusions worksheet. Exclusions must be entered as **positive numbers**.

Departments must provide justification for each requested change and must receive concurrence from Agency **prior to submission of this drill** on Monday, September 9, 2024. Finance will review and provide final approval for any requested exclusions.

Sheet 3: Reductions

Identify the programs or areas associated with the proposed savings. The total sum of these reductions should equal the total adjustments identified on the Workbook Summary worksheet and be entered as **negative numbers**.

Departments should describe the planned reductions, including comments regarding affected programs, services, vacant or temporary/limited-term positions, and necessary statutory or regulatory changes, where applicable. Indicate if programs or activities proposed for reduction are discretionary or statutorily mandated. Describe where changes are one-time or ongoing, where applicable. The purpose of this information is to allow Finance to evaluate impacts to the department and programs.

Reductions to public-facing benefits and services should be avoided. **Departments should not implement layoffs of permanent, authorized positions to achieve required savings.**

Sheet 4: Expenditure Adjustments

Provide the unique appropriation item information (BU, Reference, Fund, Item, Program, Category, and Fund Class) for each expenditure adjustment to be entered into Hyperion. Enter categories based on planned reductions for Current Year expenditures. If adjustments to categories for Budget Year expenditures are needed, please contact your Finance Budget Analyst.

Departments must use valid appropriation items when scheduling adjustments. Finance publishes an [Active Item List](#) on its website for reference. Invalid items and program combinations cannot be processed by SCO and lead to significant delays and additional workload for departments. Typically, only those item and program combinations displayed in the 2024 Budget Act or an amendment to the 2024 Budget Act are valid.

To correctly classify funds and reduce errors, Sheet 4: Expenditure Adjustments includes a drop-down list of all funds by fund number as well as all applicable adjustment categories to select from rather than keying in manually. The fund classification will auto-populate based on the fund/category selected; federal funds and bond funds are classified as non-governmental cost funds. While this process should help minimize errors, departments must verify each fund classification by reconciling it to the [Uniform Codes Manual](#). If a fund does not appear in the drop-down list, please contact your Finance Budget Analyst prior to submission.

Total adjustments must be entered as **negative numbers**.

Crossties

Utilize this worksheet to verify all adjustments within the Workbook agree. The formula-driven crossties on this worksheet must all reflect "0" and cannot be changed.

V. Instructions—BRs in Hyperion and BBA Upload Templates

General Information

After completing the Workbook, departments are required to complete a BBA Budget Revision (BR) in Hyperion for the CS 4.05 Government Efficiencies Reductions. Adjustments in Hyperion must correspond to the adjustments listed on Sheet 4: Expenditure Adjustments. If uploading to Hyperion, departments must use the latest BBA Upload Template.

Departments must use the following for the BR created:

1. Use the standard naming conventions to provide a unique BR name (for example, 2222-XXX-BBA-2025-GB).
 - a. **REMINDER:** To improve coordination and reduce system kick outs, departments and Finance Budget Analysts should use BR sequencers that match the last three digits of the BR identifier in Hyperion. For example, BR identifier: BR 0010 with BR Name: 2222-010-BBA-2025-GB. See [Budget Request Naming Convention in Hyperion](#) for additional information.
2. For purposes of this BL, the BR Title **must** be "Section 4.05 Government Efficiencies Reductions."
3. For purposes of this BL, please set BBA Type to "**Issue Specific Adjustment.**"
4. For departments using the BBA Excel Upload Template, use the drop-down menu to select the appropriate BU, Request ID, Version, and Year.

Baseline Adjustment Type

Departments **must** select BBA type "**Issue Specific Adjustment**" from the drop-down menu in the Baseline Adjustment Type tab.

Baseline Adjustments (Expenditures)

Using the drop-down menus, specify the Item, Enactment Year, Program, and Category for each unique adjustment. **Reductions to expenditure authority must be entered as negative numbers and scheduled in 2024-25 (current year), 2025-26 (budget year), and ongoing.**

Distributed Administration Costs

Departments that distribute administrative costs may need to reflect that distribution. To properly reflect the in-and-out nature of distributed administrative costs, a three-entry approach is required:

1. Program 9900100-Administration (negative adjustment) to show the negative total being distributed to a particular program(s).
2. Program 9900200-Administration - Distributed (positive adjustment) and Category 5342500-Indirect Distributed Cost to reflect total distributed cost.
3. The program (negative adjustment) that pays for the distributed cost with Category 5342500-Indirect Distributed Cost.

This process ensures the distributed administration costs show in the program total.

If you have any questions regarding this BL, please contact your Principal Program Budget Analyst.

/s/ Jennifer Whitaker

Jennifer Whitaker
Program Budget Manager



**Agenda Item 13
October 24, 2024**

**Update and Discussion on Implementation of 2024 Legislation Affecting
the Board**

Purpose of the Item

Staff will provide the Board with an update on the implementation of the 2024 chaptered bill affecting the Board.

Action Requested

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

Background

Below is an overview of the bill that will be discussed during the meeting.

- [Assembly Bill 1991 \(Bonta, Chapter 369, Statutes of 2024\)](#) Licensee and registrant renewal: National Provider Identifier.

Summary: This bill requires the Department of Consumer Affairs (DCA) healing arts boards to require a licensee or registrant who electronically renews their license or registration to provide to that board their individual National Provider Identifier (NPI), if they have one.

Anticipated Fiscal Impact on the Board: None.

Implementation Plan: DCA's Office of Information Services is making changes to the existing Health Care Access and Information (HCAI) workforce data survey to make the disclosure of the licensee's NPI number mandatory if the licensee indicates they have one. Currently, the disclosure of the NPI number is optional.

Attachment

- Copy of the Above-Referenced Chaptered Bill

Assembly Bill No. 1991

CHAPTER 369

An act to add Section 850.2 to the Business and Professions Code, relating to healing arts.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1991, Bonta. Licensee and registrant renewal: National Provider Identifier.

Existing law provides for the licensure and regulation of various healing arts professions and vocations by boards established within the Department of Consumer Affairs, and establishes the standards for licensure or certification of health professionals. Existing law makes certain violations of specified provisions relating to healing arts by a licensee or registrant a crime.

This bill would require a healing arts board, as defined, to require a licensee or registrant who electronically renews their license or registration to provide to that board the licensee's or registrant's individual National Provider Identifier, if they have one. The bill would provide that a violation of the bill's requirements is not a crime.

The people of the State of California do enact as follows:

SECTION 1. Section 850.2 is added to the Business and Professions Code, immediately following Section 850.1, to read:

850.2. (a) For purposes of this section, "healing arts board" means any board, division, or examining committee in the Department of Consumer Affairs that licenses or certifies health professionals.

(b) A healing arts board shall require a licensee or registrant who electronically renews their license or registration to provide to that board the licensee's or registrant's individual National Provider Identifier, if they have one.

(c) A violation of this section shall not constitute a crime.

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Agenda Item 14
October 24, 2024

Presentation on FCLB Recognized Chiropractic Specialty Programs (RCSP)

Purpose of the Item

The Board will receive a presentation on the Federation of Chiropractic Licensing Boards' (FCLB) Recognized Chiropractic Specialty Programs (RCSP), which is designed to serve chiropractic licensing boards in assessing the rigor and standards of quality of chiropractic specialty programs offering post-graduate credentials.

Action Requested

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

External Resource

- [FCLB Recognized Chiropractic Specialty Programs Criteria for Quality Specialty Programs \(Draft Version April 2023\)](#)



**Agenda Item 15
October 24, 2024**

**Discussion and Possible Action on the Practice of Chiropractic on Animals,
Including Certification Programs**

Purpose of the Item and Action Requested

The Board will be asked to engage in a policy discussion regarding the practice of animal chiropractic.

Background

Regulation of “Animal Chiropractic” in California

The Chiropractic Initiative Act of California and the Board’s regulations only address the practice of chiropractic on humans, not animals. Complaints regarding animal chiropractic are typically referred to the Veterinary Medical Board (VMB) for investigation of the possible unlicensed practice of veterinary medicine.

Practice of Veterinary Medicine in California

Within the Veterinary Medicine Practice Act, Business and Professions Code (BPC) section 4825 prohibits the practice of veterinary medicine without a valid license issued by VMB. BPC section 4826 states, in relevant part:

“A person practices veterinary medicine, surgery, and dentistry, and the various branches thereof, when the person does any one of the following:

“(a) Represents oneself as engaged in the practice of veterinary medicine, veterinary surgery, or veterinary dentistry in any of its branches.

“(b) Diagnoses or prescribes a drug, medicine, appliance, application, or treatment of whatever nature for the prevention, cure, or relief of a wound, fracture, bodily injury, or disease of animals.

“(c) Administers a drug, medicine, appliance, application, or treatment of whatever nature for the prevention, cure, or relief of a wound, fracture, bodily injury, or disease of animals, except where the medicine, appliance, application, or treatment is administered by a registered veterinary technician or a veterinary assistant at the direction of and under the direct supervision of a licensed veterinarian subject to Article 2.5 (commencing with Section 4836) or where the drug, including, but not limited to, a drug that is a controlled substance, is administered by a registered veterinary technician or a veterinary assistant pursuant to Section 4836.1. However,

no person, other than a licensed veterinarian, may induce anesthesia unless authorized by regulation of the board.

“ . . .

“(g) Uses any words, letters, or titles in such connection or under such circumstances as to induce the belief that the person using them is engaged in the practice of veterinary medicine, veterinary surgery, or veterinary dentistry. This use shall be prima facie evidence of the intention to represent oneself as engaged in the practice of veterinary medicine, veterinary surgery, or veterinary dentistry.”

BPC section 4825.1, subdivision (b) defines the term “diagnosis” as it applies to veterinary medicine as “the act or process of identifying or determining the health status of an animal patient through examination and the opinion derived from that examination.”

However, BPC section 4827, subdivision (a)(1) includes the following exemption for the owner of their animals:

“(a) Nothing in this chapter prohibits any person from:

“(1) Practicing veterinary medicine as a bona fide owner of one’s own animals. This exemption applies to the following:

“(A) The owner’s bona fide employees.

“(B) Any person assisting the owner, provided that the practice is performed gratuitously.”

Musculoskeletal Manipulation of Animals

Effective June 5, 1998, VMB adopted California Code of Regulations (CCR), title 16, section 2038, which defines musculoskeletal manipulation (MSM) as:

“(a) The term musculoskeletal manipulation (MSM) is the system of application of mechanical forces applied manually through the hands or through any mechanical device to enhance physical performance, prevent, cure, or relieve impaired or altered function of related components of the musculoskeletal system of animals. MSM when performed upon animals constitutes the practice of veterinary medicine.”

This regulation authorizes California licensed doctors of chiropractic to perform MSM on animals while working under the direct supervision of a veterinarian with the following protocol:

1. The supervising veterinarian must complete the following prior to authorizing a doctor of chiropractic to complete an initial examination or perform treatment:

- a. Examine the animal patient;
 - b. Have sufficient knowledge to make a diagnosis of the animal's medical condition;
 - c. Assume responsibility for making clinical judgments regarding the animal's health and need for medical treatment, including a determination that MSM will not be harmful to the animal patient;
 - d. Discuss with the owner or their authorized representative a course of treatment, and be readily available or have made arrangements for follow-up evaluation in the event of adverse reactions or failure of the treatment regimen; and
 - e. Obtain a signed acknowledgement from the owner or their authorized representative that MSM is considered to be an alternative (nonstandard) veterinary therapy.
2. After the doctor of chiropractic has completed an initial examination or treatment, the doctor of chiropractic must consult with the supervising veterinarian to confirm that MSM is appropriate and to coordinate complementary treatment.
 3. At the time a doctor of chiropractic is performing MSM, the supervising veterinarian must be on the premises in an animal hospital setting or in the general vicinity of the treatment area in a range setting.
 4. The supervising veterinarian must ensure that accurate and complete records of MSM treatments are maintained in the animal patient's veterinary medical record.

A doctor of chiropractic who fails to comply with the provisions of CCR, title 16, section 2038 is considered to be engaged in the unlicensed practice of veterinary medicine and is subject to a citation and fine by VMB or criminal prosecution.

Animal Chiropractic in Other States

Five states currently allow direct access to animal chiropractic performed by licensed doctors of chiropractic with varying degrees of regulation:

- **Arkansas:** A licensed doctor of chiropractic who is certified by the American Veterinary Chiropractic Association (AVCA), or the equivalent thereof, is exempt from the Veterinary Medical Practice Act and may perform animal chiropractic.
- **Colorado:** A licensed doctor of chiropractic must register with the chiropractic board, complete a 210-hour educational program with a proficiency evaluation, complete a one-hour jurisprudence course on notification requirements for identification of contagious, infectious, and zoonotic diseases and an eight-hour

course that covers recognition of early indicators and clinical signs of specified diseases in dog and equid patients, and complete 20 hours of continuing education (CE) per licensing period on the diagnosis and treatment of animals, including a two-hour course on contagious, infectious, and zoonotic diseases in Colorado and in other locations that might affect the licensee's animal patients.

A licensed doctor of chiropractic who is not registered under these provisions may only perform animal chiropractic under the direct, on-premises supervision of a licensed veterinarian.

Additionally, a licensee who provides animal chiropractic diagnosis and treatment in the same facility where human patients are treated shall maintain a separate, noncarpeted room for the purpose of adjusting animals and cannot use the same table and equipment for animals and human patients.

- **Ohio:** A licensed doctor of chiropractic must hold a valid certification from AVCA, the International Veterinary Chiropractic Association (IVCA), or the College of Animal Chiropractors (CoAC) and register with the chiropractic board as an "animal chiropractic practitioner" to practice animal chiropractic or represent themselves as an animal chiropractic practitioner. A licensee who is not registered may only assist a veterinarian as an "allied medical support individual" under their direct supervision.
- **Oklahoma:** A licensed doctor of chiropractic may engage in the practice of animal chiropractic diagnosis and treatment if certified by the chiropractic board. A licensee may provide chiropractic treatment to an animal without being certified in animal chiropractic if the animal has been referred to the licensee in writing by a veterinarian.

To be eligible for certification, a licensee must complete at least 210 hours of education and training in animal chiropractic diagnosis and treatment and at least 20 hours of AVCA CE per three-year licensing period.

- **Utah:** A licensed doctor of chiropractic who has been certified by AVCA, or another substantially equivalent course, is exempt from the Veterinary Practice Act and may perform animal chiropractic.

Nebraska requires licensure and a prior referral by a veterinarian to practice animal chiropractic. Doctors of chiropractic and other related professions, such as physical therapists and acupuncturists, must meet specified education, training, and assessment requirements and obtain an animal therapist license to perform health care therapy on an animal. The owner of the animal must also present a prior letter of referral from a veterinarian that includes a veterinary medical diagnosis and evaluation within the preceding 90 days before the licensed animal therapist can treat the animal.

Additionally, the licensed animal therapist must provide monthly reports to the referring veterinarian.

In March 2023, Kentucky passed a bill to create a new “allied animal health professional” credential under the Veterinary Practice Act to allow doctors of chiropractic to legally practice animal chiropractic after obtaining the credential through the Kentucky Board of Veterinary Examiners (KBVE). KBVE is drafting regulations to implement the provisions of this bill.

Also, in New Hampshire, House Bill 1233 would have exempted individuals who have completed a nationally recognized animal chiropractic program, as determined by the executive director of the Office of Professional Licensure and Certification, from the veterinary licensure requirements. However, the bill was vetoed by Governor Christopher T. Sununu on May 31, 2024.

During this meeting, the Board is asked to engage in a policy discussion regarding the practice of animal chiropractic.

Attachments

1. California Code of Regulations, Title 16, Section 2038 (Musculoskeletal Manipulation)
2. Laws and Regulations Regarding Animal Chiropractic in Arkansas, Colorado, Nebraska, Ohio, Oklahoma, and Utah

California Code of Regulations, Title 16, Section 2038

§ 2038. Musculoskeletal Manipulation.

(a) The term musculoskeletal manipulation (MSM) is the system of application of mechanical forces applied manually through the hands or through any mechanical device to enhance physical performance, prevent, cure, or relieve impaired or altered function of related components of the musculoskeletal system of animals. MSM when performed upon animals constitutes the practice of veterinary medicine.

(b) MSM may only be performed by the following persons:

(1) A veterinarian who has examined the animal patient and has sufficient knowledge to make a diagnosis of the medical condition of the animal, has assumed responsibility for making clinical judgments regarding the health of the animal and the need for medical treatment, including a determination that MSM will not be harmful to the animal patient, discussed with the owner of the animal or the owner's authorized representative a course of treatment, and is readily available or has made arrangements for follow-up evaluation in the event of adverse reactions or failure of the treatment regimen. The veterinarian shall obtain as part of the patient's permanent record, a signed acknowledgment from the owner of the patient or his or her authorized representative that MSM is considered to be an alternative (nonstandard) veterinary therapy.

(2) A California licensed doctor of chiropractic ("chiropractor") working under the direct supervision of a veterinarian. A chiropractor shall be deemed to be working under the direct supervision of a veterinarian where the following protocol has been followed:

(A) The supervising veterinarian shall comply with the provisions of subsection (b)(1) prior to authorizing a chiropractor to complete an initial examination of and/or perform treatment upon an animal patient.

(B) After the chiropractor has completed an initial examination of and/or treatment upon the animal patient, the chiropractor shall consult with the supervising veterinarian to confirm that MSM care is appropriate, and to coordinate complementary treatment, to assure proper patient care.

(C) At the time a chiropractor is performing MSM on an animal patient in an animal hospital setting, the supervising veterinarian shall be on the premises. At the time a chiropractor is performing MSM on an animal patient in a range setting, the supervising veterinarian shall be in the general vicinity of the treatment area.

(D) The supervising veterinarian shall be responsible to ensure that accurate and complete records of MSM treatments are maintained in the patient's veterinary medical record.

(c) Where the supervising veterinarian has ceased the relationship with a chiropractor who is performing MSM treatment upon an animal patient, the chiropractor shall immediately terminate such treatment.

(d)(1) A chiropractor who fails to conform with the provisions of this section when performing MSM upon an animal shall be deemed to be engaged in the unlicensed practice of veterinary medicine.

(2) A veterinarian who fails to conform with the provisions of this section when authorizing a chiropractor to evaluate or perform MSM treatments upon an animal shall be deemed to have engaged in unprofessional conduct.

NOTE: Authority cited: Section 4808, Business and Professions Code. Reference: Sections 4825, 4826 and 4883, Business and Professions Code.

Laws and Regulations Regarding Animal Chiropractic in Other States

ARKANSAS – Exemption from Veterinary Medical Practice Act

Arkansas Code § 17-101-307. License required – Exemptions.

(a) No person may practice veterinary medicine in this state who is not a licensed veterinarian or the holder of a valid temporary permit issued by the Arkansas Livestock and Poultry Commission.

(b) This chapter shall not be construed to prohibit:

...

(10) A chiropractor licensed in this state and certified by the American Veterinary Chiropractic Association or the equivalent thereof from performing chiropractic upon animals;

...

COLORADO – Registration Required by Chiropractic Board

Colorado Revised Statutes § 12-215-127. Animal chiropractic - registration - qualifications - continuing education - collaboration with veterinarian - discipline - title restriction - rules.

(1) (a) A licensed chiropractor who is registered under this section is authorized to perform animal chiropractic when the chiropractic diagnosis and treatment is consistent with the scope of practice for chiropractors and the licensed chiropractor performs animal chiropractic in accordance with all state and local requirements regarding animal licensing and vaccinations, including compliance with part 6 of article 4 of title 25 and section 30-15-101. A chiropractor must have the knowledge, skill, ability, and documented competency to perform an act that is within the scope of practice for chiropractors.

(b) In recognition of the special authority granted by this section, the performance of animal chiropractic in accordance with this section shall not be deemed a violation of section 12-315-105.

(c) A licensed chiropractor who is not registered under this section may perform animal chiropractic if performed under the direct, on-premises supervision of a licensed veterinarian.

(d) An individual who is not licensed as a chiropractor or a veterinarian may not perform animal chiropractic.

(2) The state board of chiropractic examiners shall regulate animal chiropractic and diagnosis, including, without limitation, educational and clinical requirements for the performance of animal chiropractic and the procedure for referring complaints to the department regarding animal chiropractic diagnosis and therapy.

(3) Registry. (a) The state board of chiropractic examiners shall maintain a database of all licensed chiropractors who are registered pursuant to this section and rules promulgated pursuant to this article 215 to practice animal chiropractic in this state. Information in the database shall be open to public inspection at all times and shall be easily accessible in electronic form.

(b) A licensed chiropractor who chooses to practice animal chiropractic and who seeks registration in animal chiropractic shall provide the state board of chiropractic examiners with registration information as required by the board, which shall include the chiropractor's name, current address, education and training in the field of animal chiropractic, active Colorado chiropractic license, and qualifications to perform animal chiropractic and treatment. Forms for chiropractors to provide this information shall be provided by the board.

(4) Educational qualifications. A licensed chiropractor who seeks registration in animal chiropractic must obtain education in the field of animal chiropractic from an accredited college of veterinary medicine, an accredited college of chiropractic, or an educational program deemed equivalent by mutual agreement of the state board of chiropractic examiners and the state board of veterinary medicine. The educational program must consist of no fewer than two hundred ten hours, include both classroom instruction and clinical experience, and culminate with a proficiency evaluation. The educational program must include the following subjects:

(a) Chiropractic topics, including:

- (I) History and systems review;
- (II) Subluxation and vertebral subluxation; and
- (III) Adjustment techniques for dogs and equids;

(b) Veterinary topics specific to dogs and equids, including:

- (I) Anatomy, including sacropelvic, thoracolumbar, cervical, and extremity, including normal hoof anatomy and care;
- (II) Physiology;
- (III) Behavior;

- (IV) Knowledge of breed anomalies;
- (V) Restraint;
- (VI) Biomechanics, gait, and lameness;
- (VII) Neurology, neuroanatomy, and neurological conditions;
- (VIII) Differential diagnosis of neuromusculoskeletal conditions;
- (IX) Motion palpation;
- (X) Pathology; and
- (XI) Radiographic interpretation;

(c) Recognition of dog and equid zoonotic and contagious diseases;

(d) Animal-specific case management, outcome assessment, and documentation;
and

(e) Animal-specific professional ethics and legalities.

(5) One-time education requirements. (a) A licensed chiropractor who is registered to perform animal chiropractic or who applies to be registered to perform animal chiropractic shall successfully complete the following one-time courses:

(I) A one-hour jurisprudence course that includes information about statutes, rules, and procedures concerning notification requirements governing the identification of contagious, infectious, and zoonotic diseases; and

(II) An eight-hour course on contagious, infectious, and zoonotic diseases that covers recognition of early indicators and clinical signs of the following diseases:

(A) In dog patients: Rabies virus; West Nile virus; canine brucellosis, also known as brucella canis; plague, also known as yersinia pestis; and tularemia, also known as francisella tularensis; and

(B) In equid patients: Rabies virus; West Nile virus; and equine herpesvirus myeloencephalopathy.

(b) For each of the diseases listed in subsection (5)(a)(II) of this section, the course must address:

- (I) Pathology;
- (II) Clinical presentation;
- (III) Biosecurity issues;

(IV) Public health concerns in Colorado; and

(V) Herd health concerns in Colorado.

(c) After a licensed chiropractor has successfully completed the jurisprudence and contagious, infectious, and zoonotic diseases courses required under this subsection (5), he or she need not take the courses again as a condition of registration renewal or reinstatement.

(d) Until a licensed chiropractor successfully completes the courses required under this subsection (5), the licensed chiropractor must obtain veterinary medical clearance from a licensed veterinarian to perform animal chiropractic.

(6) Continuing education. (a) A licensed chiropractor who is registered to perform animal chiropractic shall complete twenty hours of continuing education per licensing period that is specific to the diagnosis and treatment of animals. All continuing education courses must be in the fields of study listed in subsections (4) and (5) of this section.

(b) On and after November 1, 2019, the twenty hours of continuing education required under this subsection (6) must include a two-hour course on contagious, infectious, and zoonotic diseases, including current information about the incidence rates of rabies virus, West Nile virus, equine herpesvirus myeloencephalopathy, canine brucellosis, plague, and tularemia in Colorado and in other locations that might affect a licensed chiropractor's animal patients.

(7) Initiation of treatment notification and reporting requirements. (a) Within seven business days after initiating treatment of an animal patient, a licensed chiropractor registered to perform animal chiropractic must notify the animal patient's veterinarian of the initiation of treatment if a licensed veterinarian is treating the animal patient. If the animal patient is not being treated by a licensed veterinarian, the licensed chiropractor may satisfy this subsection (7)(a) by providing the individual who brought in the animal patient with a written summary of the treatment performed or anticipated to be performed, which written summary may be kept with any health documents maintained for the animal patient.

(b) If, before, during, or after performing animal chiropractic on an animal patient, a licensed chiropractor suspects that the animal patient:

(I) Has a reportable disease, as defined in section 35-50-103, the licensed chiropractor shall immediately report the disease to the state veterinarian and, if the animal patient is being treated by a licensed veterinarian, to the animal patient's licensed veterinarian; or

(II) Has potentially had contact with a rabies reservoir species; has indicators of canine brucellosis, plague, tularemia, or other indicators of a contagious, infectious, or zoonotic disease; or exhibits ataxia, paralysis, proprioceptive deficit, or incontinence that might be a result of a contagious, infectious, or zoonotic disease, the licensed chiropractor shall:

(A) Immediately decline or stop performing chiropractic adjustment on the animal patient;

(B) Immediately notify the state veterinarian and the animal patient's licensed veterinarian or, if the animal patient is not being treated by a licensed veterinarian, notify only the state veterinarian, of the suspected contact, indicators, or exhibited condition; and

(C) Delay any further chiropractic adjustment until disease can be ruled out or the chiropractor, in collaboration with the animal patient's licensed veterinarian or the state veterinarian, determines appropriate actions to prevent the spread of the contagious, infectious, or zoonotic disease.

(c) Any licensed chiropractor who, in good faith and in the normal course of business, reports his or her suspicion of disease pursuant to subsection (7)(b) of this section is immune from liability in any civil or criminal action brought against the licensed chiropractor for reporting.

(8) Records and professional collaboration. (a) A licensed veterinarian who provides veterinary medical clearance for animal chiropractic may require a veterinarian's presence at any chiropractic treatment rendered pursuant to the veterinary medical clearance.

(b) The chiropractor and the veterinarian shall continue professional collaboration as necessary for the well-being of the animal patient. The veterinarian shall provide the animal patient's medical record to the chiropractor upon request.

(c) The chiropractor shall maintain an animal patient record that includes the written veterinary medical clearance, if clearance was required, including the name of the licensed veterinarian, date, and time the clearance was received. The chiropractor shall furnish a copy of the medical record to the licensed veterinarian upon the licensed veterinarian's request.

(d) A licensed chiropractor registered to perform animal chiropractic shall maintain complete and accurate records or patient files in the chiropractor's office for a minimum of three years.

(9) Discipline. Complaints received in the office of the state board of chiropractic examiners that include allegations of a violation related to animal chiropractic shall be forwarded to the state board of veterinary medicine for its review and advisory recommendation to the state board of chiropractic examiners. The state board of chiropractic examiners retains the final authority for decisions related to the discipline of a chiropractor.

(10) Separate treatment room. A licensed chiropractor who provides animal chiropractic diagnosis and treatment in the same facility where human patients are treated shall maintain a separate, noncarpeted room for the purpose of adjusting animals. The table and equipment used for animals shall not be used for human patients.

(11) Use of title. Only a licensed chiropractor qualified and registered in Colorado to perform animal chiropractic may use the titles "animal chiropractor", "animal adjuster", "equine chiropractor", or "equine adjuster". No chiropractor shall use the titles "veterinary chiropractor" or "veterinary adjuster" unless the chiropractor is also licensed to practice veterinary medicine in Colorado. Nothing in this section shall prohibit a licensed veterinarian from using the titles "animal adjuster" or "equine adjuster".

(12) Rules. The state board of chiropractic examiners, in consultation with the state board of veterinary medicine, may establish by rule any additional requirements to be met by a chiropractor regarding required documentation and any other rules necessary for the implementation of this section.

(13) Nothing in this section shall be construed to prohibit, limit, or alter the privileges or practices of any other licensed profession, including veterinarians, from performing spinal, extremity, or other aspects of adjustment, manipulation, or mobilization on animals as allowed for in the scope of their respective practice acts.

NEBRASKA – Animal Therapist License and Referral by Licensed Veterinarian Required

Nebraska Revised Statutes § 38-3333. Animal therapist; health care therapy; conditions; letter of referral; liability.

(1) A licensed animal therapist may perform health care therapy on an animal only if:

(a) The health care therapy is consistent with the licensed animal therapist's training required for the license referred to under subdivision (1) of section 38-3332;

(b) The owner of the animal presents to the licensed animal therapist a prior letter of referral for health care therapy that includes a veterinary medical diagnosis and evaluation completed by a licensed veterinarian who has a veterinarian-client-patient relationship with the owner and the animal and has made the diagnosis and evaluation within ninety days immediately preceding the date of the initiation of the health care therapy; and

(c) The licensed animal therapist provides health care therapy reports at least monthly to the referring veterinarian, except that a report is not required for any month in which health care therapy was not provided.

(2) A licensed veterinarian who prepares a letter of referral for health care therapy by a licensed animal therapist shall not be liable for damages caused to the animal as a result of the health care therapy performed by the licensed animal therapist.

Regulations

Title 172 – Professional and Occupational Licensure

Chapter 182 – Licensure of Animal Therapists

§ 001. SCOPE AND AUTHORITY. These regulations govern the licensure of animal therapists under the Nebraska Revised Statutes (Neb. Rev. Stats.) §§ 38-3301 to 38-3334 of the Veterinary Medicine and Surgery Practice Act, and the Uniform Credentialing Act. These regulations do not apply to:

- (A) Licensed veterinary technicians;
- (B) Unlicensed assistants working in veterinary medicine;
- (C) Any person who is solely engaged in equine, cat, and dog massage practice; or
- (D) Persons who hold a valid credential under the Uniform Credentialing Act and who consult with a licensed veterinarian or perform collaborative animal health care tasks on a patient under the care of such veterinarian if all such tasks are performed under the immediate supervision of such veterinarian.

§ 002. DEFINITIONS. Definitions set out in the Veterinary Medicine and Surgery Practice Act, the Uniform Credentialing Act, 172 Nebraska Administrative Code (NAC) 10, and the following apply to this chapter.

002.01 ADEQUATE RECORDS. Legible records in either written or electronic form which contain, at a minimum, the date, patient, client, diagnosis or service provided, products given, data from tests performed and documentation of any client or agent consent.

§ 003. LICENSE REQUIREMENTS. To obtain a license, an individual must submit a complete application provided by the Department and provide documentation demonstrating that the applicant meets the licensing requirements of Neb. Rev. Stat. § 38-3321, 172 NAC 10, and this chapter.

003.01 QUALIFICATIONS. To receive a credential to practice as an animal therapist, an individual must meet the following qualifications:

- (A) Hold and maintain an undisciplined license under the Uniform Credentialing Act for a health care profession other than veterinary medicine and surgery. Any person who wishes to practice or represent himself or herself as an animal therapist must be licensed as an animal therapist.
- (B) Successfully complete training, approved by the board, regarding the performance of the applicant's specified health care profession on animals and have training in the human profession consistent with the therapy to be provided on animals. Training can be obtained from more than one program.

003.02 DOCUMENTATION. The applicant must submit to the Department proof of completing a training program that includes the following:

- (A) The name of the training program completed;
- (B) The location of the training program completed; and
- (C) The date the training program was completed.

§ 004. TRAINING STANDARDS. All animal therapists must have a qualifying license to pursue an animal therapist license and meet the training standards in this chapter.

004.01 STANDARDS APPLICABLE TO ALL PROFESSIONS. In addition to meeting the requirements for the specified health care profession and this chapter, to be acceptable for licensure, a training program must be approved by the Board, meet the requirements for the specific professions listed in this chapter, and meet the following criteria:

- (A) The topic or objectives must relate directly to the practice of animal therapy in the specified health care profession;
- (B) The presenter of the activity must be qualified by education, experience or training;
- (C) Activities must be open to all persons who hold a Nebraska license to practice the specified health care profession on humans;
- (D) If the course involves the use of distance learning formats, including, but not limited to, archived video or audio programs, webcasts, telephone broadcasts, or simultaneous broadcasts, those persons not physically attending must have substantially the same opportunity for interaction with those teaching the course as they would if physically present at the same location; and
- (E) Activities must include a competency assessment or evaluation which may consist of a test, case studies, or other type of competency assessment.

004.02 STANDARDS APPLICABLE TO SPECIFIC PROFESSIONS. Applicants must meet the requirements for all professions and the following specific to their profession as listed in this chapter.

004.02(A) ACUPUNCTURE. An applicant must:

- (i) Have and maintain an undisciplined license as an acupuncturist, a chiropractor, a physician, an osteopathic physician, or a physician assistant under the Uniform Credentialing Act;
- (ii) Complete a training program that consists of:

(1) At least 200 hours of instruction and training in veterinary acupuncture in the following areas:

- (a) Comparative functional anatomy and physiology;
- (b) Handling and restraint;
- (c) Zoonotic diseases; and
- (d) Recordkeeping; and

(2) At least 50 hours of supervised clinical training; and

(iii) An Animal Therapist in Acupuncture is only allowed to use the following modalities:

- (1) Dry needling;
- (2) Electrostimulation;
- (3) Moxibustion; and
- (4) Laser therapy to stimulate acupuncture points.

004.02(B) CHIROPRACTIC OR VETERINARY ORTHOPEDIC MANIPULATION (VOM) A CHIROPRACTIC TECHNIQUE. An applicant must:

(i) Complete a training program that consists of:

(1) At least 210 hours of instruction or course work pertaining to animals in the following areas:

- (a) Anatomy, including sacropelvic, thoracolumbar, cervical, and extremity;
- (b) Anatomy laboratory;
- (c) Behavior;
- (d) Biomechanics and gait;
- (e) Chiropractic educational basics;
- (f) Chiropractic adjusting technique, including lecture and laboratory:
 - (i) Cervical;
 - (ii) Thoracic;

- (iii) Lumbosacral;
 - (iv) Pelvic; and
 - (v) Extremity;
 - (g) Case management and case studies;
 - (h) Chiropractic philosophy;
 - (i) Differential diagnosis of neuromusculoskeletal conditions;
 - (j) Ethics and legalities;
 - (k) Knowledge of breed anomalies;
 - (l) Motion palpation;
 - (m) Neurology, neuroanatomy, and neurological conditions;
 - (n) Pathology;
 - (o) Physiology;
 - (p) Radiology;
 - (q) Research in current chiropractic and veterinary topics;
 - (r) Restraint;
 - (s) Rehabilitation, current topics, evaluation, and assessment;
 - (t) Normal foot anatomy and normal foot care;
 - (u) Saddle fit and evaluation, lecture, and laboratory;
 - (v) Veterinary educational basics;
 - (w) Vertebral subluxation complex; and
 - (x) Zoonotic diseases; and
- (2) At least 50 hours of supervised clinical training.

004.02(C) MASSAGE THERAPY. An applicant must:

- (i) Complete a training program that consists of:

- (1) At least 100 hours of instruction or course work pertaining to animals in the following areas:

- (a) Anatomy and physiology;
- (b) Pharmacology;
- (c) Study of gait and movement;
- (d) Massage therapy techniques;
- (e) Handling skills;
- (f) Restraint; and
- (g) Behavior; and

(2) At least 50 hours of in-class massage therapy clinics supervised by licensed veterinarians or licensed animal massage therapists.

004.02(D) PHYSICAL THERAPY OR OCCUPATIONAL THERAPY. An applicant must:

(i) Have and maintain an undisciplined license as either a physical therapist or an occupational therapist under the Uniform Credentialing Act;

(ii) Complete a training program that consists of:

(1) At least 100 hours of instruction or course work pertaining to animals in the following areas:

- (a) Assessment and planning of treatment;
- (b) Behavior;
- (c) Biomechanics;
- (d) Common orthopedic and neurological conditions;
- (e) Comparative anatomy and physiology;
- (f) Restraint;
- (g) Handling skills;
- (h) Neurology; and
- (i) Therapeutic modalities and exercises;

(2) At least 40 hours of supervised clinical training or internship; and

(3) A competency assessment or evaluation which may consist of a test, case studies, or other type of competency assessment.

(iii) The training program must be affiliated with an American Veterinary Medical Association accredited school or college of veterinary medicine or the American College of Veterinary Surgeons.

§ 005. RENEWAL, WAIVER OF CONTINUING EDUCATION, AND INACTIVE STATUS. The applicant must meet the requirements set out in 172 NAC 10 and these regulations. All animal therapist licenses expire on April 1 of each even-numbered year.

§ 006. CONTINUING COMPETENCY REQUIREMENTS. On or before April 1 of each even-numbered year all licensees must complete the appropriate number of continuing education hours, and maintain their human equivalent license according their profession. Each licensee is responsible for maintaining certificates or records of continuing education. Only continuing competency activities which pertain to animals within the licensee's scope of practice are acceptable. The following continuing competency activities are limited to no more than 2 hours of each activity during each 2-year renewal period, and all other continuing competency activities have no limitation:

- (A) Clinical observation with a Veterinarian or Licensed Animal Therapist;
- (B) Home study hours with a testing mechanism;
- (C) Journal articles with a testing mechanism;
- (D) Publishing research in animal therapy; and
- (E) Teaching animal therapy.

006.01 PROFESSIONS REQUIRING TEN HOURS OF CONTINUOUS COMPETENCY HOURS. As a condition of license renewal, the following professions must complete at least ten (10) hours of acceptable continuing competency activities.

- (A) Acupuncture;
- (B) Chiropractic; and
- (C) Veterinary Orthopedic Manipulation – a Chiropractic technique.

006.02 PROFESSION REQUIRING SIX HOURS OF CONTINUOUS COMPETENCY HOURS. As a condition of license renewal, the following professions must complete at least six (6) hours of acceptable continuing competency activities.

- (A) Massage Therapy;

(B) Physical Therapy; and

(C) Occupational Therapy.

§ 007. PRACTICE REQUIREMENTS. A licensed animal therapist may perform health care therapy in accordance with Neb. Rev. Stat. § 38-3333 and the following:

(A) The health care therapy must be consistent with and limited to the veterinary medical diagnosis and evaluation that is included in the letter of referral;

(B) The licensed animal therapist keeps and maintains adequate records of treatment or service for three (3) years after the licensed animal therapist's most recent contact with the client or patient.

§ 008. UNPROFESSIONAL CONDUCT. Unprofessional conduct is set out in Neb. Rev. Stat. § 38-179, 172 NAC 10, and includes, additionally, refusal to cooperate or failure to furnish requested information during any investigation by the Department.

§ 009. REINSTATEMENT. The applicant must meet the requirements set out in 172 NAC 10.

§ 010. FEES. Fees referred to in these regulations are set out in 172 NAC 2, and these regulations.

010.01 INITIAL FEE. Initial Licensure Fee for Animal Therapist. By an applicant for a license as an animal therapist, the fee of \$142.

010.02 RENEWAL FEE. Renewal Fee for Animal Therapist. By an applicant for renewal on a biennial basis of a license as an animal therapist, the fee of \$142.

OHIO – Registration Required by Chiropractic Board

Ohio Revised Code § 4734.151 Animal chiropractic.

(A) As used in this section:

(1) "Animal" means any living animal other than a human being.

(2) "Animal chiropractic" means the evaluation and treatment of an animal's vertebral or extremity joint dysfunction through spinal, joint, or musculo-skeletal manipulative therapy or soft tissue therapy.

Animal chiropractic does not include administering, selling, distributing, recommending, or providing advice regarding any of the following to restore or maintain the health of an animal: vitamins, minerals, phytonutrients, antioxidants, enzymes, glandular extracts, botanical substances, herbal therapies, homeopathic remedies, drugs that are available without a prescription, or durable and nondurable medical goods and devices.

(3) "Animal chiropractic practitioner" means a chiropractor licensed under this chapter who holds a current, valid certification from any of the following:

(a) The American veterinary chiropractic association, unless otherwise specified in rule;

(b) The international veterinary chiropractic association, unless otherwise specified in rule;

(c) The college of animal chiropractors, unless otherwise specified in rule;

(d) Any other credentialing organization that the state chiropractic board specifies in rules adopted under this section.

(4) "Licensed veterinarian" means an individual licensed by the state veterinary medical licensing board to practice veterinary medicine.

(B) Except as provided in division (C)(2) of this section, no chiropractor who is not an animal chiropractic practitioner shall do either of the following:

(1) Practice animal chiropractic;

(2) Represent that the person is, or hold the person's self out to the public as, an animal chiropractic practitioner.

(C)(1) All of the following apply regarding a chiropractor who is an animal chiropractic practitioner:

(a) The chiropractor shall register with the state chiropractic board in a manner specified by the board;

(b) The chiropractor may provide animal chiropractic only to types of animals on which the chiropractor has received training;

(c) The chiropractor may provide animal chiropractic without supervision by a licensed veterinarian;

(d) The chiropractor shall require completion of an application for care form in accordance with division (D) of this section;

(e) The chiropractor shall maintain for at least three years a medical record, including the application for care form, for each animal evaluated or treated and on request shall provide the medical record to the animal's veterinarian in a timely fashion.

(2) A chiropractor who is not an animal chiropractic practitioner may practice animal chiropractic only in accordance with division (F) of section 4741.19 of the Revised Code.

(D) Prior to providing animal chiropractic in accordance with this section, an animal chiropractic practitioner shall require the animal's owner, owner's agent, or another person responsible for the animal to complete and sign an application for care form that contains at least the following:

(1) A statement that the chiropractor is not a licensed veterinarian and cannot maintain primary responsibility for the animal's care;

(2) A statement that animal chiropractic is not intended to replace traditional veterinary care and is considered an alternative therapy to be used concurrently and in conjunction with traditional veterinary care by a licensed veterinarian;

(3) A question as to whether the animal has been seen by a licensed veterinarian within the past twelve months;

(4) A question as to whether a licensed veterinarian has provided a diagnosis of the medical condition of the animal for which animal chiropractic is sought, and if so, a request to specify the diagnosis;

(5) A statement authorizing the chiropractor to provide animal chiropractic to the animal.

(E) The board shall maintain and make available to the public a list of animal chiropractic practitioners who are registered with the board pursuant to this section.

(F) This section does not restrict a licensed veterinarian from engaging in the practice of veterinary medicine, as defined in Chapter 4741. of the Revised Code, or prevent any other individual from lawfully acting in a manner authorized under that chapter.

An animal's veterinarian is not liable for any actions or omissions of an animal chiropractic practitioner who provides animal chiropractic in accordance with this section.

(G)(1) In accordance with Chapter 119. of the Revised Code, the board may adopt any rules it considers necessary to implement this section. The following rules, if adopted, shall be adopted in consultation with the state veterinary medical licensing board in accordance with division (G)(2) of this section:

(a) Any rule regarding standards of medicine or care for an animal;

(b) Any rule to remove or specify additional credentialing organizations for purposes of division (A)(3)(d) of this section.

(2)(a) Prior to filing a rule identified in division (G)(1)(a) or (b) of this section with the joint committee on agency rule review, the board shall in a timely fashion provide the full text of the proposed rule, amendment, or rule to be rescinded to the state veterinary medical licensing board.

The state veterinary medical licensing board shall informally vote on the proposed rule, amendment, or rule to be rescinded at its next regularly scheduled meeting. Regardless of whether the vote is affirmative or not, the state chiropractic board may proceed in accordance with Chapter 119. of the Revised Code.

OKLAHOMA – Certification Required by Chiropractic Board

Oklahoma Statutes § 161.2 – Chiropractic Defined – Scope of Practice.

A. Chiropractic is the science and art that teaches health in anatomic relation and disease or abnormality in anatomic disrelation, and includes hygienic, sanitary and therapeutic measures incident thereto in humans. The scope of practice of chiropractic shall include those diagnostic and treatment services and procedures which have been taught by an accredited chiropractic college and have been approved by the Board of Chiropractic Examiners.

B. A chiropractic physician may engage in the practice of animal chiropractic diagnosis and treatment if certified to do so by the Board. A licensed chiropractic physician may provide chiropractic treatment to an animal without being certified in animal chiropractic diagnosis and treatment by the Board if an animal has been referred to the chiropractic physician by a licensed veterinarian in writing.

§ 161.3 – Terms Defined.

As used in the Oklahoma Chiropractic Practice Act, these words, phrases or terms, unless the context otherwise indicates, shall have the following meanings:

...

2. "Animal chiropractic diagnosis and treatment" means treatment that includes vertebral subluxation complex (vsc) and spinal manipulation of nonhuman vertebrates. The term "animal chiropractic diagnosis and treatment" shall not be construed to allow the:

- a. use of x-rays,
- b. performing of surgery,
- c. dispensing or administering of medications, or
- d. performance of traditional veterinary care;

...

Oklahoma Board of Chiropractic Examiners Rules
Subchapter 8. Animal Chiropractic Diagnosis and Treatment

§ 140:15-8-1 Certificate of a chiropractor and animal chiropractic diagnosis and treatment

(a) A chiropractic physician may engage in practice of animal chiropractic diagnosis and treatment if certified to do so by the Board. A licensed chiropractic physician may provide chiropractic treatment to an animal without being certified in animal chiropractic diagnosis and treatment if the animal has been referred to the chiropractic physician by a licensed veterinarian.

(b) "Animal chiropractic diagnosis and treatment" means treatment that includes vertebral subluxation complex (vcs) and spinal manipulation of nonhuman vertebrates. The term "animal chiropractic diagnosis and treatment" shall not be construed to allow the:

- (1) use of x-rays
- (2) performing surgery
- (3) dispensing or administering of medications, or
- (4) performance of tradition veterinary care.

(c) The Board is charged by statute to establish educational criteria for certification standards in animal chiropractic diagnosis and treatment. According, the Board states that the following educational criteria will be applied to any licensed chiropractic physician who requests certification in animal chiropractic diagnosis and treatment, The criteria shall include education and training in:

- (1) Anatomy, including sacropelvic, thoracolumbar, cervical and extremity;
- (2) Equine and canine adjustments;
- (3) Topographical laboratory;
- (4) Chiropractic basis, including history and systems review, subluxation, and vertebral subluxation complex;
- (5) Veterinary basics, including anatomy as it relates to restraint and positioning, physiology, and pharmacology, metabolic and contagious diseases and lameness;
- (6) Chiropractic and neurological diagnosis;
- (7) Radiology and biomechanics;
- (8) Proficiency in basic technique;

- (9) Pathology;
- (10) Podiatry, including lower limb dissection;
- (11) Chiropractic and veterinary philosophy;
- (12) Professional ethics and legalities; and
- (13) Identification of animals.

(d) Any licensed chiropractic physician requesting certification in animal chiropractic diagnosis and treatment shall have completed no less than 210 hours of education and training education as set forth above.

(e) Any chiropractic physician engaged in the practice of animal chiropractic shall maintain complete and accurate records and/or patient files in their office for a minimum of three years.

§ 140:15-8-2 Continuing education hours

(a) Each doctor of chiropractic in the State of Oklahoma who is registered with the Board pronouncing that said chiropractic physician is engaged in the practice of animal chiropractic diagnosis and treatment must submit their hours of continuing education completed with an AVCA (American Veterinarian Chiropractic Association) certified course during the concluding licensing period. Every three (3) years after original registration, each applicant shall submit documentation of completion of a total of 20 hours of continuing education during the three (3) year period. These hours are in addition to the annually required 16 hours to renew a license as a chiropractic physician.

(b) Upon successful demonstration of these requirements, the Board shall continue the applicant's name on the registry of chiropractic physicians who are certified to engage in the practice of animal chiropractic diagnosis and treatment.

§ 140: 15-8-3. Animal chiropractic certification card

(a) Effective November 1, 2011 all chiropractic physicians certified by the Board in the practice of animal chiropractic diagnosis and treatment shall be issued a certification card by the Board. Each certification card must contain:

- (1) the original license number of the chiropractic physicians certified in animal chiropractic diagnosis and treatment;
- (2) the chiropractic physicians animal chiropractic diagnosis and treatment certification number; and
- (3) a passport style photo

(b) Each animal chiropractic physician shall carry the certification card with them at all times.

(c) The certification card is valid only as long as the chiropractic physician remains certified by the Board to engage in the practice of animal chiropractic diagnosis and treatment. If for any reason the chiropractic physician's certification is removed by the Board, the animal chiropractic certification card is to be returned to the Board within five (5) calendar days of receipt of notification that the chiropractic physician is no longer certified to practice animal chiropractic.

UTAH – Exemption from Veterinary Practice Act

Utah Code § 58-28-307.

In addition to the exemptions from licensure in Section 58-1-307 this chapter does not apply to:

...

(12)(a) the practice of animal chiropractic by a chiropractic physician licensed under Chapter 73, Chiropractic Physician Practice Act, who has been certified by the American Veterinary Chiropractic Association for performing chiropractic on an animal;

...

Utah Administrative Rule § R156-73-603. Standards for Practice of Animal Chiropractic.

In accordance with Subsection 58-28-307(12)(a), a chiropractic physician practicing animal chiropractic shall have completed an animal chiropractic course approved by the American Chiropractic Veterinary Association (AVCA) or another course that is substantially equivalent to the ACVA course.



Agenda Item 16
October 24, 2024

Licensing Committee Report

Purpose of the Item

The Board will:

- A. Receive an update from Committee Chair Pamela Daniels, D.C. regarding the regulatory proposals being considered and developed by the Committee, including approval of chiropractic programs and educational requirements, chiropractic practice locations, display of license, and retired license status;
- B. Review, discuss, and possibly act on the Committee's recommendation to add California Code of Regulations (CCR), title 16, section 310.3 (Inactive Licenses: Practice of Chiropractic Prohibited);
- C. Review, discuss, and possibly act on the Committee's recommendation to repeal CCR, title 16, section 315 (Mental Illness); and
- D. Review, discuss, and possibly act on the Committee's recommendation to not proceed with the pending regulatory proposal regarding physical or mental examinations of applicants.

Action Requested

The Board will be asked to consider the Committee's recommendations regarding the three regulatory proposals listed above.

Background

The Committee has continued its work with staff on the development of regulatory proposals that affect the Licensing Program, including the approval of chiropractic programs and educational requirements (amend or repeal CCR, title 16, sections 330–331.16) and the requirements for filing places of practice with the Board and notifying the public of licensure at practice locations and in mobile settings (amend CCR, title 16, section 308 and add CCR, title 16, section 308.1).

Additionally, the Committee has discussed different methods to protect consumers and ensure the current competency of applicants for initial licensure and licensees seeking restoration of a canceled license, such as requiring the completion of an examination within the four-year period preceding the application unless the applicant or licensee has maintained a license in active status in another state during that timeframe. Staff is exploring the feasibility of potential regulatory concepts to address this issue and plans to present the findings to the Committee at the December 6, 2024 meeting.

Licensing Committee Report
October 24, 2024
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The Committee has also discussed potentially creating a new “retired” license status similar to other boards within the Department of Consumer Affairs (DCA). Currently, licensees who plan to retire must either continue annually renewing their license in active or inactive status or allow the license to lapse into forfeiture status after 60 days following expiration, and canceled status after three years. Staff is developing a fiscal analysis of the costs associated with the proposal.

Regulatory Proposal to Add CCR, Title 16, Section 310.3 (Inactive Licenses: Practice of Chiropractic Prohibited)

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.

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

At the March 8, 2024 meeting, the Committee reviewed conceptual regulatory language that identified the specific functions that cannot be performed by the holder of an inactive license, such as evaluations, examinations, imaging, assessments, diagnoses, interpretations, prognoses, clinical impressions, conclusions, recommendations, treatment or care plans, clinical orders, chiropractic treatment, and physiotherapy services. The Committee directed staff to work with regulatory counsel to finalize the regulatory language and move the proposal forward to the Board for consideration at a future meeting. The proposed text to add CCR, title 16, section 310.3 within Attachment 1 has been reviewed and approved by the Board’s regulatory counsel.

At this meeting, the Board is asked to consider the Committee’s recommendation to initiate the rulemaking process to add CCR, title 16, section 310.3. If the Board agrees with the Committee and wishes to proceed with the proposal as drafted, staff recommends the Board make the following motion:

Suggested Motion: Approve the proposed regulatory text for California Code of Regulations (CCR), title 16, section 310.3 in Attachment 1, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the

matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulation at CCR, title 16, section 310.3 as noticed.

Regulatory Proposal to Repeal CCR, Title 16, Section 315 (Mental Illness)

The Board's 2022–2026 Strategic Plan contains objective 4.2 to perform a comprehensive review of existing regulations to identify and address any unnecessary or obsolete regulations and to clarify current regulations as needed.

The Board last amended CCR, title 16, section 315 on August 19, 1977. This regulation allows the Board to order a license holder to be examined by one or more physicians specializing in psychiatry when reasonable cause exists that the licensee is mentally ill to the extent that it may affect their ability to conduct with safety to the public the practice of chiropractic. The regulation further allows the Board to place a licensee on probation, suspend their right to practice for a period not exceeding one year, revoke their license, or take other such action as the Board in its discretion deems proper if the licensee is found to be mentally ill.

This regulation is unnecessary because BPC sections 820–828 already provide DCA healing arts boards with authority to order a licensee to be examined by one or more physicians and surgeons or psychologists designated by the agency whenever it appears that the licensee may be unable to practice their profession safely because their ability to practice is impaired due to mental illness or physical illness affecting competency. Additionally, these provisions provide authority for the boards to take appropriate disciplinary action against a licensee for failure to comply with the order for an examination or upon determining a licensee's ability to practice safely is impaired because they are mentally ill, or physically ill affecting competency.

At this meeting, the Board is asked to consider the Committee's recommendation to initiate the rulemaking process to repeal CCR, title 16, section 315. If the Board agrees with the Committee and wishes to proceed with the proposal to repeal this regulation, staff recommends the Board make the following motion:

Suggested Motion: Approve the proposed regulatory text to repeal California Code of Regulations (CCR), title 16, section 315 in Attachment 2, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and repeal the regulation at CCR, title 16, section 315 as noticed.

Recommendation to Not Proceed with Regulatory Proposal Regarding Physical or Mental Examination of Applicants

During the August 29, 2016 Board meeting, as part of the proposed Consumer Protection Enforcement Initiative (CPEI) regulatory package, the Board approved proposed language to add CCR, title 16, section 321.1 (now section 324) to authorize the Board to compel applicants for licensure to undergo a mental or physical examination by one or more physicians and surgeons, chiropractors, or psychologists designated by the Board in cases where evidence exists that an applicant for a license may be unable to perform as a chiropractor safely because the applicant's ability to perform may be impaired due to mental illness or physical illness affecting competency. Additionally, this proposal would allow the Board to deny the application if after receiving the evaluation report, the Board determines the applicant is unable to safely practice.

At the time the Board approved this regulatory language, BPC section 480 provided DCA boards with broad authority to deny a license on the grounds that an applicant had: 1) been convicted of a crime; 2) done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit themselves or another or to substantially injure another; 3) done any act that if done by a licentiate of the profession in question would be grounds for revocation or suspension of the license; or 4) knowingly made a false statement of fact that is required to be revealed in the application for the license. However, Assembly Bill 2138 (Chiu, Chapter 995, Statutes of 2018) revised these provisions effective July 1, 2020, to instead only authorize a board to deny a license on the grounds that the applicant has been subject to formal discipline or convicted of a crime within the preceding seven years, with limited exceptions as specified.

The Board investigates applicants' substantially related conviction and disciplinary action history in accordance with BPC section 480 and denies an application when necessary to protect the public. After being served with a notice of denial, an applicant can appeal the denial to an administrative hearing. Following the hearing, the Board may: 1) grant the license upon completion of all licensing requirements by the applicant; 2) grant the license effective upon completion of all licensing requirements by the applicant, immediately revoke the license, stay the revocation, and impose probationary conditions on the license, which may include suspension; 3) deny the license; or 4) take other action in relation to denying or granting the license as the Board in its discretion may deem proper. Through this disciplinary process, the Board could stipulate or order an applicant to be examined if there are concerns with their fitness for licensure based on their conviction or disciplinary history.

This regulatory proposal would create a separate process for the Board to order an applicant to be examined outside of the license denial process where evidence exists that the applicant may be unable to practice safely due to a mental illness or physical illness affecting competency. However, with the limitations imposed by AB 2138 in 2020, it is unclear how the Board would obtain any "evidence" to substantiate the need

for such an examination except through the existing process for addressing an applicant's background information. Therefore, the Committee recommends the Board consider no longer proceeding with this regulatory proposal. If the Board agrees with the Committee, staff recommends the Board make the following motion:

Suggested Motion: Rescind the Board's August 29, 2016 order to initiate a rulemaking to adopt California Code of Regulations, title 16, section 321.1 (now section 324).

Attachments

1. Proposed Text to Add California Code of Regulations, Title 16, Section 310.3 (Inactive Licenses: Practice of Chiropractic Prohibited)
2. Proposed Text to Repeal California Code of Regulations, Title 16, Section 315 (Mental Illness)
3. Business and Professions Code Sections 820–828
4. Proposed Language to Add California Code of Regulations, Title 16, Section 324 (Previously Listed as Section 321.1) as Approved by the Board on August 29, 2016

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Practice of Chiropractic Prohibited with Inactive License

Legend: Added text is indicated with an <u>underline</u> .

Add Section 310.3 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 310.3. Inactive Licenses: Practice of Chiropractic Prohibited.

The holder of an inactive doctor of chiropractic license shall not engage in any activity for which an active license is required. The following types of activities require an active license:

(a) Directing, performing, or providing any of the activities specified in Section 302, subdivision (a)(1)–(3) and (5)–(7).

(b) Conducting, directing, performing, or recommending an evaluation, physical examination, or diagnostic imaging.

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

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

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

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Repeal – Mental Illness

Legend: Deleted text is indicated by strikeout .

Delete Section 315 of Article 2 in Division 4 of Title 16 of the California Code of Regulations as follows:

~~§ 315. Mental Illness.~~

~~(a) Administrative Adjudication. The proceedings under this regulation shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the board shall have all the powers granted therein.~~

~~(b) Psychiatric Examinations. When reasonable cause exists that a person holding a license under this Act is mentally ill to the extent that it may affect his ability to conduct with safety to the public the practice authorized by such license, the board may order the license holder to be examined by one or more physicians specializing in psychiatry designated by the board. The report of such persons shall be made available to the license holder and may be received as direct evidence in a proceeding conducted pursuant to subsection (c) of this regulation.~~

~~(c) Probation, Suspension, etc., in Event of Mental Illness; Reinstatement. If a license holder has been found to be mentally ill by one or more physicians specializing in psychiatry designated by the board, the results of which indicates that such illness does effect his ability to conduct, with safety, the practice authorized by his license, the board may take action, in accordance with subdivision (a) of this regulation, by any one of the following methods:~~

- ~~(1) Placing him on probation.~~
- ~~(2) Suspending his right to practice for a period not exceeding one year.~~
- ~~(3) Revoking his license.~~
- ~~(4) Taking such other action in relation to his license as the board in its discretion deems proper.~~

~~The board shall not restore such license to good standing until it shall receive competent evidence, from one or more physicians specializing in psychiatry, designated by the board, of the absence or control of the condition which caused its action and until it is satisfied that with due regard to the public interest the licensee's right to practice may be safely reinstated.~~

~~Before reinstating such a person, the board may require the person to pass an oral or written examination, or both, to determine his present fitness to resume his practice.~~

~~(d) Conditions of Reinstatement. In setting aside action taken under subsection (c) of this regulation, the board may impose terms and conditions to be followed by the license holder after his license has been reinstated. The authority of the board to impose terms and conditions includes, but is not limited to, the following:~~

~~(1) Requiring the license holder to obtain additional professional training and to pass an examination upon the completion of the training. The examination may be written or oral, or both, and may be a practical or clinical examination, or both, at the option of the board.~~

~~(2) Requiring the license holder to submit to a complete diagnostic examination by one or more physicians appointed by the board. If the board requires the certificate holder to submit to such an examination, the board shall receive and consider any other report of a complete diagnostic examination given by one or more physicians of the license holder's choice.~~

~~(3) Setting any other requirement the board in its discretion deems proper.~~

Business and Professions Code Sections 820–828

**Division 2. Healing Arts.
Chapter 1. General Provisions.
Article 12.5. Mental Illness or Physical Illness**

§ 820. Whenever it appears that any person holding a license, certificate or permit under this division or under any initiative act referred to in this division may be unable to practice his or her profession safely because the licentiate's ability to practice is impaired due to mental illness, or physical illness affecting competency, the licensing agency may order the licentiate to be examined by one or more physicians and surgeons or psychologists designated by the agency. The report of the examiners shall be made available to the licentiate and may be received as direct evidence in proceedings conducted pursuant to Section 822.

(Amended by Stats. 1989, Ch. 1104, Sec. 1.7.)

§ 821. The licentiate's failure to comply with an order issued under Section 820 shall constitute grounds for the suspension or revocation of the licentiate's certificate or license.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 822. If a licensing agency determines that its licentiate's ability to practice his or her profession safely is impaired because the licentiate is mentally ill, or physically ill affecting competency, the licensing agency may take action by any one of the following methods:

- (a) Revoking the licentiate's certificate or license.
- (b) Suspending the licentiate's right to practice.
- (c) Placing the licentiate on probation.
- (d) Taking such other action in relation to the licentiate as the licensing agency in its discretion deems proper.

The licensing agency shall not reinstate a revoked or suspended certificate or license until it has received competent evidence of the absence or control of the condition which caused its action and until it is satisfied that with due regard for the public health and safety the person's right to practice his or her profession may be safely reinstated.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 823. Notwithstanding any other provisions of law, reinstatement of a licentiate against whom action has been taken pursuant to Section 822 shall be governed by the procedures in this article. In reinstating a certificate or license which has been revoked or suspended under Section 822, the licensing agency may impose terms and conditions to be complied with by the licentiate after the certificate or license has been reinstated. The authority of the licensing agency to impose terms and conditions includes, but is not limited to, the following:

(a) Requiring the licentiate to obtain additional professional training and to pass an examination upon the completion of the training.

(b) Requiring the licentiate to pass an oral, written, practical, or clinical examination, or any combination thereof to determine his or her present fitness to engage in the practice of his or her profession.

(c) Requiring the licentiate to submit to a complete diagnostic examination by one or more physicians and surgeons or psychologists appointed by the licensing agency. If the licensing agency requires the licentiate to submit to such an examination, the licensing agency shall receive and consider any other report of a complete diagnostic examination given by one or more physicians and surgeons or psychologists of the licentiate's choice.

(d) Requiring the licentiate to undergo continuing treatment.

(e) Restricting or limiting the extent, scope or type of practice of the licentiate.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 824. The licensing agency may proceed against a licentiate under either Section 820, or 822, or under both sections.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 825. As used in this article with reference to persons holding licenses as physicians and surgeons, "licensing agency" means a panel of the Division of Medical Quality.

(Amended by Stats. 1993, Ch. 1267, Sec. 9. Effective January 1, 1994.)

§ 826. The proceedings under Sections 821 and 822 shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the licensing agency and the licentiate shall have all the rights and powers granted therein.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 827. Notwithstanding the provisions of Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code, relating to public meetings, the licensing agency may convene in closed session to consider any evidence relating to the licentiate's mental or physical illness obtained pursuant to the proceedings under Section 820. The licensing agency shall only convene in closed session to the extent that it is necessary to protect the privacy of a licentiate.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

§ 828. If the licensing agency determines, pursuant to proceedings conducted under Section 820, that there is insufficient evidence to bring an action against the licentiate pursuant to Section 822, then all licensing agency records of the proceedings, including the order for the examination, investigative reports, if any, and the report of the physicians and surgeons or psychologists, shall be kept confidential and are not subject to discovery or subpoena. If no further proceedings are conducted to determine the licentiate's fitness to practice during a period of five years from the date of the determination by the licensing agency of the proceeding pursuant to Section 820, then the licensing agency shall purge and destroy all records pertaining to the proceedings. If new proceedings are instituted during the five-year period against the licentiate by the licensing agency, the records, including the report of the physicians and surgeons or psychologists, may be used in the proceedings and shall be available to the respondent pursuant to the provisions of Section 11507.6 of the Government Code.

(Added by Stats. 1982, Ch. 1183, Sec. 1.)

**Proposed Language to Add California Code of Regulations, Title 16, Section 324
(Previously Listed as Section 321.1) as Approved by the Board of Chiropractic
Examiners on August 29, 2016**

§ 321.1. Physical or Mental Examination of Applicants.

(a) In addition to any other requirements for licensure, whenever evidence exists that an applicant for a license may be unable to perform as a chiropractor safely because the applicant's ability to perform may be impaired due to mental illness or physical illness affecting competency, the board may order the applicant to be examined by one or more physicians and surgeons, chiropractors, or psychologists designated by the board. The board shall pay the full cost of such examination.

(b) An applicant's failure to comply with an order issued under subdivision (a) shall render his or her application incomplete.

(c) The report of the evaluation shall be made available to the applicant.

(d) If after receiving the evaluation report the board determines that the applicant is unable to safely practice, the board may deny the application.

(e) If the Board determines, pursuant to proceedings conducted under this subdivision, that there is insufficient evidence to deny an application due to an applicant's fitness for licensure, then all Board records of the proceedings, including the order for the examination, investigative reports, if any, and the report of the physicians and surgeons, chiropractors or psychologists, shall be kept confidential. If no further proceedings are conducted to determine the applicant's fitness to practice during a period of five years from the date of the determination by the Board of the proceedings pursuant to this subdivision, then the Board shall purge and destroy all records pertaining to the proceedings. If new proceedings are instituted during the five-year period against the applicant by the Board, the records, including the report of the physicians and surgeons or psychologists, may be used in the proceedings and shall be available to the applicant pursuant to the provisions of Section 11507.6 of the Government Code.

NOTE: Authority cited: Sections 1000-4(b) and 1000-4(e), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii). Reference: Section 1000-4(b), Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii) and Sections 480, 820, 822 of the Business and Professions Code.



Agenda Item 17
October 24, 2024

Review and Possible Adoption of Amended 2022–2026 Strategic Plan

Purpose of the Item and Action Requested

The Board will review and possibly adopt an amended 2022–2026 Strategic Plan.

Background

In September 2022, Governor Newsom, through [Executive Order N-16-22](#), strengthened the State’s commitment to a “California for All” by directing state agencies and departments to take additional actions to embed equity analysis and considerations into its policies and practices, including the strategic planning process.

The Department of Consumer Affairs’ (DCA) SOLID Planning Solutions assisted the Board in complying with this mandate by conducting an abbreviated environmental scan and analysis based on the results of the 2023 Diversity, Equity, and Inclusion Stakeholder Survey that SOLID developed for the DCA boards.

During the May 24, 2024 Board meeting, David Bouilly and Trisha St.Clair from SOLID facilitated a strategic planning session for the Board to create or modify goals and objectives for the 2022–2026 Strategic Plan based on this executive order and the results of the environmental scan.

Following the session, SOLID prepared an amended 2022–2026 Strategic Plan for the Board’s review and possible adoption at this meeting. The modifications that were made by the Board during the strategic planning session are indicated with bold text.

Attachment

- Board of Chiropractic Examiners’ Amended 2022–2026 Strategic Plan (Draft for Board Review)

2024



BOARD *of*
CHIROPRACTIC
EXAMINERS
STATE OF CALIFORNIA

Amended Strategic Plan 2022 - 2026

Adopted:

SOLID PLANNING



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Board of Chiropractic Examiners Members

David Paris, D.C., Board Chair

Laurence Adams, D.C., Vice Chair

Janette N. V. Cruz, MBA, Secretary

Pamela Daniels, D.C.

Claudia Sandino, D.C.

Rafael Sweet, J.D.

Gavin Newsom, Governor

Tomiquia Moss, Secretary, Business, Consumer Services and Housing Agency

Kimberly Kirchmeyer, Director, Department of Consumer Affairs

Kristin Walker, Executive Officer, Board of Chiropractic Examiners

[Insert additional message from Board Chair re: Amended Strategic Plan.]

Message from the Board Chair

On behalf of the Board of Chiropractic Examiners, I am pleased to share our 2022–2026 Strategic Plan.

The planning process included gathering feedback and suggestions from the public, licensees, continuing education providers, Board members, and staff, and we thank all who shared their thoughtful perspectives with us. We also thank the Department of Consumer Affairs SOLID Training and Planning Solutions for their valuable facilitation services and guiding the Board in the development of this strategic plan.

For the past 100 years, the Board has been committed to protecting Californians through the regulation of the chiropractic profession. We are proud to have accomplished most of our goals from our last strategic plan, and look forward to focusing on our new goals in five main areas:

1. Licensing and Professional Qualification
2. Enforcement
3. Public Relations and Outreach
4. Laws and Regulations
5. Organizational Development

We welcome and encourage your ideas and contributions as we collaborate to achieve the goals and objectives of this plan.

As always, we invite you to participate in the meetings of the Board and our four committees – Continuing Education, Enforcement, Government and Public Affairs, and Licensing – or share your comments and suggestions with our staff.

David Paris, D.C.
Chair, Board of Chiropractic Examiners

About the Board

The Board of Chiropractic Examiners (Board) regulates the chiropractic profession in California.

The Board protects the public by overseeing approximately 12,500 licensees and 19 chiropractic colleges located throughout the United States and Canada, approving continuing education providers and courses, and taking enforcement action against licensees and unlicensed individuals who violate the Chiropractic Initiative Act of California (Act) or Board regulations.

The Board was created through the Act on December 21, 1922, as the result of an initiative measure approved by the people on November 7, 1922. Governed by a seven-member board appointed by the governor, the Board is comprised of five licensed doctors of chiropractic and two members who represent the public. Board members serve four-year terms.

The Board has four standing committees:

Continuing Education Committee

This committee proposes regulations, policies, and standards regarding continuing education providers and courses, oversees staff's auditing of annual continuing education, and monitors and assesses the continuing education requirements to ensure they reflect the current knowledge and skills necessary for competent practice of the chiropractic profession.

Enforcement Committee

This committee proposes regulations, policies, and standards to protect the health, welfare, and safety of the public and continuously seeks ways to improve the Board's enforcement activities and ensure public safety.

Government and Public Affairs Committee

This committee proposes and reviews policies and procedures to address sunset review issues, monitors the Board's budget, reviews and recommends positions on legislative bills, develops strategies to communicate with the public through various forms of media, oversees all administrative issues regarding the Board's operations, and monitors the Board's progress in achieving strategic plan goals and objectives.

Licensing Committee

This committee proposes regulations, policies, and standards regarding chiropractic colleges, the licensure of doctors of chiropractic, and the registration of satellite offices and chiropractic corporations.

The Board employs an executive officer to lead a professional staff responsible for carrying out the Board's licensing, continuing education, enforcement, and administrative functions. The Board does not receive any general fund monies and its annual budget is exclusively funded by the chiropractic profession through licensing and regulatory fees. The Board allocates approximately 70% of its total operating budget to enforcement related activities.

Accomplishments

Since the adoption of the Board's prior strategic plan, the Board achieved the following significant accomplishments:

- Collaborated with the Department of Consumer Affairs Office of Information Services and three other programs on the planning, development, and implementation of the new Connect licensing and enforcement system
- Participated in additional outreach opportunities with stakeholders to share insights and solicit feedback
- Developed comprehensive updates and improvements to the continuing education requirements
- Enhanced the Board's expert witness selection criteria, standards, application and review process, and training materials
- Strengthened the patient notification requirement for licensees placed on probation by the Board

Mission, Vision, and Values

Our Mission

Our mission is to protect the health, welfare, and safety of the public through licensure, education, engagement, and enforcement in chiropractic care.

Our Vision

Ensuring California consumers receive high-quality, patient-centered and collaborative care.

Our Values

- Collaboration – Working together with the public, licensees, government agencies, and stakeholders to carry out the Board’s mission.
- Excellence – Focusing on continuous improvement through a growth mindset.
- Professionalism – Serving the public with integrity and respect.
- Public Protection – Dedication to consumer safety through effective regulation.
- Responsive – Proactively and efficiently addressing emerging issues and trends in the chiropractic profession.

Goal Area 1: Licensing and Professional Qualification

Ensure the continuous competency of all doctors of chiropractic by promoting licensing standards, professional conduct, and requirements for continuing education.

- 1.1 Complete comprehensive updates to the Board's continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.
- 1.2 Establish a robust, effective Licensing Committee to identify issues and increase efficiency.
- 1.3 Review reciprocity requirements to minimize barriers to licensure in California.
- 1.4 Continue to monitor the Board's license fee structure to ensure the Board's financial stability, maintain access to the Board's services, and determine whether the Board needs to consider plans for restructuring its fees.

Goal Area 2: Enforcement

Ensure public protection and safety by establishing standards of practice for doctors of chiropractic, preventing violations of the Act, Board regulations, and professional standards, and taking effective action when violations occur.

- 2.1 Implement updated disciplinary guidelines, Uniform Standards for Substance Abusing Licensees, and Consumer Protection Enforcement Initiative (CPEI) regulations, to provide consistency and clarity in disciplinary penalties, help educate licensees and the public, and deter violations.
- 2.2 Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.
- 2.3 Improve the effectiveness of the Enforcement Program by implementing Expert Witness program enhancements, including recruitment, training, and ongoing assessment of **diverse**¹ subject matter experts in specific areas of chiropractic practice.
- 2.4 Develop and implement clearly defined standards for licensee recordkeeping by updating regulations to provide consistency, clarity, **and accessibility** to licensees, the public, and other stakeholders.

¹ Bold font indicates text added during the DEI supplemental strategic planning session.

Goal Area 3: Public Relations and Outreach

Consistently engage, communicate, and collaborate with consumers, licensees, governmental entities, and stakeholders about the current and evolving practice of chiropractic and the regulation of the profession.

- 3.1 **Include more stakeholder** ideas and perspectives in Board activities by continuing to foster relationships with legislators, other healing arts boards, professional organizations, and government agencies.
- 3.2 Continue to increase the Board's presence and availability through **diverse** outreach opportunities where the Board can collaborate and engage with stakeholders to allow for sharing of feedback, input, and suggestions.
- 3.3 Create **diverse** outreach **plans to increase awareness about the profession and the Board's role to build relationships with stakeholders and diversify the profession.**
- 3.4 Build an interactive, **language accessible** social media presence to engage with stakeholders and assess stakeholder sentiment of the Board.
- 3.5 Improve the Board's website by providing informative, **language accessible** content for applicants, licensees, the public, and other stakeholders and enhancing the functionality and user experience.

Goal Area 4: Laws and Regulations

Ensure that statutes and regulations strengthen and support the Board’s mandate and mission of public protection and enable the Board to effectively regulate the chiropractic profession.

- 4.1 Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.
- 4.2 Perform a comprehensive review of existing regulations to identify and address any unnecessary or obsolete regulations and to clarify current regulations as needed.

Goal Area 5: Organizational Development

Maintain an effective organization through the professional development of staff, efficient utilization of resources, and exemplary public service.

- 5.1 Update processes and procedures, key staff roles, and staff organizational structure to establish clear responsibilities and increase efficiency.
- 5.2 Maintain a high-performance, engaged, and **inclusive** culture focused on effective training, individual development, and continuous improvement, to recruit and retain quality staff.
- 5.3 Improve communication amongst staff and board members to promote **diverse, inclusive, and effective communication styles and opportunities.**

Suggestion: Promote diverse and inclusive communication to improve inter-organizational collaboration.

- 5.4 Re-design the board member onboarding procedures and orientation **processes, considering diverse learning styles,** to create effective **and engaged** board members.

Strategic Planning Process

Information for the Board’s environmental scan report was gathered by surveying external stakeholders and internal stakeholders (board members and executive management). All stakeholders were asked to assess the Board’s internal strengths and weaknesses and as well as external opportunities and threats.

- Interviews were conducted with all board members and board executive management during the month of March 2022.
- Two focus groups were held with staff on March 2, 2022.
- An online survey was available to external stakeholders from March 1–29, 2022. A total of 446 external stakeholders participated in the survey.

Board members and board executive staff were provided the results of the DEI environmental scan, along with an objectives worksheet, before the strategic planning session on Friday, May 23, 2024. This information guided BCE in the review of its mission, vision, and values while directing the strategic goals and objectives outlined in its new strategic plan.

DEI Supplement Process

In September of 2022, Governor Gavin Newsom, through Executive Order N-16-22, strengthened the State’s commitment to a “California For All” by directing state agencies and departments to take additional actions to embed equity analysis and considerations into its policies and practices, including but not limited to the strategic planning process.

SOLID conducted a new DEI focused scan and analysis during September and October of 2023. Feedback was solicited from external stakeholders, board members, and the Board’s leadership and staff. This feedback was used to assist BCE in considering a diversity, equity, and inclusion perspective to its current strategic plan.



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**Agenda Item 18
October 24, 2024**

Nominations of Candidates for 2025 Board Officer Positions

Purpose of the Item and Action Requested

The Board will nominate members for consideration to serve in the Board officer positions of Chair, Vice Chair, and Secretary for 2025.

The election of Board officers for 2024 will be held during the next Board meeting in January 2025.

Nomination Process

- The Board's legal counsel will preside over the nomination of officers.
- Board members will be asked to nominate another member or themselves for each officer position. If nominated for a position by another Board member, the nominee will be asked if they accept the nomination.
- Nominations will be requested for each officer position, beginning with the Chair, followed by the Vice Chair, and then Secretary.
- Nominations will be requested from members in alphabetical order, with the current Chair announcing their nomination last.
- Nominees for officer positions will provide their statement of qualifications to the Board during the election of officers at the January 2025 Board meeting.

Roll Call for Nomination of Board Officers

- Laurence Adams, D.C., Vice Chair
- Janette N.V. Cruz, Secretary
- Pamela Daniels, D.C.
- Claudia Sandino, D.C.
- Rafael Sweet
- David Paris, D.C., Chair



**Agenda Item 19
October 24, 2024**

Schedule 2025 Quarterly Board Meetings

Purpose of the Item and Action Requested

The Board will be asked to discuss and schedule quarterly Board meeting dates for 2025.

Background

Typically, at the last meeting of the calendar year, the Board identifies and approves quarterly meeting dates for the next calendar year. The following provisions apply to the scheduling of meetings:

- The Board is required to meet annually in January to elect Board officers for the calendar year (Section 3 of the Chiropractic Initiative Act).
- The Board is required to meet at least twice each calendar year and at least once in Northern California and once in Southern California (Section 6 of the Chiropractic Initiative Act and Business and Professions Code section 101.7).
- It is recommended that the Board hold at least one meeting each year at a California chiropractic college campus (Board Member Administrative Procedure Manual).

Staff suggests the Board consider scheduling four meetings as follows:

- 1. January 2025 Board Meeting – Teleconference:** Select one of the following dates:
 - Thursday, January 9, 2025
 - Friday, January 10, 2025
 - Thursday, January 16, 2025
 - Thursday, January 23, 2025
 - Friday, January 31, 2025
- 2. April 2025 Board Meeting – Northern California:** Select one of the following sets of two consecutive dates:
 - Thursday, April 17, 2025, and Friday, April 18, 2025
 - Thursday, April 24, 2025, and Friday, April 25, 2025

Schedule 2025 Board Meetings

October 24, 2024

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3. July 2025 Board Meeting – Teleconference: Select one of the following dates:

- Thursday, July 10, 2025
- Friday, July 11, 2025
- Thursday, July 17, 2025
- Friday, July 18, 2025
- Thursday, July 24, 2025
- Friday, July 25, 2025

4. October 2025 Board Meeting – Southern California: Select one of the following sets of two consecutive dates:

- Thursday, October 2, 2025, and Friday, October 3, 2025
- Thursday, October 9, 2025, and Friday, October 10, 2025
- Thursday, October 16, 2025, and Friday, October 17, 2025



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Agenda Item 20
October 24, 2024

Future Agenda Items

Purpose of the Item

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

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



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Agenda Item 21
October 24, 2024

Adjournment

Time: _____