



NOTICE OF TELECONFERENCE LICENSING COMMITTEE MEETING

Committee Members

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

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

Thursday, January 9, 2025

3:00 p.m. to 5:00 p.m.

(or until completion of business)

This teleconference meeting will be held in accordance with the provisions of Government Code section 11123.5. Board staff will be present at the primary physical meeting location below and all Committee members will be participating virtually from remote locations.

Teleconference Instructions: The Licensing Committee 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=mea0cda6e7ceca1c008043fee7f16ca37>

If joining using the link above

Webinar number: 2498 231 7710

Webinar password: BCE19

If joining by phone

+1-415-655-0001 US Toll

Access code: 2498 231 7710

Passcode: 22319

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 Committee on any agenda item by Monday, January 6, 2025. Written comments should be directed to chiro.info@dca.ca.gov for Committee consideration.

Primary Physical Meeting Location

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

AGENDA

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Public Comment for Items Not on the Agenda**
Note: Members of the public may offer public comment for items not on the agenda. However, the Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).]
- 3. Review and Possible Approval of August 25, 2023 and March 8, 2024 Committee Meeting Minutes**
- 4. Update on Board's Licensing Program**
- 5. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic Degree Programs (amend and renumber, as necessary, California Code of Regulations [CCR], Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)**
- 6. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Clarify the Application and Examination Process for Doctor of Chiropractic Licensure, Including Temporary and Expedited Licensure and Fee Waiver for Military Spouses and Domestic Partners and Expedited Licensure for Veterans, Applicants Enrolled in U.S. Department of Defense SkillBridge Program, Refugees, Asylees, and Special Immigrant Visa Holders (amend CCR, Title 16, sections 320, 321, and 340–349)**
- 7. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Clarify the Process for Renewing Doctor of Chiropractic Licenses and Update the Requirements for Restoration of Doctor of Chiropractic Licenses in Forfeiture or Cancelled Status (amend CCR, Title 16, sections 370 and 371)**

8. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Establish a Retired Status for Doctor of Chiropractic Licenses (add CCR, Title 16, section 328)

9. Schedule 2025 Committee Meetings

10. Future Agenda Items

Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]

11. 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 Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

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

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

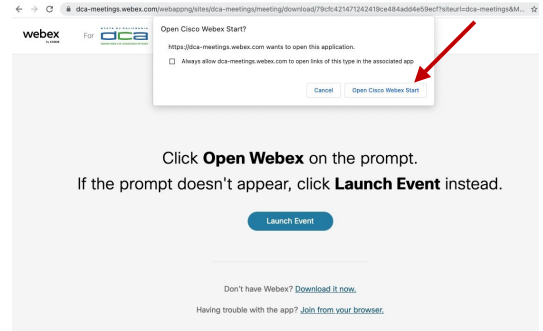
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

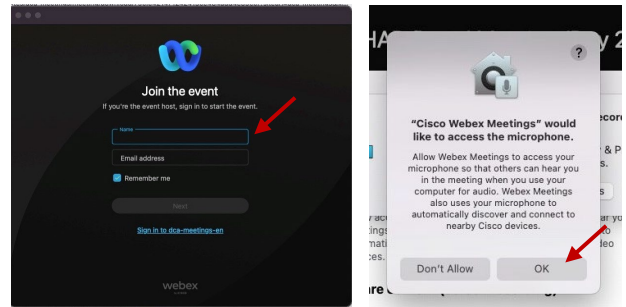
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

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.

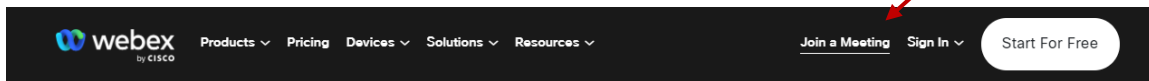


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

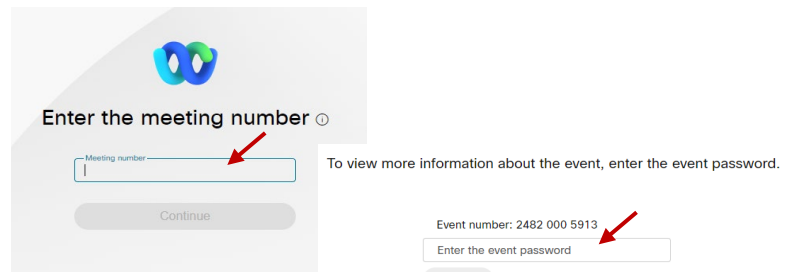
OR

If joining from Webex.com

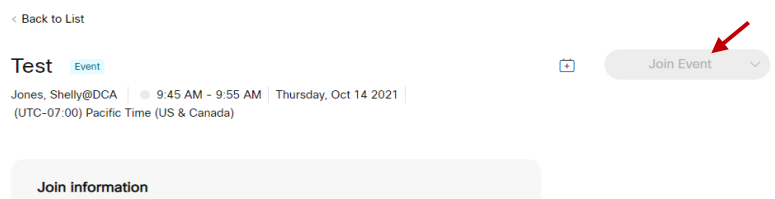
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 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".



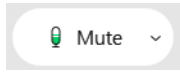
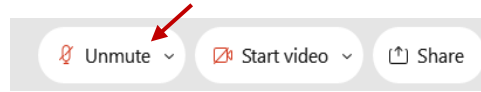
OR

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.

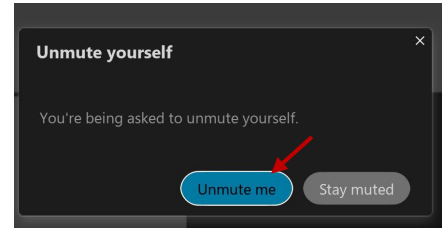


Green microphone = Unmuted: People in the meeting can hear you.



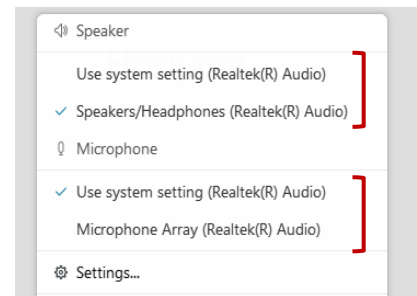
Red microphone = Muted: No one in the meeting can hear you.

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".



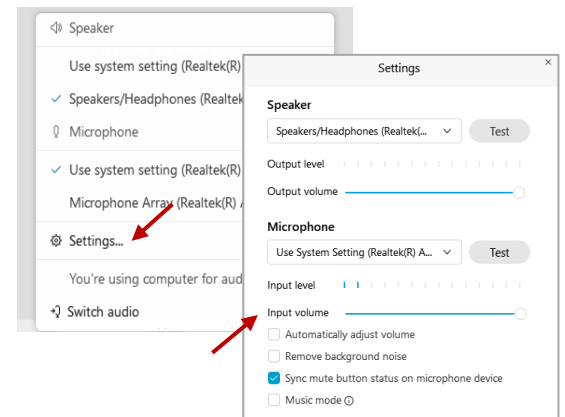
If you cannot hear or be heard

- 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

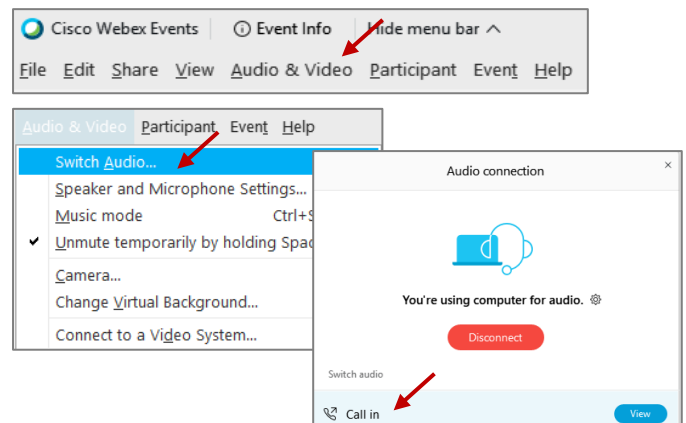
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



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.



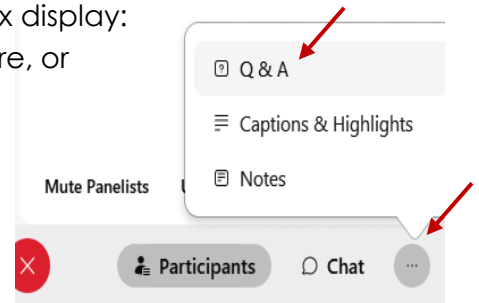
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

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

Q&A Feature

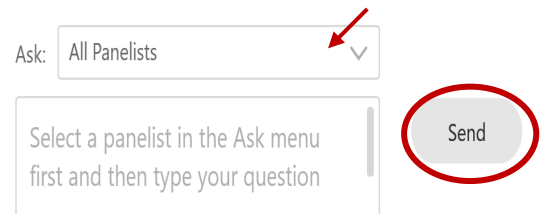
1 Access the Q&A panel at the bottom right of the Webex display:

- 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:

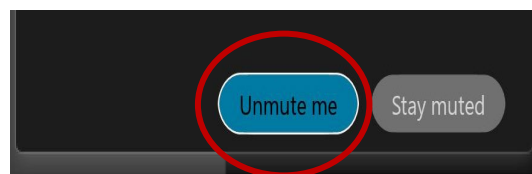
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

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.

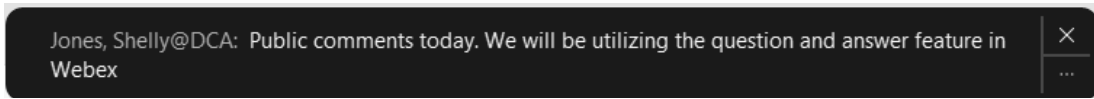


OR

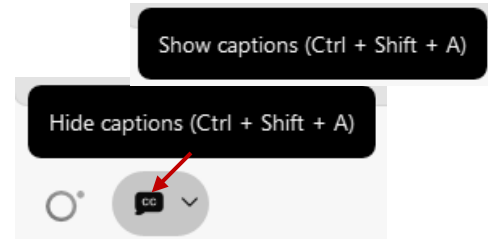
If connected via telephone:

- Press *3 to unmute your microphone.

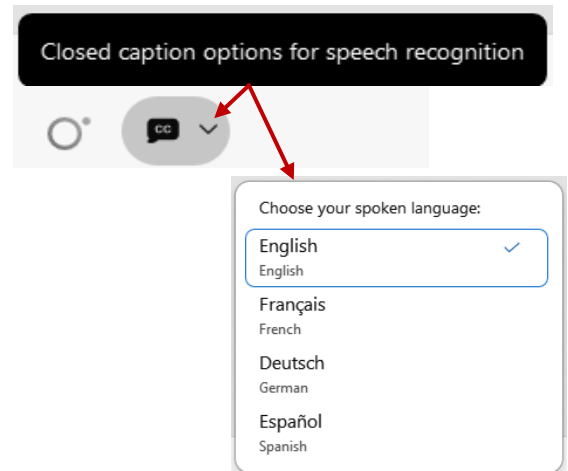
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



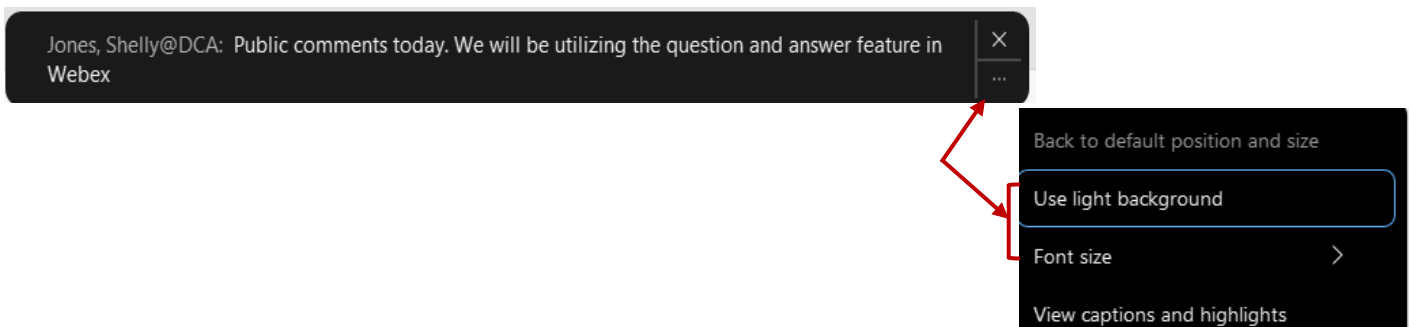
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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.





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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 1
January 9, 2025

Call to Order / Roll Call / Establishment of a Quorum

Purpose of the Item

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

Committee Members

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



Agenda Item 2
January 9, 2025

Public Comment for Items Not on the Agenda

Purpose of the Item

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

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



**Agenda Item 3
January 9, 2025**

**Review and Possible Approval of August 25, 2023 and March 8, 2024
Committee Meeting Minutes**

Purpose of the Item

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

Action Requested

The Committee will be asked to make a motion to approve the August 25, 2023 and March 8, 2024 Committee meeting minutes.

Attachments

1. August 25, 2023 Licensing Committee Meeting Minutes (Draft)
2. March 8, 2024 Licensing Committee Meeting Minutes (Draft)



Agenda Item 4
January 9, 2025

Update on Board's Licensing Program

Purpose of the Item

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

Action Requested

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

Attachment

- Executive Officer's December 31, 2024 Memo to Committee Members Regarding Licensing Program Activities and Statistics



MEMORANDUM

Agenda Item 4 Attachment

DATE	December 31, 2024
TO	Members of the Board of Chiropractic Examiners' Licensing Committee
FROM	Kristin Walker, Executive Officer
SUBJECT	Update on Board's Licensing Program

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

BCE Board and Licensing Committee Meetings

The following meetings have been scheduled:

- January 9, 2025 – Licensing Committee (Teleconference)
- February 13, 2025 – Board (Teleconference)
- April 17–18, 2025 – Board (Northern California)
- July 25, 2025 – Board (Teleconference)
- October 9–10, 2025 – Board (Southern California)

Council on Chiropractic Education (CCE) Accreditation Actions

Effective May 6, 2024, CCE placed the doctor of chiropractic degree program at Keiser University College of Chiropractic Medicine in West Palm Beach, Florida, on probation due to a noncompliance concern related to licensing examination success rates. CCE determined the program was in significant noncompliance with Section 2.A.4 of the CCE Accreditation Standards and CCE Policy 56 because the program's four-year weighted average of licensing examination success rates at 65 percent is significantly below the established four-year threshold of 80 percent, as required by CCE Policy 56. The next step is for the program to submit a progress report addressing this concern by December 2, 2024. CCE will review the progress report at its meeting in January 2025.

CCE also took the following accreditation actions during its July 12–13, 2024, semiannual meeting:

1. CCE continued the accreditation of Southern California University of Health Sciences – Los Angeles College of Chiropractic in Whittier after reviewing the

self-study, update report, site team report, and the program's response, and determining the program meets all standards for accreditation, including mission, planning, and program effectiveness; ethics/integrity; governance/administration; resources; faculty; student support services; student admissions; curriculum, competencies, and outcomes assessment; research and scholarship; service; and distance/correspondence education.

2. CCE deferred the final decision on initial accreditation of Campbellsville University – School of Chiropractic in Campbellsville, Kentucky, after reviewing the self-study, site team report, and program's response, and determining the evidence submitted by the program does not demonstrate compliance with the standards for accreditation in Section 2.B.2 (Integrity). The next step is for the program to submit a progress report to CCE in December 2024. During this application process, the program does not hold accredited status with CCE, nor does CCE ensure eventual accreditation.
3. CCE approved an initial accreditation application for University of Pittsburgh – Doctor of Chiropractic Program in Pittsburgh, Pennsylvania, after reviewing the program's initial application, including a letter of intent to seek accreditation and evidence of the eligibility requirements, and determining the program meets the eligibility requirements. CCE established a timeline for the program's self-study report in fall 2026 and a comprehensive site visit in spring 2027. During this application process, the program does not hold accredited status with CCE, nor does CCE ensure eventual accreditation.
4. CCE imposed a warning sanction on Sherman College of Chiropractic in Spartanburg, South Carolina, after reviewing all materials related to an interim site visit and initiating one concern for noncompliance with Section 2.H.2 (Assessment of Learning Outcomes and Curricular Effectiveness) that requires further reporting. The next step is for the program to submit a progress report to CCE in December 2024.
5. CCE reviewed the program characteristics report (PCR) submitted by Life Chiropractic College West in Hayward and identified downward trends in the licensing examination success rate that require further reporting. The next step is for the program to submit a progress report to CCE in December 2024.
6. CCE reviewed the PCRs submitted by Northwestern Health Sciences University – Doctor of Chiropractic Program in Bloomington, Minnesota, and Parker University – College of Chiropractic in Dallas, Texas, and determined the programs meet the standards for accreditation in licensing examination success rate, program completion rate thresholds, publication, planning, finances, and research and scholarship, with no further reporting required at this time.

7. CCE removed the sanction of warning related to the accreditation status of D'Youville University – Doctor of Chiropractic Program in Buffalo, New York, after reviewing the program's progress report and determining the program meets the standards for accreditation regarding the assessment of learning objectives and curricular effectiveness.
8. CCE approved Life Chiropractic College West's application for an additional educational site (AES) in Bellevue, Nebraska, and established a timeline for the AES' self-study report in fall 2025 and a comprehensive site visit in spring 2026. During this application process, the AES does not hold accredited status with CCE, nor does CCE ensure eventual accreditation.
9. CCE approved Northeast College of Health Sciences' application for an AES in Levittown, New York, and established a timeline for the AES' self-study report in spring 2026 and a comprehensive site visit in fall 2026. During this application process, the AES does not hold accredited status with CCE, nor does CCE ensure eventual accreditation.

Effective November 1, 2024, CCE placed the doctor of chiropractic degree program at Life University – College of Chiropractic in Marietta, Georgia, on probation due to a noncompliance concern related to licensing examination success rates. CCE determined the program was in significant noncompliance with Section 2.A.4 of the CCE Accreditation Standards and CCE Policy 56 because the program's four-year weighted average of licensing examination success rates at 77 percent remains below the established four-year threshold of 80 percent, as required by CCE Policy 56. The next step is for the program to submit a progress report addressing this concern by February 3, 2025, in conjunction with the interim report and in preparation for a scheduled interim site visit in spring 2025. CCE will review these reports at its meeting in July 2025.

Federation of Chiropractic Licensing Boards (FCLB) and National Board of Chiropractic Examiners (NBCE) – 2025 Key Dates

FCLB and NBCE have scheduled the following key dates for 2025:

- FCLB 2025 Annual Conference and NBCE 2025 Annual Meeting: April 30, 2025 through May 4, 2025, St. Louis, Missouri
- NBCE Spring Part IV Examination: May 17–18, 2025
- NBCE Part IV Test Development Committee and Part IV Standard Setting Workshop: June 6–7, 2025, Greeley, Colorado
- FCLB Districts I & IV Regional Meeting: September 25–28, 2025, Omaha, Nebraska
- NBCE Fall Part IV Examination: November 8–9, 2025

BCE staff is requesting out-of-state travel approval for up to two Board members and the Executive Officer to attend and participate in the FCLB annual conference and regional meeting. Staff is also seeking approval for up to two licensee Board members to be able to participate in the NBCE Part IV Test Development Committee meeting and standard setting workshop.

Legislation: 2025–26 Session

The Legislature convened for the 2025–26 session on December 2, 2024, and the Assembly and Senate adopted rules reducing the number of bills that each member can introduce during the two-year session to 35.

Below are important dates and deadlines on the 2025 legislative calendar:

- January 10, 2025: Budget bill must be submitted by Governor
- February 21, 2025: Last day for bills to be introduced
- April 11–20, 2025: Spring recess
- May 2, 2025: Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house
- May 9, 2025: Last day for policy committees to hear and report to the Floor nonfiscal bills introduced in their house
- May 23, 2025: Last day for fiscal committees to hear and report to the Floor bills introduced in their house
- June 6, 2025: Last day for each house to pass bills introduced in that house
- June 15, 2025: Budget bill must be passed by midnight
- July 18, 2025: Last day for policy committees to hear and report bills
- July 19, 2025 through August 17, 2025: Summer recess
- August 29, 2025: Last day for fiscal committees to hear and report bills to the Floor
- September 5, 2025: Last day to amend on the Floor
- September 12, 2025: Last day for each house to pass bills
- October 12, 2025: Last day for Governor to sign or veto bills
- January 1, 2026: Statutes take effect

Licensing Program Statistics

Initial Applications

Application Type	FY 2022–23	FY 2023–24	FY 2024–25*
Doctor of Chiropractic Licenses	370	363	141
Average DC Processing Time	44 days	48 days	43 days
Satellite Certificates	1,637	1,809	1,063
Average SAT Processing Time	13 days	14 days	11 days
Corporation Certificates	113	118	52
Average COR Processing Time	37 days	32 days	23 days

*As of December 31, 2024

Renewal Applications

Application Type	FY 2022–23	FY 2023–24	FY 2024–25*
Doctor of Chiropractic Licenses	11,703	11,514	5,961
Average DC Processing Time	10 days	8 days	7 days
Satellite Certificates	3,152	3,613	1,895
Average SAT Processing Time	9 days	8 days	6 days
Corporation Certificates	1,213	1,304	627
Average COR Processing Time	9 days	9 days	9 days

*As of December 31, 2024

License Population: Years of Licensure as Doctor of Chiropractic

Years of Licensure*	Active	Active %	Inactive	Inactive %	Total	Total %
<1 Year	358	3.22%	1	0.12%	359	3.00%
1–4.99 Years	1,110	9.99%	24	2.84%	1,134	9.48%
5–9.99 Years	1,034	9.30%	43	5.09%	1,077	9.01%
10–19.99 Years	1,970	17.73%	147	17.39%	2,117	17.70%
20–29.99 Years	2,920	26.28%	236	27.93%	3,156	26.39%
30–39.99 Years	2,287	20.58%	231	27.34%	2,518	21.06%
40–49.99 Years	1,335	12.01%	149	17.63%	1,484	12.41%
50+ Years	99	0.89%	14	1.66%	113	0.95%
Total	11,113	100.00%	845	100.00%	11,958	100.00%

*As of December 31, 2024

Occupational Analysis of the Chiropractic Profession

The Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES) completed the [2024 Occupational Analysis of the Chiropractic Profession](#) (OA) in August 2024. 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 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.

Proposed Regulations Affecting Licensing Program

Production Phase

- 1. Licensing and Regulatory Fees (Section 100 Changes Without Regulatory Effect: Amend California Code of Regulations [CCR], Title 16, Sections 310.1, 317.1, 321, 323, 360, 362, 363, 367.5, 367.10, 370, and 371):** This action under CCR, title 1, section 100 will update the licensing and regulatory fee amounts within the Board's regulations and forms for consistency with the fee amounts codified in Business and Professions Code (BPC) section 1006.5. This package is anticipated to be submitted to the Office of Administrative Law (OAL) in January 2025.
- 2. Filing of Addresses and Contact Information (Amend CCR, Title 16, Section 303):** This proposal will implement the requirement from Senate Bill 1434 (Roth, Chapter 623, Statutes of 2022) for the Board to include licensees' telephone numbers and email addresses in the Board's directory and clarify the requirement for 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 OAL for publication in the Notice Register and a 45-day public comment period in early 2025.
- 3. 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. The Board approved the proposed regulatory text at its October 24, 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 early 2025.

- 4. Repeal Mental Illness Regulation (Repeal CCR, Title 16, Section 315):** This proposal will repeal a regulation that 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 practice. This regulation is unnecessary because the Board already has broader statutory authority under BPC sections 820–828 to order a physical or mental examination of a licensee whenever it appears the licensee may be unable to practice safely due to mental illness or physical illness affecting competency. The Board approved the proposed regulatory text at its October 24, 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 early 2025.

Concept Phase

- 5. Approval of Chiropractic Doctor of Chiropractic Degree Programs 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 will be discussed by the Licensing Committee at the January 9, 2025 meeting.
- 6. Application and Examination Process for Doctor of Chiropractic Licensure, Including Temporary and Expedited Licensure and Fee Waiver for Military Spouses and Domestic Partners and Expedited Licensure for Veterans, Applicants Enrolled in U.S. Department of Defense SkillBridge Program, Refugees, Asylees, and Special Immigrant Visa Holders (Amend CCR, Title 16, Sections 320, 321, and 340–349):** This proposal will clarify the application and examination 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 planned to be discussed by the Licensing Committee at the January 9, 2025 meeting.
- 7. Renewal and Restoration of Doctor of Chiropractic Licenses (Amend CCR, Title 16, Sections 370 and 371):** This proposal will clarify the processes for renewal and restoration of doctor of chiropractic licenses, extend the timeframe for cancellation of a license from three to four years, and update the continuing education and competency requirements that must be met prior to the restoration of

a cancelled license. This proposal is planned to be discussed by the Licensing Committee at the January 9, 2025 meeting.

8. **Retired License Status and Fee (Add CCR, Title 16, Section 328):** This proposal will establish a new retired status for doctor of chiropractic licenses and implement an application fee to cover the reasonable regulatory cost of issuing a retired license in accordance with BPC section 464. This proposal is planned to be discussed by the Licensing Committee at the January 9, 2025 meeting.
9. **Chiropractic Practice Locations and Display of License (Add CCR, Title 16, Section 303.1 and Amend CCR, Title 16, Section 308):** This Consumer Protection Enforcement Initiative (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.



**Agenda Item 5
January 9, 2025**

Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic Degree Programs (amend and renumber, as necessary, California Code of Regulations [CCR], Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)

Purpose of the Item

The Committee will continue its policy discussion regarding the development of updates to the regulations regarding Board approval of doctor of chiropractic degree programs and the minimum educational requirements for licensure as a doctor of chiropractic.

Action Requested

Staff will present a conceptual draft of the regulatory language for this proposal to the Committee for input and policy direction.

Background

The Board's current requirements for approval of chiropractic colleges are contained within California Code of Regulations (CCR), title 16, sections 330 through 331.16. On July 16, 2020, the Board approved proposed language to remove many of the prescriptive requirements contained in these regulations. However, this regulatory proposal was later determined to be too vague and incomplete to meet the requirements of the Office of Administrative Law (OAL) for rulemaking and was returned the Committee for further study, discussion, and development.

Over the two years, the Board, primarily through Committee Chair Dr. Pamela Daniels, engaged in a series of discussions with the Council on Chiropractic Education (CCE) and representatives from the chiropractic colleges regarding the need for the Board's regulations to be more contemporary and less prescriptive to allow for the progression of practice and education. Through these regulations, the Board must also consider and address the unique needs of California's patient population, such as education in the areas of dermatology, pharmacology, and psychiatry, and demonstrated clinical competence in the necessary elements of examining and diagnosing a patient, providing an appropriate service or treatment, reassessing the need for additional care, and recognizing clinical "red flags" or when maximum medical improvement has been achieved.

Approval of Doctor of Chiropractic Degree Programs

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Additionally, CCE concluded its five-year process to review and revise the accreditation standards, and CCE adopted updated standards in January 2024 that became effective in January 2025. Notable changes to the accreditation standards include:

- Aligning requirements with programmatic accreditation and reducing duplication with institutional accreditation.
- Revising student success measures to include retention or attrition rates, along with program completion, licensure examination performance, and licensure rates.
- Incorporating diversity, equity, and inclusion (DEI) elements in faculty, student support services, and curriculum, competencies, and outcomes assessment requirements.
- Developing a new meta-competency for cultural competency.
- Expanding research and scholarship requirements, including requirements for the programs to establish goals, objectives, and outcomes.

Staff has drafted a regulatory proposal to implement the changes to the Board's approval of doctor of chiropractic degree programs and minimum educational requirements that have been previously discussed by the Committee. Specifically, this regulatory proposal would:

- 1) Define the various organizations and educational terms referenced in the regulations (16 CCR § 330);
- 2) Incorporate CCE's 2025 accreditation standards by reference and specify the process for Board approval of chiropractic programs (16 CCR § 331.1);
- 3) Provide the Board with authority to inspect and obtain copies of records maintained by CCE for Board-approved chiropractic programs and programs applying for Board approval (16 CCR § 331.2);
- 4) Clarify the educational requirements for doctor of chiropractic licensure based on Section 5 of the Chiropractic Initiative Act, align the minimum number of hours with CCE's requirement of 4,200 instructional hours, and allow for additional methods of student learning, including direct assessment programs and distance learning;
- 5) Establish requirements for chiropractic preceptorship programs in California, including direct, on-site supervision by a Board-approved preceptor, patient notification, and record keeping; and
- 6) Repeal unnecessary, duplicative, or obsolete regulations to CCE's 2025 accreditation standards and institutional accreditation standards (16 CCR §§ 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16).

During this meeting, the Committee will be asked to provide input and policy direction on this regulatory proposal.

Attachments

1. Sections 4 and 5 of the Chiropractic Initiative Act of California
2. Proposed Language to Amend and Renumber, as Necessary, California Code of Regulations, Title 16, Sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and Repeal Sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16 (Approval of Doctor of Chiropractic Degree Programs and Educational Requirements) [Conceptual Draft for Committee Discussion]

Sections 4 and 5 of the Chiropractic Initiative Act

§ 4. Powers of board

The board shall have power:

- (a) To adopt a seal, which shall be affixed to all licenses issued by the board.
- (b) To adopt from time to time such rules and regulations as the board may deem proper and necessary for the performance of its work, the effective enforcement and administration of this act, the establishment of educational requirements for license renewal, and the protection of the public. Such rules and regulations shall be adopted, amended, repealed and established in accordance with the provisions of Chapter 4.5 (commencing with Section 11371) of Part 1 of Division 3 of Title 2 of the Government Code as it now reads or as it may be hereafter amended by the Legislature.
- (c) To examine applicants and to issue and revoke licenses to practice chiropractic, as herein provided.
- (d) To summon witnesses and take testimony as to matters pertaining to its duties; and each member shall have power to administer oaths and take affidavits.
- (e) To do any and all things necessary or incidental to the exercise of the powers and duties herein granted or imposed.
- (f) To determine minimum requirements for teachers in chiropractic schools and colleges.
- (g) To approve chiropractic schools and colleges whose graduates may apply for licenses in this state. The following shall be eligible for approval:
 - (1) Any chiropractic school or college having status with the accrediting agency and meeting the requirements of Section 5 of this act and the rules and regulations adopted by the board.
 - (2) Any chiropractic school or college initially commencing instruction prior to the effective date of the amendments to this section approved by the electors at the November, 1976, general election, provided such school or college meets the requirements of Section 5 of this act and the rules and regulations adopted by the board and provided such school or college attains status with the accrediting agency within a time period commencing on the effective date of this provision and ending March 1, 1980.
 - (3) Any chiropractic school or college initially commencing instruction subsequent to the effective date of the amendments to this section approved by the electors at the

November, 1976, general election, provided such school or college meets the requirements of Section 5 of this act and the rules and regulations adopted by the board and provided such school or college attains status with the accrediting agency within a time period not exceeding three years following such commencement of instruction.

Upon submission of evidence satisfactory to the board that the accrediting agency has unreasonably denied status to a chiropractic school or college approved under paragraph (2) or (3) of this subdivision by not considering the application for status submitted by that school or college in a timely manner, by denying the application for status submitted by that school or college without good cause, or by imposing arbitrary and capricious additional requirements upon that school or college as conditions for the attainment of status, the board shall grant an extension of the time period for the attainment of status specified in the paragraph under which that school or college is approved, as it applies to that school or college, of at least six months but no more than one year. Prior to the expiration of such extension or of any additional extension the board grants, the board shall determine whether that school or college has been unreasonably denied status by the accrediting agency for any of the reasons specified in the immediately preceding sentence during the extension. Should the board determine such unreasonable denial of status during the extension has occurred, the board shall grant an additional extension of the time period for the attainment of status, as it applies to that school or college, of at least six months but no more than one year.

As used in this section, "accrediting agency" means (1) the Accrediting Commission of the Council on Chiropractic Education, other chiropractic school and college accrediting agencies as may be recognized by the United States Commissioner of Education, or chiropractic school and college accrediting agencies employing equivalent standards for accreditation as determined by the board, (2) in the event such commission ceases to exist or ceases to be recognized by such commissioner, a chiropractic school and college accrediting agency as may be designated by the board or chiropractic school and college accrediting agencies employing equivalent Standards for accreditation as determined by the board, or (3) in the event such commission ceases to exist or ceases to be recognized by such commissioner, no other such accrediting agency is recognized by such commissioner, and no such accrediting agency is acceptable to the board, the board.

As used in this section, "status" means correspondent status, status as a recognized candidate for accreditation, accredited status, or other similar status as may be adopted and used by the accrediting agency.

As used in this section, "in a timely manner" means within the time deadlines as may be established by the accrediting agency for submission of applications, consideration of applications submitted, acceptance or rejection of applications submitted, and other similar functions, as those time deadlines are interpreted by the board.

As used in this section, "without good cause" means not in accordance with rules and regulations that may be established by the accrediting agency as conditions for the attainment of status, as those rules and regulations are interpreted by the board.

As used in this section, "arbitrary and capricious additional requirements" means requirements which may be imposed by the accrediting agency as conditions for the attainment of status during the time period specified for the attainment of status by a chiropractic school or college that, in the board's judgment, cannot be satisfied within such time period or do not serve to improve the educational standards or quality of such school or college.

(h) The board may employ such investigators, clerical assistants, commissioners on examination and other employees as it may deem necessary to carry into effect the provisions of this act, and shall prescribe the duties of such employees.

§ 5. License to Practice: Fee: Educational Requirements

License to Practice: Fee: Educational Requirements. It shall be unlawful for any person to practice chiropractic in this state without a license so to do. Any person wishing to practice chiropractic in this state shall make application to the board 45 days prior to any meeting thereof, upon such form and in such manner as may be provided by the board. Proof of graduation from an approved chiropractic school or college, as defined in Section 4, must reach the board 15 days prior to any meeting thereof. Each application must be accompanied by a licensee fee of not more than one hundred dollars (\$100), as determined by the board. Except in the cases herein otherwise prescribed, each applicant shall present to the board at the time of making such application a diploma from a high school and a transcript of 60 prechiropractic college credits satisfactory to the board, or proof, satisfactory to the board, of education equivalent in training power to such high school and college courses.

The schedule of minimum educational requirements to enable any person to practice chiropractic in this state is as follows, except as herein otherwise provided:

Group 1	
Anatomy, including embryology and histology	14%
Group 2	
Physiology	6%
Group 3	
Biochemistry and clinical nutrition	6%
Group 4	
Pathology and bacteriology	10%

Group 5	
Public health, hygiene and sanitation	3%
Group 6	
Diagnosis, dermatology, philology and geriatrics, and radiological technology, safety, and interpretation	18%
Group 7	
Obstetrics and gynecology and pediatrics	3%
Group 8	
Principles and practice of chiropractic, physical therapy, psychiatry, and office procedures	25%
Total	85%
Electives	15%

Any applicant who had matriculated at a chiropractic college prior to the effective date of the amendments to this section submitted to the electors by the 1977-1978 Regular Session on the Legislature shall meet all requirements that existed immediately prior to the effective date of those amendments but need not meet the change in requirements made by said amendments.

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Approval of Doctor of Chiropractic Degree Programs and Educational Requirements

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend and Renumber, as Necessary, Sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15, and Repeal Sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16 of Article 4 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 330. ~~Application for Approval~~ Definitions.

~~An application for approval on a form provided by the Board, shall be filed with the Board at its principal office in Sacramento and addressed to the Secretary of the State Board of Chiropractic Examiners. Such application shall be on file at least six months prior to any inspection.~~

For the purposes of this Article, the following definitions shall apply:

(a) "Academic engagement" has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(b) "Act" means the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

(c) "Additional location" has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(d) "Board" means the California Board of Chiropractic Examiners.

(e) "Branch campus" has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(f) "CCE" means the Council on Chiropractic Education, the accrediting agency specified in Section 4(g) of the Act and recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs leading to the doctor of chiropractic degree.

(g) “Chiropractic college” has the same meaning as “chiropractic school or college” as used in the Act.

(h) “Chiropractic program” means an educational program that leads to a doctor of chiropractic degree offered by chiropractic college within an institution of postsecondary or higher education that is accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

(i) “Clock hour” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(j) “Correspondence course” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(k) “Credit hour” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(l) “Direct assessment program” has the same meaning as specified in section 668.10 of Title 34 of the Code of Federal Regulations.

(m) “Distance education” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(n) “Educational program” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(o) “High school diploma” has the same meaning as the term “regular high school diploma” as specified in section 7801 of Title 20 of the United States Code.

(p) “Main campus” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(q) “Preceptor” means a California licensed doctor of chiropractic who has been approved by the Board to serve as a preceptor in accordance with Section 331.6.

(r) “Preceptorship” means a clinical experience program offered or sponsored by a Board-approved chiropractic program that allows a chiropractic student or graduate intern to gain practical, hands-on experience in chiropractic practice under the direct, on-site supervision of a Board-approved preceptor.

(s) “Recognized equivalent of a high school diploma” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

NOTE: Authority cited for Article 4 (Sections 330-331.16): Sections 4(b), and 4(f), and 4(g) of the Chiropractic Initiative Act of California, (Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), and 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.1. Approval and Eligibility of Doctor of Chiropractic Programs.

(a) A school chiropractic program which initially meets the requirements of these rules this Article shall be first provisionally approved by the Board. No school will be finally approved chiropractic program shall receive final approval by the Board until a provisional program has been in operation for at least two years.

(b) To be eligible for Board approval, a chiropractic program shall:

(1) Be accredited by CCE in accordance with the minimum standards specified in its guidance document titled, "CCE Accreditation Standards: Principles, Processes & Requirements for Accreditation, January 2025," which is hereby incorporated by reference;

(2) Submit a completed application for Board approval of the chiropractic program to the Board at its current email address or physical address listed on its website. A completed application shall include all of the following information from the chiropractic college:

(A) The name of the chiropractic program and the chiropractic college;

(B) The address of the chiropractic program's main campus, each additional location, if any, and each branch campus, if any;

(C) The chiropractic program's telephone number, if any, email address, if any, and website, if any;

(D) A copy of the chiropractic program's current academic calendar and course catalog;

(E) Evidence that the chiropractic program offers to its students a course of instruction that meets or exceeds the minimum educational requirements for California licensure as a doctor of chiropractic specified in Section 331.5;

(F) The date of the chiropractic program's initial accreditation by CCE and the date of the program's most recent reaccreditation by CCE, if any;

(G) The date of the chiropractic program's last site visit or inspection by CCE;

(H) A copy of the chiropractic program's last CCE self-study and CCE site visit report;

(I) A disclosure and explanation of any warnings, sanctions, or noncompliance actions taken against the chiropractic program by CCE within the past five (5) years; and

(J) A statement signed and dated by an official or designated representative of the chiropractic program with authority to make representations on behalf of the program, such as a dean, president, or registrar, under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(3) Appear before the Board's Licensing Committee or the full Board at a public meeting, if requested in writing by the Board, to answer any questions or address any actual or perceived deficiencies in the chiropractic college's application or educational requirements. Any testimony or supplemental documents or materials provided by an official or designated representative of the chiropractic program during a public meeting shall be considered part of the application for Board approval of the program.

(c) The Board shall review the chiropractic program's application and shall grant or deny approval or defer action on the application. The Board's decision shall be based on the chiropractic college's demonstration of meeting the requirements of this Article.

~~(b) No school shall be provisionally approved until it shall present competent evidence of its organizational and financial ability to attain the minimum educational requirements set forth by these rules and institutional goals set forth in its application.~~

~~(c) No school shall be provisionally approved unless there is a reasonable need for such school in the geographical area in which it is proposed to locate.~~

~~(d) No school shall be provisionally approved until competent evidence of compliance with the requirements of Section 29023(a)(2) of the Education Code is filed with the Board.~~

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.2. Inspection and Survey of Chiropractic Program and Accrediting Agency Records.

(a) ~~No school~~ chiropractic program shall be approved, provisionally or finally, until it has been inspected by the Board or its duly authorized representative, including but not limited to ~~the Council on Chiropractic Education CCE~~, and is found by the Board to be in compliance with the rules ~~herein set forth~~ in this Article.

(b) Each ~~school~~ chiropractic program shall permit to the Board or its authorized representatives unhampered opportunity to inspect the ~~school's~~ program's facilities, interview its entire faculty and management, examine student, teaching, grading, performance and graduation records, and inspect and audit, for cause, at the ~~school's~~ program's expense, the financial and corporate records.

(c) CCE shall allow the Board to inspect and obtain copies of all records maintained by CCE for Board-approved chiropractic programs and chiropractic programs applying for provisional approval by the Board, including applications for initial and continued accreditation, self-studies, reports of site visits, accreditation and noncompliance actions, deficiency and progress reports, program characteristics reports, and program enrollment and admissions reports.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

~~(a) Every approved school shall be under the supervision of a full time president, dean, or other executive officer who shall carry out the objective and program of the school. Said officer shall have a minimum of two years experience in school administration prior to his appointment, or its equivalent in training.~~

~~(b) The president, dean, or other executive officer shall render a report annually, covering topics such as student enrollment, number and changes in faculty and administration, changes in the curriculum, courses given, and the projections for future policy. Said annual report shall be filed with the Board within one month following the end of the academic year.~~

~~(c) It shall be the duty of the president, dean, or other executive officer to obtain from each faculty member, prior to the beginning of the semester or school year, an outline and time schedule for each subject of the course. He shall approve such outlines and determine from time to time if they are being observed. A copy of this outline and a schedule of classes, showing the day and hour of presentation and the instructor shall be filed with the Board within three (3) weeks after the beginning of the term.~~

~~(d) The dean shall maintain a record of the teaching load of each member of the staff in terms of classes taught, supervision, student counselling, committee work, and other assigned activities.~~

~~(e) A permanent file of all class schedules, beginning with those as of the date of the school's approval shall be maintained by the dean. These shall be available for inspection and comparison with the courses described in the relative catalogs.~~

~~(f) Schedules must be kept up to date and posted on a bulletin board available for student inspection.~~

§ 331.4. Financial Management.

~~The college shall keep accurate financial records and shall file an annual financial report including a profit and loss statement as well as an asset and liability statement prepared and signed by a qualified accountant. Said financial report shall be filed with the Board within three (3) months following the end of the school's fiscal year.~~

§ 331.5 331.3. Student Records.

~~There~~ Each chiropractic program shall be maintained a good secure system of records, showing conveniently and in detail, providing detailed information about the attendance, discipline, grades, and accounts of the students, by means of from which an exact specific knowledge can be obtained regarding each student's work academic engagement. A personal file must be maintained for each student containing his the student's admission credentials, photographs, and other identifying personal items. ~~Fireproof storage must be provided for the safekeeping of records.~~

NOTE: Authority cited: Sections 4(b) and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.6. Catalog.

~~The school shall issue, at least biennially, a catalog setting forth the character of the work which it offers, and said catalog shall be filed with the Board. The content and format shall follow the usual pattern of professional school catalogs, and shall contain the following information:~~

~~(a) A list of its trustees, president, dean and other administrative officers and members of the faculty with their respective qualifications;~~

~~(b) Courses set forth by department, showing for each subject its content, value in term, semester hours, or credit hours;~~

~~(c) Entrance requirements, conditions for academic standing and discipline, such as attendance, examinations, grades, promotion and graduation;~~

~~(d) Matriculation, tuition, laboratory, graduation and special fees, and estimated costs of books, instruments, dormitory and board; and~~

~~(e) Descriptions of the library, audio-visual facilities, laboratories and clinic facilities setting forth at least the minimum requirement hereinafter set forth in rules.~~

~~(f) No school will be accepted or retained in good standing which publishes in its catalog or otherwise, any misrepresentation regarding its curriculum, faculty or facilities for instruction.~~

~~§ 331.7. Calendar.~~

~~Each school may elect to use the semester, trimester or four-quarter term system.~~

~~A school calendar shall designate the beginning and ending dates of terms or semesters, the vacation periods and legal holidays observed, and the dates for semester and final examinations. The recitation or lecture period shall be not less than 50 minutes in length. The school may operate on a five or six day week or any combination thereof, but the total number of hours of instruction shall be not less than 30 hours nor more than 35 hours per week. The total number of hours provided for each complete student's course, leading to the degree of Doctor of Chiropractic, shall be not less than 4,400 hours distributed over four academic years of nine months each.~~

~~§ 331.8. Faculty.~~

~~All faculty members shall meet the standards of the Council on Chiropractic Education.~~

~~§ 331.9. Student Faculty Ratio.~~

~~(a) The full-time equivalent student-faculty ratio shall be at least one full-time professor to every fifteen (15) students enrolled in the school.~~

~~(b) A full-time professor is one who devotes a minimum of 38 hours per week to his academic duties.~~

~~(c) The maximum enrollment for any class in laboratory or clinical work shall be limited to the number which may, by Board standards, sufficiently be trained with the equipment and facilities available in such laboratory clinic.~~

~~(d) All classes and laboratory sessions, including clinics, shall be conducted under the presence and supervision of a full-time professor.~~

~~(e) There shall be one instructor for each twenty-five (25) students in the laboratory and/or clinic courses.~~

~~§ 331.10. Faculty Organization.~~

~~(a) A faculty shall be organized by departments. Regularly scheduled meetings of the full faculty shall be had to provide a free exchange of ideas concerning:~~

- ~~(1) The content and scope of the curriculum;~~
- ~~(2) The teaching methods and facilities;~~
- ~~(3) Student discipline, welfare and awards;~~
- ~~(4) Faculty discipline and welfare;~~
- ~~(5) Committee reports and recommendations;~~
- ~~(6) Recommendations for the promotion and graduation of students;~~
- ~~(7) Administration and educational policies; and~~
- ~~(8) Recommendations to the administrative officers and to the trustees.~~

~~(b) The dean shall appoint the following standing committees of which he shall be a member ex officio: admissions and credentials, curriculum, clinic, laboratories, library and examinations, grades and records.~~

~~§ 331.11. Scholastic Regulations.~~

~~(a) Admission.~~

~~(1) Each school shall have a committee on admissions and credentials. The admission of students shall be in the hands of a responsible officer who is a member of the committee and his decision shall be subject to the approval of the committee.~~

~~(2) No applicant shall be admitted to any school until he has been personally~~

~~interviewed for the purpose of determining his character, scholastic aptitude, mental and physical fitness to study and practice. When a great geographic distance precludes personal interview, the same information, supported by affidavits and photographs, may be substituted for the personal interview.~~

~~(3) Documentary evidence of preliminary education must be obtained and kept on file. All transcripts of other schools must be obtained directly from such schools.~~

~~(4) It is strongly recommended by the Board that an entrance examination compiled and administered by recognized testing agencies (e.g., A.C.T., S.A.T.) be required of all students prior to matriculation in order to prove their ability to do college level work.~~

~~(b) Date of Matriculation. No student shall be matriculated at a later date than one week immediately following the advertised date of the commencement of the school term.~~

~~(c) Qualifications of Students. No student shall be matriculated in an approved school unless he is of good moral character and is without major physical deficiencies, except as provided in Section 8.1 of the Act.~~

~~(d) Professional Education. Students shall not be matriculated in any school approved by the board unless they possess, and submit to the school upon their application for matriculation, either:~~

~~(1) A diploma from a standard high school or other institution of standard secondary school grade evidencing completion by the student of a four (4) year course, or~~

~~(2) A certificate from the board stating that the student has submitted proof, satisfactory to the board, of education equivalent in training power to a high school course. The certificate shall bear a date prior to the applicant's matriculation date in any school approved by the board.~~

~~(3) A student who seeks admission in any school approved by the Board after November 3, 1976, shall be subject to the following: The candidate must have completed, with a satisfactory scholastic record, at least 60 semester hours or an equivalent number of quarter hours in prechiropractic subjects at a college listed in the U.S. Office of Education "Education Directory - Higher Education." The specific prechiropractic subjects and their requirements shall be in accordance with the standards adopted by the Council on Chiropractic Education.~~

~~(e) Advanced Standing.~~

~~(1) Applicants for admission to advanced standing shall be required to furnish evidence to the school:~~

~~(A) That they can meet the same entrance requirements as candidates for the first year class;~~

~~(B) That courses equivalent in content and quality to those given in the admitting school in the year or years preceding that to which admission is desired have been satisfactorily completed;~~

~~(C) That the work was done in a chiropractic college acceptable to the committee on admissions of the college; and~~

~~(D) That the candidate has a letter of recommendation from the dean of the school from which transfer is made.~~

~~(2) Credits for work done in colleges of liberal arts and sciences will be allowed based on the regulations of the Council on Chiropractic Education.~~

~~(3) Credits for basic science subjects on the professional level shall be in accordance with the provisions of the regulations of the Council on Chiropractic Education.~~

~~(4) A student desiring to re-enter the college after a lapse in attendance of one or more years shall fulfill the entrance requirements applying to the class which he seeks to enter. Students whose education was interrupted by service in the armed forces are exempt from this requirement.~~

~~(5) For all such students admitted to advance standing there will be, therefore, on file with the registrar the same documents as required for admission to the first-year class and in addition a certified transcript of work completed, together with a letter of honorary dismissal from the college from which transfer was made.~~

~~(6) No candidate for a degree shall be accepted for less than one full academic year of resident study.~~

~~(f) Attendance. In order to obtain credit for a course, a student shall have been present in class at least 90 percent of the time and shall have received a passing letter grade. When the absence exceeds 10 percent, the student shall be automatically dropped from the class. If the absences have been due to illness or other excusable reasons and if evidence of these reasons can be submitted, the student may apply for readmission through the dean's office and may be given credit for attendance upon the recommendation of his instructor and completion of course requirements.~~

~~Students shall be required to spend the last academic year of the course in residence in the college which confers the degree.~~

~~(g) Promotion.~~

~~(1) Promotion from one school term to another should be by recommendation of the instructors and consent of the committee on credentials or other similar committee. The decision should be based upon careful evaluation of the student's attendance, application, conduct and grades in quizzes and examinations. In other words, the final standing of the student in each subject shall be based upon the composite judgment of the responsible instructors in that department, and not solely upon the result of written examinations.~~

~~(2) A student failing in any subject in a school term should be required to repeat the subject.~~

~~(h) Requirements for Graduation. The requirements for admission to the school shall have been fulfilled and the candidate, in addition to scholastic qualitative requirements, shall have completed a minimum quantitative requirement of 4,400 hours of instruction in four academic years of nine months each. The last year shall have been spent in the school granting the degree. The candidate shall have complied with all the regulations of the school and be recommended for the degree by the faculty.~~

~~(i) Special (Graduate of An Approved Chiropractic School) or Unclassified Subject. Persons so registered may not be a candidate for a degree. If they desire to become candidates, they shall satisfy the usual requirements for admission as well as the degree requirement. No work done under this classification will be accepted for credit beyond 90 days from the date of matriculation. Holders of a valid chiropractic degree are exempt from this requirement.~~

~~(j) Degree. The degree conferred for completion of professional undergraduate work shall be Doctor of Chiropractic (D.C.).~~

~~NOTE: Authority cited: Section 4(b), Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii). Reference: Sections 4(b) and 5, Chiropractic Initiative Act of California (Stats. 1923, p. 1xxxviii).~~

§ 331.12.1 331.4. Curriculum Minimum Educational Requirements for Doctor of Chiropractic Licensure Prior to November 3, 1976.

All applicants for the ~~Board Examination~~ licensure who matriculated into a chiropractic college prior to the passage of Proposition 15 (November 3, 1976) shall fulfill the requirements of this section.

(a) Course of Study. The school shall have established curriculum which indicates objectives, content and methods of instruction for each subject offered.

(b) Required Hours and Subjects. The school shall offer, and shall require for graduation, a course of not less than 4,000 academic hours extended over a period of

four school terms of not less than nine months each. Such course shall include the minimum educational requirements set forth in Section 5 of the Act. The minimum number of hours required in the basic subjects shall be as follows:

Anatomy including embryology (minimum of 480 hours), histology (minimum of 160 hours), and dissection (minimum of 160 hours)	800 hours
Physiology	320 hours
Biochemistry, inorganic and organic chemistry	320 hours
Pathology (minimum of 280 hours), bacteriology (minimum of 160 hours), and toxicology (minimum of 40 hours)	480 hours
Public health, hygiene and sanitation, and first aid	120 hours
Diagnosis (minimum of 480 hours), pediatrics (minimum of 40 hours), psychiatry (minimum of 40 hours), dermatology, syphilology and serology (minimum of 40 hours), and X-ray (minimum of 120 hours)	720 hours
Obstetrics and gynecology	120 hours
Principles and practice of chiropractic (minimum of 960 hours), physiotherapy (minimum of 120 hours), and dietetics (minimum of 40 hours)	1,120 hours

(c) Subject Presentation. Laboratory teaching with actual student participation must be included in anatomy, dissection, histology, chemistry, physiology, bacteriology, pathology.

The classes shall be presented in a proper sequence so that the normal shall be presented first before the abnormal is to be considered (i.e., the student must learn anatomy, chemistry and physiology before he is taught pathology and diagnosis). The subject presentation should be of a nature and depth comparable to that found at State colleges in equivalent courses.

ANATOMY: Includes gross anatomy, dissection, embryology, and histology with particular emphasis on neurology.

PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.

CHEMISTRY: To include inorganic and organic chemistry, physical chemistry, the chemistry of foods, digestion and metabolism.

PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.

PUBLIC HEALTH AND HYGIENE AND SANITATION: To include sanitary and hygienic procedures, First Aid, prevention of disease and Public Health Department regulations.

DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; pediatrics, geriatrics, dermatology, syphilology, psychology, psychiatry and roentgenology (technique and interpretation).

OBSTETRICS AND GYNECOLOGY: To include the standard routine diagnostic procedures, and clinical and laboratory examinations.

PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive techniques and orthopedics.

NUTRITION: To include dietetics and clinical nutrition, including primary and secondary nutritional deficiencies.

PHYSIOTHERAPY: To include the theory, principles and use of the standard recognized physiotherapy equipment and procedures.

OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act.

(d) Additional Hours and Subjects. The school, if it desires, may offer and may require for graduation, course of more than 4,000 hours. Such additional hours may be in elective subjects.

(e) Clinics. Each student shall be provided with actual clinical experience in the examining, diagnosing, and treatment of patients. Said clinical experience shall include spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, X-ray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling, dietetics and physical therapy. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the board for inspection.

NOTE: Authority cited: Sections 4(b) and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 331.12.2 331.5. Curriculum Minimum Educational Requirements for Doctor of Chiropractic Licensure.

All applicants for licensure shall be required to comply with this section in order to qualify for a California doctor of chiropractic license.

(a) Course of Study: ~~Every school~~ A Board-approved chiropractic program shall have a curriculum which indicates objectives, content, and methods of instruction for each subject offered.

(b) Required Hours and Subjects: Each applicant shall offer proof of completion of the following educational requirements:

(1) A high school diploma or recognized equivalent of a high school diploma;

(2) A minimum of sixty (60) prechiropractic college credit hours completed at an institution of postsecondary or higher education that is accredited by an accrediting agency recognized by the U.S. Department of Education; and

(3) Graduation from a Board-approved chiropractic program with a doctor of chiropractic degree and successful completion of a course of instruction in a Board-approved chiropractic college chiropractic program of not less than 4,400 4,200 clock hours, or an equivalent amount of instructional credit granted by the chiropractic program through credit hours, which includes minimum educational requirements set forth in Section 5 of the Act. The course of instruction completed by the applicant shall consist of no less than including the following minimum requirements hours, except as otherwise provided:

Group I	Anatomy, including <u>gross anatomy</u> , embryology, histology, and human dissection	616 588 clock hours (or equivalent)
Group II	Physiology, (must include laboratory work) including blood, lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses, and nervous system	264 252 clock hours (or equivalent)
Group III	Biochemistry, clinical nutrition, and dietetics, including the chemistry of foods, digestion, and metabolism, the role of nutrition in the prevention and treatment of illnesses, diseases, and other health conditions, application of nutritional knowledge, nutrition assessments, interventions, and patient education	264 252 clock hours (or equivalent)
Group IV	Pathology, <u>microbiology</u> , bacteriology, pharmacology, and toxicology	440 420 clock hours (or equivalent)

Group V	Public health, hygiene, and sanitation, and emergency care, <u>including first aid, minor surgery, prevention of the spread of disease, and public health regulations</u>	432 <u>126</u> clock hours (or equivalent)
Group VI	Physical, clinical, laboratory, and differential D diagnosis, including <u>eye, ear, nose, and throat (E.E.N.T.), and serology, dermatology and sexually transmitted diseases, geriatrics, X-ray interpretation, and neurology, and radiologic safety, procedure, technique, and interpretation</u>	792 <u>696</u> clock hours (or equivalent)
	<u>Dermatology</u>	<u>60</u> clock hours (or equivalent)
Group VII	Obstetrics, gynecology, and pediatrics, <u>including routine diagnostic procedures and clinical and laboratory examinations</u>	432 <u>126</u> clock hours (or equivalent)
Group VIII	Principles and practice of chiropractic, <u>to include including ethics and law, office procedure, practice management, patient communication, counseling, and management, chiropractic technique, chiropractic history and philosophy, spinal analysis and adjustment/manipulation, extremities manipulation, orthopedics, biomechanics X-ray technique, and radiation protection</u>	430 <u>400</u> clock hours (or equivalent)
	<u>Clinic, including office procedure</u>	518 <u>500</u> clock hours (or equivalent)
	<u>Physiotherapy, including physical rehabilitation and therapeutic modalities and procedures</u>	<u>120</u> clock hours (or equivalent)
	<u>Psychiatry</u>	32 <u>30</u> clock hours (or equivalent)
Electives		660 <u>630</u> clock hours (or equivalent)
Total		4,400 <u>4,200</u> clock hours (or equivalent)

(c) Subject Presentation and Laboratory Requirements: With the exception of the clinic requirements specified in subdivision (f), the required subject areas and minimum hours listed above may be completed through any method or combination of methods of student learning that is accepted by CCE and the chiropractic program's institutional accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, including traditional, on-campus course instruction, correspondence courses, direct assessment programs, or distance education. The chiropractic program shall ensure each selected method of student learning allows for an appropriate level of academic engagement by students with the subject material. Laboratory teaching with actual student participation in an actual laboratory setting or the equivalent, such as a virtual laboratory simulation or use of a phantom, shall be included in human dissection, histology, chemistry, physiology, bacteriology, pathology, radiology (X-ray), and physiotherapy. Each school shall have and use at least one phantom or equivalent equipment for X-ray class and other courses as may be necessary for adequate teaching.

~~Classes shall be presented in proper academic sequence. Each student shall be taught micro and gross anatomy, human dissection, and physiology before pathology; biochemistry before or concurrent with physiology; and diagnosis before or concurrent with the study of pathology. Clinic hours shall be taken only after a student completes all hours in or concurrently with diagnosis.~~

~~(1) ANATOMY: To include gross anatomy, human dissection, embryology and histology.~~

~~(2) PHYSIOLOGY: To include the physiology of blood and lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses and nervous system.~~

~~(3) BIOCHEMISTRY AND NUTRITION: Biochemistry to include the chemistry of foods, digestion, and metabolism. Nutrition to include dietetics and clinical nutrition in the prevention and treatment of illnesses.~~

~~(4) PATHOLOGY AND BACTERIOLOGY: Pathology to include general and special pathology. Bacteriology to include parasitology and serology.~~

~~(5) PUBLIC HEALTH, HYGIENE, SANITATION AND EMERGENCY CARE: To include sanitary and hygienic procedures, First Aid, minor surgery, prevention of disease, and Public Health Department regulations.~~

~~(6) DIAGNOSIS: To include physical, clinical, laboratory and differential diagnosis; E.E.N.T., geriatrics, serology, dermatology, syphilology, roentgenology (technique and interpretation) and the rules and regulations of the Radiologic Technology Certification Committee of the State Department of Health Services.~~

~~(7) OBSTETRICS, GYNECOLOGY AND PEDIATRICS: To include the standard routine diagnostic procedures and clinical and laboratory examinations.~~

~~(8) PRINCIPLES AND PRACTICE OF CHIROPRACTIC, DIETETICS, PHYSIOTHERAPY, AND OFFICE PROCEDURE: To include history and principles of chiropractic, spinal analysis, adjustive technique of all articulations of the body, orthopedics and patient counseling in curriculum subject matters.~~

~~(9d) PHYSIOTHERAPYPhysiotherapy: To be eligible for licensure, each applicant must furnish proof satisfactory to the Board of successful completion of the required 120 hours of physiotherapy course work and additional clinical training in which the theory, principles and use of the standard recognized physiotherapy equipment and procedures were demonstrated to and used by the applicant. This shall include a minimum of thirty (30) patient office visits in which physiotherapy procedures are performed by the student on their own clinic patients. If physiotherapy course work is not offered by the chiropractic college where the student matriculated, the required instruction and clinical training in physiotherapy may be completed at another Board-approved chiropractic college program, provided such course is a regular credit course offered primarily to matriculated students.~~

Physiotherapy course work not completed prior to graduation from chiropractic college may be fulfilled by course work taken subsequent to graduation at a Board-approved chiropractic college program in conjunction with clinical training in physiotherapy offered by that college program. Such course work and clinical training must be regular credit course work and clinical training offered primarily to matriculated students.

~~(10) OFFICE PROCEDURE: To include private office and case management, the writing and completion of reports and forms for insurance claims, and the provisions, rules and regulations of the Chiropractic Act, and the Radiologic Technology Certification Committee of the State Department of Health Services.~~

~~(de) Additional Hours and Subjects: It is recommended that a school offer elective subjects, including chiropractic meridian therapy, counseling, hypnotherapy and biofeedback. The school A Board-approved chiropractic program may offer and require for graduation courses of more than 4,400 4,200 clock hours.~~

~~(ef) Clinics: Each student shall be provided with actual, hands-on clinical experience in the examining, diagnosing, and treatment, and management of patients. Such clinical experience shall include the practical application of didactic material in the areas of spinal analysis, palpation, chiropractic philosophy, symptomatology, laboratory diagnosis, physical diagnosis, X-ray interpretation, postural analysis, diagnostic impressions, and adjusting of various articulations of the body, psychological counseling, and dietetics. Individual case files on each patient together with a record of dates and treatments given and student treating shall be kept and available to the Board for inspection.~~

Clinical hours, as described in this section, including those relating to physiotherapy, must be completed in a clinic operated or supervised by a Board-approved chiropractic college program.

Each student shall be required to complete, ~~as a minimum for graduation,~~ the following:

(1) Twenty-five (25) physical examinations of which at least ten (10) are of outside ~~(not student) patients, not students.~~

A physical examination shall include an evaluation of all vital signs, case history, and orthopedic and neurological testing.

Students shall also have practical clinical laboratory training, including twenty-five (25) urinalyses, twenty (20) complete blood counts (CBCs), ten (10) blood chemistries, and thirty (30) X-ray examinations. Students shall perform ten (10) proctological and ten (10) gynecological examinations on patients or phantoms. ~~Proctological and gynecological examinations may be performed on a phantom approved by the Board.~~ Gynecological and proctological examinations not completed prior to graduation may be completed after graduation at a Board-approved chiropractic college.

(2) Students shall perform a minimum of two hundred and fifty (250) patient ~~treatments (visits)~~ clinical encounters, including a case-appropriate history and assessment, diagnostic procedures as clinically indicated, chiropractic adjustive technique, and patient evaluation of the patient's response to the treatment provided. Students shall only be granted credit for one clinical encounter per patient visit when one or more chiropractic treatment(s) are performed by the student. Patient visits that do not include chiropractic adjustive technique due to a contraindication to treatment shall only be counted toward the student's total clinical hours, but not the minimum number of clinical encounters required by this subparagraph.

(3) Written interpretation of at least thirty (30) different X-ray views, ~~either slide or film, while a senior in the clinic,~~ in addition to other classroom requirements which shall include the spinal column, all other articulations of the body, and soft tissue.

(4) Minimum of five hundred ~~(500) eighteen (518)~~ hours of hands-on, practical clinical experience, including (examining, assessing, diagnosing, and treating patients in the clinic).

NOTE: Authority cited: Sections ~~4000-4(b), and 4(g) of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxvii).~~ Reference: Sections 4(b), 4(e), 4(f), 4000-4(g), and 5, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxvii).

§ 331.12.3 331.6. Eligibility to Take Board Examination Requirements for Chiropractic Preceptorship Programs.

~~To be eligible to take the board examination, each applicant for licensure must furnish proof satisfactory to the Board of meeting all licensure requirements.~~

(a) The following requirements shall apply to chiropractic preceptorship programs within the State of California:

(1) The preceptorship shall be offered or sponsored by a Board-approved chiropractic program. The chiropractic program shall be responsible for assigning a Board-approved preceptor to a chiropractic student or graduate intern and overseeing the preceptorship.

(2) The preceptor and the chiropractic student or graduate intern shall not represent the student/intern as a doctor of chiropractic or a “chiropractor” or “doctor” or use the title “Dr.” or suffix “D.C.” to describe the student/intern.

(3) The preceptor shall provide written notice to a patient that the chiropractic student or graduate intern is not a California licensed doctor of chiropractic but is practicing under the preceptor’s direct, on-site supervision as part of a preceptorship, and obtain the patient’s written informed consent, prior to allowing the student/intern to observe, participate in, or render any clinical care to the patient.

(4) The preceptor shall provide direct, on-site supervision of the chiropractic student or graduate intern while the student/intern is practicing chiropractic or rendering clinical care as part of the preceptorship.

(5) The chiropractic student or graduate intern shall document and sign each of their clinical encounters with a patient in the patient’s records in accordance with the record keeping requirements of Section 318. The preceptor shall also review and countersign all entries made by the student/intern in the patient’s records.

(6) A graduate intern shall only be allowed to participate in a preceptorship for a maximum of six (6) months following their graduation date with a doctor of chiropractic degree.

(7) The Board-approved chiropractic program shall submit the following information for each preceptorship to the Board at its current email address or physical address listed on its website at least thirty (30) days prior to the start of the preceptorship:

(A) The name and doctor of chiropractic license number of the Board-approved preceptor;

(B) The following identifying and contact information of the chiropractic student or graduate intern:

(I) Student/intern's full legal name (first name, middle name, last name, and suffix, if any);

(II) Other name(s) the student/intern has used or been known by;

(III) Student/intern's birth date (month, day, and year);

(IV) Student/intern's current contact information, including mailing address, telephone number, if any, and email address, if any; and

(V) Student/intern's actual or anticipated graduation date from the chiropractic program.

(C) The start and end dates for the preceptorship (month, day, and year); and

(D) The address of each practice location where the preceptorship will be performed.

(b) A licensed doctor of chiropractic ("licensee") may apply for and, upon compliance with the following requirements, shall be approved by the Board to serve as a preceptor. To be eligible for approval to serve as a preceptor, a licensee shall:

(1) Have an active doctor of chiropractic license issued by the Board with no restrictions and been licensed by the Board for a minimum of five (5) years; and

(2) Not have been disciplined by the Board within the last five (5) years.

(3) Submit a completed application for approval to serve as a preceptor to the Board at its current physical address listed on its website or through the Board's online portal accessible through the Board's website. A completed application for approval to serve as a preceptor shall include all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee's address of record, telephone number, if any, and email address, if any;

(D) A statement initialed by the licensee attesting that they understand the requirements for preceptorships specified in subdivision (a);

(E) A statement initialed by the licensee attesting that they meet the preceptor eligibility requirements specified in subdivision (b)(1) and (2); and

(F) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application are true and correct.

(4) Pay the nonrefundable preceptor application fee of \$72.00 in the following accepted forms:

(A) A credit or debit card through the Board's online portal accessible through the Board's website; or

(B) A personal check drawn from a U.S. bank, cashier's check, or money order payable to the "Board of Chiropractic Examiners" mailed to or provided in person at the Board's current physical address listed on its website.

(c) A licensee who has been approved by the Board to serve as a preceptor shall not be required to renew their preceptor status while they remain in compliance with the eligibility requirements of subdivision (b)(1) and (2).

(d) The Board shall automatically rescind a licensee's preceptor status upon the licensee's failure to maintain or noncompliance with the eligibility requirements of subdivision (b)(1) and (2). A licensee whose preceptor status has been rescinded by the Board under this subdivision may reapply for approval to serve as a preceptor in accordance with subdivision (b).

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 1006.5, subd. (s) of the Business and Professions Code.

§ 331.13. Physical Facilities.

~~(a) General: Each school shall own, or enjoy the assured use of a physical plant large enough to accommodate classrooms, lecture rooms, laboratories, a clinic, a library and administrative and faculty offices. Each school shall meet and maintain the standards and requirements established by or under the authority of the laws of the State of California governing educational institutions and all applicable city and county ordinances wherein the school is located and shall maintain competent evidence of such compliance, for examination by the Board.~~

~~(b) Administrative Offices: The administrative offices shall provide adequate office space for faculty members.~~

~~There shall be space available for faculty conferences.~~

~~All furnishings shall be serviceable and functional and there shall be sufficient office equipment, subject to Board approval, to efficiently manage the business of the school.~~

~~There shall be fireproof storage for all records and documents required by the Chiropractic Initiative Act, statute, or regulations.~~

~~All administrative offices shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(c) Classrooms: There shall be sufficient number and size of classrooms to separately accommodate the graded classes in 1st, 2nd, 3rd and 4th year classes. No two or more subjects shall be taught in the same classroom simultaneously. No two or more student classes (1st, 2nd, 3rd and 4th year) shall be taught in the same classroom simultaneously. Classrooms shall be located where there is quiet and freedom from interruption and distraction.~~

~~All classrooms shall be furnished with audio-visual aids appropriate to the subject matter being taught, and desks and chairs or tablet armchairs. There shall be effective shades to darken rooms equipped with visual projection apparatus.~~

~~All classrooms shall meet the standards and requirements incorporated by subparagraph (a) above.~~

~~(d) Laboratories: Laboratories shall be well lighted and ventilated and shall be equipped for the practical work in human dissection, histology, chemistry, physiology, bacteriology, pathology, laboratory diagnosis, roentgenology, physiotherapy and chiropractic technique.~~

~~Anatomy and pathology laboratories shall contain standard equipment. No more than ten (10) students shall be assigned per table. Sinks should be equipped with wrist action or foot pedal valves, and supplied in a sufficient number. Human cadavers and specimens for individual and small group demonstrations shall be supplied. If human cadavers are not available, or state law prohibits their use, schools must obtain prior written approval from this Board.~~

~~Microscopic laboratories shall have one microscope and one desk light for each two (2) students in the class.~~

~~Chiropractic technique laboratories shall be equipped with one chiropractic adjusting table for every four (4) students in the class.~~

~~Actual student experience with X-ray phantom or equivalent for all areas of the body shall be necessary.~~

Additionally, all laboratories shall meet the standards and requirements incorporated in subparagraph (a) above.

(f) ~~Teaching Aids and Equipment: For the subject of physiotherapy there shall be sufficient generally recognized equipment for classroom and clinic purposes (to include sine galvanic, ultrasound, diathermy, ultraviolet, heat, cold, percussion, and transaction). For the practical work and physical diagnosis students shall be required to own the ordinary and usual diagnostic instruments, including, but not limited to, thermometers, stethoscopes, sphygmomanometers, oto-ophthalmoscope examination sets, and orthopedic-neurological examination instruments. Each school shall own and teach the use of the current standard diagnostic instruments and a list of same shall be made available to the Board upon request. For classroom demonstration and visual education aids, each school shall own charts, mannequins, skeletons, bone collections, anatomical and embryological models, stereopticons, balopticons, micro-projections, and video players or similar projection equipment. The film and slide library shall be constantly augmented by the addition of new material.~~

(g) ~~Library: A library shall be provided for the use of the student body. The minimum requirements for a library are:~~

~~(1) Operation of the library shall be under the direct supervision of a full-time librarian holding a degree in library science.~~

~~(2) The library shall be open to students a minimum of eight (8) hours per day. It shall have room available for study purposes to accommodate at least ten (10) percent of the enrolled students at one time. Hours shall be posted.~~

~~(3) The library volumes shall be cataloged, using a generally accepted system.~~

~~(4) The library shall consist of a minimum of 5,000 volumes of which 2,000 shall be less than ten years of age. Only cataloged scientific volumes which are of interest to the published curriculum of the school can be counted as library volumes. Unbound journals and periodicals shall not be counted in determining compliance with this rule.~~

~~(5) Each school shall conduct a program of student orientation as to the use of the library and class assignments involving the use of the library.~~

(h) ~~Clinic: Each school shall operate a general out-patient clinic where the senior students will obtain actual experience, practical knowledge and skill in:~~

~~(1) Diagnosis, including physical examination, palpation, spinal analysis, clinical pathological, laboratory findings, X-ray, and tentative and working diagnoses.~~

~~(2) Adjustive technique, dietetics, and psychotherapy for the care or prevention of disease in accordance with Section 7 of the Act.~~

~~Such a clinic shall at all times be under the supervision of a clinician who meets the standards of the Council on Chiropractic Education.~~

~~The minimum requirements of a clinic are:~~

~~(A) A reception room with a minimum seating capacity for ten (10) persons.~~

~~(B) A minimum of five (5) patient dressing rooms that are equipped with at least curtains to ensure privacy.~~

~~(C) An administration area wherein at least one full-time secretary shall be located and patient files shall be maintained.~~

~~(D) A minimum of one (1) office for each faculty member supervising the clinic with a minimum of two (2) such offices.~~

~~(E) Separate lavatories for men and women with a minimum of one (1) each.~~

~~(F) A minimum of one (1) physical examination room for every ten (10) students concurrently present and enrolled in the clinic.~~

~~(G) A minimum of one (1) chiropractic adjusting table for every five (5) students performing adjustments on clinic patients with a minimum of five (5) such tables.~~

~~(H) A minimum of one (1) X-ray examination room that is equipped with at least one (1) X-ray machine that has a capacity of no less than 125 KV plus 300 M.A. There shall also be an X-ray developing room that is equipped with the appropriate and necessary film processing equipment as required by the Board. This room may be an area within the X-ray procedure room or shall be located in the immediate area in the same building of such X-ray procedure room. A list of minimal X-ray equipment which shall be used must be obtained from the Board.~~

~~(I) A lab room equipped with a sterilization facility, unless waived in writing by the Board.~~

~~(J) In addition to the requirements of section 331.12(e), each student's work, conduct, reliability and personality shall be evaluated in writing by his or her supervising teacher and such evaluation shall become a part of the student's record and shall be available for inspection by the Board.~~

~~(i) Operation and Maintenance of the Physical Plant. In addition to the requirement of subparagraph (a) above, each school shall operate and maintain all physical equipment in good repair.~~

~~Lockers shall be available for student use.~~

§ 331.14 331.7. Quality of Instruction.

Nothing herein contained shall constitute any limitation or restriction upon the power of the Board to refuse to approve, or to disapprove, any ~~school~~ chiropractic program if in the opinion of the Board the quality of instruction is not sufficiently high to meet the objective of the ~~State Chiropractic Act~~ or these rules in this Article.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ ~~331.15~~ 331.8. Violations or Failure to Comply.

(a) Any violation of these ~~rules~~ in this Article, or failure to comply with them, shall be grounds to revoke approval of any ~~school~~ chiropractic program, and to refuse approval to any ~~school~~, or to any applicant chiropractic program.

(b) If any ~~school~~ chiropractic program provisionally approved or approved by the Board undergoes fundamental changes in its administration, organization, or stated objectives, provisional approval or approval shall be suspended until such time as the Board again appraises the ~~institution~~ chiropractic program.

Such changes include but are not limited to change in ownership of the ~~school~~ chiropractic program or its assets or ~~noncompliance with Section 29032(a)(2) of the Education Code~~.

(c) In the event an Board-approved school chiropractic program or a ~~school~~ chiropractic program applying for provisional approval fails to maintain or meet the required standards, including accreditation by CCE, the ~~institution~~ chiropractic program will be given a bill of particulars and granted ~~60 days~~ provided a written notice of noncompliance and a deadline of up to one hundred eighty (180) days to comply; in the event such corrections are not made within said time, the ~~institution~~ chiropractic program will be removed from the approved list or denied provisional approval.

(d) ~~Institutions~~ Chiropractic programs rejected or removed from the approved list may reapply for reconsideration or reinstatement Board approval in accordance with ~~Rule 331~~ Section 331.1.

NOTE: Authority cited: Sections 4(b), 4(f), and 4(g) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii). Reference: Sections 4(b), 4(e), 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

~~§ 331.16. Definition of Board.~~

~~Whenever the Board is used in this article, it shall mean the Board of Chiropractic Examiners unless otherwise indicated.~~

DRAFT

DOCUMENT TO BE INCORPORATED BY REFERENCE



THE COUNCIL ON CHIROPRACTIC EDUCATION

CCE Accreditation Standards

Principles, Processes & Requirements
for Accreditation

January 2025

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10105 E Via Linda
Suite 103 PMB 3642
Scottsdale, AZ 85258
Tel: 480-443-8877
E-Mail: cce@cce-usa.org
Website: www.cce-usa.org

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Foreword

This document presents the process and requirements for The Council on Chiropractic Education (CCE) accreditation of Doctor of Chiropractic degree programs (DCPs) within the U.S., and equivalent (as determined by CCE) chiropractic educational programs offered outside the U.S., in accordance with CCE's Mission. CCE accreditation relies on a peer-review process that is mission-driven, evidence-informed, and outcome-based. The attainment of CCE accreditation provides a DCP with expert evaluation and recommendations for improvement. Accreditation provides assurances of educational quality and institutional integrity to governments, jurisdictional licensing and regulatory bodies, institutions, professional organizations, students, other accrediting agencies, and the public at large.

The CCE is an autonomous, programmatic specialized accrediting agency. It is recognized by the United States Department of Education and the Council for Higher Education Accreditation to accredit programs leading to the Doctor of Chiropractic degree. The Council administers the process of accreditation, renders accreditation decisions, and establishes bylaws, policies, procedures, and accreditation requirements.

The purpose of CCE is to promote academic excellence and to ensure the quality of chiropractic education. The CCE values educational freedom and institutional autonomy. The CCE does not define or support any specific philosophy regarding the principles and practice of chiropractic, nor do the CCE *Standards* support or accommodate any specific philosophical or political position. The *Standards* do not establish the scope of chiropractic practice. They specify core educational requirements but do not otherwise limit the educational process, program curricular content, or topics of study. The processes of accreditation are intended to encourage innovation and advancement in educational delivery.

Accreditation requirements focus on student learning outcomes that prepare DCP graduates to serve as competent, caring, patient-centered, and ethical doctors of chiropractic/chiropractic physicians qualified to provide independent, quality, patient-focused care to individuals of all ages and genders by: 1) providing direct access, portal of entry care that does not require a referral from another source; 2) establishing a partnership relationship with continuity of care for each individual patient; 3) evaluating a patient and independently establishing a diagnosis or diagnoses; and, 4) managing the patient's health care and integrating health care services including treatment, recommendations for self-care, referral and/or co-management.

The CCE systematically monitors the adequacy and relevance of the accreditation requirements to substantiate their validity and reliability in measuring DCP effectiveness. The accreditation process is periodically assessed to ensure consistency and proficiency in certifying the quality and integrity of DCPs. CCE employs processes and practices that satisfy due process.

The CCE publishes a list of accredited DCPs and informs its stakeholders and the public regarding the accreditation requirements and process. Communications with the public regarding specific accreditation actions are appropriately transparent, taking into consideration applicable laws and practices (including rights to privacy) and the integrity of the accreditation process. CCE policy references in these *Standards* are not all inclusive and may be delineated in other CCE publications. They are intended only to assist the reader for quick reference.

CCE Mission Statement

Mission

To ensure the quality and integrity of doctor of chiropractic and residency programs.

Values

The Council on Chiropractic Education is recognized by the United States Department of Education and the Council for Higher Education Accreditation as the accrediting body for chiropractic programs. In fulfilling its Mission and the requirements of these oversight agencies, the CCE is committed to the following values:

- Integrity as the foundation in all interactions
- Accountability to students and the public
- Collaboration in community of people with a culture of respect
- Quality as informed by the use of evidence
- Improvement to advance excellence
- Cultivation and support of an environment that demonstrates commitment to diversity, equity, and inclusion.

CCE welcomes, embraces, and respects diversity of people, identities, abilities, and cultures.

Section 1 – CCE Principles and Processes of Accreditation

I. Accreditation by CCE

The role of accreditation as defined by the US Department of Education is to provide assurance of quality and integrity to stakeholders. CCE accreditation of Doctor of Chiropractic Programs (DCPs) promotes the highest standards of educational program quality in preparing candidates for licensure, advocating excellence in patient care, and advancing and improving the chiropractic profession and its practitioners. The CCE acknowledges that DCPs exist in a variety of environments, distinguished by differing jurisdictional regulations, demands placed on the profession in the areas served by the DCPs, and diverse student populations. CCE accreditation is granted to DCPs deemed by the Council to comply with the eligibility requirements and requirements for accreditation.

CCE accreditation standards serve as indicators by which DCPs are evaluated by peers. They are designed to guide programs in a process of self-reflection and serve as a framework for improvement as well as a threshold for initial and continued accreditation.

The Council specifically reviews compliance with all accreditation requirements.

- It is dedicated to consistency while recognizing program differences in mission, in the strategies adopted, and evidence provided to meet these requirements.
- It bases its decisions on a careful and objective analysis of all available evidence.
- It follows a process that is as transparent as possible, honoring the need for confidentiality when appropriate.
- It discloses its final decisions to appropriate authorities and the public in accordance with CCE Policy 111.

While it is the responsibility of the DCP to demonstrate and maintain compliance with the standards, CCE provides assistance through training; guidance provided to the DCP and published on its website; and through formal meetings with program leadership as part of the accreditation process.

II. Process of Accreditation for a DCP

Any DCP seeking to achieve or maintain CCE-accredited status must apply for such status and provide evidence that the DCP meets the eligibility requirements and complies with the requirements for accreditation.

A. Application for Initial Accreditation

1. Letter of Intent

A DCP seeking initial accreditation must send a letter of intent from the institution's governing body to the CCE Administrative Office stating its intention to pursue accreditation, providing written evidence that it meets the eligibility requirements for accreditation, and submitting initial accreditation fees in accordance with CCE Policy 14.

2. Requirements for Eligibility

The eligibility requirements provide an initial foundation for the development of a DCP within the context of the CCE requirements for accreditation. In addressing the eligibility requirements, applicants are advised to be familiar with the *CCE Standards*, Section 2.A through Section 2.J.

To be eligible for accreditation, the application must include evidence of:

- a. Accreditation of the institution by an accrediting agency in the U.S. recognized by the U.S. Department of Education or Council for Higher Education Accreditation (or equivalent outside the U.S. as determined by the Council). Provide the most recent letter from the institutional accrediting agency confirming the institution's accreditation status and term.
- b. Approval from its institutional accrediting agency, or an application for such approval, to develop/offer a doctor of chiropractic program/degree. If approval is not necessary from the institutional accrediting agency, documentation from that accrediting agency **MUST** include written communication to program representatives or CCE that confirms approval to offer the program/degree is not required. **NOTE:** Under no circumstances will the Council grant accreditation to a program that is part of an institution/organization that is subject to an action by a recognized institutional accrediting agency, which includes: 1) a final decision to place the institution/organization on probation or 2) a final decision to deny, withdraw, revoke, or terminate accreditation.
- c. A governing body that includes representation adequately reflecting the public interest.
- d. Description of the administrative structure of the program, including the individual responsible for the DCP and their credentials.
- e. A mission (or equivalent) statement, approved by the appropriate institutional body, that provides for an educational program leading to the doctor of chiropractic degree and describes the overall purpose(s) of the program.
- f. A process for assessing programmatic effectiveness to include a description of how the program will analyze and use assessment results.
- g. Program length with a minimum of 4,200 instructional hours (or equivalent, following approval under the terms and conditions of CCE Policy 1, Program Changes), and a curriculum that includes, but is not limited to, the following subject matter:

Foundations – principles, practices, philosophy, and history of chiropractic.

Basic Sciences – anatomy, physiology, biochemistry, microbiology, and pathology.

Clinical Sciences – physical, clinical, and laboratory diagnosis; diagnostic imaging; spinal analysis; orthopedics; biomechanics; neurology; spinal adjustment/manipulation; extremities manipulation; rehabilitation and therapeutic modalities/procedures (active and passive care); toxicology/pharmacology; patient management; nutrition; organ

systems; special populations; first aid and emergency procedures; wellness and public health; and clinical decision-making.

Professional Practice – ethics and integrity; jurisprudence; business and practice management; and professional communications.

- h. An assessment plan that includes defined competencies and programmatic learning outcomes; identification of the methods to measure achievement of meta-competencies and outcomes; and a description of how the program will use the assessment results.
 - i. Operational description of clinic practicum courses and DCP-managed and/or approved clinic site(s).
 - j. Current faculty and hiring plans for additional faculty leading up to the graduation date of the first cohort of students. Include the number of full-time and part-time faculty and the credentials of current faculty.
 - k. Number of students currently enrolled in the program and total enrollment projections leading up to the graduation date of the first cohort of students.
 - l. An operational financial plan and documentation (income, revenue sources, and expenses) for the DCP from the beginning of the process through the anticipated graduation date of the first cohort of students.
3. CCE Response

Upon application by the DCP for accreditation:

- a. The CCE Administrative Office staff reviews the evidence of eligibility documents submitted by the DCP. If further documentation is necessary to complete the application, CCE staff notifies the program prior to forwarding to the Council. Upon receipt, CCE staff forwards the completed application to the Council for review at the next regularly scheduled meeting to determine if the eligibility requirements are met.
- b. The Council may approve, defer, or deny the application. If the application is deferred, the Council will request additional documentation be provided in a follow-up report. If the application is approved, the Council establishes timelines regarding the self-study, comprehensive site visit, and Status Review Meeting in coordination with the CCE Administrative Office and the DCP, according to CCE policies and procedures.

NOTE: Approval of the initial accreditation application does not constitute accredited status of the program; the Council will determine the accreditation status of the program at the Status Review Meeting following the self-study and comprehensive site visit processes.

B. Application for Continued Accreditation

- 1. Letter of Intent

A DCP seeking continued accreditation must send a letter of intent from the individual responsible for the program to the CCE Administrative Office stating its intention to pursue continuation of its accredited status.

2. Requirements for Eligibility

The DCP need not submit evidence of eligibility documents required for initial accreditation, rather, the DCP must maintain and make available for review by the site team and/or Council documentation that includes evidence of:

- a. Accreditation of the institution by an accrediting agency in the U.S. recognized by the U.S. Department of Education or Council for Higher Education Accreditation (or equivalent outside the U.S. as determined by the Council). Provide the most recent letter from the institutional accrediting agency confirming the institution's accreditation status and term.
- b. Program length with a minimum of 4,200 instructional hours (or equivalent, following approval under the terms and conditions of CCE Policy 1, Program Changes), and a curriculum that includes, but is not limited to, the following subject matter:

Foundations – principles, practices, philosophy, and history of chiropractic.

Basic Sciences – anatomy, physiology, biochemistry, microbiology, and pathology.

Clinical Sciences – physical, clinical, and laboratory diagnosis; diagnostic imaging; spinal analysis; orthopedics; biomechanics; neurology; spinal adjustment/manipulation; extremities manipulation; rehabilitation and therapeutic modalities/procedures (active and passive care); toxicology/pharmacology; patient management; nutrition; organ systems; special populations; first aid and emergency procedures; wellness and public health; and clinical decision-making.

Professional Practice – ethics and integrity; jurisprudence; business and practice management; and professional communications.

3. CCE Response

The Council establishes timelines regarding the DCP self-study, comprehensive site visit, and Status Review Meeting in coordination with the CCE Administrative Office and the DCP, according to CCE policies and procedures.

C. Process of Accreditation (Initial/Continued)

1. DCP Self-Study

The DCP must develop and implement a comprehensive self-study process that involves all constituencies of the DCP; relates to effectiveness regarding its mission, goals, and objectives; and culminates in a written self-study report that must:

- a. provide clear evidence that the DCP complies with the CCE requirements for accreditation

(Section 2, *Requirements for Doctor of Chiropractic Degree Educational Programs*),

- b. focus attention on the ongoing assessment of outcomes for the continuing improvement of academic quality,
- c. demonstrate that the DCP has processes in place to ensure that it will continue to comply with the CCE Standards and other requirements for accreditation, and
- d. be submitted to the CCE Administrative Office no later than nine months prior to the Council meeting wherein a decision regarding accreditation will be considered.

2. Comprehensive Site Visit and Report to CCE

Following receipt of the self-study report, the Council appoints a site team to review evidence contained within the eligibility documentation and self-study report relative to compliance with the CCE *Standards*. The comprehensive site visit and report to the CCE are an integral part of the peer-review process that uses the DCP's self-study as the basis for an analysis of the strengths, challenges, and distinctive features of the DCP. This process is designed to ensure that, in the best judgment of a group of qualified professionals, the DCP complies with the requirements for eligibility and requirements for accreditation and that the DCP is fulfilling its mission and goals. In addition to ensuring quality, an enduring purpose of CCE accreditation is to encourage ongoing improvement.

- a. The DCP must provide the site team with full opportunity to inspect its facilities, to interview all persons within the campus community, and to examine all records maintained by or for the DCP and/or institution of which it is a part (including but not limited to financial, corporate, and personnel records, and records relating to student credentials, grading, advancement in the program, and graduation).
- b. A draft report is prepared by the site team and sent by the CCE Administrative Office to the individual responsible for the program for correction of factual errors only.
- c. Following the response of the DCP to correction of factual errors, a final report is sent by the CCE Administrative Office to the individual responsible for the program, governing body chair, and site team members.
- d. The DCP is provided the opportunity to submit a written response to the site team report, and it *must* submit a written response if the report identifies areas of deficiency. The DCP sends the response to the CCE Administrative Office, which distributes it to the CCE President and Council. Any DCP response to the site team report must be submitted to the CCE no less than 30 days prior to the Status Review Meeting, which is the next step in the review (or accreditation) process.

3. Council Status Review Meeting

The objective of the Status Review Meeting is to provide an opportunity for the Council to meet with DCP representatives to discuss the findings of the site team report and DCP response, in accordance with CCE policies and procedures. The Site Team Chair or other

members of the site team may also be present at the request of the Council Chair.

4. Council Review, Action, and Notification

The Council reviews the self-study and supporting documentation furnished by the DCP, the site team report, the program's response to the report, and any other appropriate information, consistent with CCE policies and procedures, to determine whether the program complies with the *CCE Standards*.

The Council's action concludes with a written decision regarding accreditation status that is sent to the individual responsible for the program, governing body chair, and CCE Councilors.

5. Next Comprehensive Review

The next comprehensive site visit normally is four years following the award of initial accreditation, or eight years following the award of continued accreditation.

D. Additional Reports and Visits

In accordance with CCE policies and procedures, the Council monitors continuing compliance with accreditation standards and requirements through requiring additional reports, applications, and/or visits to a DCP. Monitoring reports and processes require the DCP to critically evaluate its efforts in any area(s) of deficiency, initiate measures that address those deficiencies, and provide evidence of the degree of its success in rectifying the area(s) of deficiency. Failure on the part of a DCP to furnish a required application or requested report or to host a site visit on the date specified by the Council constitutes cause for sanction or adverse action. These actions are at the discretion of the Council, following appropriate notification.

1. Program Characteristics Report (PCR)

PCRs must be submitted to the Council in accordance with the CCE policies and procedures. PCRs are required as one of the reporting requirements the Council utilizes to continue its monitoring and reevaluation of its accredited programs, at regularly established intervals, to ensure the programs remain in compliance with the *CCE Standards*.

2. Program Enrollment and Admissions Report (PEAR)

Annual PEARs must be submitted to the Council in accordance with the CCE policies and procedures. PEARs are required as one of the reporting requirements the Council utilizes to continue its monitoring and reevaluation of its accredited programs, at regularly established intervals, to ensure the programs remain in compliance with the *CCE Standards*.

3. Progress Reports

Progress Reports must be submitted to the Council on a date established by the Council. Progress reports address previously identified areas of non-compliance with accreditation requirements or areas that require monitoring.

4. Program Changes Requiring Notification and/or Reporting

Accreditation is granted or continued according to curricula, services, facilities, faculty, administration, finances, and conditions existing at the time of that action in accordance with the *CCE Standards*. To ensure programs maintain compliance with the eligibility and accreditation requirements of the *Standards*, the CCE requires prior approval of specific changes before each change can be included in the doctor of chiropractic degree program accredited status. For this reason, all CCE-accredited programs are required to notify (in writing) or submit applications to the Council as identified in CCE Policy 1.

5. Interim and Focused Site Visits

- a. Interim Site Visits focus on monitoring specific requirements in the *CCE Standards*, and also provide an opportunity for dialogue with the program and the Council. At the discretion of the Council, visits are normally conducted at the midway point of the eight-year accreditation cycle in accordance with CCE policies and procedures.
- b. Focused Site Visits are conducted in order to review progress of identified areas that require monitoring; compliance with accreditation standards or policies; or circumstances that may prompt action to protect the interests of the public.

If an interim or focused site visit was conducted, the DCP is provided the opportunity to submit a written response to the site team report, and it *must* submit the written response if the report identifies areas of deficiency. The DCP sends the response to the CCE Administrative Office, which distributes it to the Council for review. Any DCP response to the site team report must be submitted to the CCE no less than 30 days prior to the Progress Review Meeting, which is the next step in the review (or accreditation) process.

E. Progress Review Meeting

In the event an additional report or visit has been required, a Progress Review Meeting will be conducted by the Council to determine the adequacy of ongoing progress, the sufficiency of evidence provided regarding such progress, whether any other significant deficiencies have emerged, and what, if any, subsequent interim reporting activities are required.

F. Council Action and Notification

A written decision conveying the Council's action regarding continued accreditation status is sent to the individual responsible for the program and governing body chair (when applicable). The Council also determines if an appearance, or participation via conference call, by DCP representatives is necessary at a subsequent Council meeting.

G. Withdrawal from Accreditation

1. Voluntary Withdrawal of Initial Application

A DCP may withdraw its application for accreditation at any time prior to the Council decision regarding initial accreditation by notifying the CCE Council of its desire to do so.

2. Voluntary Withdrawal from Accredited Status

An accredited DCP desiring to withdraw from CCE accreditation forfeits its accredited status when the Council receives official notification from the sponsoring institution clearly stating its desire to withdraw from accredited status, together with a resolution to that effect, from its governing board.

3. Default Withdrawal from Accredited Status

When a DCP fails to submit a timely application for continued accreditation, the Council acts at its next meeting to remove the DCP's accredited status. This meeting of the Council normally occurs within six months of the date when the DCP application for continued accreditation was due. Involuntary withdrawal of accreditation is an adverse action that is subject to appeal (see CCE Policy 8).

4. Notification

In cases of voluntary withdrawal and default withdrawal CCE makes appropriate notification in accordance with CCE Policy 111.

H. Reapplication for Accreditation

A DCP seeking CCE accreditation that has previously withdrawn from accredited status, withdrawn its application for accreditation, had its accreditation revoked, or had its application for accreditation denied, follows the process for initial accreditation.

III. Accreditation Actions

A. Decisions and Actions

Based on evidence, when considering the accreditation status of a program, the Council may take any of the following actions at any time:

1. Award initial accreditation
2. Defer the decision
3. Continue accreditation
4. Impose warning
5. Impose probation
6. Deny or revoke accreditation
7. Withdraw accreditation

In addition to regular reporting requirements and scheduled evaluation visits, the Council may also require one or more follow-up activities (site visits, reports, and/or an appearance) if a) the Council has identified areas that require monitoring where the final outcome could result in noncompliance with accreditation standards or policies or b) the Council determines that the program is not in compliance with accreditation standards or policies.

B. CCE Notifications

The CCE makes notifications of Council accreditation decisions and actions in accordance with CCE Policy 111.

C. Enforcement and Time Frames for Noncompliance Actions

1. The U.S. Department of Education requires the enforcement of standards for all recognized accrediting agencies. If the Council's review of a program regarding any accreditation standard and/or policy indicates that the program is not in compliance with that accreditation standard and/or policy, the Council must:
 - a. Immediately initiate adverse action against the program or institution; or
 - b. Notify the program of the finding(s) of noncompliance and require the program to take appropriate action to bring itself into compliance with the accreditation standard and/or policy within a time period that must not exceed two years.
2. If the program does not bring itself into compliance within the initial two-year time limit, the Council must take immediate adverse action unless the Council extends the period for achieving compliance for "good cause." Such extensions are only granted in unusual circumstances and for limited periods of time not to exceed two years in length. The program must address the three (3) conditions for "good cause" listed below.
 - a. the program has demonstrated significant recent accomplishments in addressing non-compliance (e.g., the program's cumulative operating deficit has been reduced significantly and its enrollment has increased significantly), *and*
 - b. the program provides evidence that makes it reasonable for the Council to assume it will remedy all non-compliance items within the extended time defined by the Council, *and*
 - c. the program provides assurance to the Council that it is not aware of any other reasons, other than those identified by the Council, why the program should not be continued for "good cause."
3. The Council may extend accreditation for "good cause" for a maximum of one year at a time (not to exceed two years in total). If accreditation is extended for "good cause," the program must be placed or continued on sanction and may be required to host a site visit. At the conclusion of the extension period, the program must appear before the Council at a meeting to provide further evidence if its period for remedying non-compliance items should be extended again for "good cause."
4. Adverse accrediting action or adverse action means the denial, withdrawal, or revocation of accreditation.

In all cases, the program bears the burden of proof to provide evidence why the Council should not remove its accreditation. The Council reserves the right to either grant or deny an extension when addressing good cause.

IV. Deferral

In cases where additional information is needed in order to make a decision regarding the accreditation of a program seeking initial accreditation or continued accreditation, the Council may choose to defer a final decision regarding accreditation status. The additional information requested through the deferral process may relate to information submitted by a program following an on-site evaluation that raises additional questions or requires clarification or additional evidence from the program.

The Council may require the DCP to submit a report, host a site visit, and/or make an appearance before the Council to provide such information. When a decision is deferred, the program retains its current accreditation status until a final decision is made. Deferral shall not exceed twelve (12) months. Deferral is not a final action and is not subject to appeal.

V. Noncompliance Actions

When the Council determines that a DCP is not in compliance with CCE *Standards*, including eligibility and accreditation requirements, and policies and related procedures, the Council may apply any of the following actions. In all instances, each action is included in the 24-month time limit as specified in Section 1.III.C, *Enforcement and Time Frames for Noncompliance Actions*.

A. Warning

The intent of issuing a warning is to alert the DCP of the requirement to address specific deficiencies regarding its accreditation. The Council may decide to issue a warning if the Council concludes that a DCP:

1. is in noncompliance with the accreditation standards or policies and the Council determines that the deficiency(ies) do not compromise the overall program integrity and can be corrected by the DCP within the permissible timeframe; or
2. has failed to comply with reporting or other requirements and/or provide requested information.

Following a notice of warning, the Council may require additional reporting, a site visit, and/or an appearance before the Council to permit the DCP to provide additional information and/or evidence of compliance. Warning is a sanction, is not subject to appeal, and shall not exceed twelve (12) months.

The Council will make notification of a final decision to impose warning by notifying the individual responsible for the program and governing body chair that a program has been placed on warning in accordance with CCE policy and procedures.

B. Probation

Probation is an action reflecting the conclusion of the Council that a program is in significant noncompliance with accreditation standards or policy requirements. Such a determination may be based on the Council's conclusion that:

1. the noncompliance compromises program integrity, for example, if the number of areas of noncompliance, financial stability, or other circumstances cause reasonable doubt that compliance can be achieved in the permissible timeframe;
2. the noncompliance reflects recurrent noncompliance with one or more particular standard(s) and/or policy(ies); or
3. the noncompliance reflects an area for which notice to the public is required in order to serve the best interests of students and prospective students.

The Council may require the DCP to submit a report, host a site visit, and/or make an appearance before the Council to provide evidence of compliance. Probation is a sanction, is subject to appeal (see CCE Policy 8), and shall not exceed twenty-four (24) months. The Council will make public notice of a final decision to impose probation by notifying the U.S. Department of Education, institutional accrediting agency, jurisdictional licensing boards, and the public that a program has been placed on probation in accordance with CCE policy and procedures.

C. Show Cause Order

A show cause order constitutes a demand that the DCP provide evidence to inform the Council and demonstrate why the program's accreditation should not be revoked. The Council may require the DCP to submit a report, host a site visit, and/or make an appearance before the Council to provide such evidence. If the DCP does not provide evidence sufficient to demonstrate resolution of the deficiencies within the timeframe established by the Council, the DCP's accreditation will be revoked. A show cause order is a sanction, is subject to appeal (see CCE Policy 8), and shall not exceed twelve (12) months. The Council makes public notice of a final decision to impose a show cause order by notifying the U.S. Department of Education, institutional accrediting agency, jurisdictional licensing boards, and the public that a program has been placed on show cause order in accordance with CCE policy and procedures.

D. Denial or Revocation

An application for initial accreditation or continued accreditation may be denied if the Council concludes that the DCP has significantly failed to comply and is not expected to achieve compliance within a reasonable time period. Denial of an application for initial accreditation or continued accreditation constitutes initial accreditation not being awarded or revocation of accreditation, respectively.

Denial or revocation of Accreditation is an adverse action and subject to appeal (see CCE Policy 8). A DCP seeking CCE accreditation that has previously withdrawn its accreditation or its application for accreditation; had its accreditation revoked or terminated; or had its application for accreditation denied follows the process for initial accreditation. The Council makes public notice of a final decision to deny or revoke accreditation by notifying the U.S. Department of Education, institutional accrediting agency, jurisdictional licensing boards, and the public, in accordance with CCE policy and procedures.

E. Accreditation is a privilege, not a right. Any of the above actions may be applied in any order, at any time, if the Council determines that DCP conditions warrant them. If the Council imposes any of the following actions: deferral; warning; probation; a show cause order; or revocation of accreditation, the Council provides a letter to the DCP stating the reason(s) for the action taken.

VI. Status Description

A DCP accredited by the Council must describe its accreditation status in accordance with CCE Policy 22.

The Council updates the accredited status of the programs it currently accredits on its official website following each Council Meeting, to include:

- a. month/year of initial accreditation status awarded by CCE and all subsequent years continued accreditation following a status review meeting was awarded;
- b. location and official website link to the program;
- c. most recent accreditation activity, to include the bases and reasons for the decision;
- d. next accreditation cycle reporting, to include the year the Council is scheduled to conduct its next comprehensive site visit review for continued accreditation and the next scheduled Council Status Review Meeting regarding that comprehensive site visit review; and
- e. any public disclosure notices regarding the accreditation status of the program.

VII. Complaint and Contact Information

Complaint procedures are established to protect the integrity of the CCE and to ensure the avoidance of improper behavior on the part of those individuals acting on behalf of the CCE, the Council, and CCE-accredited DCPs. By establishing formal complaint procedures, the CCE provides responsible complainants the opportunity to submit specific grievances and deal with them through a clearly defined process. CCE Policy 64 outlines the complaint procedures and may be obtained via the CCE website and/or through the CCE Administrative Office.

Information describing the organization and operation of the CCE and its Council may be obtained from the CCE Administrative Office, 10105 E Via Linda, Ste 103 PMB 3642, Scottsdale, AZ 85258, Telephone: 480-443-8877, E-mail: cce@cce-usa.org, or Website: www.cce-usa.org.

Introduction

Sections 2.A. through J. consist of bold-faced language that cites the particular requirement in overarching terms. This is followed by a Context section that further clarifies the requirements of each section. In all instances, the DCP is required to submit appropriate documentation as evidence of addressing the requirement.

The requirements listed in Sections 2.A. through J that refer to CCE Policies are to be considered as essential components of the requirements themselves.

Section 2 – Requirements for Doctor of Chiropractic Degree Educational Programs

A. Mission, Planning, and Program Effectiveness

The DCP has a mission or equivalent statement, approved by the appropriate institutional body and made available to all stakeholders. Measurable DCP planning goals and objectives congruent with the DCP mission must be developed. These goals and objectives both shape the DCP and guide the creation of a plan that establishes programmatic and operational priorities and program resource allocations. The plan is structured, implemented, and reviewed in a manner that enables the DCP to assess the effectiveness of its goals and objectives and permits the DCP to implement those changes necessary to maintain and improve program quality.

Context

1. Mission

The mission provides for an educational program leading to the Doctor of Chiropractic degree. A DCP has a published programmatic mission statement that describes the overall purpose(s) of the program and is periodically reviewed by the appropriate institutional body.

2. Planning

The DCP's plan reflects and is an outcome of a planning process that focuses on the achievement of the DCP mission and includes timelines for achievement of DCP goals and objectives. The planning process is informed by performance results and data analysis to identify program goals and objectives. The DCP demonstrates that its systems and processes are aligned with its mission, making certain that the necessary resources are allocated and used to support program priorities.

3. Program Effectiveness

The DCP evaluates its program effectiveness by utilizing both academic and non-academic performance measures with established thresholds. Results are tracked, disseminated internally, and analyzed in a timely fashion to support data-informed decision making for program improvements and program planning. The DCP demonstrates periodic reviews of its program effectiveness measures and assessment processes to make appropriate changes.

Evaluation of program effectiveness includes cohort analysis of student achievement data used to inform program improvements. Measures must include, but need not be limited to, program-level student learning outcomes as well as the achievement of CCE meta-competency outcomes; student success measures (retention or attrition rates, program completion rate); and performance data from at least one

of the following: 1) National Board of Chiropractic Examiners (NBCE), 2) Canadian Chiropractic Examining Board (CCEB), or 3) licensure rates.

4. Student Outcomes – CCE Policy 56 Thresholds and Public Disclosure Requirements

The DCP demonstrates student outcomes are at or above established thresholds in compliance with CCE Policy 56. The DCP publishes current, accurate student outcomes data on its website. Data must include, but need not be limited to, 1) program completion rates and 2) performance rates on licensing exams or licensure rates.

B. Ethics and Integrity

The DCP demonstrates integrity and adherence to ethical standards relating to all aspects of policies, functions, and interactions regarding stakeholders of the program to include administration; faculty; staff; students; patients; accrediting, educational, professional, and regulatory organizations; and the public at large.

Context

1. Ethics

Ethics are evident in the conduct of all members of a DCP as they strive to fulfill the mission and graduate doctors of chiropractic/chiropractic physicians capable of, and committed to, practicing in an ethical and professional manner. Policies and procedures include those related to codes of conduct and grievance procedures; academic freedom; sensitivity to equity, discrimination, and diversity issues; safety and welfare of the academic community and patients in administering healthcare to the public; and provisions of assistance and mechanisms to promote student academic and professional success. Ethical issues, especially relating to personal behavior when engaged in chiropractic practice, are addressed throughout the curriculum in both classroom and clinical settings.

2. Integrity

The DCP's policies and procedures promote integrity and transparency including, but not limited to, avoidance of conflicts of interest; advertising and marketing activities; student admissions and financial aid processes; recruiting; development and delivery of the DCP curriculum; identity verification in both student enrollment and student course assessments; grading policies and grade appeal processes; protection of student and patient privacy; research activities; hiring; performance reviews; and catalogs and publications. Policies and procedures related to these matters are accurate, current, and readily available to all constituencies.

C. Administration

The DCP's administrative structure and personnel facilitate the achievement of the mission and goals of the DCP and foster programmatic quality and improvement.

Context

1. Administration

The administration and administrative structure promote and facilitate the achievement of the mission and goals of the DCP, allocate resources adequate to support and improve the program, and assess the effectiveness of the DCP. The chief administrative officer of the DCP is qualified by training and experience to lead the DCP. The individual responsible for the DCP leadership must have ready access to the

institutional CEO or appropriate senior administrator within the institution’s reporting structure. There is a sufficient number of academic and staff administrators with appropriate training and experience to carry out their responsibilities, assist the DCP in fulfilling its mission, and guide activities relevant to programmatic improvement. Clear lines of authority, responsibility, and communication among faculty and staff exist concurrently with systems for decision-making that support the work of the leadership. There is a periodic assessment of administrator performance.

D. Resources

The DCP provides and maintains financial, learning, and physical resources that support the DCP mission, goals, and objectives.

Context

1. Financial

Financial resources of the DCP are adequate to achieve the DCP’s mission, goals, and objectives. The DCP has and maintains current, institutionally approved operating and capital allocations budget(s) and develops long-term budget projections congruent with its planning activities. The DCP also demonstrates that it utilizes sound financial procedures and exercises appropriate control over its allocated financial resources.

2. Learning

The DCP demonstrates adequate access to current learning resources with personnel, collections, and services relevant to support the DCP’s mission, goals, and objectives.

3. Physical

The DCP demonstrates appropriate investment in and allocation of physical resources to ensure successful curricular and co-curricular outcomes and clinical operations. The institution provides, and adequately manages and maintains, physical facilities; instructional and clinical equipment; information technology; supplies; and other physical resources that are necessary and appropriate for meeting the mission, goals, and objectives of the DCP in accordance with institutional policies.

E. Faculty

The DCP employs a sufficient cohort of faculty members who are qualified by their academic and professional education, training, and experience to develop, deliver, and revise the courses and curriculum of its educational program, wherever offered and however delivered, and to assess both student learning and program effectiveness. The program engages in efforts to recruit and retain a diverse faculty. With the support and expectation of the program, the faculty is engaged in research and scholarship, professional development, and governance activities.

Context

1. Attributes

The faculty is of sufficient size and ability, with appropriate experience and expertise, to effectively design, deliver, and revise the DCP curriculum, regardless of instructional modality, and to effectively assess student learning. The faculty enable the DCP to meet its mission and program learning objectives. The

policies, procedures, and practices of the DCP promote diversity within the faculty. The determination of the number of full- and part-time faculty members is based on sound pedagogical rationales in both physical and virtual classroom, laboratory, and patient-care settings. Faculty members have appropriate credentials, including licensure where required in clinical and didactic instructional settings; academic expertise; and experience to fulfill their responsibilities as instructors, mentors, subject matter/content experts, clinical educators, and student supervisors.

2. Curriculum and Professional Development

The faculty are involved in the development, assessment, and refinement of the curriculum. In addition, they demonstrate use of resources in teaching theory and instructional methodology; effective curriculum and course design and development; and assessment of student achievement in both didactic subject matter and in the attainment of clinical competencies. Faculty members are provided opportunities for professional development to improve their content expertise and competence, their instructional skills, and their capabilities in research and scholarship. The DCP establishes expectations for, and analyzes results from, faculty engagement in these opportunities. Faculty members are afforded academic freedom and utilize a curriculum delivery model/method endorsed by the DCP as appropriate for the instructional content being delivered.

3. Evaluation

Faculty members are evaluated on a regular basis, and appropriate processes and criteria are in place to govern advancement in rank based upon performance expectations.

F. Student Support Services

The DCP provides support and services that help students maximize their potential for success in the program.

Context

1. Supported Functions

Student support services are provided to meet the needs of each of its student populations. Student support services include the following areas: registration, orientation, academic advising, and tutoring; financial aid and debt management counseling; disability services; career counseling; and processes for addressing academic standing reviews and student complaints, grievances, disciplinary issues, and appeals matters. Confidentiality of student records is ensured. The program ensures a welcoming, supportive, and encouraging learning environment for all students, including students with diverse backgrounds and from underrepresented communities. As determined by the DCP, student services may also include, but not be limited to, support for a student governance system, student organizations and activities, cultural programming, athletic activities, and child care. The DCP has policies and procedures to monitor and respond to student life issues, including mental health and safety. Students are also provided opportunities for curricular and co-curricular activities that facilitate their development as ethical doctors of chiropractic/chiropractic physicians and engaged citizens.

2. Academic Support

The DCP monitors each student's academic progress and implements policies and procedures that dictate active interventions based upon student needs, including academic support services to optimize the ability of admitted students to succeed in the program, e.g., transitional studies, tutorials, academic advising,

and study strategies. Further, an academic plan is formulated for each student who fails to make satisfactory academic progress in accordance with DCP policies.

3. Effectiveness

Student services support all learning activities in the context of the DCP's mission and chosen educational delivery system. Measures and thresholds for student support services are set, tracked, and used to inform program improvement.

4. Record of Student Complaints

The DCP maintains a record of student complaints, as well as its processing of those complaints, and ensures the process adheres to its policies and procedures established for addressing complaints and/or grievances. The DCP establishes a periodic review process to identify whether a systemic problem has, or is, occurring and demonstrates action steps for improvement when applicable.

G. Student Admissions

The DCP admits students who possess academic and personal attributes consistent with the DCP's mission. Admitted students have completed a baccalaureate degree at an institution(s) accredited by an agency recognized by the U.S. Department of Education or an equivalent foreign agency. Alternatively, students may matriculate into the program having obtained 90 semester hours at an institution(s) accredited by an agency recognized by the U.S. Department of Education or an equivalent foreign agency if those students have 1) a cumulative GPA of 3.0 or higher on a 4.0 scale for the 90 semester credits; or 2) a cumulative GPA between 2.75 and 2.99 on a 4.0 scale for the 90 semester credits with a minimum of 24 semester credits in life and physical science courses appropriate as undergraduate preparation for chiropractic education as determined by the DCP. Students admitted with advanced standing or transfer credit must earn not less than 25 percent of the total program credits from the DCP that confers the degree.

Context

1. Alignment with Program

The DCP's admissions policies and practices are documented and designed to ensure that admitted students meet the admissions criteria and possess the academic and personal attributes for success in the academic program and to pass the exams necessary to obtain a license to practice as a doctor of chiropractic/chiropractic physician. The DCP engages in ongoing, systematic, and inclusive recruitment and retention activities. Program policies, procedures, and practices related to student recruitment and admission are published and made available to prospective students, and are applied consistently and equitably.

2. Informed Applicants

Applicants are informed of any technical standards and/or special undergraduate preparatory coursework required for admission to the DCP, to include a notification at the time of enrollment of any projected additional charges associated with verification of identity. The DCP informs applicants that educational and licensure requirements and scope of practice parameters are specific for each regulatory jurisdiction and provides applicants with access to such available information. The DCP has and follows policies

addressing transfer credit, advanced placement, non-institutionally based learning experiences, financial aid, scholarships, grants, loans, and refunds and makes such policies available to applicants.

H. Curriculum, Competencies and Outcomes Assessment

The DCP curriculum contains a minimum of 4,200 instructional hours (or equivalent, following approval under the terms and conditions of CCE Policy 1, Program Changes) for the doctor of chiropractic degree, thus ensuring the program is commensurate with professional doctoral level education in a health science discipline. The didactic and clinical education components of the curriculum, wherever offered and however delivered, are structured and integrated in a manner that enables the graduate to demonstrate attainment of all required meta-competency outcomes necessary to function as a doctor of chiropractic/chiropractic physician. Assessment of student learning, regardless of instructional modality, incorporates best practices and measures student proficiency in the identified meta-competency outcomes, providing data that are used to guide programmatic improvements.

Students must complete a minimum of 1,000 instructional hours in a patient-care setting. The DCP has a health care quality management system that measures the structure, process, and outcomes of care and uses these data to improve the quality of patient care and inform curricular improvements and student learning.

Context

1. Curricular Content and Delivery

The meta-competency curricular objectives are described in a manner that allows the DCP flexibility in the development of curriculum by incorporating teaching techniques and strategies that address the variety of student learning needs.

The DCP demonstrates that it addresses the meta-competency curricular objectives through instructional content. There is a clear linkage between the design of specific courses and learning activities aligned with the meta-competency curricular objectives. DCP course offerings display academic content, breadth, rigor, and coherence that are appropriate to its mission. Course offerings identify student learning objectives, including knowledge and skills, and promote synthesis of learning in a sequence that is conducive to providing explicit opportunities for students to achieve the required meta-competency outcomes and any additional learning outcomes identified by the DCP.

2. Assessment of Learning Outcomes and Curricular Effectiveness

The meta-competency outcomes are assessed through case-based activities and supervised student experiences at a DCP-managed clinic site, DCP-approved external sites, or both. In the case of external sites, student learning outcomes are identified and evaluation of these meta-competency outcomes is consistent with evaluation in the DCP settings. The DCP determines its own method of meta-competency delivery and assessment to document student competency and curricular effectiveness. Best practices are employed to assess and demonstrate achievement of meta-competency outcomes. Assessment of clinical competency must:

- be performed in the context of the clinical workplace, based on authentic encounters, which may include simulated patient encounters, clinical case studies, or similar methods;

- be criterion-referenced through the identification of expected behaviors and skills with defined performance standards;
- include frequent assessments by multiple qualified evaluators;
- include multiple assessment strategies, as appropriate; and
- be a valid and reliable measure of the meta-competency outcome.

Documented and systematic processes are used to confirm each student’s meta-competency outcomes achievement data prior to graduation. Additionally, performance expectations and thresholds are communicated to students. Systematic mechanisms are used to identify and remediate students when deficiencies are identified.

Aggregate student learning and meta-competency outcomes data are utilized to evaluate curricular effectiveness.

3. Quality Patient Care

The DCP employs a quality assurance system to evaluate and utilize data to improve the structure, process and outcomes of patient care. This system must demonstrate evidence of:

- a. standards of care that are patient-centered, evidence-informed, consistent with accepted industry standards, compliant with applicable jurisdictional laws and regulations, and provided in a format that facilitates assessment with measurable criteria;
- b. an ongoing review of a representative sample of patient records to assess the appropriateness, necessity, and quality of the care provided;
- c. thresholds for performance that are set, tracked, and reviewed by the DCP to inform improvements to patient care and the curriculum, where appropriate;
- d. mechanisms to address patient response to care and evolve treatment plans as appropriate; and
- e. regular review of the instruments used and training of reviewers, at a minimum annually, to improve the validity and reliability of the patient records audit process.

CCE Clinical Education Meta-Competencies

A graduate of a CCE accredited DCP is competent in the areas of:

META-COMPETENCY 1 - ASSESSMENT & DIAGNOSIS

Assessment and diagnosis require developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation; hypothesis generation and testing; and critical evaluation of diagnostic strategies. This dynamic process includes the collection and assessment of data through history, physical examination, imaging, laboratory tests, and case-related clinical services.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. compile a case-appropriate history that evaluates the patient’s health status, including a history of any present illness; systems review; and review of past, family, and psychosocial histories for the purpose of constructing a differential diagnosis and directing clinical decision-making.
- B. determine the need for and availability of external health records.

- C. perform case-appropriate examinations that include evaluations of body regions and organ systems, including the spine and any subluxation/segmental dysfunction, that assist in developing the diagnosis/es.
- D. perform and interpret diagnostic studies, inclusive of imaging, clinical laboratory, and specialized testing procedures based on clinical needs, and refer to other providers for consultations when appropriate.
- E. formulate an evidence-informed diagnosis/es supported by information gathered from the history, examination, diagnostic studies, and relevant scientific literature to inform patient care.

OUTCOMES:

Students will be able to:

- 1) perform a case-appropriate history that evaluates the patient's health status.
- 2) perform a case-appropriate examination that leads to the identification of significant findings and determine the need for additional examination, diagnostic and/or confirmatory tests, and consultations.
- 3) perform/order and interpret clinical laboratory, imaging, and other diagnostic studies required for formulating an appropriate diagnosis.
- 4) demonstrate clinical reasoning to generate a corresponding list of current/active diagnosis/es.

META-COMPETENCY 2 - MANAGEMENT

Management involves the development, implementation and monitoring of a patient care plan for positively impacting a patient's health and well-being, including specific healthcare goals and prognoses. It may include case follow-up, referral, and/or collaborative care.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. critically appraise scientific literature to inform evidence-informed practices in patient management.
- B. develop a management plan appropriate to the diagnosis/es, the patient's health status, obstacles to improvement, specific goals, and prognoses while incorporating patient values and expectations of care.
- C. evaluate the clinical indications and rationale for selecting chiropractic adjustment/manipulation or other appropriate forms of active or passive modalities supporting the goals of care.
- D. determine the need for changes in patient behavior and activities of daily living.
- E. determine the need for emergency care, referral, and/or collaborative care.
- F. provide information to patients of risks, benefits, natural history, and alternatives to care regarding the proposed management plan.

- G. obtain informed consent.
- H. monitor patient progress and alter management plans as new clinical information becomes available.
- I. recognize the point of a patient’s maximum improvement and release the patient from care or determine rationales for any ongoing care.

OUTCOMES:

Students will be able to:

- 1) use relevant scientific literature and other evidence to inform patient care.
- 2) develop an evidence-informed management plan appropriate to the diagnosis, including elements such as obstacles to improvement, measurable healthcare goals, prognoses, and target endpoint of care in consideration of bio-psychosocial factors, natural history, and alternatives to care.
- 3) identify the need and refer for emergency care as appropriate.
- 4) perform a review of findings that outlines benefits, risks, and alternatives to care and obtain informed consent for care.
- 5) deliver appropriate chiropractic adjustments/manipulations and/or other forms of passive care.
- 6) implement appropriate active care.
- 7) make recommendations for changes in lifestyle behaviors, including activities of daily living and/or dietary and nutritional habits as appropriate.
- 8) identify maximum improvement and document the endpoint of care or determine rationales for continuing care or referral.

META-COMPETENCY 3 - HEALTH PROMOTION AND DISEASE PREVENTION

Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognition of the impact of biological, chemical, behavioral, structural, psychosocial, and environmental factors on general health.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. identify the importance of primary, secondary, and tertiary prevention in population health, including health promotion, disease prevention, and screening.
- B. explain the major causes and trends in chronic disease, comorbidity, and mortality, including those for patients from diverse backgrounds and from underrepresented communities.

- C. recognize the importance of social determinants and impact of health care disparities within diverse populations.
- D. recognize reporting responsibilities regarding public health risks and issues.

OUTCOMES:

Students will be able to:

- 1) manage health risks and public health issues, including reporting, as required.
- 2) identify, recommend, and/or provide resources (educational, community-based, etc.) for influencing public health.
- 3) apply appropriate hygiene practices in the practice environment.

META-COMPETENCY 4 - COMMUNICATION AND RECORD KEEPING

Effective communication includes oral, written, and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare-related activities, to include patient care, professional communication, health education, record keeping, and reporting.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. communicate effectively, accurately, and appropriately with patients and other health care professionals.
- B. create and maintain accurate, appropriate, and legible records.
- C. comply with regulatory standards and responsibilities for patient and business records.

OUTCOMES:

Students will be able to:

- 1) document health risks and management options considering the patient's health care needs and goals.
- 2) exhibit verbal and non-verbal communication skills supportive of patient-centered care.
- 3) safeguard and keep confidential the patient's protected health and financial information.
- 4) generate patient records, narrative reports, and correspondence that comply with state and federal laws and regulations and applicable/accepted industry standards.

META-COMPETENCY 5 - PROFESSIONAL ETHICS AND JURISPRUDENCE

Professionals are expected to comply with the law and exhibit ethical behavior.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. apply knowledge of ethical principles and boundaries.
- B. apply knowledge of applicable health care laws and regulations.
- C. apply knowledge of expected professional conduct.

OUTCOMES:

Students will be able to:

- 1) maintain appropriate boundaries with patients, including physical, communication (verbal and non-verbal), and emotional.
- 2) maintain professional conduct with patients, peers, staff, and faculty.
- 3) comply with the ethical and legal dimensions of clinical practice.

META-COMPETENCY 6 –CULTURAL COMPETENCY

Cultural competency includes the knowledge, skills, and core professional attributes needed to provide care to patients with diverse values, beliefs, and behaviors, including the tailoring of health care delivery to meet patients' social, cultural, and linguistic needs in an effort to reduce disparities in healthcare delivery.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. demonstrate an awareness of biases and social determinants of health that may impact the delivery of care to a diverse population.
- B. evaluate the role of sociocultural, socioeconomic, and diversity factors in contemporary society to meet the healthcare needs of persons, groups, and populations.

OUTCOMES:

Students will be able to:

- 1) communicate respectfully and effectively with patients of diverse social, cultural, and linguistic backgrounds in a manner that protects the dignity of individuals and communities.
- 2) design a care plan that considers and respects the culture of the patient.

META-COMPETENCY 7 – CHIROPRACTIC ADJUSTMENT/MANIPULATION

Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction; interpretation and application of clinical knowledge; and the use of cognitive and psychomotor skills.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. assess normal and abnormal structural, neurological, and functional articular relationships.
- B. evaluate the clinical indications and rationale for selecting a particular chiropractic adjustment/manipulation.
- C. determine, based on clinical indications and risk factors, the appropriateness of delivering chiropractic adjustment/manipulation.
- D. demonstrate the knowledge, mechanical principles, and psychomotor skills necessary to safely perform chiropractic adjustment/manipulation.
- E. assess the patient outcome(s) of the chiropractic adjustment/manipulation.

OUTCOMES:

Students will be able to:

- 1) identify subluxations/segmental dysfunction of the spine and/or other articulations.
- 2) analyze and interpret findings indicating the need for chiropractic adjustment/manipulation.
- 3) identify indications, contraindications, and risk factors for the chiropractic adjustment/manipulation and explain the anticipated benefits, potential complications, and effects to patients.
- 4) apply chiropractic adjustment/manipulation to patients while ensuring patient safety.
- 5) identify the effects following the chiropractic adjustment/manipulation.

META-COMPETENCY 8 – INTER-PROFESSIONAL EDUCATION

Students have the knowledge, skills, and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical, or simulated learning environments.

CURRICULAR OBJECTIVE:

The program prepares students to:

- A. work with other health professionals to maintain a climate of mutual respect and shared values, placing the interests of patients at the center of inter-professional health care delivery.
- B. identify different models of inter-professional care, organizational, and administrative structures and the decision-making processes that accompany them.
- C. explain the roles and responsibilities of each member of the health care team.
- D. collaborate with health team members to clarify each member's responsibility in executing components of a management plan or public health intervention.

OUTCOMES:

Students will be able to:

- 1) communicate information with health team members in a manner that is understandable, avoiding discipline-specific terminology when possible.
- 2) apply collaborative strategies with members of the healthcare team to support a team approach to patient-centered care.

I. Research and Scholarship

The DCP demonstrates its commitment to research and scholarship by establishing goals and objectives that support and expect activities intended to advance chiropractic education and improve the quality of health care in chiropractic clinical practice.

Context

1. Scope

The DCP actively engages and supports its faculty, staff, and, when appropriate, students in best practices for research and scholarship to advance chiropractic education and improve the quality of health care in chiropractic clinical practice. The DCP establishes goals, objectives, and outcomes for research and scholarship. Additionally, research and scholarship inform the instructional objectives and content of the DCP with respect to research methodology and values and guide faculty clinicians in the care of their patients. Research and scholarship are conducted in accordance with programmatic/institutional policies, external legal requirements, and accepted research practices.

2. Support

Research and scholarship are supported by appropriate levels of physical, financial, and human resources. The DCP provides the workload allocation and assignment of faculty responsibilities, as well as access to budgetary infrastructure and resources, including an Institutional Review Board (IRB), necessary to support research activities. Policies and procedures are in place to manage and support the conduct of internally and externally funded research and scholarship and to ensure the protection of human and/or animal subjects.

3. Outcomes

Research and scholarship outcomes defined by the DCP result from basic science, clinical, psychosocial, or educational methodology studies that inform quality improvement in chiropractic education and chiropractic clinical practice. Measures and thresholds for research and scholarship outcomes are set, tracked, and analyzed to inform future goals and objectives. Research and scholarship position the DCP to apply for grant funding that contributes to the advancement of chiropractic education and clinical practice; promote internal/external collaborations; and result in publications and professional presentations.

J. Distance or Correspondence Education (if applicable)

The DCP has processes in place to verify and confirm that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course and receives the academic credit and ensures regular interaction between a student and an instructor(s) in distance education courses.

Context

1. Identity Verification

The DCP verifies the identity of a student who participates in class or coursework; publishes and applies policy(ies) and processes that protect student privacy; and notifies students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

2. Regular Interaction

A DCP offering courses by distance education ensures regular interaction between a student and an instructor or instructors prior to the student's completion of a course or competency, by:

- a) providing the opportunity for *substantive interactions* with the student on a predictable and regular basis commensurate with the length of time and the amount of content in the course or competency; and
- b) monitoring the student's *academic engagement* and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

The following definitions apply to this standard:

Academic engagement: Active participation by a student in an instructional activity related to the student's course of study that:

- (1) is defined by the program in accordance with any applicable requirements of its institutional accrediting agency;
- (2) includes, but is not limited to:
 - (i) attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
 - (ii) submitting an academic assignment;
 - (iii) taking an assessment or an exam;
 - (iv) participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
 - (v) participating in a study group, group project, or an online discussion that is assigned by the program; or
 - (vi) interacting with an instructor about academic matters; and
- (3) Does not include, for example:
 - (i) living in campus housing;
 - (ii) logging into an online class or tutorial without any further participation; or
 - (iii) participating in academic counseling or advisement.

Correspondence Course: A course provided by a program under which the program provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, is not regular and substantive, and is primarily initiated by the student. A correspondence course is not distance education and cannot be self-paced.

Distance Education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support **regular and substantive interaction** between the students and the instructor, either synchronously or asynchronously.

Substantive interaction - engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- (1) providing direct instruction;
- (2) assessing or providing feedback on a student's coursework;
- (3) providing information or responding to questions about the content of a course or competency;
- (4) facilitating a group discussion regarding the content of a course or competency; or
- (5) other instructional activities approved by the CCE.



Agenda Item 6 January 9, 2025

Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Clarify the Application and Examination Process for Doctor of Chiropractic Licensure, Including Temporary and Expedited Licensure and Fee Waiver for Military Spouses and Domestic Partners and Expedited Licensure for Veterans, Applicants Enrolled in U.S. Department of Defense SkillBridge Program, Refugees, Asylees, and Special Immigrant Visa Holders (amend CCR, Title 16, sections 320, 321, and 340–349)

Purpose of the Item

The Committee will discuss a proposal to clarify the application and examination process for initial doctor of chiropractic licensure, including temporary and expedited licensure and fee waivers for military spouses and domestic partners and expedited licensure for veterans, applicants enrolled in the U.S. Department of Defense SkillBridge Program, refugees, asylees, and special immigrant visa holders as required by Business and Professions Code (BPC) sections 115.4, 115.5, 115.6, and 135.4.

Action Requested

The Committee will be asked to discuss the proposal and provide input and policy direction to staff.

Background

The requirements for applying for a doctor of chiropractic (“DC”) license and taking the California Chiropractic Law Examination are outlined in California Code of Regulations (CCR), title 16, sections 320–323 and 340–349.

However, these regulations are outdated and do not clearly specify the requirements for obtaining a DC license in California. Additionally, these regulations do not include the requirements for a military spouse or domestic partner to obtain a temporary license pursuant to BPC section 115.6.

Further, these regulations do not include any assurances of an applicant’s current competency to practice chiropractic at the time of applying for a license. For example, an applicant who graduated from chiropractic college and passed the National Board of Chiropractic Examiners (NBCE) Parts I through IV and Physiotherapy examinations 20 years ago is currently eligible to apply for an initial license to practice chiropractic without any additional practical examination to test the applicant’s current knowledge and skill to perform chiropractic adjustments.

As a result, staff developed a conceptual draft of regulatory language to clarify the application and examination process for initial DC licensure, including temporary and expedited licensure and fee waivers for qualified applicants, and new competency requirements.

Temporary Licensure, Expedited Licensure, and Fee Waiver for Military Spouses and Domestic Partners

BPC section 115.6 requires Department of Consumer Affairs (DCA) boards and bureaus to, after appropriate investigation, issue a temporary license to an applicant who is married to or in a domestic partnership or other legal union with an active-duty member of the United States Armed Forces assigned to a duty station in California under official active-duty military orders. This proposal would implement this requirement through CCR, title 16, section 320.

BPC section 115.5 requires DCA boards to expedite the licensure process and waive the license application fee and initial or original license fee charged by the board for an applicant who is married to or in a domestic partnership or other legal union with an active-duty member of the United States Armed Forces assigned to a duty station in California under official active-duty military orders. This proposal would clarify this requirement within CCR, title 16, section 321.

Expedited Licensure for Honorably Discharged Veterans, Applicants Enrolled in Department of Defense SkillBridge Program, Refugees, Asylees, and Special Immigrant Visa Holders

BPC section 115.4, subdivision (a) requires DCA boards to expedite the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active-duty member of the United States Armed Forces and was honorably discharged. Subdivision (b) requires boards to expedite the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense SkillBridge program.

Similarly, BPC section 135.4 requires DCA boards to expedite the initial licensure process for an applicant who supplies satisfactory evidence to the board that they have been admitted to the United States as a refugee, have been granted asylum, or have a special immigrant visa that has been granted under certain circumstances.

This proposal would clarify these requirements within CCR, title 16, section 321.

Competency Requirements

This proposal, as drafted, would introduce a new prelicensure competency requirement that requires an applicant to have either passed the NBCE Part IV practical examination

or actively practiced chiropractic in another state within the four-year period preceding their license application.

According to the Board's licensure data, approximately 87 percent of applicants in the past 10 years obtained their California doctor of chiropractic license within four years of graduation from chiropractic college. Therefore, this new competency requirement is not anticipated to adversely impact a significant number of new applicants for licensure.

Examination Requirements

This proposal would also clarify the examination requirements for licensure—successful completion of the NBCE Parts I, II, III, IV, and Physiotherapy examinations and a supplemental examination in California law and ethics known as the California Chiropractic Law Examination (CCLE)—and update Article 5 of the regulations to reflect the Board's administration of the CCLE through its contracted examination administrator, PSI Services LLC.

Fiscal Analysis and Impact to the Board

Staff conducted a workflow analysis for the regulatory proposal and concluded the proposal will not result in any additional workload costs to process initial doctor of chiropractic license applications.

Additionally, the Board already implemented the necessary IT requirements to enable qualified applicants to apply for and obtain temporary and expedited licensure, so there are no IT costs for this proposal.

This regulatory proposal is not anticipated to have any fiscal impact on the majority of applicants for licensure. However, applicants who have not either passed the NBCE Part IV examination or actively practiced chiropractic in another state within the last four years preceding their license application would incur costs of \$1,585 to retake and pass the Part IV examination.

At this meeting, the Committee will be asked to review and discuss the conceptual draft of the regulatory language and provide policy direction to staff.

Attachments

1. Business and Professions Code Sections 115.4, 115.5, 115.6, and 135.4
2. Proposed Language to Amend California Code of Regulations, Title 16, Sections 320, 321, and 340–349 (Application and Examination Process for Doctor of Chiropractic Licensure, Including Temporary and Expedited Licensure for Qualifying Applicants) [Conceptual Draft for Committee Discussion]

Business and Professions Code Sections 115.4, 115.5, 115.6, and 135.4

**Division 1. Department of Consumer Affairs
Chapter 1. The Department**

§ 115.4. (a) Notwithstanding any other law, on and after July 1, 2016, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active duty member of the Armed Forces of the United States and was honorably discharged.

(b) Notwithstanding any other law, on and after July 1, 2024, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant is an active duty member of a regular component of the Armed Forces of the United States enrolled in the United States Department of Defense SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code.

(c) A board may adopt regulations necessary to administer this section in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

(Amended by Stats. 2023, Ch. 348, Sec. 1. (AB 883) Effective January 1, 2024.)

§ 115.5. (a) A board within the department shall expedite the licensure process and waive the licensure application fee and the initial or original license fee charged by the board for an applicant who meets both of the following requirements:

(1) Supplies evidence satisfactory to the board that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.

(2) Holds a current license in another state, district, or territory of the United States in the profession or vocation for which the applicant seeks a license from the board.

(b) A board may adopt regulations necessary to administer this section.

(c) This section shall become operative on July 1, 2022.

(Repealed (in Sec. 1) and added by Stats. 2021, Ch. 367, Sec. 2. (SB 607) Effective January 1, 2022. Operative July 1, 2022, by its own provisions.)

§ 115.6. (a) (1) Except as provided in subdivision (j), a board within the department shall, after appropriate investigation, issue a temporary license to practice a profession or vocation to an applicant who meets the requirements set forth in subdivisions (c) and (d).

(2) Revenues from fees for temporary licenses issued by the California Board of Accountancy shall be credited to the Accountancy Fund in accordance with Section 5132.

(b) The board may conduct an investigation of an applicant for purposes of denying or revoking a temporary license issued pursuant to this section. This investigation may include a criminal background check.

(c) An applicant seeking a temporary license pursuant to this section shall meet the following requirements:

(1) The applicant shall supply evidence satisfactory to the board that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders.

(2) The applicant shall hold a current, active, and unrestricted license that confers upon the applicant the authority to practice, in another state, district, or territory of the United States, the profession or vocation within the same scope for which the applicant seeks a temporary license from the board.

(3) The applicant shall submit an application to the board that shall include a signed affidavit attesting to the fact that the applicant meets all of the requirements for the temporary license, and that the information submitted in the application is accurate, to the best of the applicant's knowledge. The application shall also include written verification from the applicant's original licensing jurisdiction stating that the applicant's license is in good standing in that jurisdiction.

(4) The applicant shall not have committed an act in any jurisdiction that would have constituted grounds for denial, suspension, or revocation of the license under this code at the time the act was committed. A violation of this paragraph may be grounds for the denial or revocation of a temporary license issued by the board.

(5) The applicant shall not have been disciplined by a licensing entity in another jurisdiction and shall not be the subject of an unresolved complaint, review procedure, or disciplinary proceeding conducted by a licensing entity in another jurisdiction.

(6) (A) The applicant shall, upon request by a board, furnish a full set of fingerprints for purposes of conducting a criminal background check.

(B) The board shall request a fingerprint-based criminal history information check from the Department of Justice in accordance with subdivision (u) of Section

11105 of the Penal Code and the Department of Justice shall furnish state or federal criminal history information in accordance with subdivision (p) of Section 11105 of the Penal Code.

(d) The applicant shall pass a California law and ethics examination if otherwise required by the board for the profession or vocation for which the applicant seeks licensure.

(e) Except as specified in subdivision (g), a board shall issue a temporary license pursuant to this section within 30 days of receiving documentation that the applicant has met the requirements specified in subdivisions (c) and (d) if the results of the criminal background check do not show grounds for denial.

(f) (1) A temporary license issued pursuant to this section may be immediately terminated upon a finding that the temporary licenseholder failed to meet any of the requirements described in subdivision (c) or (d) or provided substantively inaccurate information that would affect the person's eligibility for temporary licensure. Upon termination of the temporary license, the board shall issue a notice of termination that shall require the temporary licenseholder to immediately cease the practice of the licensed profession upon receipt.

(2) Notwithstanding any other law, if, after notice and an opportunity to be heard, a board finds that a temporary licenseholder engaged in unprofessional conduct or any other act that is a cause for discipline by the board, the board shall revoke the temporary license.

(g) An applicant seeking a temporary license as a civil engineer, geotechnical engineer, structural engineer, land surveyor, professional geologist, professional geophysicist, certified engineering geologist, or certified hydrogeologist pursuant to this section shall successfully pass the appropriate California-specific examination or examinations required for licensure in those respective professions by the Board for Professional Engineers, Land Surveyors, and Geologists. The board shall issue a temporary license pursuant to this subdivision within 30 days of receiving documentation that the applicant has met the requirements specified in this subdivision and subdivisions (c) and (d) if the results of the criminal background check do not show grounds for denial.

(h) A temporary license issued pursuant to this section is nonrenewable and shall expire 12 months after issuance, upon issuance or denial of a standard license, upon issuance or denial of a license by endorsement, or upon issuance or denial of an expedited license pursuant to Section 115.5, whichever occurs first.

(i) A board shall submit to the department for approval, if necessary to implement this section, draft regulations necessary to administer this section. These regulations shall be adopted pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(j) (1) This section shall not apply to a board that has a process in place by which an out-of-state licensed applicant in good standing who is married to, or in a domestic

partnership or other legal union with, an active duty member of the Armed Forces of the United States is able to receive expedited, temporary authorization to practice while meeting state-specific requirements for a period of at least one year or is able to receive an expedited license by endorsement with no additional requirements superseding those described in subdivisions (c) and (d).

(2) This section shall apply only to the extent that it does not amend an initiative or violate constitutional requirements.

(k) This section shall become operative on July 1, 2023.

(Repealed (in Sec. 1) and added by Stats. 2021, Ch. 693, Sec. 2. (AB 107) Effective January 1, 2022. Operative July 1, 2023, by its own provisions.)

§ 135.4. (a) Notwithstanding any other law, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that they have been admitted to the United States as a refugee under Section 1157 of Title 8 of the United States Code, have been granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to Section 1158 of Title 8 of the United States Code, or they have a special immigrant visa (SIV) that has been granted a status under Section 1244 of Public Law 110-181, under Public Law 109-163, or under Section 602(b) of Title VI of Division F of Public Law 111-8.

(b) Nothing in this section shall be construed as changing existing licensure requirements. A person applying for expedited licensure under subdivision (a) shall meet all applicable statutory and regulatory licensure requirements.

(c) A board may adopt regulations necessary to administer this section.

(Added by Stats. 2020, Ch. 186, Sec. 1. (AB 2113) Effective January 1, 2021.)

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE

**Application and Examination Process for Doctor of Chiropractic Licensure,
Including Temporary and Expedited Licensure for Qualifying Applicants**

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend Sections 320, 321, and 340–349 of Articles 3 and 5 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 320. Temporary Permits or Licenses for Military Spouses or Domestic Partners.

~~The California law does not provide for the granting of temporary permits or licenses.~~

(a) Definitions. For the purposes of this section, the following definitions shall apply:

(1) “Disciplinary proceeding” means any proceeding or investigation under the authority of the licensing jurisdiction pursuant to which a licensee may be disciplined.

(2) “Disciplined” means that the applicant’s license was placed on probation, revoked, suspended, reprobated, censured, reprimanded, restricted, limited, or conditioned.

(3) “Good standing” means that the applicant has not been disciplined, is not the subject of an unresolved complaint or review procedure, and is not the subject of any unresolved disciplinary proceeding.

(4) “Jurisdiction” means a California or another state’s licensing board or agency, any agency of the federal government, or another territory of the United States.

(5) “License” means a license, permit, or comparable authority to practice chiropractic in another state, district, or territory of the United States.

(6) “Original licensing jurisdiction” means the entity that issued a license to the applicant authorizing the applicant to practice within the same scope for which the applicant seeks a temporary license from the Board.

(7) “Proof of successful completion” means a copy of an applicant’s report or notice issued by the Board’s contracted examination administrator, PSI Services LLC

(“PSI”) that lists the applicant’s name and photograph and indicates that the applicant passed the examination.

(8) “Successfully complete” means that an applicant has achieved a criterion-referenced passing score as defined in Section 340.

(b) Application and Eligibility Requirements. An applicant for a temporary doctor of chiropractic license pursuant to section 115.6 of the Business and Professions Code (“Code”) shall submit a completed application to the Board and meet all of the requirements of this section and section 115.6 of the Code to be eligible for a temporary license. A completed application shall include all of the following information from the applicant:

(1) The applicant’s identifying and contact information:

(A) Applicant’s full legal name (first name, middle name, last name, and suffix, if any);

(B) Other name(s) the applicant has used or been known by;

(C) Applicant’s address of record, which may be a post office box or other alternate address;

(D) Applicant’s alternate physical address if the applicant’s address of record is a post office box or other private mailbox service;

(E) Applicant’s email address, if any;

(F) Applicant’s telephone number, if any;

(G) Applicant’s social security number or individual taxpayer identification number; and

(H) Applicant’s birth date (month, day, and year).

(2) The applicant shall indicate that the applicant is married to, or in a domestic partnership or other legal union with, an active-duty member of the United States Armed Forces who is assigned to a duty station in California under official active-duty military orders and shall provide the following documentation with the application:

(A) A copy of a certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces; and

(B) A copy of the military orders establishing their spouse or partner's duty station in California.

(3) The applicant shall disclose whether the applicant holds a current, active, and unrestricted license to practice chiropractic in another state, district, or territory of the United States and provide written verification from the applicant's original licensing jurisdiction that the applicant's license is in good standing under that jurisdiction. The verification shall include all of the following:

(A) The full legal name of the applicant and any other name(s) the applicant has used or been known by;

(B) The license type and number issued to the applicant by the original licensing jurisdiction, and the relevant law(s) and regulation(s) under which the license was issued;

(C) The name and location of the licensing agency or entity;

(D) The issuance and expiration date of the license; and

(E) Information showing that the applicant's license is currently in good standing.

(4) The applicant shall attest that the applicant meets all of the requirements for temporary licensure as set forth in section 115.6, subdivision (c)(1) through (5) of the Code, including that the applicant has not committed an act in any jurisdiction that would have constituted grounds for denial, suspension, or revocation under the Code or this division at the time the act was committed and that the applicant is aware that a violation of this paragraph may be grounds for the denial or revocation of a temporary license issued by the Board.

(5) The applicant shall also attest that the applicant has not been disciplined by a licensing entity in another jurisdiction and is not the subject of an unresolved complaint, review procedure, or disciplinary proceeding conducted by a licensing entity in another jurisdiction.

(6) The applicant shall submit fingerprints for use by and accessible to the Board in conducting criminal history information record checks through the California Department of Justice in compliance with Section 321.1.

(7) The applicant shall sign a statement attesting to the fact that the applicant meets all of the requirements for the temporary license, and that the information submitted in the application is accurate, to the best of the applicant's knowledge.

(c) California Law and Ethics Examination Requirement. In addition to the above requirements, each applicant for a temporary license shall successfully complete and

furnish proof to the Board of successful completion of the California Chiropractic Law Examination (CCLE) administered by PSI specified in Section 340.

(1) To take the examination, each applicant shall submit a completed application for approval to test to the Board that contains all of the following:

(A) The information required by subdivision (b);

(B) A disclosure regarding whether the applicant is requesting a reasonable accommodation pursuant to Government Code section 12944, subdivision (b). If the applicant answers in the affirmative, the applicant shall provide medical documentation consisting of a written document with the name, license number, telephone number, date, and signature of a physician confirming the existence of the applicant's disability or medical condition, as defined in Government Code section 12926, and the need for the reasonable accommodation; and

(C) A certification, under penalty of perjury, by the applicant that the information on the application is true and correct.

(2) After receipt of a completed application for approval to test, and upon the Board's determination that the applicant has met the requirements of section 115.6, subdivision (c)(1) and (2) of the Code, the Board shall send a written and dated notice of approval to test to the applicant and PSI. The notice shall also contain the web address, email address, telephone number, and mailing address for the applicant to contact PSI to schedule the examination.

(3) Upon written notice of approval to test from the Board, an applicant is responsible for contacting PSI to schedule a test date and examination site location and for paying PSI's nonrefundable fees to take the examination.

(4) The notice of approval to test shall be valid for one (1) year from the date of the notice. If the applicant fails to successfully complete the examination prior to the expiration of approval to test, the applicant may reapply for approval to test in accordance with subdivision (c)(1).

(d) Upon meeting the requirements specified in subdivisions (b) and (c) and if no grounds for denial exist pursuant to sections 115.6 or 480 of the Code, the Board shall issue to the applicant a temporary license to practice chiropractic, subject to the conditions set forth in section 115.6, subdivision (h) of the Code.

(e) Upon issuance of a temporary license in accordance with section 115.6, subdivision (a) of the Code, the Board shall provide written notice to the applicant of the following:

(1) That the temporary license is nonrenewable;

(2) That the license expires twelve (12) months after issuance, upon issuance of a standard license, upon issuance or denial of a license by reciprocity, or upon issuance or denial of an expedited license pursuant to section 115.5 of the Code, whichever occurs first; and

(3) Any holder of a temporary license desiring to continue their licensure or to practice in California after expiration of their temporary license shall apply for and obtain a standard or expedited doctor of chiropractic license, as applicable, in accordance with Section 321.

NOTE: Authority cited: Section 115.6 of the Business and Professions Code and Sections 4(b) and 4(c) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 30, 115.6, and 480 of the Business and Professions Code and Sections 4(c), 4(e), 7, and 10(b) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 321. Application for Doctor of Chiropractic License.

~~An Application for a License to Practice Chiropractic shall be submitted on an application form entitled “Application for License to Practice Chiropractic” (No. 09A-4 (Rev. 11/20)), which is hereby incorporated by reference, accompanied by such evidence, statements, or documents as are therein required, and filed with the board at its office in Sacramento, with the required nonrefundable application fee of three hundred seventy-one dollars (\$371.00). The application shall also include verifications showing satisfactory completion of 60 prechiropractic college credits and the minimum educational requirements for licensure from the chiropractic college attended by the applicant on forms entitled “Verification of Prechiropractic Hours” (No. 09B-3 (New 07/14)) and “Chiropractic College Certificate” (No. 09B-2 (New 07/14)), which are hereby incorporated by reference.~~

(a) Definitions. For the purposes of this section, the following definitions shall apply:

(1) “Act” means the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

(2) “California Chiropractic Law Examination” or “CCLE” means the supplemental examination in California law and ethics specified in Section 340.

(3) “Chiropractic college” has the same meaning as “chiropractic school or college” as used in the Act.

(4) “Code” means the Business and Professions Code.

(5) “Doctor of chiropractic license” has the same meaning as “License to practice chiropractic” specified in Section 7 of the Act.

(6) “NBCE” means the National Board of Chiropractic Examiners.

(7) “Proof of successful completion of the CCLE” means a copy of an applicant’s report or notice issued by the Board’s contracted examination administrator, PSI Services LLC (“PSI”) that lists the applicant’s name and photograph and indicates that the applicant passed the examination.

(8) “Recognized equivalent of a high school diploma” has the same meaning as specified in section 600.2 of Title 34 of the Code of Federal Regulations.

(9) “Transcript” means a copy of a student’s permanent academic record issued by a school, college, or university identifying the student and attesting to the student’s completion of specific courses with grades, credit hours, dates of attendance, academic major(s), degree or diploma granted, if any, including date of graduation, and any awards or honors.

(b) Application and Eligibility Requirements. To be eligible for the issuance of a doctor of chiropractic license, an applicant shall:

(1) Complete the minimum educational requirements for doctor of chiropractic licensure specified in Section 331.4 or 331.5, as applicable;

(2) Complete the NBCE Parts I, II, III, IV, and Physiotherapy examinations specified in Section 340;

(3) Provide evidence of one of the following prelicensure competency requirements:

(A) Taken and passed the NBCE Part IV practical examination within the previous four (4) years preceding the date of submission of the license application; or

(B) Been actively licensed and practiced chiropractic in another state, district, or territory of the United States within the previous four (4) years preceding the date of submission of the license application.

(4) Submit a completed application for eligibility to take the California Chiropractic Law Examination and for licensure as a doctor of chiropractic to the Board at its current physical address listed on its website or through the Board’s online portal accessible through the Board’s website. A completed application for eligibility to take the CCLE and for licensure as a doctor of chiropractic shall include all of the following information from the applicant:

(A) Applicant’s full legal name (first name, middle name, last name, and suffix, if any);

(B) Other name(s) the applicant has used or been known by;

(C) Applicant's address of record, which may be a post office box or other alternate address;

(D) Applicant's alternate physical address if the applicant's address of record is a post office box or other private mailbox service;

(E) Applicant's email address, if any;

(F) Applicant's telephone number, if any;

(G) Applicant's social security number or individual taxpayer identification number;

(H) Applicant's birth date (month, day, and year);

(I) A color, U.S. passport-style photograph of the applicant taken within sixty (60) days preceding the submission of the application;

(J) Whether the applicant has previously applied to the Board for licensure;

(K) The following additional applicant-identifying information to expedite the application process, if applicable:

(i) Whether the applicant is serving, or has previously served, in the United States Armed Forces;

(ii) Whether the applicant is an honorably discharged member of the United States Armed Forces. If the applicant affirmatively states they meet this criterion and is seeking to have their application expedited, they shall provide the documentation specified in subdivision (c) with their application.

(iii) Whether the applicant is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code. If the applicant affirmatively states they meet this criterion and is seeking to have their application expedited, they shall provide the documentation specified in subdivision (d) with their application.

(iv) Whether the applicant is married to or in a domestic partnership or other legal union with an active-duty member of the United States Armed Forces assigned to a duty station in California under official active-duty military orders. If the applicant affirmatively states they meet this criterion and is seeking to have their application expedited and fees waived, they shall provide the documentation specified in subdivision (e) with their application.

(v) Whether the applicant was admitted to the United States as a refugee, has been granted asylum by the Secretary of Homeland Security or the Attorney General of the United States, or has a special immigrant visa. If the applicant affirmatively states they meet this criterion and is seeking to have their application expedited, they shall provide the documentation specified in subdivision (f) with their application.

(L) The following educational background information:

(i) The name and location of the high school attended and the date of graduation, or comparable information for a recognized equivalent of a high school diploma;

(ii) The name, location, dates of attendance, and, if applicable, date of graduation and degree earned, for each institution of postsecondary education attended; and

(iii) The name, location, dates of attendance, and, if applicable, date of graduation and degree earned, for each chiropractic college attended.

(M) Whether the applicant has ever been licensed to practice chiropractic in another state, district, or territory of the United States or in another country. If the applicant answers affirmatively, the applicant shall provide all of the following information with the application for each license:

(i) The name and location of the licensing agency/entity;

(ii) The license type and license number issued to the applicant by the licensing agency/entity;

(iii) The issuance and expiration date of the license; and

(iv) The current status of the license.

(N) Whether the applicant has ever held another professional license in another state, district, or territory of the United States or in another country. If the applicant answers affirmatively, the applicant shall provide all of the following information with the application for each license:

(i) The name and location of the licensing agency/entity;

(ii) The license type and license number issued to the applicant by the licensing agency/entity;

(iii) The issuance and expiration date of the license; and

(iv) The current status of the license.

(O) Excluding actions based upon the applicant's criminal conviction history, disclosure of license denial or license suspension, revocation, voluntary surrender, or other discipline of any chiropractic or other professional license in California, or in any other state, district, or territory of the United States, or by any other governmental agency or foreign country within the preceding seven (7) years of the date of the application.

(P) Disclosure and explanation of any medical condition which currently impairs or limits the applicant's ability to practice chiropractic with reasonable skill and safety;

(Q) Disclosure regarding whether the applicant is requesting a reasonable accommodation pursuant to Government Code section 12944, subdivision (b). If the applicant answers in the affirmative, the applicant shall provide medical documentation consisting a written document with the name, license number, telephone number, date, and signature of a physician confirming the existence of the applicant's disability or medical condition, as defined in Government Code section 12926, and the need for the reasonable accommodation; and

(R) A statement signed and dated by the applicant under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(5) Pay the nonrefundable license application fee of \$345.00, unless that fee has been waived for the applicant pursuant to subdivision (e);

(6) Submit a full set of fingerprints for the purposes of the Board conducting a criminal history record check through the California Department of Justice and the Federal Bureau of Investigation in accordance with Section 321.1;

(6) Original, certified transcripts for each chiropractic college the applicant attended mailed or sent by primary source (directly from the program to the Board) at its current physical address or email address listed on its website in an unopened, sealed envelope or through a secure electronic transmission;

(7) A verification of prechiropractic college education signed and dated by the dean, president, registrar, or other authorized representative of a chiropractic college containing all of the following information about the applicant's prechiropractic education:

(A) The full legal name of the applicant;

(B) The applicant's birth date (month, day, and year) and the last four digits of the applicant's social security number or individual taxpayer identification number;

(C) The name of the chiropractic college;

(D) The applicant's matriculation date;

(E) The name of each prechiropractic college or university attended by the applicant;

(F) A certification that the applicant obtained a high school diploma, or the recognized equivalent of a high school diploma, and at least sixty (60) prechiropractic college credits prior to the applicant's matriculation into the chiropractic college; and

(G) A statement declaring that the information provided on the verification is true, correct, and complete to the best of the chiropractic college representative's knowledge.

(8) A verification signed and dated by the dean, president, registrar, or other authorized representative of the chiropractic college from which the applicant graduated with a doctor of chiropractic degree or completed postgraduate coursework or training containing all of the following information about the applicant's chiropractic education and training:

(A) The full legal name of the applicant;

(B) The applicant's birth date (month, day, and year) and the last four digits of the applicant's social security number or individual taxpayer identification number;

(C) The name of the chiropractic college;

(D) The applicant's matriculation date and, if applicable, graduation date and degree earned;

(E) A certification that the applicant completed all of the minimum requirements for chiropractic education and training for each subject area specified in Section 331.4 or 331.5, as applicable. If the applicant did not complete the minimum chiropractic education and training requirements, the chiropractic college shall disclose the actual number of clock hours completed by the applicant in the subject areas listed in Section 331.4 or 331.5, as applicable; and

(F) A statement declaring that the information provided on the verification is true, correct, and complete to the best of the chiropractic college representative's knowledge.

(9) Original, certified examination scores transmitted directly from NBCE to the Board for the NBCE Parts I, II, III, IV, and Physiotherapy examinations;

(10) A certified verification of licensure dated and signed by an authorized representative of the licensing agency/entity or a similar electronic license verification record for each chiropractic license or other professional license ever held in California or another state, district, or territory of the United States, or in another country. The verification shall contain all of the following information for the license:

(A) The name and location of the licensing agency/entity;

(B) The license type and license number issued to the applicant by the licensing agency/entity;

(C) The issuance and expiration date of the license;

(D) The current status of the license; and

(E) Disclosure of any discipline taken against the license within the preceding seven (7) years.

(c) Expedited Licensure for Veterans. An applicant who has served as an active-duty member of the United States Armed Forces, was honorably discharged, and provides a copy of their DD-214 (Certificate or Release or Discharge from Active Duty), shall have the review of their application expedited pursuant to section 115.4 of the Code.

(d) Expedited Licensure for Enrollees of SkillBridge Program. An applicant shall receive expedited review of their application pursuant to section 115.4, subdivision (b) of the Code, if the applicant is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the applicant's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces service branch (Air Force, Army, Coast Guard, Marine Corps, Navy, or Space Force) signed by the applicant's first field grade commanding officer that specifies the applicant's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).

(e) Expedited Licensure and Fee Waiver for Military Spouses and Domestic Partners. An applicant who meets the requirements of section 115.5 of the Code shall have the review of their application expedited and application and initial license fees waived if they submit the following satisfactory evidence with their application:

(1) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces;

(2) A copy of the military orders establishing their spouse or partner's duty station in California; and

(3) Written verification from the applicant's issuing agency/licensing jurisdiction that the applicant's license in another state, district, or territory of the United States is current in that jurisdiction. The verification shall include all of the following:

(A) The full legal name of the applicant and any other name(s) the applicant has used or been known by;

(B) The license type and number issued to the applicant by the original licensing agency/entity;

(C) The name and location of the licensing agency/entity; and

(D) The issuance and expiration date of the license.

(f) Expedited Licensure for Refugees, Asylees, and Special Immigrant Visa Holders. An applicant who was admitted to the United States as a refugee, pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to section 135.4 of the Code. For the purposes of this paragraph, "evidence" shall include the following:

(1) Form I-94, arrival/departure record, with an admission class code such as "re" (refugee) or "ay" (asylee) or other information designating the person as a refugee or asylee.

(2) Special Immigrant Visa that includes the "si" or "sq".

(3) Permanent resident card (Form I-551), commonly known as a "green card", with a category designation indicating the person was admitted as a refugee or asylee.

(4) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the applicant qualifies for expedited licensure pursuant to section 135.4 of the Code.

(g) After receipt and review of an application for eligibility to take the CCLE and for licensure as a doctor of chiropractic and, if applicable, the application fee, the Board shall inform the applicant by email or mail of one of the following:

(1) The application is complete and the applicant is eligible to take the CCLE; or

(2) The application is deficient and the specific information or documentation that is required to complete the application.

(h) Upon the Board's determination that the applicant has met the eligibility requirements to take the CCLE, the Board shall send a written and dated notice of approval to test to the applicant and PSI. The notice shall also contain the web address, email address, telephone number, and mailing address for the applicant to contact PSI to schedule the examination. Upon written notice of approval to test from the Board, an applicant is responsible for contacting PSI to schedule a test date and examination site location and for paying PSI's nonrefundable fees to take the examination.

(h) Upon successful completion of the CCLE, an applicant desiring licensure shall, within ninety (90) days, submit a completed application for issuance of a doctor of chiropractic license number to the Board at its current physical address listed on its website or through the Board's online portal accessible through the Board's website. A completed application for issuance of a doctor of chiropractic license number shall include all of the following information from the applicant:

(1) Applicant's full legal name (first name, middle name, last name, and suffix, if applicable);

(2) Notification of any changes to the applicant's address of record, alternate physical address, email address, or telephone number;

(3) Proof of successful completion of the CCLE; and

(4) Payment of the initial license fee of \$137.00, unless the fee has been waived for the applicant pursuant to subdivision (e).

(i) After receipt and review of a completed application for the issuance of a doctor of chiropractic license number, and if no cause exists to deny the application pursuant to section 480 of the Code, the Board shall issue a doctor of chiropractic license to the applicant. The doctor of chiropractic license shall be valid from the date of issuance until the last day of the applicant's birth month following the issuance of the license, and thereafter, may be renewed annually in accordance with the requirements of Section 371.

(j) Payment of Fees. The application and initial license fees required by this section shall be made in the following accepted forms:

(1) A credit or debit card through the Board’s online portal accessible through the Board’s website; or

(2) A personal check drawn from a U.S. bank, cashier’s check, or money order payable to the “Board of Chiropractic Examiners” mailed to or provided in person at the Board’s current physical address listed on its website.

NOTE: Authority cited: Sections 30, 114.5, 115.4, 115.5, 135.4, and 480, of the Business and Professions Code; and Sections 4000-4(b), 4000-4(c), and 4000-5, ~~Business and Professions Code~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii);₂ and Section 11019.11, of the Government Code. Reference: Sections 27, 29.5, 30, 31, 114.5, 115.4, 115.5, 144, and 480, of the Business and Professions Code; Sections 4(c), 4(e), and 4000-5, ~~Business and Professions Code~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii);₁ and Section 11019.11, of the Government Code.

§ 340. Examinations Required for Licensure.

(a) Definitions. For the purposes of this Article, the following definitions shall apply:

(1) “CCLE” means the Board’s California Chiropractic Law Examination, a supplemental examination in California law and ethics.

(2) “Doctor of chiropractic license” has the same meaning as “License to practice chiropractic” specified in Section 7 of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

(3) “NBCE” means the National Board of Chiropractic Examiners, a national administrator of chiropractic licensure examinations.

(4) “PSI” means the Board’s examination administrator, PSI Services LLC.

(5) “Successfully complete” means:

(A) For purposes of the examinations administered by NBCE, that an applicant has achieved at least the minimum passing score recommended by NBCE to the state chiropractic licensing boards at the time the examination was taken by the applicant; and

(B) For purposes of the CCLE, that an applicant has achieved a criterion-referenced passing score for the examination established by the modified Angoff standard setting method. This method includes the use of licensees representing the practice of chiropractic and a test development specialist and determines through evaluation and rating of each exam question that the passing score

represents entry-level competence to practice in the profession as specified in subdivision (c).

(b) Prior to applying for a doctor of chiropractic license pursuant to Section 321, an applicant shall take and successfully complete the following examinations administered by NBCE:

(1) NBCE Part I examination, including all six domains of general anatomy, spinal anatomy, physiology, chemistry, pathology, and microbiology;

(2) NBCE Part II examination, including all six domains of general diagnosis, neuromusculoskeletal diagnosis, diagnostic imaging, principles of practice, chiropractic practice, and associated clinical sciences;

(3) NBCE Part III examination, including diagnostic imaging interpretation, unless diagnostic imaging was completed during the Part IV examination specified in subparagraph (4);

(4) NBCE Part IV examination, including diagnostic imaging interpretation, unless diagnostic imaging was completed during the Part III examination specified in subparagraph (3); and

(5) NBCE Physiotherapy examination.

(c) Prior to the issuance of a temporary, standard, or expedited license pursuant to Section 320, 321, or 323, an applicant shall take and successfully complete the CCLE administered by PSI. The examination shall test the applicant's knowledge of California law and ability to recognize and apply ethical principles as they relate to the practice of chiropractic.

(d) An applicant shall be responsible for paying the examination fees currently in effect at the time of the examination directly to NBCE or PSI.

(e) The examinations shall be administered a minimum of two (2) times each year. It shall be held in a location accessible to the applicants; and it shall be administered in a manner which maintains the validity and reliability of the examinations, and provides on-site anonymity to the applicants. The examinations shall be conducted in a manner to assure a reasonable expectation of the fair and impartial evaluation of the applicants' knowledge, and their ability to practice chiropractic in the best interests of the public health and welfare.

NOTE: Authority cited: Sections 4000-4(b), Business and Professions Code and 4(c) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(c), 4(e), 5, 4000-6(c), and 6(d) Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 341. ~~Other Articles~~ Personal Items Forbidden During Examination.

During the examination CCLE, no applicant will be permitted to wear or have in his their possession any clothing or personal items that compromise the integrity or security of the examination, including hats, sunglasses, or scarves; bulky jewelry; cellular phones or watches; electronic, smart, or recording devices; cameras; headphones or earphones/earbuds; calculators; personal pens or pencils; notes, textbooks, or reading materials; food or drinks; briefcases, daypacks, purses, or luggage; good luck or therapeutic items; or weapons. ~~paper or object other than the examination questions, examination paper, pencil supplied by the board, and a watch.~~ Further, an applicant is forbidden from wearing any jewelry which includes rings, tie clasps, belt buckles and bracelets which identifies an applicant with a particular chiropractic association, philosophy, or school.

NOTE: Authority cited: Sections 4000-4(b), Business and Professions Code and 4(c) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(c), 4(e), 5, 4000-6(c), and 6(d) Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 342. Conduct During Examination.

The ability of an applicant to read and interpret the CCLE instructions and examination material is a part of the examination. No applicant will be permitted to communicate in any way with any other applicant, nor will ~~he~~ they be permitted to question any ~~examiner~~ examination proctor in reference to or interpretation of the questions under consideration. Applicants must rely solely upon their own judgment as to the meaning of each question, and on their own knowledge of the subject in answering. Any disturbance on the part of the applicant will disqualify said applicant and ~~he~~ they will be required to leave the examination ~~room~~ site.

NOTE: Authority cited: Sections 4000-4(b), 4000-4(e), Business and Professions Code and 4(c) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4000-4(c), 4(e), 5, and 4000-6(c), and 6(d) Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 343. Basis of Questions.

All CCLE examination questions shall test the applicant's knowledge of California law and ability to recognize and apply ethical principles as they relate to the practice of chiropractic. ~~be with respect to the subject listed in Groups 1 to 8, inclusive, set forth in Sections 331.12.1, 331.12.2, and 331.12.3 of these rules. They shall be based upon material contained in standard textbooks approved by the board.~~

NOTE: Authority cited: Sections ~~1000-4(b), Business and Professions Code and 4(c)~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections ~~4(c), 4(e), 1000-5, and 1000-6(c), and 6(d)~~ Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 344. Cheating.

(a) ~~Any person applicant~~, who upon good cause shown, is suspected of any act of cheating shall be ousted from the examination CCLE and, upon a finding that ~~said person~~ the applicant did, in fact, cheat on that exam, ~~said person the applicant~~ will be denied further examination for a period of at least one year thereafter. Such acts include the following:

(1) Allowing another person to take the examination in the place of, or under the identity of, the applicant;

(2) Copying or otherwise obtaining examination answers from other persons during the course of the examination;

(3) Bringing any notes, textbooks, unauthorized materials, or other informative data into the examination room;

(4) Assisting another applicant in the examination process; and

(5) Copying, photographing, or in any way reproducing or recording examination questions or answers.

(b) Notice of such action against an individual caught cheating shall be submitted to all state chiropractic boards.

NOTE: Authority cited: Sections ~~1000-4(b), 4(c), and 1000-4(e), Business and Professions Code~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections ~~1000-4(c), 4(e), 5, and 1000-6(c), and 6(d)~~ Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 345. Retention of Papers.

~~Examination papers will be retained by the board for one year and destroyed at the end of that time.~~

NOTE: Authority cited: Sections ~~1000-4(b) and 1000-4(e), Business and Professions Code.~~ Reference: Sections ~~1000-4(c) and 1000-6(c), Business and Professions Code.~~

~~§ 346. Interpretation of Part of Section 6(c) of the Act.~~

The board makes the following interpretation of that part of Section 6(c) of the Act which states that:

~~“Any applicant failing to make the required grade shall be given credit for the branches passed, and may, without further costs, take the examination at the next regular examination on the subjects in which he failed.”~~

~~Candidates are considered to have failed a subject if they receive a grade in that subject of less than seventy five percent (75%).~~

~~If first-time applicants, or retake applicants considered as first-time applicants by this section, having taken the examination and failed to receive the grade as required in Section 6(c),~~

~~(a) do not take the examination in the failed branches as required by the board, at the next regular examination, or~~

~~(b) fail to obtain grades sufficient to bring the general average to at least seventy five percent (75%), or receives less than sixty percent (60%) in more than two subjects in which examined (grades in the subjects credited the previous examination are to be included in determining such general average), or~~

~~(c) fail to receive a 75 percent (75%), or better, on each part of the practical examination, then the credit allowed in the branches passed in the first examination shall lapse.~~

~~If, thereafter, candidates desire to reapply, they shall renew their application together with an additional application license fee, and shall be examined in the same manner and to the same extent as though they had not previously taken any examination.~~

~~NOTE: Authority cited: Sections 1000-4, 1000-6 and 1000-10, Business and Professions Code. Reference: Section 1000-6(c), Business and Professions Code.~~

~~§ 348~~ 345. Failure to Appear for Examination or Abandonment of Application.

(a) An applicant application for a license to practice chiropractic filed pursuant to Section 321 or 323 shall be deemed to have been abandoned and, if applicable, the applicant's fee forfeited, in any of the following circumstances:

(1) An applicant fails to complete their application within one hundred eighty (180) calendar days after it has been filed. An application shall be deemed complete when all documents and information required to determine eligibility for the CCLE specified

in Section 340 have been submitted to the Board.

(2) An applicant who fails to appear for and successfully complete the CCLE examination within one (1) year after being first qualifying therefor shall be considered to have abandoned his application and shall forfeit the license fee paid in connection therewith notified by the Board in writing of the applicant's approval to test.

(3) An applicant fails to apply for the issuance of a doctor of chiropractic license number and, if applicable, pay the initial license fee, within ninety (90) days following their successful completion of the CCLE.

(b) Following the abandonment of a license application, an applicant may reapply by filing a new application for licensure in accordance with Section 321 or 323. If such person thereafter applies When reapplying for a license, he the application shall be treated as a new application and the applicant shall be required to reestablish his their eligibility for such a license in the same manner as an original applicant in accordance with the provisions of the act and the regulations of the board requirements for licensure in effect at the time the new application is filed.

NOTE: Authority cited: Sections 4000-4(b), Business and Professions Code and 4(c) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(c), 4(e), and 4000-5, Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

§ 349. Interpretation of Section 6(d) of the Act.

(a) For applicants applying for licensure through June 30, 1996, the board makes the following interpretation of Section 6(d) of the Act which states:

"An applicant having fulfilled the requirements of Section 5 and paid the fee thereunder, and having obtained a diplomate certificate from the National Board of Chiropractic Examiners, may offer such certificate together with a transcript of grades secured in said national board examination, and the California Board of Chiropractic Examiners may accept same in lieu of all or a portion of the California board examination as determined by the board."

(1) To be considered by the board, proof of status with the National Board of Chiropractic Examiners must be submitted to the board's office in compliance with application instructions and postmarked on or before the final filing date designated by the board.

~~(2) Applicants with National Board status who fail the board examination, under the provisions of Section 346 must retake the entire written and practical examinations of the board.~~

~~(3) Effective January 1, 1996: Prior to being scheduled for the practical portion of the California board examination, the applicant must show proof of either National Board status or successful completion of the entire written portion of the California licensure examination.~~

~~(4) National Board status means attainment of passing scores on the National Board Parts I, II, III, and Physiotherapy examinations.~~

~~(b) For applicants applying for licensure on or after July 1, 1996, the Board makes the following interpretation of Section 6(d) of the Act which states:~~

~~“An applicant having fulfilled the requirements of Section 5 and paid the fee thereunder, and having obtained a diplomate certification from the National Board of Chiropractic Examiners, may offer such certificate together with a transcript of grades secured in said national board examination, and the California Board of Chiropractic Examiners may accept same in lieu of all or a portion of the California board examination as determined by the board.”~~

~~(1) To be eligible for the California Chiropractic Board examination, proof of status with the National Board of Chiropractic Examiners must be submitted to the board's office in compliance with application instructions and postmarked on or before the final filing date designated by the board.~~

~~(2) All applicants for licensure must show proof of National Board status, and successful scores for the California Chiropractic Board examination, which may cover California laws and regulations governing the practice of chiropractic, and/or other subjects as taught in chiropractic schools or colleges.~~

~~(3) Applicants who fail components of the California Chiropractic Board examination after two attempts must, under the provisions of Section 346, retake all of the California Chiropractic Board examination.~~

~~(4) The National Board of Chiropractic Examiners examination Parts I, II, III, IV, and Physiotherapy, and the California Chiropractic Board examination shall constitute the California board licensure requirement.~~

~~(5) National Board status means attainment of passing scores on the National Board Parts I, II, III, IV, and Physiotherapy examinations.~~

~~(6) The California Chiropractic Board examination means the examination developed by the Board of Chiropractic Examiners or an agency designated by the board. This~~

~~California Chiropractic Board examination shall cover California laws and regulations governing the practice of chiropractic, and/or other subjects as taught in chiropractic schools or colleges, and must be taken after the candidate has graduated from chiropractic college.~~

~~NOTE: Authority cited: Sections 1000-4(b) and 1000-10(a), Business and Professions Code. Reference: Section 1000-6(d), Business and Professions Code.~~

DRAFT

Check Sheet for the “Application for a License to Practice Chiropractic”

This **Check Sheet** is intended only to assist you with submitting a completed application. All applicable items must be submitted in order to assess your qualifications for licensure. Other documentation may be requested at any time. For forms and further information, you may visit our website at: www.chiro.ca.gov. Standard processing time is three to five months.

Falsification or misrepresentation of any item or response on your application or any attachment hereto is sufficient basis for denial or revocation of a license

APPLICATION

- APPLICATION FOR A CHIROPRACTIC LICENSE: A 2” x 2” photograph is required on the Application for a License to Practice Chiropractic. The photo must be of the head & shoulders and taken within 60 days of application.

FEES – Attach check or money order made payable to: “BOCE”. All fees are nonrefundable.

- Application Fee \$371.00
- Fingerprint Processing Fee for Out-of-State Applicants ONLY - \$49.00

TRANSCRIPTS - Must be received directly from the issuing authority.

- National Board of Chiropractic Examiners - Parts I, II, III, IV, and Physiotherapy – Official transcript
- Official college transcripts from **all** chiropractic colleges attended

DOCUMENTATION

- Photocopy of CHIROPRACTIC DIPLOMA. This can be submitted from applicant.
- VERIFICATION OF PRECHIROPRACTIC HOURS. Please contact your chiropractic college. The college will complete this form. Must be received directly from the chiropractic college.
- CHIROPRACTIC COLLEGE CERTIFICATE. Please contact your chiropractic college. The college will complete this form. Must be received directly from the chiropractic college.
- Official CERTIFICATION OF LICENSURE is required for EACH license obtained in any U.S. state, U.S. or Canadian territory; Canadian province, or U.S. federal jurisdiction, regardless of whether you practiced under that license. Each certificate should be mailed by the issuing authority directly to the CA Board of Chiropractic Examiners.
- Officially certified English translation of ALL documents which are not prepared in the English language. (Translations will not be returned.)

CALIFORNIA APPLICANTS - FINGERPRINTS

You must submit your fingerprints electronically. This is called Live Scan. Refer to “Live Scan Service Instructions and Form” on our website. After you’ve had your fingerprints completed, please submit a copy of your completed Live Scan form to our office.

OUT-OF-STATE APPLICANTS - FINGERPRINTS

You must either come to California and complete the Live Scan or submit rolled fingerprints on cards provided by the CA Board of Chiropractic Examiners. Fingerprints must be taken by a person professionally trained in the rolling of prints. The Department of Justice requires you to use California fingerprint cards; please contact the Board and cards will be mailed to you. Any other fingerprint cards will not be accepted. The processing fee is \$49.00; make your check payable to “BOCE”. **Please note:** On January 14, 2011, the Board adopted regulations requiring electronic fingerprinting. We will accept hard cards for initial licensure; however, prior to the first renewal of your license, you must have your fingerprints submitted electronically in California.



APPLICATION FOR A LICENSE TO PRACTICE CHIROPRACTIC

FEES
Application Fee: \$371.00 Fingerprint Card Fee: \$49.00* (Live Scan applicants pay fingerprint fee at time of service)
ALL FEES ARE NON-REFUNDABLE AND SHOULD BE MADE PAYABLE TO "BOCE"
* Fee for Out of State Applicants Only – Contact the BOCE for Required Fingerprint Cards

See instructions for completing and filing this application. Please read carefully and answer each question fully. Falsification or misrepresentation of any item or response on this application or any attachment hereto is grounds for denying a license. Please type or print legibly. If additional space is needed to answer any questions on this application, please attach the information on additional sheets of paper and submit with this application.

PERSONAL INFORMATION		
NAME:	Last	First
Middle		
Other names you have used (include maiden name):		
OFFICIAL MAILING/PUBLIC ADDRESS OF RECORD (Street Address, PO Box #, etc.): (Will be released to the public once you are licensed)		
City	State	Zip Code
PRACTICE ADDRESS: Number and Street (if different from above)		
City	State	Zip Code
Telephone Number (include area code) Home:	Driver's License Number / State	
Work:	Expiration Date:	
Date of Birth:	Social Security Number or Taxpayer Identification Number:	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	E-mail (optional)	
* If you answered yes to either question A or B below, please provide documentation. Documentation includes, but is not limited to, military orders showing duty station and discharge papers such as a DD Form 214. For Question B, documentation also includes, but is not limited to, copy of marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State.		
A. Have you ever served in the United States military? <input type="checkbox"/> Yes* <input type="checkbox"/> No	B. Are you a spouse, domestic partner or in a legal union with an active duty member of the U.S. Armed Forces stationed in California? <input type="checkbox"/> Yes* <input type="checkbox"/> No	

PHOTOGRAPH

Affix a 2" x 2" passport style photo here

Photo must have been taken within the last 60 days

Altered photos are not acceptable

Cashiered Date: _____

Amount Rec'd: _____

Business and Professions Code section 135.4 provides that the Board must expedite, and may assist, the initial licensure process for certain applicants described below.

C. Were you admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code?
 Yes* No

D. Were you granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code?
 Yes* No

E. Do you have a special immigrant visa that has been granted a status under section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government?
 Yes* No

special immigrant visa holder. Failure to do so may result in application review delays.

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

From	To		

From	To		

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

2. Have you ever been licensed to practice chiropractic in any U.S. state or federal territory, or another country?
 Yes No
 If "Yes", have each chiropractic agency submit license verification to the CA Board of Chiropractic Examiners.

		Date of Issuance	

3. Do you hold or have you ever held any other professional license in any U.S. state or federal territory or another country?
 Yes No

Profession:	Issuing Agency:	License No.:
<p>For purposes of responding to the following question (3A), "discipline" is an administrative action that resulted in a restriction or penalty being placed on any professional license you now possess or have possessed, such as revocation, suspension, probation,</p>		
<p>3A. If you answered "Yes" to Question Nos. 2 or 3, has this license ever been revoked, suspended or otherwise subjected to discipline?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes", provide all official documentation regarding the matter in addition to a written explanation.</p>		
<p>If you answer "Yes" to questions 4 through 9, provide your written personal explanation on a separate attachment. Failure to provide all required documents with this application will result in the application being deemed incomplete.</p>		
<p>For all questions below, "licensing agency" includes any disciplinary actions by any U.S. State, federal territory, other country, the U.S. Military, U.S. Public Health Service, or other agency of the U.S. Federal Government:</p>		
<p>4A. Have you ever been charged with, or been found to have committed unprofessional conduct, professional misconduct, professional incompetence, gross negligence, or repeated negligent acts or malpractice by this or any other licensing agency or hospital?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. If you answered "No" to the above question, is any such action pending?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5. Have you ever withdrawn an application for licensure to practice chiropractic in lieu of denial or disciplinary action by this or another licensing agency?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>For purposes of responding to this question, "disciplinary action" is an administrative action that resulted in a restriction or penalty being placed on any professional license you now possess or have possessed, such as a revocation, suspension, probation, consent order, or reprimand.</i></p>		
<p>6A. Have you ever been denied permission to take an examination for a license to practice chiropractic or other professional license by this or another licensing agency?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. If you answered "No" to the above question, is any such action pending?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>7A. Have you ever voluntarily surrendered a license to practice chiropractic or any other professional license?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. If you answered "No" to the above question, is any such action pending?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>8A. Have you ever been denied a license to practice chiropractic or any other profession by this or any other licensing agency?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. If you answered "No" to the above question, is any such action pending?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>9. Has a claim or action for damages ever been filed against you in the course of the practice of chiropractic or any other healing art which resulted in malpractice settlement, judgment, or arbitration award of over \$3,000.00?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Applicant Initial Here

PRACTICE IMPAIRMENT OR LIMITATIONS

10. Have you been adjudicated by a court to be mentally incompetent or are you currently under a conservatorship?

Yes No

If "Yes", provide a detailed explanation of the circumstances, date and time of the court order or the duration of the conservatorship.

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

Application Declaration / Signature

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

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

Signed on this _____ day of _____
MONTH YEAR

Mail your application, attachments and fees to:

State of California
Board of Chiropractic Examiners
901 P Street, Suite 142A
Sacramento, California 95814
(916) 263-5355

NOTICE REGARDING INFORMATION COLLECTION AND ACCESS

The information requested in the application and instructions is mandatory and is authorized to be collected in accordance with Sections 4 and 5 of the Chiropractic Initiative Act of California ('Act'), Business and Professions Code sections 115.5, 141, and 802(a) and Government Code section 11019.11 and Sections 303, 304, 317, 321.1, 322, 325, 326, 331.12.1 and 331.12.2 of Title 16, California Code of Regulations. The information requested will be used to determine qualifications for licensure and compliance with the requirements of the Act. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your tax identification number is mandatory. You may provide either your Social Security Number, Federal Employer Identification Number, or Individual Taxpayer Identification Number, as applicable. This number must match the number you provide on your fingerprint forms. Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. §405 (c)(2)(c)) authorize collection of your tax identification number, which will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your tax identification number, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. Per California Civil Code Section 1798.17 (Information Practices Act), the Executive Officer of the Board is responsible for maintaining information in this application. Each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure under Civil Code 1798.40. Requests for information may be addressed to the custodian of records at the following: Board of Chiropractic Examiners, 901 P Street, Suite 142A, Sacramento, CA 95814, (916) 263-5355.

Your name and official mailing address listed on this application will be disclosed to the public upon request if and when you become licensed as required by Business and Professions Code section 27.

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

Per sections 115.4 and 115.5 of the Business and Professions Code, the licensure process will be expedited for spouses of active duty military who are stationed in California and who hold a current license in another state, district or territory of the United States.

VERIFICATION OF PRECHIROPRACTIC HOURS

NAME OF APPLICANT: _____
Last
First
Middle

Date of Birth: _____ Last Four Digits of SSN: _____

Matriculation Date: _____ Total Semester Credits: _____

Pursuant to the Chiropractic Initiative Act section 5, each applicant for licensure must have satisfactorily completed prechiropractic college credits prior to matriculation into the Doctor of Chiropractic program. These credits must be in accordance with the standards adopted by the Council on Chiropractic Education. Below provide the name(s) of colleges where the units were completed.

LIST NAME(S) OF COLLEGES AND/OR UNIVERSITIES ATTENDED (if additional space is needed attach a separate sheet)

1.	2.
3.	4.
5.	6.

I certify that the above-named individual, did satisfactorily meet or exceed, the prechiropractic college credits required prior to matriculation into the Doctor of Chiropractic program. I declare that the information provided is true, correct and complete to the best of my knowledge.

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

PRINT NAME

TITLE

DATE

SIGNATURE

CHIROPRACTIC COLLEGE

PHONE #

CITY, STATE

(Place imprint of the Chiropractic School Seal anywhere within this area)

CHIROPRACTIC COLLEGE CERTIFICATE

NAME OF APPLICANT: _____

Last

First

Middle

Subject	Minimum Hours Required	Hours Completed by Applicant
Anatomy, including embryology, histology, and human dissection	616	
Physiology (must include laboratory work)	264	
Biochemistry, clinical nutrition, and dietetics	264	
Pathology, bacteriology, and toxicology	440	
Public health, hygiene and sanitation, and emergency care	132	
Diagnosis	792 including: 1) E.E.N.T. 2) Serology 3) Dermatology 4) Syphilology 5) Geriatrics 6) X-ray interpretation 7) Neurology	
Obstetrics, gynecology and pediatrics	132	
Principles and practice of chiropractic	518 including: 1) Chiro.technique 2) Chiro.philosophy 3) Orthopedics 4) X-ray technique & radiation protection 5) 430 clinic hours including office procedures	
Physiotherapy	120	
Psychiatry	32	
Total Hours (include required subjects and electives)	4,400	

T (916) 263-5355

F (916) 327-0039

TT/TDD (800) 735-2929

Consumer Complaint Hotline

(866) 543-1311

Board of Chiropractic Examiners

901 P Street, Suite 142A

Sacramento, California 95814

www.chiro.ca.gov

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

Certification

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

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

PRINT NAME

TITLE

CHIROPRACTIC COLLEGE

CITY, STATE

SIGNATURE

DATE

(AFFIX COLLEGE SEAL)



**Agenda Item 7
January 9, 2025**

Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Clarify the Process for Renewing Doctor of Chiropractic Licenses and Update the Requirements for Restoration of Doctor of Chiropractic Licenses in Forfeiture or Cancelled Status (amend CCR, Title 16, sections 370 and 371)

Purpose of the Item

The Committee will discuss a proposal to clarify the process for renewing doctor of chiropractic (“DC”) licenses and update the requirements for the restoration of DC licenses in forfeiture or cancelled status.

Action Requested

The Committee will be asked to discuss the proposal and consider making a recommendation to the Board.

Background

The requirements for renewing and restoring DC licenses are outlined in California Code of Regulations (CCR), title 16, sections 370 and 371. DC licenses must be renewed annually by the last day of a licensee’s birth month, in either active or inactive status, or they expire. DC licenses that are not renewed within 60 days after expiration are placed in forfeiture status, and DC licenses that have been expired for three years are cancelled. (Chiropractic Initiative Act § 12 and 16 CCR § 371, subd. (b).)

However, the renewal and restoration forms that are incorporated by reference in these regulations are outdated. Additionally, these regulations provide the same process and requirements for restoration of a DC license that is in forfeiture or cancelled status, and allow the holder of a DC license that has been cancelled to reactivate their license after completing continuing education (CE) courses and without a current assessment of their competency to return to practice.

As a result, staff developed a conceptual draft of regulatory language to clarify the renewal process for active and inactive DC licenses and to update the requirements for restoration of DC licenses in forfeiture and cancelled status. In summary, the regulatory proposal would repeal the DC license renewal, forfeiture, and restoration forms currently incorporated by reference, and instead, specify the renewal and restoration requirements in the regulatory text. The proposal would also clarify the definition of a “license in forfeiture,” extend the period of time after expiration before a license is cancelled from three years to four years, and differentiate between the requirements for the restoration of a license in forfeiture and a cancelled license.

Renewal of Active and Inactive Licenses

This regulatory proposal would clarify and specify the requirements for renewing an active or inactive DC license in the regulatory text.

In addition to the listing the existing renewal requirements, this proposal would require licensees to report any changes to their telephone number or email address and would replace the existing requirement to disclose and explain any violation of local, state, or federal law excluding traffic infractions that resulted in fines of less than \$500 that did not involve alcohol, dangerous drugs, or controlled substances, with a requirement to disclose and explain any conviction of a felony or misdemeanor during the license renewal period.

Restoration of License in Forfeiture

This regulatory proposal would specify that a license is in forfeiture status if it has been expired for more than 60 days but less than four years. This change clarifies that a license is either in forfeiture or cancelled status, not both.

Additionally, the proposal would remove the options for meeting the CE requirements by practicing in another state under an active valid license and completing the CE requirements for that state for each license renewal period the license was expired or by passing the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic (SPEC) examination. These options are not applicable for the restoration of a license in forfeiture status. Instead, a licensee seeking to restore their license in forfeiture to active status would need to complete between 24 to 96 hours of Board-approved CE, including a proportional amount of the mandatory hours, based on the amount of time their license has been expired.

A licensee who is practicing in another state can already maintain a valid DC license in inactive status and reactivate the license by completing just 24 hours of CE, including the mandatory hours. The existing license restoration process can inadvertently incentivize out-of-state licensees to let their licenses lapse because it allows them to return to active practice from forfeiture or cancelled status without completing any Board-approved CE. This proposal would eliminate that loophole.

This proposal would also make the following changes to the application process:

1. Remove the requirements for the licensee to disclose any licenses in another state or country and the chiropractic college they attended. The Board already has a licensee's chiropractic college information on file, and other licenses are not relevant to the Board's decision to restore a license from forfeiture status.
2. Replace the requirement to disclose and explain any violation of law excluding traffic violations that resulted in fines of less than \$500 that did not involve alcohol, dangerous drugs, or controlled substances, with a requirement to

disclose and explain any conviction of a felony or misdemeanor since the last renewal of their license. The existing requirement to disclose a complete criminal history is unnecessary and in conflict with the requirements of Business and Professions Code (BPC) section 480. The Board only needs the licensee to disclose and explain any conviction within the period of time from their last license renewal through the filing of their application.

3. Replace the requirements to disclose and explain whether the licensee is on probation or parole for any criminal or administrative violations, ever had any disciplinary proceedings against any license, or been denied a license, with a requirement to disclose whether they have been disciplined by another licensing entity or authority since the last renewal of their license. The existing requirement to disclose a complete disciplinary history is unnecessary and in conflict with the requirements of BPC section 480. The Board only needs the licensee to disclose and explain any discipline within the period of time from their last license renewal through the filing of their application.
4. Replace the requirement to disclose and explain any period of practice on a forfeited, expired, cancelled, or inactive license, with a requirement to disclose and explain any practice in this state while the license was expired or in forfeiture status. The Board only needs the licensee to disclose and explain any unlicensed practice within this state during the period of time from their license expiration date through the filing of their application.
5. Clarify the requirement to have completed the Board's CE requirements "that were in effect at the time of each license renewal period" by explicitly stating the minimum number of hours required for licenses that have been expired for less than one year, at least one but less than two years, at least two but less than three years, and at least three but less than four years.

Restoration of Cancelled License

This regulatory proposal would implement new CE and competency requirements for the restoration of a cancelled license and extend the period of time before a license is cancelled from three to four years after expiration.

Specifically, this proposal would require all licensees seeking to restore a cancelled license to complete a minimum of 96 hours of Board-approved CE, including a proportional amount of the mandatory hours, and meet one of the following competency requirements:

- A) Practiced in another state under an active valid license and completed all CE requirements for that state for each license renewal period the license in this state was expired or in forfeiture or cancelled status; or

- B) Passed the NBCE SPEC examination within six months prior to submitting the restoration application.

The existing license restoration process allows a licensee to demonstrate their competency by completing the Board's CE requirements that were in effect at the time of each license renewal period with no limit. This method does not provide the Board with any assurances that a licensee who has been removed from practice for at least three years, and potentially up to 50 years or more, is currently competent to safely return to practice in California.

Instead, under this proposal, a licensee can demonstrate their competence through one of the other two methods in the existing regulation—either active practice in another state while the California license was expired or the NBCE SPEC examination.

The NBCE SPEC examination is a post-licensure examination that is offered six times per year at testing centers throughout North America and consists of two parts—100 traditional multiple choice questions and 40 extended multiple choice cases addressing the general clinical knowledge and understanding required for chiropractic practice, including case history, physical examination, neuromusculoskeletal examination, diagnostic imaging, clinical laboratory and special studies, diagnosis or clinical impression, chiropractic techniques, supportive interventions, and case management.

Additionally, this proposal would require licensees to pass the California Chiropractic Law Examination (CCLE) before their cancelled license is restored to ensure they are knowledgeable and up-to-date on current laws and regulations as they relate to the practice of chiropractic in California.

This proposal would also make the following changes to the application process:

1. Remove the requirements for the licensee to disclose the chiropractic college they attended. The Board already has this information on file.
2. Replace the requirement to disclose and explain any violation of law excluding traffic violations that resulted in fines of less than \$500 that did not involve alcohol, dangerous drugs, or controlled substances, with a requirement to disclose and explain any conviction of a felony or misdemeanor since the last renewal of their license for the same reasons specified above for the restoration of a license in forfeiture.
3. Replace the requirements to disclose and explain whether the licensee is on probation or parole for any criminal or administrative violations, ever had any disciplinary proceedings against any license, or been denied a license, with a requirement to disclose whether they have been disciplined by another licensing entity or authority since the last renewal of their license for the same reasons specified above for the restoration of a license in forfeiture.

4. Replace the requirement to disclose and explain any period of practice on a forfeited, expired, cancelled, or inactive license, with a requirement to disclose and explain any practice in this state while the license was expired or in forfeiture or cancelled status for the same reasons specified above for the restoration of a license in forfeiture.
5. Clarify that a licensee only needs to furnish a full set of fingerprints if they have not previously submitted them to the Board or if the Board's records of their previous submission no longer exist.

Fiscal Analysis and Impact to the Board

Staff conducted a workflow analysis for the regulatory proposal and concluded the proposal will not result in any additional workload costs to process license renewal and restoration applications.

Staff also consulted with the Department of Consumer Affairs (DCA) Office of Information Services (OIS) on the IT requirements to configure the Board's licensing database to update DC licenses to cancelled status after four years following the expiration date (rather than after three years). The estimated IT costs to implement this change are \$8,000 and absorbable within the Board's existing IT maintenance resources.

This regulatory proposal is not anticipated to have any fiscal impact on licensees renewing in active or inactive status. However, all licensees restoring from cancelled status would incur additional costs of \$32.07 to take and pass the CCLE.

Additionally, licensees restoring from forfeiture or cancelled status who actively practice in another state may incur additional costs to complete up to 96 hours of Board-approved continuing education, and licensees restoring from cancelled status who are not practicing in another state would incur costs of \$1,500 to take and pass the SPEC examination.

At this meeting, the Committee will be asked to review and discuss the conceptual draft of the regulatory language and provide policy direction to staff.

Attachment

- Proposed Language to Amend California Code of Regulations, Title 16, Sections 370 and 371 (Renewal and Restoration of Doctor of Chiropractic Licenses)
[Conceptual Draft for Committee Discussion]

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Renewal and Restoration of Doctor of Chiropractic Licenses

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend Sections 370 and 371 of Article 7.5 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 370. License Renewal Fees.

The following represents fees for license renewals:

- (a) Annual license renewal for active and inactive licenses: ~~\$250~~ \$336
- (b) License restoration for forfeited and cancelled licenses: double the annual renewal fee
- (c) Inactive to active status license renewal: same as the annual license renewal fee

NOTE: Authority cited: Sections ~~4000-4(b) and 4000-10, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii).~~
Reference: Sections ~~4000-4(b), 4000-10(c), and 4000-12, Business and Professions Code (of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii) and~~
Sections 703 and 1006.5, subd. (c) and (r) of the Business and Professions Code.

§ 371. Annual License Renewals and Restoration.

(a) This section shall apply to non-disciplinary license renewal and restoration. Disciplinary license restoration conditions are defined in Section ~~4000-10(c) of the Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii) and~~ Government Code section 11522.

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

- (1) "License in forfeiture" is a license that has not been renewed within and has been expired for more than sixty (60) days but less than four (4) years following its expiration date.

(2) "Inactive license" has the meaning specified in Business and Professions Code section 700.

(3) "Cancelled license" is a license that has been expired for a period of ~~three (3)~~ four (4) consecutive years.

(c) To renew an active license, a licensee shall:

(1) complete and submit a "Renewal" form (R1HDC, Rev. 06/11), which is incorporated by reference, completed application for license renewal that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee's address of record, telephone number, if any, and email address, if any;

(D) A statement attesting that the licensee has complied with, or is exempt from, the annual continuing education requirements of Section 361;

(E) A disclosure and explanation of any conviction of any felony or misdemeanor, including any verdict of guilty or plea of guilty or no contest, during the license renewal period;

(F) A disclosure and explanation of any discipline by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, during the license renewal period; and

(G) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) pay the appropriate annual license renewal fee specified in Section 370, subdivision (a) prior to the expiration date of the license; and

(3) complete the board's annual continuing education requirements of Section 361 that were in effect during the license renewal period prior to the expiration of the license, unless the licensee is exempt from those requirements under Section 364.

(d) To renew an inactive license, a licensee shall:

(1) complete and sSubmit a “Renewal” form (R1HDC, Rev. 06/11) and completed application for license renewal that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee’s address of record, telephone number, if any, and email address, if any;

(D) A disclosure and explanation of any conviction of any felony or misdemeanor, including any verdict of guilty or plea of guilty or no contest, during the license renewal period;

(E) A disclosure and explanation of any discipline by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, during the license renewal period; and

(F) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) pPay the appropriate annual license renewal fee specified in Section 370, subdivision (a) prior to the expiration date of the license.

(e) To renew and restore a license in forfeiture, a licensee shall:

(1) complete and sSubmit a “Forfeiture Notice” form (D1HDC, Rev. 06/11) and an “Application for Restoration of License” form (Revision date 04/11), which are incorporated by reference, completed application for renewal and restoration of a license in forfeiture that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Birth date (month, day, and year);

(D) Social security number or individual taxpayer identification number;

(E) A color, U.S. passport-style photograph of the licensee taken within 60 days preceding the submission of the application;

(F) Current contact information including the licensee's address of record, telephone number, if any, and email address, if any;

(G) Evidence of completion of the continuing education requirements for the renewal and restoration of a license in forfeiture as specified in subdivision (e)(3);

(H) A disclosure and explanation of any conviction of any felony or misdemeanor, including any verdict of guilty or plea of guilty or no contest, since the last renewal of their license;

(I) A disclosure and explanation of any discipline by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, since the last renewal of their license;

(J) A disclosure and explanation of any practice of chiropractic in this state while the license was expired or in forfeiture status; and

(K) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) Pay the appropriate license restoration fees specified in Section 370, subdivision (b); and

(3) ~~have met one of~~ Complete the following continuing education requirements specified in Section 361, as applicable, after the last renewal of the license:

(A) For a license that has been expired for less than one (1) year, a licensee shall complete twenty-four (24) hours of continuing education, including the mandatory hours.

(B) For a license that has been expired for at least one (1) year, but less than two (2) years, a licensee shall complete forty-eight (48) hours of continuing education, including two (2) times the number of mandatory hours.

(C) For a license that has been expired for at least two (2) years, but less than three (3) years, a licensee shall complete seventy-two (72) hours of continuing education, including three (3) times the number of mandatory hours.

(D) For a license that has been expired for at least three (3) years, but less than four (4) years, a licensee shall complete ninety-six (96) hours of continuing education, including four (4) times the number of mandatory hours.

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

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

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

(f) To restore an inactive license to active status, a licensee shall:

(1) complete and submit an "Inactive to Active Status Application" form (Revision date 02/10), which is incorporated by reference, a completed application for renewal and restoration of an inactive license to active status that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee's address of record, telephone number, if any, and email address, if any;

(D) Evidence of completion of the continuing education requirements for the restoration of an inactive license to active status as specified in subdivision (f)(3);

(E) A disclosure and explanation of any conviction of any felony or misdemeanor, including any verdict of guilty or plea of guilty or no contest, since the last renewal of their license;

(F) A disclosure and explanation of any discipline by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, since the last renewal of their license; and

(G) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

~~(2) p~~Pay the appropriate license renewal fee specified in Section 370, subdivision (c) prior to the expiration date of the license; and

~~(3) e~~Complete the continuing education requirements of Section 361 equivalent to that required for a single license renewal period.

(g) To restore a cancelled license, a licensee shall:

~~(1) complete and s~~Submit an “Application for Restoration of License” form ~~(Revision date 04/11)~~, a completed application for restoration of a cancelled license that includes all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Birth date (month, day, and year);

(D) Social security number or individual taxpayer identification number;

(E) A color, U.S. passport-style photograph of the licensee taken within 60 days preceding the submission of the application;

(F) Current contact information including the licensee’s address of record, telephone number, if any, and email address, if any;

(G) Evidence of completion of the continuing education and competency requirements specified in subdivision (g)(3);

(H) A disclosure of any other chiropractic or professional licenses or certifications in any jurisdiction, including any state, agency of the federal government, or country, with the type of license, license number, date of issuance, and dates of practice, if applicable;

(I) A disclosure and explanation of any conviction of any felony or misdemeanor, including any verdict of guilty or plea of guilty or no contest, since the last renewal of their license;

(J) A disclosure and explanation of any discipline or denial of a license by another licensing entity or authority of this state or of another state, an agency of the federal government, the United States military, or another country, since the last renewal of their license;

(K) A disclosure and explanation of any practice of chiropractic in this state while the license was expired or in forfeiture or cancelled status;

(L) A disclosure and explanation of any medical condition which currently impairs or limits the licensee's ability to practice chiropractic with reasonable skill and safety; and

(M) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application or any accompanying attachments provided with the application are true and correct.

(2) Pay the appropriate license restoration fee specified in Section 370, subdivision (b), and;

(3) Complete ninety-six (96) hours of continuing education, including four (4) times the number of mandatory hours, specified in Section 361 after the last renewal of the license and have met one of the following continuing education competency requirements:

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

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

(3B) Passed the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic (SPEC) examination within six (6) months prior to submitting the Application for Restoration of a cancelled License.

(4) Furnish a full set of fingerprints as specified in Section 321.1, if the licensee has not previously submitted fingerprints to the Board or if the Board's records of the licensee's previous electronic submission of fingerprints no longer exist; and

(5) Take and pass the California Chiropractic Law Examination (CCLE) after submission of a completed application for restoration of a cancelled license.

(h) All applications for renewal or restoration of a license shall be complete and submitted to the Board at its current physical address listed on its website or through the Board's online portal accessible through the Board's website. The Board will not process incomplete applications nor complete applications that do not include the correct fee as specified in Section 370, made in the following accepted forms:

(1) A credit or debit card through the Board's online portal accessible through the Board's website; or

(2) A personal check drawn from a U.S. bank, cashier's check, or money order payable to the "Board of Chiropractic Examiners" mailed to or provided in person at the Board's current physical address listed on its website.

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

NOTE: Authority cited: Sections ~~4000-4(b), and 4000-10(a), and 12~~ of the ~~Business and Professions Code~~ (Chiropractic Initiative Act of California, Stats. 1923, p. 41xxxviii). Reference: Sections ~~4000-4(b), 4000-10, and 4000-12~~ of the ~~Business and Professions Code~~ (Chiropractic Initiative Act of California, Stats. 1923, p. 41xxxviii), Sections 27, 30, 701, 703, and 704 of the Business and Professions Code, and Penal Code Sections 11105 and 11105.2 of the Penal Code.

BOARD OF CHIROPRACTIC EXAMINERS

2525 Natomas Park Drive, Suite 260

Sacramento, CA 95833-2931

916 263-5355

consumer complaint hotline (866) 543-1311

www.chiro.ca.gov

State of California
EDMUND G. BROWN JR., GOVERNOR



R1HDC
06/08/11

PART
1

THIS RENEWAL NOTICE IS DIVIDED INTO TWO PARTS. PLEASE
READ BOTH PARTS. PART 1 -- RETAIN FOR YOUR RECORDS.
PART 2 -- MAIL TO THE BOARD AT THE ADDRESS SHOWN ON THE
REVERSE SIDE OF PART 2.
SEND CHECK OR MONEY ORDER
MADE PAYABLE TO BOARD OF CHIROPRACTIC EXAMINERS

Type	License No	License Expires	Renewal Fee Paid	Date Renewal Mailed	Your Check Number
			\$. / /		

INSTRUCTIONS FOR RENEWAL (Please Read Carefully)

RENEWAL FEE: The "Amount Due" shown below is to be paid BEFORE THE EXPIRATION DATE of the license. There is NO grace period for license renewal. Any payment received after that date is late. The post office cancellation mark is used to determine the date of receipt. **NOTE: IT IS AGAINST THE LAW TO PRACTICE IF YOUR LICENSE HAS EXPIRED.**

LATE FEE: If after 60-days from the license expiration date a payment is not received, a second notice will be sent. **THIS WILL BE THE FINAL NOTICE SENT TO YOU BY THE BOARD.** The forfeiture fee is \$250.00 in addition to your standard renewal fee of \$250.00.

ACTIVE STATUS: Complete all questions in Part 2 below and any other applicable portion. **REMEMBER** to sign the renewal notice, answer all questions, and include the \$250.00 renewal fee.

INACTIVE STATUS: If renewing an inactive license or changing your license to inactive status, complete all applicable portions of Part 2 below and include the \$250.00 renewal fee. Provide a current mailing address in Section B below where future renewal notices are to be mailed. **NOTE: IT IS AGAINST THE LAW TO PRACTICE ON AN INACTIVE LICENSE.**

CONTINUING EDUCATION (CE) REQUIREMENTS: The law requires completion of a minimum of 12 hours of approved CE, of which 4 hours must be in adjustive technique, unless your are exempt (see next item). For license renewals that expire on or after the implementation date, the law requires completion of a minimum of 24 hours of Board approved CE, of which a minimum of 2 hours must be in ethics and law and a minimum of 4 hours must be in any one of, or a combination of the courses specified in subparagraphs 3, 5 or 10 of CCR 361(g) or approved agencies specified in subdivision (h).

CE EXEMPTIONS: Exemptions to the CE requirement are as follows--inactive licensees; new licensees in the year the license was issued; instructors who have taught for one year and currently teach core curriculum courses for more than 8 credit hours per week at any Council on Chiropractic Education accredited college for at least six months during any license renewal period (proof of status is required); and active Board members who have served one full year on the Board.

CRIMINAL CONVICTIONS: If you have been convicted or pled nolo contendere within the past renewal period to any violation of local, state or federal law, you must provide a detailed explanation of the incident with your renewal. **NOTE:** Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed. (CCR 371(i))

ADDRESS CHANGE: If you have recently moved or plan to move your primary place of practice within 30 days from the mailing of this renewal notice, complete Section A below.

SATELLITE LOCATION: If you have sub-offices in addition to your primary place of practice, you are required to complete a Satellite Application and submit it to the Board. The application is available on our website.

NAME CHANGE: If you have recently had a name change or anticipate a change within 10 days from the mailing of this renewal notice, please complete Section A below and provide legal documentation such as a marriage certificate, or court documents with your renewal notice.

RENEW YOUR LICENSE EARLY

To ensure proper posting of your renewal fee, check to make sure that all applicable questions below have been answered, your payment is enclosed, and that you have signed your renewal.

FAILURE TO COMPLETE THE RENEWAL NOTICE PROPERLY WILL DELAY RECEIPT OF YOUR NEW LICENSE.

R1HDC, REV 06/11

DETACH HERE & RETAIN PART 1 FOR YOUR RECORDS.

ALLOW UP TO 60-DAYS FOR PROCESSING YOUR RENEWAL FROM THE DATE OF RECEIPT BY THE BOARD

Renewal Application Licensed Chiropractor

PART
2

CE - I certify that I have completed and can document (if audited) Board-approved CE, as required by Article 6, prior to my license expiration date, or that I have met the exempt requirements listed in Part 1. **Yes** **No**

Criminal Convictions - Within the last renewal period, have you been convicted of, or pled nolo contendere to ANY violation of a local, state, or federal law of any state, territory, country, or U.S. federal jurisdiction? **Yes** **No**

Have you had any disciplinary action taken against you by any other state or regulatory agency? **Yes** **No**

If you answered yes to either question, attach a DETAILED explanation with your renewal notice. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature _____ Date _____

Board of Chiropractic Examiners

LICENSE NO	LICENSE EXPIRES	AMOUNT DUE
-------------------	------------------------	-------------------

Current License Status

Active (\$250)

Inactive (\$250)

A. COMPLETE ONLY IF A CHANGE OF NAME OR ADDRESS HAS OCCURRED

New Name _____
Practice Address _____
City _____ State _____ Zip _____
Phone Number _____

B. MAILING ADDRESS IF INACTIVE

Mailing Address _____
City _____ State _____ Zip _____

C. EXEMPT RENEWAL: I do not need to fulfill the required

hours of CE because: (Check one) 1st Year Licenture _____

Full-Time Chiropractic Instructor _____

OVER

BOARD OF CHIROPRACTIC EXAMINERS

State of California
EDMUND G. BROWN JR., GOVERNOR

2525 Natomas Park Drive, Suite 260
Sacramento, CA 95833-2931
916 263-5355
consumer complaint hotline (866) 543-1311
www.chiro.ca.gov



DCHDC
06/08/11

PART
1

THIS FORFEITURE NOTICE IS DIVIDED INTO TWO PARTS. PLEASE READ BOTH PARTS.
PART 1 -- RETAIN FOR YOUR RECORDS.
PART 2 -- MAIL TO THE BOARD AT THE ADDRESS SHOWN ON THE REVERSE SIDE OF PART 2
SEND CHECK OR MONEY ORDER
MADE PAYABLE TO BOARD OF CHIROPRACTIC EXAMINERS

Type	License No	License Expired	Reinstatement Fee Paid	Date Fee Mailed	Your Check Number
			\$. / /	/ /	

Forfeiture Notice - if you have already paid - please disregard

RENEWAL FEE: The "Amount Due" shown below is to be paid BEFORE THE EXPIRATION DATE of the license. There is NO grace period for license renewal. Any payment received after that date is late. The post office cancellation mark is used to determine the date of receipt. **NOTE: IT IS AGAINST THE LAW TO PRACTICE IF YOUR LICENSE HAS EXPIRED.**

LATE FEE: If after 60-days from the license expiration date a payment is not received, a second notice will be sent. **THIS WILL BE THE FINAL NOTICE SENT TO YOU BY THE BOARD.** The forfeiture fee is \$250.00 in addition to your standard renewal fee of \$250.00.

ACTIVE STATUS: Complete all questions in Part 2 below and any other applicable portion. **REMEMBER** to sign the renewal notice, answer all questions, and include the \$250.00 renewal fee.

INACTIVE STATUS: If renewing an inactive license or changing your license to inactive status, complete all applicable portions of Part 2 below and include the \$250.00 renewal fee. Provide a current mailing address in Section B below where future renewal notices are to be mailed. **NOTE: IT IS AGAINST THE LAW TO PRACTICE ON AN INACTIVE LICENSE.**

CONTINUING EDUCATION (CE) REQUIREMENTS: The law requires completion of a minimum of 12 hours of approved CE, of which 4 hours must be in adjunctive technique, unless you are exempt (see next item). For license renewals that expire on or after the implementation date, the law requires completion of a minimum of 24 hours of approved CE, of which a minimum of 2 hours must be in ethics and law and a minimum of 4 hours must be in any one of, or a combination of the courses specified in subparagraphs 3, 5 or 10 of CCR 361(g) or approved agencies specified in subdivision (h).

CE EXEMPTIONS: Exemptions to the CE requirement are as follows--inactive licensees; new licensees in the year the license was issued; instructors who have taught for one year and currently teach core curriculum courses for more than 8 credit hours per week at any Council on Chiropractic Education accredited college for at least six months during any license renewal period (proof of status is required); and active Board members who have served one full year on the Board.

CRIMINAL CONVICTIONS: If you have been convicted or pled nolo contendere within the past renewal period to any violation of local, state or federal law, you must provide a detailed explanation of the incident with your renewal. **NOTE:** Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed. (CCR 371(i))

ADDRESS CHANGE: If you have recently moved or plan to move your primary place of practice within 30 days from the mailing of this renewal notice, complete Section A below.

SATELLITE LOCATION: If you have sub-offices in addition to your primary place of practice, you are required to complete a Satellite Application and submit it to the Board. The application is available on our website.

NAME CHANGE: If you have recently had a name change or anticipate a change within 10 days from the mailing of this renewal notice, please complete Section A below and provide legal documentation such as a marriage certificate, or court documents with your renewal notice.

RENEW YOUR LICENSE EARLY

To ensure proper posting of your renewal fee, check to make sure that all applicable questions below have been answered, your payment is enclosed, and that you have signed your renewal.

FAILURE TO COMPLETE THE RENEWAL NOTICE PROPERLY WILL DELAY RECEIPT OF YOUR NEW LICENSE.

D1HDC, REV 06/11

DETACH HERE & RETAIN PART 1 FOR YOUR RECORDS.

ALLOW UP TO 60-DAYS FOR PROCESSING YOUR RENEWAL FROM THE DATE OF RECEIPT BY THE BOARD

Forfeiture Notice Licensed Doctor of Chiropractic

PART
2

CE - I certify that I have completed and can document (if audited) Board-approved CE, as required by Article 6, prior to my license expiration date, or that I have met the exempt requirements listed in Part 1. **Yes** **No**

Criminal Convictions - Within the last renewal period, have you been convicted of, or pled nolo contendere to ANY violation of a local, state, or federal law of any state, territory, country, or U.S. federal jurisdiction? **Yes** **No**
 Have you had any disciplinary action taken against you by any other state or regulatory agency? **Yes** **No**

If you answered yes to either question, attach a DETAILED explanation with your renewal notice. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature _____ Date _____

Board of Chiropractic Examiners

AMOUNT DUE NOW

LICENSE NO **LICENSE EXPIRED ON**

A. COMPLETE ONLY IF A CHANGE OF NAME OR ADDRESS HAS OCCURRED

New Name _____
 Practice Address _____
 City _____ State _____ Zip _____
 Phone Number _____

B. MAILING ADDRESS IF INACTIVE

Mailing Address _____
 City _____ State _____ Zip _____

C. EXEMPT RENEWAL: I do not need to fulfill the required hours of CE because: (Check one) 1st Year Licenture _____
 Full-Time Chiropractic Instructor _____

Current License Status

Active (\$500)

Inactive (\$500)

OVER

Board of Chiropractic Examiners

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

**INACTIVE TO ACTIVE STATUS APPLICATION**

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

ALL questions on this application must be answered. Please submit the completed application, and supporting documentation. When space provided is insufficient, attach additional sheets of paper. All attachments are considered part of the application. The Board will not process incomplete applications.

1. Please print or type:

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

2. Have you ever been convicted of or pled guilty or no contest to any violation of a local, state, or federal law of any state, territory, country or U.S. federal jurisdiction? If yes, include an explanation and documentation of your criminal court documents (i.e. complaint, minute order, indictment, plea agreement, etc.) Traffic infractions that resulted in fines of less than five hundred dollars (\$500) that did not involve alcohol, dangerous drugs, or controlled substances need not be disclosed (CCR § 371(i)).

Yes (Documentation is attached) No

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

Yes (Explanation is attached) No

I certify under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for inactive to active status is true, correct and complete. Providing false information or omitting required information may constitute grounds for disciplinary action against the license.

Signature

Print Name

Date

APPLICATION FOR RESTORATION OF LICENSE

Instructions: In order to restore a license, you must submit a completed application with required documentation, and a check or money order in the amount of \$500.00 for the restoration application fee.

If your license has been expired for more than three years, you must have your fingerprints scanned at a Livescan facility. Livescan fees are paid directly to the vendor and vary according to location. Livescan facilities and fees may be found at <http://ag.ca.gov/fingerprints/publications/contact.htm>. If your license has been expired for more than three years and you reside outside of California, you must submit fingerprint cards and an additional \$51.00 fingerprint fee with your application. **Restoration and fingerprint fees are non-refundable.**

Required Documentation: In addition to the application and fees described above, you must submit documentation that you have met the requirements to restore your license and provide a 2 x 2 photograph taken within 60 days from the filing of this application. (Polaroids will not be accepted.)

Please Print or Type

Name:	Last	First	Middle	Former	License No.: Date of Forfeiture or Cancellation:
Address:	Number	Street			
	City	State	Zip Code		
Telephone:	Residence	Business			
	()	()			
Practice Address:	Number	Street			
	City	State	Zip Code		
Date of Birth	Social Security Number				

2. Are you licensed in any other state or country? Yes No If yes, please specify below

State/Country	Issue Date	License No.	Current Status

3. Chiropractic College you attended:

Name of College:	Address	City/State	Zip	Graduation Date:

FOR OFFICE USE ONLY

Date Cashiered: _____	Amount: _____
------------------------------	----------------------

4. Have you ever been convicted of or pled guilty or no contest to a violation of any law of a foreign country, the United States, any state, or local ordinance? You must include all infractions, misdemeanor and felony convictions, regardless of the age of the offense, including those which have been set aside under Penal Code sections 1000 and 1203.4. (Traffic violations that resulted in fines of less than \$500 and did not involve alcohol, dangerous drugs, or controlled substances need not be reported.) If yes, include an explanation and documentation of your criminal court documents (i.e. complaint, minute order, indictment, plea agreement, etc.)

Yes (Documentation is attached) **No**

5. Are you now on probation or parole for any criminal or administrative violations in this state or any other state or territory? If yes, attach certified copies of all disciplinary or court records.

Yes (Certified documentation is attached) **No**

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

Yes **No**

7. Do you have a physical or medical condition that currently impairs your ability to practice safely?

Yes **No**

8. Have you ever been denied a license or similar privilege by a licensing agency, or been denied the opportunity to take a licensing examination?

Yes **No**

9. Have you, at any time, practiced on a forfeited, expired, cancelled or inactive license? If yes, indicate the dates of practice in your explanation.

Yes (Explanation is attached) **No**

10. Check at least one of the following conditions that qualify you to restore your license and provide all supporting documentation:

I have completed the board's continuing education requirements that were in effect for each year that my license was expired or cancelled. Please attach copy(ies) of proof of completion of approved continuing education.

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

I have passed the National Board of Chiropractic Examiners, Special Purposes Examination for Chiropractors within six (6) months prior to submitting the license restoration application.

I certify under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for restoration is true, correct and complete. Providing false information or omitting required information may constitute grounds for disciplinary action against the license.

Signature

Print Name

Date

(Rev. 04/11)



**Agenda Item 8
January 9, 2025**

Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Establish a Retired Status for Doctor of Chiropractic Licenses (add CCR, Title 16, section 328)

Purpose of the Item

The Committee will discuss a proposal to potentially establish a new retired status for doctor of chiropractic licenses.

Action Requested

The Committee will be asked to discuss the proposal and consider making a recommendation to the Board.

Background

The Board issues one primary license type – the doctor of chiropractic (“DC”) license. DC licenses must be renewed annually by the last day of a licensee’s birth month, in either active or inactive status, or they expire. DC licenses that are not renewed within 60 days after expiration are placed in forfeiture status, and DC licenses that have been expired for three years are cancelled. (Chiropractic Initiative Act § 12 and 16 CCR § 371, subd. (b).)

The Board does not currently have a method for licensees to retire or voluntarily cancel their DC licenses. Instead, licensees must either: 1) continue to annually renew their license as active or inactive and pay the \$336 renewal fee; or 2) allow their license to expire and be placed in forfeiture status after 60 days and cancelled after three years.

Neither option is appropriate for a licensee who wishes to formally retire from the chiropractic profession. A licensee’s status is public information and displayed on the Board’s website. Maintaining a license in “active” or “inactive” status places a financial burden on a retired licensee who is no longer using the license and likely has no intention to return to practice. The terms “expired,” “forfeiture,” and “cancelled” on a licensee’s profile page can be negatively perceived by the public and other licensing agencies as they often associate those terms with misconduct by the licensee.

Statutory Authority to Establish Retired License Status

Business and Professions Code (BPC) section 464 allows the Board to establish, by regulation, a system for a retired category of licensure for persons who are not actively engaged in the practice of chiropractic under the following conditions:

- A retired license shall be issued to a person with either an active license or an inactive license that was not placed on inactive status for disciplinary reasons.
- The holder of a retired license shall not engage in any activity for which a license is required, unless the Board, by regulation, specifies the criteria for a retired licensee to practice.
- The holder of a retired license shall not be required to renew that license.
- The Board shall establish an appropriate application fee for a retired license to cover the reasonable regulatory cost of issuing a license.
- In order to restore a retired license to active status, the holder of that license shall: 1) pay a fee established by statute or regulation; 2) certify, in a manner satisfactory to the Board, that they have not committed an act or crime constituting grounds for denial of licensure; 3) comply with the fingerprint submission requirements; 4) complete continuing education equivalent to that required for renewal of an active license, unless a different requirement is specified by the Board; and 5) complete any other requirements as specified by the Board by regulation.

Fiscal Analysis and Impact to the Board

If the Board decides to pursue a new retired license status by regulation, BPC section 464, subdivision (b)(4) requires the Board to establish an appropriate application fee to cover the reasonable regulatory cost of issuing a retired license.

Staff conducted a workflow analysis for a new retired license status and determined the total cost to process and issue a retired license is approximately \$81 per application.

Additionally, staff consulted with the Department of Consumer Affairs (DCA) Office of Information Services (OIS) on the IT requirements to implement a new retired license status. This proposal would require OIS to create a new retired license fee code, add a retired license application to the existing Connect PDF application submission workflow, enable the retired status in the Board's licensing database, and configure the DCA Search public information website to display the "retired" status on a licensee's profile page. The estimated IT costs are \$10,000 and absorbable within the Board's existing IT maintenance resources.

Regulatory Proposal for Retired Doctor of Chiropractic License Status

Staff developed a conceptual draft of regulatory language to establish a new retired status for DC licenses for the Committee's review and input.

In addition to the mandatory provisions outlined in BPC section 464, staff added the following title designations for a retired licensee: “doctor of chiropractic (retired)”; “retired doctor of chiropractic”; “chiropractor (retired)”; “retired chiropractor”; and “D.C. (retired).”

Staff also aligned the requirements for restoring a retired license to active status with the existing process and requirements for restoring a license in forfeiture or cancelled status to active status.

At this meeting, the Committee will be asked to review and discuss the conceptual draft of the regulatory language and provide policy direction to staff.

Attachments

1. Business and Professions Code Section 464
2. Analysis of Workload Costs for New Retired License Status
3. Proposed Language to Add California Code of Regulations, Title 16, Section 328 (Retired License Status) [Conceptual Draft for Committee Discussion]

Business and Professions Code Section 464

**Division 1. Department of Consumer Affairs
Chapter 7. Licensee**

§ 464. (a) Any of the boards within the department may establish, by regulation, a system for a retired category of licensure for persons who are not actively engaged in the practice of their profession or vocation.

(b) The regulation shall contain the following:

(1) A retired license shall be issued to a person with either an active license or an inactive license that was not placed on inactive status for disciplinary reasons.

(2) The holder of a retired license issued pursuant to this section shall not engage in any activity for which a license is required, unless the board, by regulation, specifies the criteria for a retired licensee to practice his or her profession or vocation.

(3) The holder of a retired license shall not be required to renew that license.

(4) The board shall establish an appropriate application fee for a retired license to cover the reasonable regulatory cost of issuing a retired license.

(5) In order for the holder of a retired license issued pursuant to this section to restore his or her license to an active status, the holder of that license shall meet all the following:

(A) Pay a fee established by statute or regulation.

(B) Certify, in a manner satisfactory to the board, that he or she has not committed an act or crime constituting grounds for denial of licensure.

(C) Comply with the fingerprint submission requirements established by regulation.

(D) If the board requires completion of continuing education for renewal of an active license, complete continuing education equivalent to that required for renewal of an active license, unless a different requirement is specified by the board.

(E) Complete any other requirements as specified by the board by regulation.

(c) A board may upon its own determination, and shall upon receipt of a complaint from any person, investigate the actions of any licensee, including a person with a license

that either restricts or prohibits the practice of that person in his or her profession or vocation, including, but not limited to, a license that is retired, inactive, canceled, revoked, or suspended.

(d) Subdivisions (a) and (b) shall not apply to a board that has other statutory authority to establish a retired license.

(Added by Stats. 2016, Ch. 473, Sec. 1. (AB 2859) Effective January 1, 2017.)

Analysis of Workload Costs for New Retired License Status

Board of Chiropractic Examiners Retired License Application Workflow (Workload Costs)					
Workload Tasks	Per Application	Minutes Per Application	OT	PT II	SSM I
Receive, log, and cashier application	1	15	15	-	-
Review application, confirm eligibility for retired license status	1	10	-	10	-
Prepare recommendation for approval or denial, submit to manager	1	10	-	10	-
Review recommendation to approve or deny application, return to technician	1	10	-	-	10
Update DC license status to retired in CAS, verify it appears on DCA Search	1	5	-	5	-
Prepare, print, and mail retired license package (cover letter and wall certificate)	1	20	-	20	-
Minutes per Classification			15	45	10
Hours by Classification			0.25	0.75	0.17
Costs by Classification			\$15.19	\$46.02	\$16.59
Material Costs			\$1.03		
Postage			\$1.77		
Total Costs:			\$81		

Based on the following cost assumptions:

Personnel Rates

- Office Technician (OT) - \$60.74 per hour
- Program Technician II (PT II) - \$61.36 per hour
- Staff Services Manager I (SSM I) - \$99.55 per hour

Materials

- Standard white recycled print paper (cover letter) - \$0.03
- Ivory parchment specialty paper (wall certificate) - \$0.24
- 10"x13" mailing envelope with address label - \$0.56
- Printing costs - \$0.20

Postage

- USPS First Class Large Envelope - \$1.77

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Retired License Status and Fee

Legend: Added text is indicated with an underline.

Add Section 328 to Article 3 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 328. Retired License Status.

(a) A licensed doctor of chiropractic (“licensee”) may apply for and, upon compliance with the requirements in subdivision (b), shall be issued a license by the Board in retired status (“retired license”) and a wall certificate as evidence of such status.

(b) To be eligible for a retired license, a licensee shall:

(1) Have an active or inactive doctor of chiropractic license issued by the Board;

(2) Not have been placed on inactive status by the Board due to disciplinary reasons;

(3) Not be engaged in any activity that requires active licensure by the Board;

(4) Submit a completed application for a retired license to the Board at its current physical address listed on its website or through the Board’s online portal accessible through the Board’s website. A completed application for a retired license shall include all of the following information from the licensee:

(A) Full legal name (first name, middle name, last name, and, if any, suffix);

(B) Doctor of chiropractic license number issued by the Board and license expiration date;

(C) Current contact information including the licensee’s address of record, telephone number, if any, and email address, if any;

(D) A statement initialed by the licensee attesting that the licensee is not engaged in any activity for which an active doctor of chiropractic license is required; and

(E) A statement signed and dated by the licensee under penalty of perjury under the laws of the State of California that all statements made in the application are true and correct.

(5) Pay the nonrefundable retired license application fee of \$81.00 in the following accepted forms:

(A) A credit or debit card through the Board's online portal accessible through the Board's website; or

(B) A personal check drawn from a U.S. bank, cashier's check, or money order payable to the "Board of Chiropractic Examiners" mailed to or provided in person at the Board's current physical address listed on its website.

(c) For purposes of this section, "placed on inactive status by the Board due to disciplinary reasons" means that the licensee's ability to practice was restricted by order of the Board in accordance with Section 494 or 822 of the Code or Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(d) The holder of a retired license shall not be required to renew the license.

(e) The holder of a retired license shall not engage in any activity for which an active doctor of chiropractic license is required.

(f) Notwithstanding Section 310.2, the holder of a retired license shall be permitted to use the title "doctor of chiropractic (retired)," "retired doctor of chiropractic," "chiropractor (retired)," "retired chiropractor," or "D.C. (retired)."

(g) A licensee may apply to restore a retired license to active status by complying with the applicable license restoration requirements specified in Section 371:

(1) If the license has been expired for a period of less than four (4) years, the licensee shall comply with the requirements to renew and restore a license in forfeiture.

(2) If the license has been expired for a period of four (4) or more years, the licensee shall comply with the requirements to restore a cancelled license.

Note: Authority cited: Section 4(b) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 464 of the Business and Professions Code. Reference: Sections 4(e) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Sections 27, 118, and 464 of the Business and Professions Code.



**Agenda Item 9
January 9, 2025**

Schedule 2025 Committee Meetings

Purpose of the Item and Action Requested

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

Background

During this meeting, the Committee is asked to consider scheduling four meetings via teleconference (Webex) as follows:

- 1. March 2025 Meeting:** Select one of the following dates:
 - Friday, March 7, 2025
 - Friday, March 14, 2025

- 2. May/June 2025 Meeting:** Select one of the following dates:
 - Friday, May 30, 2025
 - Friday, June 6, 2025
 - Friday, June 13, 2025

- 3. August/September 2025 Meeting:** Select one of the following dates:
 - Friday, August 15, 2025
 - Friday, September 5, 2025
 - Friday, September 12, 2025

- 4. November/December 2025 Meeting:** Select one of the following dates:
 - Friday, November 14, 2025
 - Friday, December 5, 2025
 - Friday, December 12, 2025



Agenda Item 10
January 9, 2025

Future Agenda Items

Purpose of the Item

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

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



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



Agenda Item 11
January 9, 2025

Adjournment

Time: _____