



## **NOTICE OF TELECONFERENCE BOARD MEETING**

### **Board Members**

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

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

**Thursday, February 13, 2025**

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

(or until completion of business)

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

**Webex Meeting Link:** [Click Here to Join Meeting](#)

Experiencing issues joining the meeting? Copy and paste the full link text below into an internet browser:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m987fabb81d83cdc5b14501218072468c>

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

Webinar number: 2487 058 2073

Webinar password: BCE213

### **If joining by phone**

+1-415-655-0001 US Toll

Access code: 2487 058 2073

Passcode: 223213

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

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who

wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: [XXXXX@mailinator.com](mailto:XXXXX@mailinator.com).

**Note:** Members of the public may also submit written comments to the Board on any agenda item by Monday, February 10, 2025. Written comments should be directed to [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov) for Board consideration.

**Primary Teleconference Meeting Location**

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

**Additional Teleconference Meeting Locations**

4100 W. Alameda Avenue  
Third Floor  
Burbank, CA 91505

3455 Knighton Road  
Redding, CA 96001

1165 Park Avenue  
San Jose, CA 95126

101 Andrieux Street  
Sonoma, CA 95476

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

**AGENDA**

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

**2. Public Comment for Items Not on the Agenda**

Note: Members of the public may offer public comment for items not on the agenda. However, the Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125 and 11125.7, subd. (a).]

**3. Board Chair’s Report**

**4. Elections of Board Officers for 2025:**

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

- 5. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters**
- 6. Review and Possible Approval of Board Meeting Minutes**
  - A. July 20, 2023 Board Meeting
  - B. October 19–20, 2023 Board Meeting
  - C. January 12, 2024 Board Meeting
  - D. May 23–24, 2024 Board Meeting
  - E. October 24, 2024 Board Meeting
- 7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**
- 8. Review and Possible Ratification of Approved Continuing Education Provider Applications**
- 9. Presentation and Discussion on Ethics Assessments by Ethics and Boundaries Assessment Services, LLC**
- 10. Executive Officer's Report and Updates on:**
  - A. Administration, Continuing Education, Enforcement, and Licensing Programs
  - B. Business Modernization Project and Implementation of Connect System
  - C. Board's Budget and Fund Condition
  - D. Regulatory Process and Status of Board's Pending Proposals
  - E. Board's 2022–2026 Strategic Plan Objectives
- 11. Review, Discussion, and Possible Action on Regulatory Proposal Regarding Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (amend California Code of Regulations [CCR], Title 16, sections 390.4 and 390.5)**
- 12. Discussion and Selection of Board Members to Serve as the Delegate and Alternate Delegate to the Federation of Chiropractic Licensing Boards (FCLB) and National Board of Chiropractic Examiners (NBCE)**
- 13. Update, Discussion, and Possible Action on Potential Legislation Related to the Practice of Chiropractic on Animals**
- 14. Review, Discussion, and Possible Action on Potential Plan to Phase Out the Automated Printing and Mailing of Renewal Application Forms to Each Licensee**

**15. Continuing Education Committee Report**

- A. Committee Chair's Update on December 13, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (add CCR, Title 16, section 371.1)

**16. Government and Public Affairs Committee Report**

- A. Committee Chair's Update on December 16, 2024 Meeting
- B. Review, Discussion, and Possible Action on Proposed Action Plan to Prepare for Board's 2026 Sunset Review

**17. Enforcement Committee Report**

- A. Committee Chair's Update on December 19, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Minimum Supervision and Training Requirements for Clinical Assistants Within a Chiropractic Practice Setting (amend CCR, Title 16, section 312)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)

**18. Licensing Committee Report**

- A. Committee Chair's Update on January 9, 2025 Meeting
- B. Update, Discussion, and Possible Action on Development of Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic (DC) Degree Programs (amend and renumber, as necessary, 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)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Clarify the Process for Renewing DC Licenses and Update the Requirements for Restoration of DC Licenses in Forfeiture or Cancelled Status (amend CCR, Title 16, sections 370 and 371)

**19. Future Agenda Items**

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

**20. Closed Session – The Board Will Meet in Closed Session to:**

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

**21. Adjournment**

This agenda can be found on the Board's website at [www.chiro.ca.gov](http://www.chiro.ca.gov). The time and order of agenda items are subject to change at the discretion of the Board Chair and may be taken

out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

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

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

**Contact Person:** Tammi Pitto

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

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

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

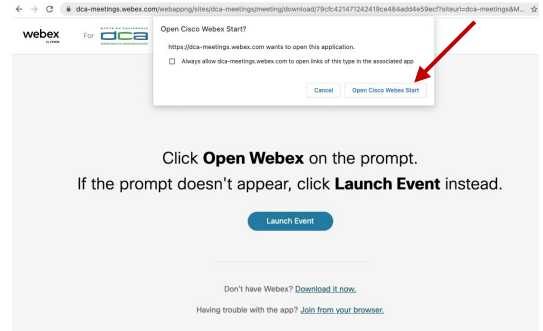
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

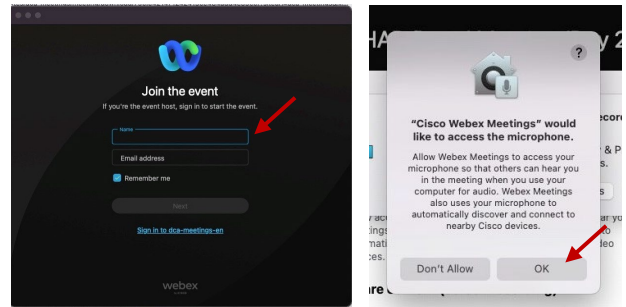
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

## If joining using the meeting link

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



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

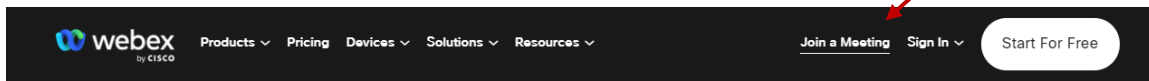


\* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

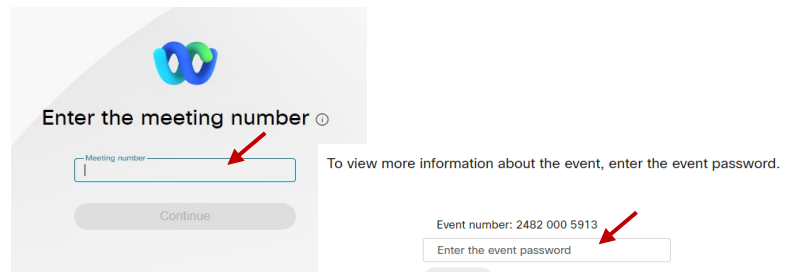
OR

## If joining from Webex.com

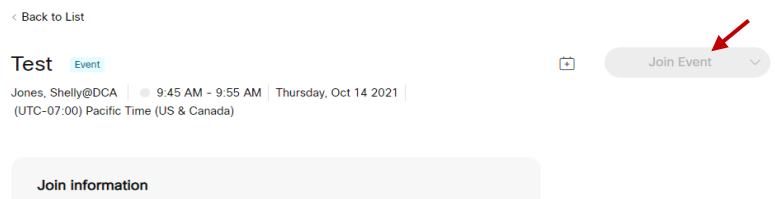
- 1 Click on "Join a Meeting" at the top of the Webex window.



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



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



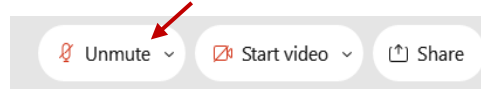
OR

## Connect via telephone\*:

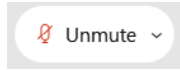
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

## Microphone

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

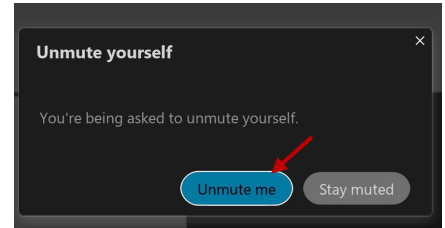


Green microphone = Unmuted: People in the meeting can hear you.



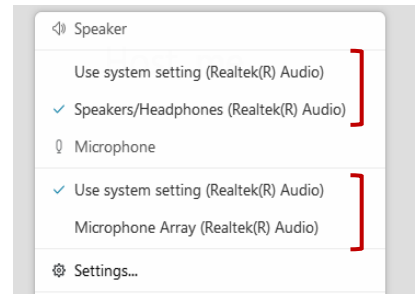
Red microphone = Muted: No one in the meeting can hear you.

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



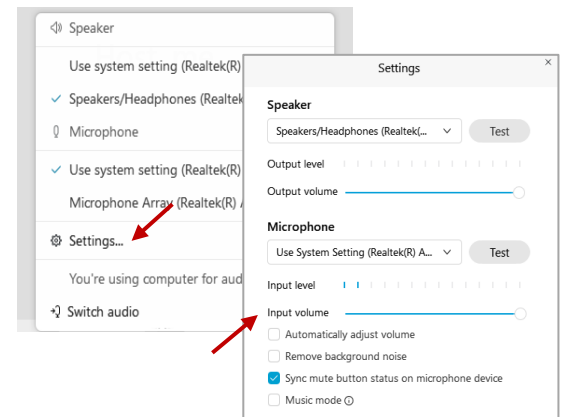
## If you cannot hear or be heard

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



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

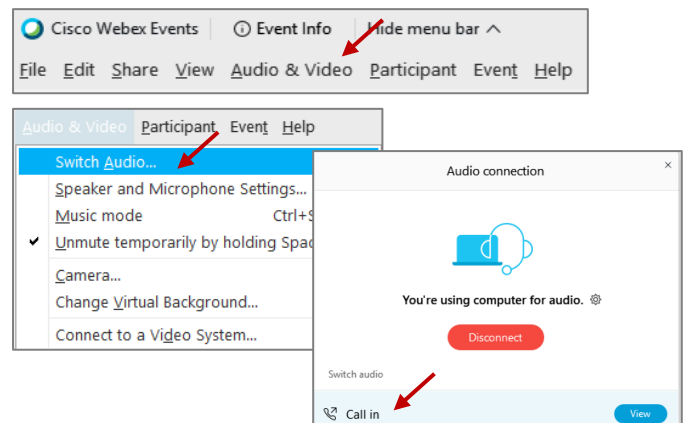
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



## Audio Connectivity Issues

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

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



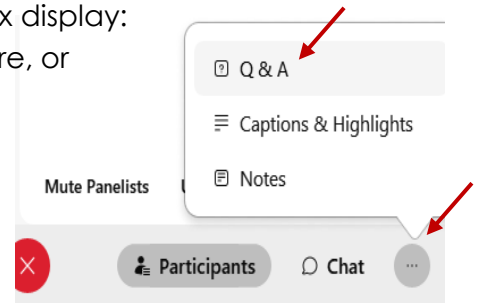
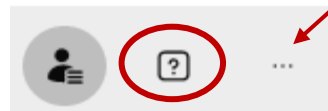
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

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

### Q&A Feature

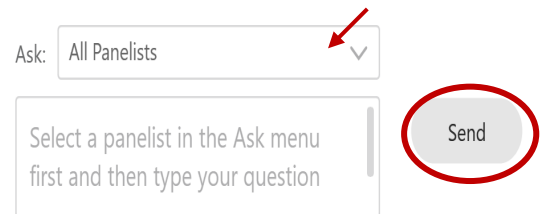
1 Access the Q&A panel at the bottom right of the Webex display:

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



2 In the text box:

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



OR

### Hand Raise Feature

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

If connected via telephone:

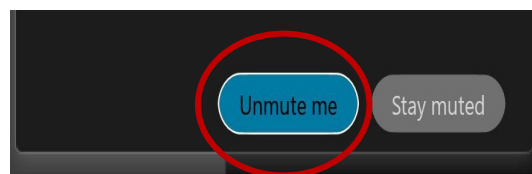
- Utilize the raise hand feature by pressing \*3 to raise your hand.
- Repeat this process to lower your hand.

### Unmuting Your Microphone



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

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



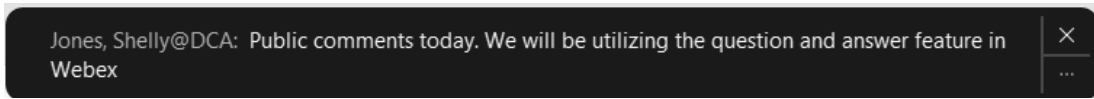
OR

If connected via telephone:

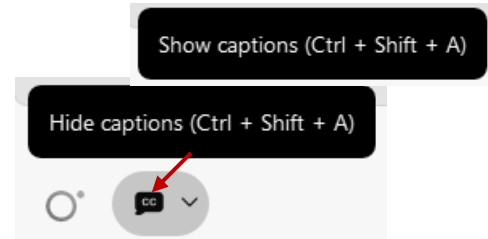
- Press \*3 to unmute your microphone.



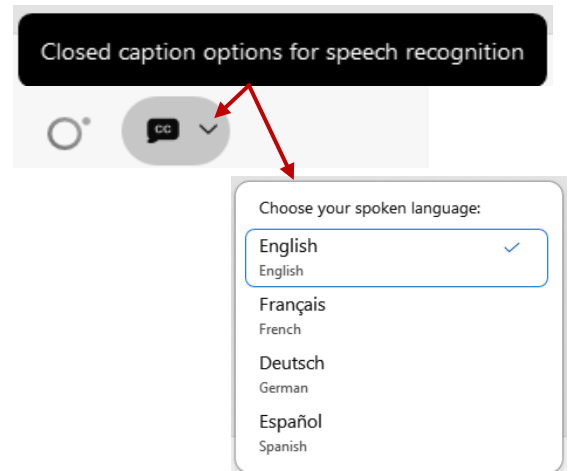
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



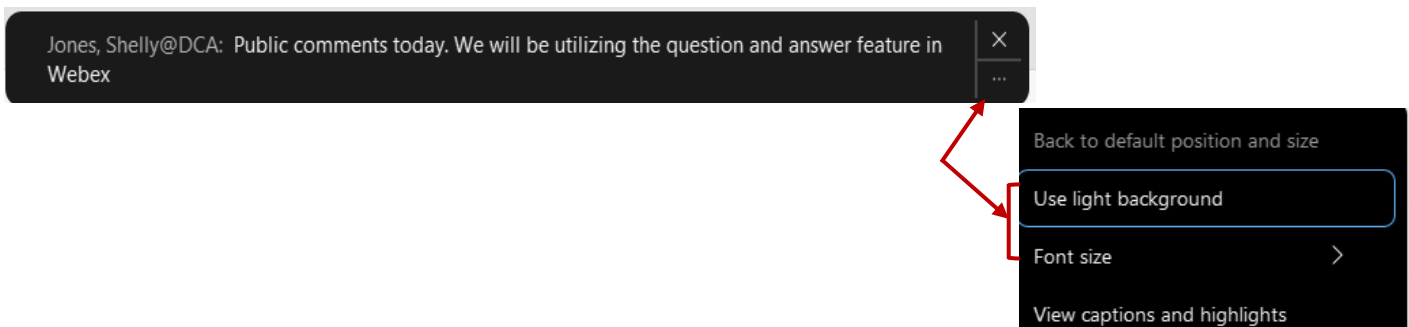
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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



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





**Agenda Item 1**  
**February 13, 2025**

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

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**Purpose of the Item**

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

**Board Members**

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



**Agenda Item 2**  
**February 13, 2025**

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

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### **Purpose of the Item**

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

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

### **Attachment**

- Letter from the International Academy of Neuromusculoskeletal Medicine Received February 7, 2025



**Agenda Item 2  
Attachment**

**Roger A. Russell, DC, MS, DIANM**

President, International Academy of Neuromusculoskeletal Medicine

DrRussell@ianmmedicine.com

February 5, 2025

RE: Board Certification Integrity

Dear State Board Executive Director,

The continuous effort spanning more than four decades to improve and define accreditation standards serves as the foundation of this document. We would like to acknowledge the contributions of organizations such as the National Committee for Quality Excellence (NCQA), Institute of Credentialing Excellence (I.C.E.), and others who have been instrumental in this pursuit.

**NBCE**

The National Board of Chiropractic Examiners (NBCE) is responsible for developing and administering exams to assess the competency of chiropractic candidates, but it does not license or certify chiropractic physicians. Its exams, covering basic and clinical sciences, are used by state licensing boards to help evaluate applicants for licensure. While some early NBCE certificate holders could use the title "Diplomate," this term is no longer permitted to avoid confusion with specialty certifications, which require advanced training beyond the NBCE's basic competency exams. ***Misuse of terms like "NBCE Diplomate" or "Board Certified Chiropractic Physician" can mislead the public, as passing the NBCE exams only confirms minimal competency, not specialized expertise or board certification.*** Board certification in chiropractic involves additional education and specialization, distinguishing it from holding a chiropractic degree or passing NBCE exams. Misrepresenting these credentials may lead to legal consequences.

In the field of neuromusculoskeletal (NMS) medicine, the following terms and definitions are applicable:

**Board Certified**

To achieve "Board Certified" status in the NMS field, a candidate must successfully complete a minimum of 300 approved hours, as outlined in the IANM Pillars of Practice Documents. This serves as the prerequisite for entering the certification process, which includes a written



## International Academy of Neuromusculoskeletal Medicine

examination with a minimum of 150 questions, followed by a series of Objective Structured Clinical Examinations (OSCE). On successful completion, candidates are entitled to use the designation "Board Certified" within the NMS domain. Any other usage of this terminology is strictly prohibited.

### **Fellowship**

The title of "Fellow" is granted on successful completion of an additional 100 approved hours, also based on the IANM Pillars of Practice Documents, along with a 100-item examination and the fulfillment of specific observations and participating with clinical work requirements. The use of this title is restricted to those who have met these standards. The doctor must be board certified by a recognized chiropractic specialty to obtain a fellowship.

### **Certification**

On completion of the Board Certification and Fellowship requirements, candidates will receive a formal certificate issued by the certifying board.

Organizations or academic programs wishing to be recognized by the IANM for their Board Certification credentials may submit evidence of compliance for review.

The following boards are currently recognized as having the authority to confer certification status:

Recognized Independent Board Certifications:

- The International Academy of Neuromusculoskeletal Medicine (DIANM): Formerly the Academy of Chiropractic Orthopedists (DACO) and the American Board of Chiropractic Orthopedists (DABCO). IANM Advanced Specialties include:
  - IANM Forensics
  - IANM Concussion Management
  - IANM Injection Therapy
  - IANM Diagnostic Ultrasound
  - IANM Advanced Practice (DCPCP)
  - IANM Manipulation Under Anesthesia (MUA)
  - IANM Geriatrics
- American Chiropractic Board of Radiology (DACBR)
- American Board of Forensic Professionals (DABFP)
- American Clinical Board of Nutrition (DACBN)
- American Chiropractic Rehabilitation Board (DACRB)
- American Chiropractic Board of Sports Physicians (DACBSP)



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### Recognized ACA Board Certifications:

- American Board of Chiropractic Acupuncture (DABCA)
- American Board of Chiropractic Internists (DABCI)
- American Chiropractic Neurology Board (DACNB)
- Chiropractic Board of Clinical Nutrition (DCBCN)
- American Chiropractic Board of Occupational Health (DABCN)
- American Board of Chiropractic Pediatrics (DABCP)

We recommend that state licensing boards and regulatory agencies carefully review the standards for Board Certification to safeguard public interest by ensuring adherence to these established requirements. Providers who utilize these credentials without undergoing the recognized certification process may be subject to investigation for fraud or unprofessional conduct.

### Primary Source Verification

As a routine procedure, the IANM frequently receives requests for primary source verification (PSV). These requests come from provider panels, insurance carriers verifying Board Certified status and current Maintenance of Credential (MOC) standings, state and local licensing boards, and public members verifying advertising claims. In cases where unauthorized use, credential creep, or fraud is suspected, the IANM notifies state licensing boards as a courtesy. We encourage state agencies to contact us for primary source verification when needed.

### Concern for Faux “Board Certification”

Unfortunately, there are several entities that are misusing the term Board Certification. There is a need to define the rigorous standards traditionally required for such a credential and demonstrate how this course falls short in comparison.

### Key Points Explaining the Misrepresentation:

1. **Inadequate Training Hours:** True Board Certification in any medical specialty typically requires extensive, formalized training involving hundreds to thousands of hours. For example, in the Neuromusculoskeletal (NMS) realm, board certification requires at least 300 approved hours of training, followed by comprehensive exams and clinical assessments. For example, short video programs and a weekend class would obviously lack the depth of training, education, and practical experience that is the cornerstone of legitimate certification.
2. **Absence of Comprehensive Examination:** Legitimate Board Certification exams, like those in NMS, often involve a rigorous written examination and clinical skills assessments such as Objective Structured Clinical Examinations (OSCE). These are designed to measure a candidate's competence across a wide range of clinical scenarios.



## International Academy of Neuromusculoskeletal Medicine

In contrast, a course with a basic online exam does not sufficiently test the hands-on skills or in-depth knowledge typically required for true Board Certification. A Board Certification implies mastery of a specialty, not simply completing a short online course and passing a study guide-based exam.

3. **Lack of Clinical and Practical Oversight:** True board certification often requires supervised clinical experience and peer-reviewed performance metrics in a relevant field. Many of these courses lack any requirement for clinical observance or supervised training. In legitimate certification processes, direct, hands-on patient care and clinical evaluations are essential components, ensuring that the physician is capable of safely and effectively applying the learned techniques.
4. **Misuse of the Term "Board Certification":** The term "Board Certification" is a protected and well-established term in medical fields. It represents the highest level of professional competence within a specialty, certified by a recognized board of specialists who evaluate both knowledge and skill. The usage of the term in the context of a brief course devalues the rigorous standards typically associated with it and can mislead the public and healthcare providers into overestimating the expertise of course participants.
5. **Promotion of Commercial Interests:** Some of these courses promote utilization of their products, raising concerns about the commercial nature of the program. Board Certification should be a purely educational and credentialing process based on clinical competency, not associated with specific commercial products or treatment devices. This intertwining of educational content and product promotion further undermines the credibility of the certification.
6. **Insufficient Accreditation and Oversight:** There should be oversight by recognized accrediting bodies, such as the International Academy of Neuromusculoskeletal Medicine (IANM), American Board of Chiropractic Specialties (ABCS), American Board of Medical Specialties (ABMS) or the Accreditation Council for Graduate Medical Education (ACGME). True board certifications are regulated by established organizations that ensure the certification process meets high standards of medical education and practice.

### Conclusion:

Given the significant discrepancy between the standards of legitimate Board Certification and the requirements of many brief courses, the International Academy of Neuromusculoskeletal Medicine (IANM), along with all legitimate chiropractic board specialties, strongly calls on state licensing boards and regulatory agencies to implement greater oversight and regulation of the use of the term "Board Certification." The public must be protected from misleading credentials that falsely suggest a high level of expertise. We urge state boards to ensure that only physicians who have undergone rigorous, accredited certification processes are permitted to use the title "Board Certified," and to investigate any misuse of this designation as a potential case of fraud or unprofessional conduct. By enforcing these standards, the integrity of chiropractic / medical credentials can be preserved, ensuring the highest quality of care for patients.



## International Academy of Neuromusculoskeletal Medicine

The IANM recommends the following:

- Minimum of 300 hours
- Appropriate testing procedures, inclusive of a rigorous written examination and Objective Structured Clinical Examinations (OSCE).
- Valid certification through the International Academy of Neuromusculoskeletal Medicine (IANM), American Board of Chiropractic Specialists (ABCS), or other recognized agencies approved by the state board.

We appreciate your attention to these important standards and welcome any further inquiries you may have.

Sincerely,

Roger A. Russell, DC, MS, DIANM  
President, IANM





**Agenda Item 3**  
**February 13, 2025**

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## **Board Chair's Report**

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### **Purpose of the Item**

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

### **Action Requested**

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



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## **Elections of Board Officers for 2025**

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### **Purpose of the Item and Action Requested**

The Board will elect members to serve in the Board officer positions of chair, vice chair, and secretary for 2025.

### **Background and Election Procedures**

Section 3 of the Chiropractic Initiative Act directs the Board to annually elect members to serve as chair, vice chair, and secretary.

During the October 24, 2024 Board meeting, the following members were nominated for consideration to serve as Board officers in 2025:

- **Chair:** Laurence Adams, D.C.
- **Vice Chair:** Pamela Daniels, D.C.
- **Secretary:** Janette N.V. Cruz

At this meeting, the Board will elect officers for 2025 in accordance with the previously approved election procedures:

- The Board's legal counsel will preside over the election of officers.
- For those not currently nominated, Board members will be asked if they would like to be considered for a Board officer position.
- Prior to electing a Board officer, each nominee will have the opportunity to provide their statement of interest for the Board officer position.
- Voting will take place one position at a time, allowing individuals nominated for multiple positions to have their intentions known.
- Elections will occur by officer position, starting with the chair, followed by vice chair, and then secretary.
- Voting will be held in alphabetical order with the current chair voting last.

**Roll Call Order for Election of Board Officers**

1. Laurence Adams, D.C.
2. Sergio Azzolino, D.C.
3. Janette N.V. Cruz
4. Pamela Daniels, D.C.
5. Rafael Sweet
6. David Paris, D.C., Current Chair



**Agenda Item 5  
February 13, 2025**

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

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**Purpose of the Item**

Brian Clifford, Senior Planning & Implementation Manager in DCA's Executive Office, will provide the Board with an update on DCA programs and activities.

**Action Requested**

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



**Agenda Item 6  
February 13, 2025**

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**Review and Possible Approval of Board Meeting Minutes**

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**Purpose of the Item**

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

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

**Action Requested**

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

**Attachments**

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



## Agenda Item 7 February 13, 2025

### **Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**

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#### **Purpose of the Item**

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

#### **Action Requested**

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

#### **Background**

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

#### **Attachment**

- List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from October 1, 2024 to January 31, 2025

**List of Approved Applications for Initial Doctor of Chiropractic Licenses  
Issued from October 1, 2024 to January 31, 2025**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date Issued</b>	<b>License No.</b>
Kaleb	Forrest	Bock	10/17/2024	<b>DC 35246</b>
Zeltzin		Serrano Montoya	10/17/2024	<b>DC 35247</b>
Manjit		Kaur	10/17/2024	<b>DC 35248</b>
Soo	Yun	Choe	10/17/2024	<b>DC 35249</b>
Jason	Dewitt	Moore	10/17/2024	<b>DC 35250</b>
Jose	David	Galdamez Portillo	10/31/2024	<b>DC 35251</b>
Min Jae		Kim	11/12/2024	<b>DC 35252</b>
Jose	Eduardo	Villegas	12/03/2024	<b>DC 35253</b>
Artour	Demond	Wright	12/03/2024	<b>DC 35254</b>
Sevag		Zakarian	12/31/2024	<b>DC 35255</b>
Adam	Olin	Youngblood	10/16/2024	<b>DC 37090</b>
Michelle		Nguyen	10/16/2024	<b>DC 37091</b>
Natay		Chapel-Steinlicht	10/16/2024	<b>DC 37092</b>
Arreanna		Marko	10/16/2024	<b>DC 37093</b>
Seth	Collin	Garza	10/16/2024	<b>DC 37094</b>
Alexander		Rizk	10/16/2024	<b>DC 37095</b>
Gregory	Joseph	Boules	10/16/2024	<b>DC 37096</b>
Brandon		Hagen	10/16/2024	<b>DC 37097</b>
Mario	Antonio	Zabatta	10/16/2024	<b>DC 37098</b>
Hagop	Jacob	Karamanukyan	10/16/2024	<b>DC 37099</b>
Jesus	Miguel	Venegas	10/16/2024	<b>DC 37100</b>
Eduardo	Daniel	Garcia	10/16/2024	<b>DC 37101</b>
Josselyn	Guadalupe	Navarro	10/16/2024	<b>DC 37102</b>
Katherine		Andersen	10/16/2024	<b>DC 37103</b>
Yainyt		Olvera Guerrero	10/16/2024	<b>DC 37104</b>
Gabriella	Alexandra	Guzman	10/16/2024	<b>DC 37105</b>
Min		Pan	10/16/2024	<b>DC 37106</b>

**Agenda Item 7  
Attachment**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date Issued</b>	<b>License No.</b>
Arbin		Mardirosian	10/16/2024	<b>DC 37107</b>
Leo		Sarkissian	10/16/2024	<b>DC 37108</b>
Brody	Thomas	High	10/16/2024	<b>DC 37109</b>
Marley	Quinn	Stubblefield	10/16/2024	<b>DC 37110</b>
Lorraine	Denise	Moore	10/31/2024	<b>DC 37111</b>
Trang		Ta	10/31/2024	<b>DC 37112</b>
Jamshid		Atashband	10/31/2024	<b>DC 37113</b>
Joshua		Wong	10/31/2024	<b>DC 37114</b>
Ian		Bisharat	10/31/2024	<b>DC 37115</b>
Andrey		Ostatnigrosh	10/31/2024	<b>DC 37116</b>
Pedram		Baniamerian	10/31/2024	<b>DC 37117</b>
Adrian	Dale	Ricalde	10/31/2024	<b>DC 37118</b>
Joseph	Thanhson	Pham	10/31/2024	<b>DC 37119</b>
Kaylyn		Stirton	10/31/2024	<b>DC 37120</b>
Veronica		Perez Canabal	11/12/2024	<b>DC 37121</b>
Garrett		Grant	11/12/2024	<b>DC 37122</b>
Christopher		Little	11/12/2024	<b>DC 37123</b>
Samuel	McHugh	Cox	11/12/2024	<b>DC 37124</b>
Justin		Aliamus	11/12/2024	<b>DC 37125</b>
Chandler		Pascual	11/12/2024	<b>DC 37126</b>
Cory	Curtis	Howard	11/12/2024	<b>DC 37127</b>
Bryce	Daniel	Soares	11/12/2024	<b>DC 37128</b>
Aurora		Hall	11/12/2024	<b>DC 37129</b>
Kim	Thanh	Vo	11/12/2024	<b>DC 37130</b>
Jeffrey	Scott	Smith	11/26/2024	<b>DC 37131</b>
Daniel	Markus	Lukenchuk	11/26/2024	<b>DC 37132</b>
Angel		Sifuentes	11/26/2024	<b>DC 37133</b>
Matthew	Steven	Banks	11/26/2024	<b>DC 37134</b>
Keng	Justin	Lor	11/26/2024	<b>DC 37135</b>



**Agenda Item 7  
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<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date Issued</b>	<b>License No.</b>
Madison		Page	11/26/2024	<b>DC 37136</b>
Nancy	Wai Yee	Yu	11/26/2024	<b>DC 37137</b>
Asly	Rachell	Pena Garcia	11/26/2024	<b>DC 37138</b>
Shane	Michael	Baumann	11/26/2024	<b>DC 37139</b>
Megumi		Homma	12/03/2024	<b>DC 37140</b>
Jonathan		Chang	12/03/2024	<b>DC 37141</b>
Nathan		Beyerl	12/03/2024	<b>DC 37142</b>
Austin		Van Poole	12/10/2024	<b>DC 37143</b>
Richelle Mae	Arieta	Bulda	12/10/2024	<b>DC 37144</b>
Emma		Colombo	12/10/2024	<b>DC 37145</b>
Tracy		Yu	12/10/2024	<b>DC 37146</b>
Hannah	Kate	Galsterer	12/10/2024	<b>DC 37147</b>
Jiwon		Kim	12/11/2024	<b>DC 37148</b>
Danielle		Parkes	01/21/2025	<b>DC 37149</b>
Sarah	Janee	Kaplan	01/21/2025	<b>DC 37150</b>
Maria		Aguilar	01/21/2025	<b>DC 37151</b>
Hannah	Christine	Venus	01/21/2025	<b>DC 37152</b>
Peter	Timothy	Delkeskamp	01/21/2025	<b>DC 37153</b>
Kevin	McKensie	Graine	01/21/2025	<b>DC 37154</b>
Quang		Do	01/21/2025	<b>DC 37155</b>
Clayton	John	Schumacher	01/21/2025	<b>DC 37156</b>
Kiana		Kenny	01/21/2025	<b>DC 37157</b>
Eric	Cade	Schaefer	01/21/2025	<b>DC 37158</b>
Shahan	Koko	Awakimian	01/27/2025	<b>DC 37159</b>
Chizuru		Kataoka	01/27/2025	<b>DC 37160</b>
Oganes		Saradjian	01/27/2025	<b>DC 37161</b>
Peyton		Hayley	01/27/2025	<b>DC 37162</b>
Jonathan	Tyler	Enriquez	01/27/2025	<b>DC 37163</b>
Jeffrey		McWhorter	01/31/2025	<b>DC 37164</b>

**Agenda Item 7  
Attachment**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date Issued</b>	<b>License No.</b>
Ricardo	Antonio	Zamora	01/31/2025	<b>DC 37165</b>
Greggory	Nicolas	Elias	01/31/2025	<b>DC 37166</b>
Hunter		Scriven	01/31/2025	<b>DC 37167</b>
Puneet		Nirankari	01/31/2025	<b>DC 37168</b>
James		Edward	01/31/2025	<b>DC 37169</b>
Rafael		Quintanilla	01/31/2025	<b>DC 37170</b>
Destiny	Rose	Bacon	01/31/2025	<b>DC 37171</b>
Idris	Ross	Kose	01/31/2025	<b>DC 37172</b>
Marco-Luis	Moreno	Miravite	01/31/2025	<b>DC 37173</b>
Jesse		Reichle	01/31/2025	<b>DC 37174</b>



**Agenda Item 8  
February 13, 2025**

**Review and Possible Ratification of Approved Continuing Education Provider Applications**

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**Purpose of the Item**

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

**Action Requested**

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

<b>Provider Name</b>	<b>CE Oversight Contact Person</b>	<b>Provider Status</b>
Monica Nolasco EdD @ The Art of CPR	Monica Nolasco, EdD	Individual
Rich Hirschinger, DDS, Inc.	Rich Hirschinger, DDS	Corporation

**Background**

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

**Attachment**

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



**Agenda Item 9**  
**February 13, 2025**

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**Presentation and Discussion on Ethics Assessments by Ethics and Boundaries  
Assessment Services, LLC**

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**Purpose of the Item**

The Board will receive a presentation on the ethics essay assessments for doctors of chiropractic offered by Ethics and Boundaries Assessment Services, LLC (EBAS).

EBAS provides assessments in the following categories:

- Boundaries
- Fraud
- Professional standards
- Substance abuse
- Unprofessional conduct

**Action Requested**

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

**External Resource**

- EBAS website: [ebas.org](https://ebas.org)



**Agenda Item 10**  
**February 13, 2025**

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## **Executive Officer's Report and Updates**

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### **Purpose of the Item**

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

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

### **Action Requested**

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

### **Attachments**

1. Executive Officer's February 7, 2025 Memo to Board Members
2. Analysis of Board's Fund Condition Statement (as of January 2025)
3. 2022–2026 Strategic Plan Objectives Progress Report (as of January 2025)



# MEMORANDUM

**Agenda Item 18  
Attachment 1**

<b>DATE</b>	February 7, 2025
<b>TO</b>	Members of the Board of Chiropractic Examiners
<b>FROM</b>	Kristin Walker, Executive Officer
<b>SUBJECT</b>	<b>Executive Officer's Report – February 13, 2025 Meeting</b>

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

## **Appointments**

On February 7, 2025, Governor Newsom announced the reappointment of Pamela Daniels, D.C. and the appointment of Sergio Azzolino, D.C. to the Board.

## **BCE Board Meetings**

The following Board meetings have been scheduled:

- February 13, 2025 – Board (Teleconference)
- April 17–18, 2025 – Board (Life Chiropractic College West, Hayward)
- July 25, 2025 – Board (Teleconference)
- October 9–10, 2025 – Board (Southern California)

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

BCE continues to collaborate with the Department of Consumer Affairs (DCA) Office of Information Services (OIS) on a business modernization project to implement the Connect system for BCE's application, licensing, and enforcement workflows. BCE's planned upgrade to the latest version of the Connect software has been temporarily placed on hold due to limited vendor resources.

BCE is currently developing continuing education (CE) functionality in the system, beginning with a public CE course search web page similar to the existing [course search](#) maintained by the Acupuncture Board, followed by the CE course application workflow and the CE provider dashboard. This additional functionality is planned to be implemented through phased software releases in 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 a Board member 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

### **Occupational Analysis of the Chiropractic Profession**

DCA's 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.

### **Outreach**

In January 2025, staff standardized BCE's social media presence as the "California Board of Chiropractic Examiners" with username "CaliforniaBCE" across the three major platforms – Facebook, Instagram, and X. Staff began regularly sharing relevant updates and content from trusted state agencies and is working with DCA's Communications Division to develop additional branding, content, and graphics.

On January 29, 2025, Executive Officer Kristin Walker and Assistant Executive Officer Tammi Pitto represented BCE at a career fair hosted by DCA and Sacramento Employment and Training Agency (SETA). Over 250 attendees learned about the professions regulated by DCA boards and bureaus and rewarding career opportunities in consumer protection.



## Personnel Updates

Recruitment efforts are currently underway to refill three Associate Governmental Program Analyst positions to act as leads in the Administration, Licensing and Continuing Education, and Enforcement Units, an Office Technician (Typing) position in the Administration Unit, and a Program Technician II position in the Licensing and Continuing Education Unit.

## Proposed Regulations

### Initial Filing Phase

- 1. Repeal Successful Examination (Obsolete Provision) [Repeal California Code of Regulations (CCR), Title 16, Section 354]:** This proposal will repeal an obsolete provision in the Board's regulations that conflicts with other existing laws and regulations that prohibit the unlicensed practice of chiropractic. The Board approved the proposed regulatory text at its January 20, 2023 meeting. This rulemaking was published in the Office of Administrative Law (OAL) Notice Register and released for a 45-day public comment period on January 3, 2025. The public comment period ends on February 18, 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 rulemaking is scheduled for publication in the OAL Notice Register and to be released for a 45-day public comment period on February 14, 2025.

### Production Phase

- 3. Continuing Education Fees, Requirements, and Approval Process (Amend CCR, Title 16, Sections 360, 361, 362, 363, 363.1, 364, and 365, and Add CCR, Title 16, Section 360.1):** This proposal will amend the annual CE requirements for licensees, establish five course competency areas that will be approved by the Board, define the three recognized learning formats for CE courses, update the CE course review and approval process, create a re-approval process for CE courses that have been previously approved by the Board, and update the CE requirements for petitions for reinstatement of revoked or surrendered licenses. The Board approved the proposed regulatory text at its May 23, 2024 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in early 2025.

- 4. Licensing and Regulatory Fees (Section 100 Changes Without Regulatory Effect: Amend 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 OAL in early 2025.
- 5. Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2):** This Consumer Protection Enforcement Initiative (CPEI) proposal will require any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined, or is subject to registration as a sex offender in any tier, to contain an order of revocation and prohibit the decision from containing a stay of the revocation. In addition, this proposal will require any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact to contain an order of revocation, and require the Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender in any tier and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender. The Board approved the proposed regulatory text at its April 20, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in early 2025.
- 6. Discipline by Another Jurisdiction and Licensee Reporting Requirements (Amend CCR, Title 16, Sections 304 and 314):** This CPEI proposal will update the reporting of licensee arrests, convictions, and discipline by other public agencies and clarify a licensee's duty to report any violation of the statutes and regulations governing the practice of chiropractic to the Board. The Board approved the proposed regulatory text at its July 20, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in early 2025.
- 7. Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (Amend CCR, Title 16, Sections 390.4 and 390.5):** This regulatory proposal makes conforming changes to the Board's system for issuing citations for consistency with the required provisions of [BPC section 125.9](#). The Board will be asked to approve minor, substantive edits to the proposed regulatory text at its February 13, 2025 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.
- 8. Delegation of Certain Functions to the Executive Officer (Amend CCR, Title 16, Section 306):** This CPEI proposal will delegate additional functions to the Executive Officer to expedite the Board's handling of disciplinary cases. The Board

approved the proposed regulatory text at its October 19, 2023 meeting. This package is anticipated to be submitted to OAL for publication in the Notice Register and a 45-day public comment period in early 2025.

- 9. 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.
- 10. Repeal Mental Illness Regulation (Obsolete) [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

- 11. Minimum Supervision and Training Requirements for Chiropractic Assistants Within a Chiropractic Practice (Amend CCR, Title 16, Section 312):** This CPEI proposal will clarify the role of and delineate the activities that can be performed by chiropractic assistants within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that chiropractic assistants follow and provide only the treatment defined in the supervising doctor's treatment plan. This proposal will be discussed by the Board at its February 13, 2025 meeting.
- 12. Record Keeping and Retention Requirements for Chiropractic Patient Records, Including Retention and Disposition of Records Upon Closure of Practice or Death/Incapacity of Licensee (Amend CCR, Title 16, Section 318):** This proposal will update the record keeping requirements to specify the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment and to differentiate between an initial patient encounter and an established patient visit. In addition, this proposal will specify the retention period and requirements for the disposition of patient records. This proposal will be discussed by the Board at its February 13, 2025 meeting.

- 13. Renewal and Restoration of Doctor of Chiropractic Licenses, Including Basic Life Support Certification for Active Licensees (Amend CCR, Title 16, Sections 370 and 371 and Add CCR, Title 16, Section 371.1):** 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. Additionally, this proposal will mandate the maintenance of basic life support provider or advisor certification, including cardiopulmonary resuscitation (CPR), for all licensees as a condition of licensure in active status. This proposal will be discussed by the Board at its February 13, 2025 meeting.
- 14. Approval of 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 programs 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 programs. This proposal will be discussed by the Board at its February 13, 2025 meeting.
- 15. 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. Staff is developing this proposal based on the discussion by the Licensing Committee at its January 9, 2025 meeting.
- 16. 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 its next meeting.

- 17. Hardship Extensions to Annual CE Requirements (Add CCR, Title 16, Section 364.1):** This proposal will create a process for granting an extension to the annual CE requirement for a licensee who provides satisfactory proof to the Board that they have been adversely affected by a natural disaster, a state or federal declared state of emergency, or other hardship. Staff is developing this proposal based on the discussion by the Continuing Education Committee at its December 13, 2024 meeting.
- 18. Disciplinary Guidelines and Uniform Standards for Substance Abusing Licensees, Including Filing and Evaluation Process for Petitions for Reinstatement, Reduction of Penalty, or Early Termination of Probation (Amend CCR, Title 16, Section 384 and Add CCR, Title 16, Sections 384.1 and 385):** This proposal will update the *Disciplinary Guidelines and Model Disciplinary Orders*, implement the Uniform Standards for Substance Abusing Licensees, and enhance the process for petitions for reinstatement, reduction of penalty, and early termination of probation before the Board. Staff is developing proposed regulatory text based on the Enforcement Committee's discussions and guidance. This proposal is planned to be presented to the Board for review at its April 17, 2025 meeting.
- 19. Chiropractic Practice Locations and Display of License (Add CCR, Title 16, Section 303.1 and Amend CCR, Title 16, Section 308):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. Staff is developing this proposal based on the discussion by the Licensing Committee at its March 8, 2024 meeting.
- 20. Appeal Process for Denial of Continuing Education Courses and Providers:** This proposal will establish update the process for appealing the denial of a CE course or provider application. This proposal is currently being developed by staff and the Continuing Education Committee.

## Agenda Item 10 Attachment 2

**0152 - Board of Chiropractic Examiners**  
**Analysis of Fund Condition**  
**(Dollars in Thousands)**  
**2025-26 Governor's Budget With FM 5 Projections**

Prepared 1.16.2025

	Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
<b>BEGINNING BALANCE</b>	\$ 2,026	\$ 3,282	\$ 2,890	\$ 1,443	\$ -117
Prior Year Adjustment	\$ -146	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,880	\$ 3,282	\$ 2,890	\$ 1,443	\$ -117
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>					
Revenues					
4121200 - Delinquent fees	\$ 52	\$ 50	\$ 49	\$ 49	\$ 49
4127400 - Renewal fees	\$ 4,166	\$ 4,110	\$ 4,027	\$ 4,027	\$ 4,027
4129200 - Other regulatory fees	\$ 120	\$ 98	\$ 92	\$ 92	\$ 92
4129400 - Other regulatory licenses and permits	\$ 804	\$ 742	\$ 693	\$ 693	\$ 693
4163000 - Income from surplus money investments	\$ 141	\$ 127	\$ 9	\$ 2	\$ -
4170400 - Capital Asset Sales Proceeds	\$ 9	\$ -	\$ -	\$ -	\$ -
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ 2	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 2	\$ 1	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 5,299	\$ 5,130	\$ 4,871	\$ 4,864	\$ 4,862
Transfers and loans to/from other funds					
Loan Repayment to Vehicle Inspection and Repair Fund 0421 per Item 1111-011-0421, Budget Act of 2014	\$ -	\$ -250	\$ -250	\$ -250	\$ -250
Totals, Transfers and Other Adjustments	\$ -	\$ -250	\$ -250	\$ -250	\$ -250
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 5,299	\$ 4,880	\$ 4,621	\$ 4,614	\$ 4,612
<b>TOTAL RESOURCES</b>	\$ 7,179	\$ 8,162	\$ 7,511	\$ 6,057	\$ 4,495
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 3,570	\$ 4,976	\$ 5,593	\$ 5,761	\$ 5,934
9892 Supplemental Pension Payments (State Operations)	\$ 85	\$ 62	\$ 62	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 242	\$ 234	\$ 413	\$ 413	\$ 413
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 3,897	\$ 5,272	\$ 6,068	\$ 6,174	\$ 6,347
<b>FUND BALANCE</b>					
Reserve for economic uncertainties	\$ 3,282	\$ 2,890	\$ 1,443	\$ -117	\$ -1,851
Months in Reserve	7.5	5.7	2.8	-0.2	-3.5

**NOTES:**

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Balance from the 2014-15 loan is currently \$1,448.
3. Expenditure growth projected at 3% beginning BY+1.

# Agenda Item 10 Attachment 3

BCE 2022-2026 Action Plan		Responsibility	Due Date	Current Status
<b>Goal Area 1: Licensing and Professional Qualification</b>				
<b>1.1</b>	<b>Complete comprehensive updates to the Board's continuing education program and regulations to provide clarity and accessibility, and to ensure continuing licensee competency and public protection.</b>			
<b>Success Measure:</b>	Promulgated updated continuing education regulations and educated licensees and continuing education providers on those regulations.		Q2 2025	71%
1.1.1	Identify proposed framework for licensee continuing education (CE) requirements and course approval process and obtain CE Committee and Board approval.	EO	Q1 2023	Completed
1.1.2	Draft proposed language for updated regulations and obtain approval from DCA regulatory counsel.	EO	Q1 2023	Completed
1.1.3	Conduct fiscal analysis of CE regulations and develop proposed fee amounts for course approval and reapproval.	EO	Q1 2023	Completed
1.1.4	Present final regulatory proposal (language and fee amounts) to Board for approval.	EO	Q2 2023	Completed
1.1.5	Finalize regulatory package and initiate the rulemaking process.	EO	Q2 2023	Completed
1.1.6	Inform licensees and CE providers of changes through written notices, outreach, and information sessions.	EO	Q3 2023 – ongoing	In Progress
1.1.7	Complete regulatory process.	EO	Q1 2024	In Progress
<b>1.2</b>	<b>Establish a robust, effective Licensing Committee to identify issues and increase efficiency.</b>			
<b>Success Measure:</b>	The completion of the action plan for all current pending licensing issues.		Q3 2023	60%
1.2.1	Gather background information to educate Licensing Committee members on pending licensing issues.	Licensing Manager	Q1 2023	Completed
1.2.2	Train Licensing Lead (staff member) as a Licensing Committee liaison (calendar, meeting agendas, etc.).	EO and AEO	Q2 2023	Not Started
1.2.3	Educate Licensing Committee members on background and history of prior actions.	EO	Q2 2023 – ongoing	Completed
1.2.4	Identify current issues, discuss possible solutions, and present recommendations to the Licensing Committee Chair.	AEO	Q2 2023	Completed
1.2.5	Staff works with the Licensing Committee Chair to create an action plan for pending and current issues identified above.	AEO and Licensing Lead/Licensing Liaison	Q3 2023	In Progress
<b>1.3</b>	<b>Review reciprocity requirements to minimize barriers to licensure in California.</b>			
<b>Success Measure:</b>	The Board has identified how they are going to minimize any potential barriers to licensure through reciprocity.		Q3 2024	33%
1.3.1	Conduct an environmental scan of reciprocity requirements (1. BCE, 2. Other states, and 3. Other DCA healing art boards).	AEO	Q2 2023	Completed
1.3.2	Analyze the data that has been collected.	AEO	Q3 2023	Completed
1.3.3	Develop potential options and recommendation for the Licensing Committee on how to minimize barriers to licensure.	AEO	Q3 2023	In Progress
1.3.4	Summarize environmental scan, analysis, potential options, and recommendation.	AEO	Q4 2023	In Progress
1.3.5	Present findings and recommendations to the Licensing Committee.	Licensing Lead/Licensing Committee Liaison	Q1 2024	Not Started
1.3.6	Present Licensing Committee's recommendation to the Board.	EO	Q3 2024	Not Started
<b>1.4</b>	<b>Continue to monitor the Board's license fee structure to ensure the Board's financial stability, maintain access to the Board's services, and determine whether the Board needs to consider plans for restructuring its fees.</b>			
<b>Success Measure:</b>	The Board has delivered its report on its fee structures and recommendation to the Legislature.		Q4 2026	57%
1.4.1	Bring any budget issues to the Board's attention.	EO	Q3 2022 – ongoing	Completed
1.4.2	Establish regular and thorough monthly process to monitor BCE's budget and fund condition.	Lead Administrative Analyst	Q1 2023	Completed
1.4.3	Establish quarterly budget meetings with budget analyst at DCA.	Lead Administrative Analyst	Q1 2023	Completed
1.4.4	Conduct analysis of the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	Completed
1.4.5	Provide reports to the Government and Public Affairs Committee on the impact of recent fee restructuring.	Lead Administrative Analyst	Q3 2023 - ongoing	In Progress
1.4.6	Create report on license fee structure (due to Legislature by January 1, 2027).	EO and AEO	Q2 2025	In Progress
1.4.7	Submit license fee structure report to the Legislature with 2026 Sunset Review Report.	EO	Q4 2025	Not Started
<b>Goal Area 2: Enforcement</b>				
<b>2.1</b>	<b>Implement updated disciplinary guidelines, Uniform Standards for Substance Abusing Licensees, and Consumer Protection Enforcement Initiative (CPEI) regulations, to provide consistency and clarity in disciplinary penalties, help educate licensees and the public, and deter violations.</b>			
<b>Success Measure:</b>	Completed regulation process for all three areas (Disciplinary Guidelines, Uniform Standards for Substance Abusing Licensees, and CPEI regulations).		Q4 2025	54%
2.1.1	Disciplinary Guidelines & Uniform Standards – finish developing the proposed guidelines.	AEO	Q1 2023	Completed

2.1.2	Disciplinary Guidelines & Uniform Standards – vet through Regulatory Counsel and DAG Liaison (AGs office).	AEO	Q1 2023	In Progress
2.1.3	Disciplinary Guidelines & Uniform Standards – present proposal to Enforcement Committee.	Enforcement Lead	Q2 2023	Completed
2.1.4	Disciplinary Guidelines & Uniform Standards – present proposal to Board.	Enforcement Lead	Q4 2023	In Progress
2.1.5	Disciplinary Guidelines & Uniform Standards – begin regulatory process.	AEO	Q1 2024	Not Started
2.1.6	Disciplinary Guidelines & Uniform Standards – complete regulatory process.	AEO	Q1 2025	Not Started
2.1.7	CPEI (12 regulations) – develop an action plan for the different regulations (assigning to committees), formalizing plans with committee chairs to clarify assignments.	EO	Q1 2023	Completed
2.1.8	CPEI – develop proposals.	AEO	Q4 2023	Completed
2.1.9	CPEI – vet through DCA Regulatory Counsel.	AEO	Q4 2023	Completed
2.1.10	CPEI – present proposals to appropriate Committees.	Enforcement Lead / Licensing Lead	Q1 2024	Completed
2.1.11	CPEI – present proposals to Board.	Enforcement Lead / Licensing Lead	Q3 2024	Completed
2.1.12	CPEI – begin regulatory process.	AEO	Q4 2024	In Progress
2.1.13	CPEI – complete regulatory process.	AEO	Q4 2025	Not Started
<b>2.2 Streamline internal enforcement processes and standards, including complaint intake, investigations, and case management activities, to increase efficiency and ensure timely action.</b>				
<b>Success Measure:</b>	Enforcement Program is meeting the established performance measure targets.		Q2 2025	43%
2.2.1	Conduct process review with OIO.	Enforcement Analysts	Q4 2022	Completed
2.2.2	Document baseline processing times.	EO	Q1 2023	Completed
2.2.3	Standardize internal enforcement process – make sure all standards are met each time – considering OIO recommendations.	AEO and Enforcement Manager	Q1 2023	Completed
2.2.4	Update duty statements for staff in Enforcement Unit, separating case management from investigations (increasing specialization).	EO	Q1 2023	In Progress
2.2.5	Update and document all processes/ procedures.	AEO and Enforcement Manager	Q2 2023	In Progress
2.2.6	Update training of all staff, cross-train on all tasks.	Enforcement Manager	Q2 2023	In Progress
2.2.7	Measure impact of process improvements on enforcement timeframes.	EO	Q2 2025	In Progress
<b>2.3 Improve the effectiveness of the Enforcement Program by implementing Expert Witness program enhancements, including recruitment, training, and ongoing assessment of diverse subject matter experts in specific areas of chiropractic practice.</b>				
<b>Success Measure:</b>	Program enhancements implemented, observed improvement in expert reports, and higher success rate at hearings.		Q4 2025	13%
2.3.1	Begin recruitment process for new SMEs.	EO	Q1 2023	Completed
2.3.2	Staff review SME applications.	Enforcement Manager	Q1 2023	Not Started
2.3.3	Enforcement Committee members interview and vet potential SMEs.	Enforcement Committee	Q2 2023 – ongoing	Not Started
2.3.4	Contract with SMEs selected experts.	Enforcement Lead	Q2 2023 – ongoing	Not Started
2.3.5	Train SMEs.	EO and AEO	Q3 2023 – ongoing	Not Started
2.3.6	Measure effectiveness of expert witnesses (success ratio, input from Deputy Attorney General (DAG)).	AEO and Enforcement Manager	Q4 2023 – ongoing	In Progress
2.3.7	Report on effectiveness of SMEs to Enforcement Committee and provide any further recommendations.	Enforcement Lead	Q4 2023 – ongoing	In Progress
2.3.8	Continue monitoring effectiveness of Expert Witness Program (identify benchmarks - outcomes and hearing success).	EO and Enforcement Committee	Q4 2025 – ongoing	Not Started
<b>2.4 Develop and implement clearly defined standards for licensee recordkeeping by updating regulations to provide consistency, clarity, and accessibility to licensees, the public, and other stakeholders.</b>				
<b>Success Measure:</b>	Adopted updated standards for licensee recordkeeping into regulation.		Q4 2024	57%
2.4.1	Review and discuss requirements in other states.	EO and Enforcement Committee	Q4 2022	Completed
2.4.2	Develop a regulatory proposal for consideration by Enforcement Committee.	EO	Q1 2023	Completed
2.4.3	Have Legal/Regulations Counsel review proposal.	EO	Q1 2023	Completed
2.4.4	Present proposal to Enforcement Committee for review, discussion, and possible recommendation to Board.	EO	Q2 2023	Completed
2.4.5	Obtain Board approval of proposal.	EO	Q4 2023	In Progress
2.4.6	Begin regulatory process (formally submitting to DCA for approval, ready for Director's Review).	AEO and Enforcement Lead	Q4 2023	Not Started
2.4.7	Complete regulatory process.	AEO and Enforcement Lead	Q4 2024	Not Started
<b>Goal Area 3: Public Relations and Outreach</b>				
<b>3.1 Include more stakeholder ideas and perspectives in Board activities by continuing to foster relationships with legislators, other healing arts boards, professional organizations, and government agencies.</b>				
<b>Success Measure:</b>	Improved at least five relationships with stakeholders across all above groups.		Q4 2023	60%
3.1.1	Identify relationships (existing and potential).	EO and AEO	Q1 2023	Completed
3.1.2	Define each relationship's plan (avenues, content) (include dialogues).	EO and AEO	Q2 2023	Completed
3.1.3	Arrange introductions/open channels of communication when needed.	EO	Q2 2023	Completed



3.1.4	Schedule meetings/forums (develop MOUs if needed).	EO	Q4 2023 – ongoing	In Progress
3.1.5	Managers network/regularly communicate with other healing arts peers (include staff as appropriate).	Enforcement and Licensing Managers	Q4 2023 – ongoing	In Progress
<b>3.2</b>	<b>Continue to increase the Board's presence and availability through diverse outreach opportunities where the Board can collaborate and engage with stakeholders to allow for sharing of feedback, input, and suggestions.</b>			
<b>Success Measure:</b>	Participated in at least three external outreach opportunities and hosted at least three listening sessions.		Q3 2023	20%
3.2.1	Identify existing outreach opportunities where the Board can participate.	EO	Q1 2023	Completed
3.2.2	Publicize opportunities to give feedback to the Board.	AEO	Q1 2023	In Progress
3.2.3	Host roundtable discussions / listening sessions (document feedback).	EO	Q2 2023 – ongoing	In Progress
3.2.4	Review feedback given.	EO and AEO	Q2 2023 – ongoing	In Progress
3.2.5	Communicate feedback to appropriate policy committee chair, determine action (address in public meeting, etc.).	EO and AEO	Q3 2023 – ongoing	In Progress
<b>3.3</b>	<b>Create diverse outreach plans to increase awareness about the profession and the Board's role to build relationships with stakeholders and diversify the profession.</b>			
<b>Success Measure:</b>	Board has approved its outreach plan and released at least three updated materials.		Q1 2024	71%
3.3.1	Document existing communication challenges, opportunities.	EO and AEO	Q1 2023	Completed
3.3.2	Discern what stakeholder groups would like to know (internal, anecdotal, environmental scan feedback).	Licensing/Admin Manager	Q1 2023	Completed
3.3.3	Touch base with DCA outreach/communications unit (what's available, state fair booths, etc.).	EO	Q1 2023	Completed
3.3.4	Develop plan for modes of communication (social media, events, brochures, etc.).	AEO	Q2 2023	Completed
3.3.5	Get plan approval from Government & Public Affairs Committee, then to Board for approval.	AEO	Q3 2023	Completed
3.3.6	Create/maintain outreach calendar.	AEO	Q4 2023	In Progress
3.3.7	Create/update materials (printed materials, PDE) (get Board and legal review).	AEO	Q1 2024	In Progress
<b>3.4</b>	<b>Build an interactive, language accessible social media presence to engage with stakeholders and assess stakeholder sentiment of the Board.</b>			
<b>Success Measure:</b>	Board has developed a presence with at least bi-weekly posts across all accounts.		Q2 2024	78%
3.4.1	Brainstorm among staff on what to share, identify priority items, clarify audiences.	EO	Q1 2023	Completed
3.4.2	Establish internal procedure for use and management of social media accounts.	EO	Q1 2023	Completed
3.4.3	Meet with DCA Office of Public Affairs (strategy and graphics).	EO	Q1 2023	Completed
3.4.4	Discuss social media outreach with Government & Public Affairs Committee, get feedback on what to share.	Lead Admin Analyst	Q2 2023	Completed
3.4.5	Get input from Board members about information to share (events of interest).	Lead Admin Analyst	Q2 2023	Completed
3.4.6	Develop bank of material to share on an ongoing basis.	AEO	Q2 2023 – ongoing	Completed
3.4.7	Develop a system to track other accounts to monitor for sharing potential.	AEO	Q2 2023	Completed
3.4.8	Ask Board-approved colleges for material to share.	Licensing Manager	Q4 2023	In Progress
3.4.9	Review and determine how to measure stakeholder sentiment.	AEO	Q2 2024	In Progress
<b>3.5</b>	<b>Improve the Board's website by providing informative, language accessible content for applicants, licensees, the public, and other stakeholders and enhancing the functionality and user experience.</b>			
<b>Success Measure:</b>	Updated format and content included for all business areas.		Q4 2024	56%
3.5.1	Meet with OIS to determine process, timeline.	EO	Q1 2023	Completed
3.5.2	Assess current site - Get and review metrics from OIS, identify structure and updates needed.	EO	Q1 2023	Completed
3.5.3	Review other DCA boards' websites to get layout ideas, identify a template to adopt.	AEO	Q1 2023	Completed
3.5.4	Prioritize easy fixes and removing any obsolete information.	AEO	Q2 2023	In Progress
3.5.5	Identify what informative content should appear on site (including FAQs, requirements in plain language, and steps).	AEO	Q2 2023	Completed
3.5.6	Review all current forms to improve them (verify ADA compliance, ensure fillable pdf versions, optimize for Connect, and confirm mobile device access).	EO	Q2 2023	Completed
3.5.7	Communicate website redesign request to OIS.	AEO	Q3 2023	In Progress
3.5.8	Update forms.	AEO	Q2 2024	In Progress
3.5.9	Obtain feedback from external users on new website functionality through polls, listening sessions, and informal discussions.	EO and AEO	Q4 2024	In Progress
<b>Goal Area 4: Laws and Regulations</b>				
<b>4.1</b>	<b>Increase efficiency in rulemaking processes to move pending regulatory packages forward, prevent a backlog of packages, and improve staff and Board effectiveness.</b>			
<b>Success Measure:</b>	No current package older than two years.		Q2 2026	78%

4.1.1	Implement regular (monthly) monitoring and reporting progress for pending regulations to maintain visibility.	EO	Q1 2023	Completed
4.1.2	Identify challenges observed in regulatory process.	EO	Q1 2023	Completed
4.1.3	Develop action plan to address all pending regulatory workload items.	EO	Q1 2023	Completed
4.1.4	Discuss proposals as a team to get staff input.	EO	Q1 2023 – ongoing	Completed
4.1.5	Train all lead AGPA and higher staff on rulemaking through DCA and OAL.	AEO	Q2 2023	In Progress
4.1.6	Thoroughly research and develop background information and justification for all regulatory proposals before submitting to a committee for consideration.	AEO and Committee Liaisons	Q2 2023 – ongoing	Completed
4.1.7	Develop initial package as proposals make their way through the committee process (to catch issues before final Board approval).	AEO	Q2 2023 – ongoing	In Progress
4.1.8	Educate Board and Committee members on rulemaking process and best practices (include in onboarding).	EO and DCA Regulatory Counsel	Q3 2023	Completed
4.1.9	Monitor pending regulatory workload volume and completion time.	EO	Q3 2023 – Q2 2026 and ongoing	Completed
<b>4.2 Perform a comprehensive review of existing regulations to identify and address any unnecessary or obsolete regulations and to clarify current regulations as needed.</b>				
<b>Success Measure:</b>	Board has addressed issues identified during comprehensive review.		Q4 2026	44%
4.2.1	Create action plan for review of regulations (possibly group by topic – licensing, enforcement, general).	EO	Q1 2023	Completed
4.2.2	Review all existing regulations to identify unnecessary, obsolete, or unclear regulations (as grouped by topic with staff SMEs).	AEO	Q4 2023	Completed
4.2.3	Develop recommendations to address identified issue(s) for each regulation.	AEO	Q2 2024	Completed
4.2.4	Consult with DCA Regulatory Counsel.	AEO	Q3 2024	Completed
4.2.5	Present final recommendations to appropriate committee for review and discussion.	AEO, Committee Liaisons	Q1 2025	In Progress
4.2.6	Committee makes recommendation to full Board.	Committees	Q4 2025	In Progress
4.2.7	Board approves proposal to amend or repeal as appropriate.	Board	Q4 2025	In Progress
4.2.8	Begin regulatory process.	AEO and Lead Admin Analyst	Q1 2026	In Progress
4.2.9	Complete regulatory process.	AEO and Lead Admin Analyst	Q4 2026	Not Started
<b>Goal Area 5: Organizational Development</b>				
<b>5.1 Update processes and procedures, key staff roles, and staff organizational structure to establish clear responsibilities and increase efficiency.</b>				
<b>Success Measure:</b>	Completed reorganization and have up-to-date documentation for staff roles.		Q3 2023	38%
5.1.1	Ensure all staff duties are accounted for.	EO	Q4 2022	Completed
5.1.2	Finalize reorganization plan and submit it to DCA Office of Human Resources for approval.	EO	Q1 2023	Completed
5.1.3	Conduct change management activities.	Enforcement Manager and Licensing Manager	Q1 2023	Completed
5.1.4	Issue updated duty statements to staff.	Enforcement Manager and Licensing Manager	Q1 2023	In Progress
5.1.5	Implement new organizational structure.	EO	Q1 2023	In Progress
5.1.6	Document current processes and ask for staff feedback and recommendations on proposed improvements (i.e., paperless, customer-focused).	AEO	Q1 2023	In Progress
5.1.7	Standardize, document, and store updated processes and procedures.	AEO	Q2 2023	In Progress
5.1.8	Train staff on the updated processes and procedures.	AEO	Q3 2023	In Progress
<b>5.2 Maintain a high-performance, engaged, and inclusive culture focused on effective training, individual development, and continuous improvement, to recruit and retain quality staff.</b>				
<b>Success Measure:</b>	Improvement in employee engagement scores.		Q2 2024	64%
5.2.1	Encourage an open, receptive, and problem-solving mindset.	EO	Q4 2022	Completed
5.2.2	Put together methods to solicit feedback and suggestions on the different processes. Possible method = role play activities during meetings for staff to better understand and serve stakeholders including consumers, licensees.	EO	Q4 2022	Completed
5.2.3	Conduct employee engagement survey to assess staff morale and establish baseline.	EO	Q1 2023	Completed
5.2.4	Conduct listening sessions to obtain feedback (concerns, problems, etc.) from staff.	EO	Q1 2023	Completed
5.2.5	Review and update job announcements (include telework opportunity).	EO	Q1 2023	Completed
5.2.6	Conduct all staff meetings to maintain line of communication and follow up on concerns, questions, etc. from listening sessions.	EO	Q1 2023 – ongoing	Completed
5.2.7	Identify potential training topics for staff and management.	AEO	Q1 2023 – ongoing	Completed
5.2.8	Implement basic cross-training for all Board processes (including Connect training).	AEO	Q1 2023 – ongoing	In Progress
5.2.9	Develop and deliver and/or sign up for staff trainings as a team.	AEO	Q2 2023	Completed
5.2.10	Develop and disseminate customer satisfaction survey.	AEO	Q2 2023 – ongoing	In Progress

5.2.11	Encourage Individual Development Plans (IDP) and conduct regular check ins to help staff to be effective and well-rounded in their own position and develop additional areas of interest.	EO	Q4 2023 – ongoing	In Progress
5.2.12	Conduct second employee engagement survey to assess staff morale and identify additional opportunities for improvement (from 5.2.3).	EO	Q1 2024	In Progress
5.2.13	Create action plan for improvement based on engagement survey results.	EO	Q2 2024	Completed
5.2.14	Implement action plan to address employee engagement results and improvements.	EO and AEO	Q4 2024	In Progress
<b>5.3</b>	<b>Promote diverse, inclusive, and effective communication styles and opportunities to improve intraorganizational collaboration.</b>			
<b>Success Measure:</b>	Positive results on the annual communication survey.		Q2 2023	64%
5.3.1	Encourage staff feedback and two-way communication during unit meetings.	EO	Q4 2022 – ongoing	Completed
5.3.2	Implement and share a monthly structured report (follow through on updates and decisions) with Board members and staff.	EO	Q1 2023	Completed
5.3.3	Present monthly report highlights during Board meetings.	EO	Q1 2023	Completed
5.3.4	Re-establish regular unit meetings.	Licensing Manager, Enforcement Manager	Q1 2023	Completed
5.3.5	Encourage staff to review Board and committee meeting agendas, meeting minutes, and relevant meeting materials.	EO	Q1 2023	Completed
5.3.6	Create a resource list for liaisons to know which staff members to reach out to regarding specific topics.	AEO	Q1 2023	Completed
5.3.7	Introduce committee liaison to committees' chairs.	EO	Q1 2023	In Progress
5.3.8	Introduce Board liaison to Board members.	EO	Q1 2023	Not Started
5.3.9	Add liaison contact information to existing rosters and the Board's website.	EO	Q1 2023	Not Started
5.3.10	Communicate any updates (new Board members) to staff.	AEO	Q2 2023	Completed
5.3.11	Create and distribute an annual survey to get feedback from staff and Board members regarding communication and collaboration.	AEO	Q4 2023 – ongoing	Not Started
<b>5.4</b>	<b>Re-design the board member onboarding procedures and orientation processes, considering diverse learning styles, to create effective and engaged board members.</b>			
<b>Success Measure:</b>	Board has implemented the new onboarding and orientation process and the new materials have been shared with all Board members.		Q2 2023	67%
5.4.1	Present proposed framework for a new orientation and onboarding process for new Board members to Government and Public Affairs Committee	EO	Q4 2022	Completed
5.4.2	Create welcome package (include forms).	Board Liaison/EO	Q1 2023	Completed
5.4.3	Update Board member resource binder.	Board Liaison/EO	Q1 2023	Completed
5.4.4	Update new Board member training session materials.	Board Liaison/EO	Q1 2023	Completed
5.4.5	Outline Board member mentor responsibilities.	Board Liaison/EO	Q1 2023	Completed
5.4.6	Familiarize staff with mandatory Board member paperwork that needs to be completed upon appointment and annually.	Board Liaison/EO	Q2 2023	Completed
5.4.7	Create desk manual/guidelines for Board Liaison and share with all staff.	Board Liaison/EO	Q2 2023	In Progress
5.4.8	Update Board Member Administrative Procedure Manual with updated framework.	Board Liaison/EO	Q2 2023	In Progress



**Agenda Item 11  
February 13, 2025**

**Review, Discussion, and Possible Action on Regulatory Proposal Regarding  
Appeal Process for Contested Citations and Licensee Compliance with Assessed  
Fines (amend California Code of Regulations [CCR], Title 16, sections 390.4 and  
390.5)**

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**Purpose of the Item**

The Board will review and discuss minor, but substantive, edits to the regulatory proposal regarding the appeal process for contested citations and licensee compliance with assessed fines.

**Action Requested**

The Board will be asked to approve the proposed text to amend California Code of Regulations (CCR), title 16, sections 390.4 and 390.5 and authorize the Executive Officer to initiate the rulemaking process.

**Background**

During the October 19, 2023 meeting, the Board approved proposed regulatory text that would: 1) make conforming changes to the Board's system for issuing citations to ensure it contains each of the required provisions found within Business and Professions Code section 125.9, subdivision (b); and 2) extend the deadline for requesting an informal conference to contest a citation to 30 days from the date of issuance on the citation for consistency with the timeframe for requesting a formal administrative hearing.

While preparing the rulemaking package for this proposal, staff and regulatory counsel determined that minor, but substantive, edits to the regulatory text are necessary before initiating the rulemaking process and submitting the package to the Office of Administrative Law (OAL).

Specifically, the following substantive changes were made to the previously-approved regulatory text:

1. Staff replaced the term "licensee" with "cited person" and "they" in CCR, title 16, section 390.4, subdivision (a) because any cited person, not just a licensee, may request a formal administrative hearing to contest a citation.

## Citation Appeal Process and Licensee Compliance

February 13, 2025

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2. Staff replaced the term “cited person” with “licensee” in CCR, title 16, section 390.5, subdivision (b) because the Board can only take this action against a licensee, not any cited person.

These substantive changes are highlighted in the attached proposed regulatory text to amend CCR, title 16, sections 390.4 and 390.5.

At this meeting, the Board is asked to review and discuss these substantive changes to the proposed text and consider making a motion to proceed with this regulatory proposal.

**Suggested Motion:** Rescind the prior approval of the proposed regulatory text from October 19, 2023, approve the newly proposed regulatory text to amend California Code of Regulations, title 16, sections 390.4 and 390.5 presented in the meeting materials, direct the Executive Officer to take all steps necessary to initiate the rulemaking process, authorize the Executive Officer to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory change.

### **Attachment**

- Proposed Regulatory Language to Amend California Code of Regulations, Title 16, Sections 390.4 and 390.5

DEPARTMENT OF CONSUMER AFFAIRS  
**TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS**

**PROPOSED REGULATORY LANGUAGE**  
**Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines**

<b>Legend:</b> Added text is indicated with an <u>underline</u> . Deleted text is indicated by <del>strikeout</del> .
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**Amend Sections 390.4 and 390.5 of Article 9 of Division 4 of Title 16 of the California Code of Regulations to read as follows:**

**§ 390.4. Contested Citations.**

(a) The citation shall inform the licensee cited person that if ~~he/she~~ the licensee they desires a hearing to contest the finding of a violation, that hearing shall be requested by written notice to the ~~the~~ Board within 30 calendar days of the date of issuance of on the citation. If a licensee does not request a hearing pursuant to this subsection, the Board shall not construe the licensee's payment of any fine to constitute an admission of a charged violation. Hearings shall be held pursuant to the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(b) In addition to requesting a hearing provided for in subdivision (a) of this section, the cited person may, within ~~44~~ 30 calendar days ~~after service of~~ the date of issuance on the citation, submit a written request for an informal conference with the Executive Officer.

(c) The Executive Officer or ~~his/her~~ their designee shall, within 30 calendar days from receipt of the written request, hold an informal conference with the person cited ~~and/or his/her~~ the cited person's legal counsel or authorized representative, if any.

(d) The Executive Officer or ~~his/her~~ their designee may affirm, modify, or dismiss the citation, at the conclusion of the informal conference. A written decision stating the reasons for the decision shall be mailed to the cited person and ~~his/her~~ the cited person's legal counsel or authorized representative, if any, within 14 calendar days from the date of the informal conference. This decision shall be deemed to be a final order with regard to the citation issued.

(e) If the citation is dismissed, the request for a hearing shall be deemed withdrawn. If the citation is affirmed or modified, the cited person may, in ~~his/her~~ their discretion, withdraw the request for a hearing or proceed with the administrative hearing process.

NOTE: Authority cited: Sections 125.9 and 148, ~~1000-4(b) and 1000-10~~, of the Business and Professions Code; and Sections 4(b) and 4(e) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii. Reference: ~~Sections 1000-4(b) and 1000-10, 125.9 of the Business and Professions Code; and Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii.~~

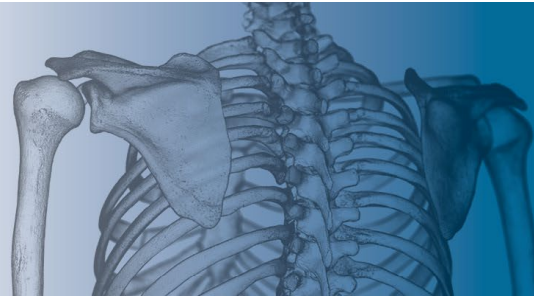
### **§ 390.5. Compliance with Citation/Order of Abatement.**

(a) Orders of abatement may be extended for good cause. If a cited person who has been issued an order of abatement is unable to complete the correction within the time set forth in the citation because of conditions beyond ~~his/her~~ their control after the exercise of reasonable diligence, the person cited may request an extension of time from the Executive Officer or ~~his/her~~ their designee in which to complete the correction. Such a request shall be in writing and shall be made within the time set forth for abatement.

(b) Failure of a licensee to pay a fine or comply with an order of abatement, or both, within 30 calendar days of the date of assessment or order, unless the citation is being appealed, shall constitute unprofessional conduct and cause for the Board taking disciplinary action against the licensee. When a licensee does not contest the citation, or the cited person licensee does not prevail on their appeal of the citation, and a fine is not paid, the Board shall add the full amount of the assessed fine to the fee for renewal of the license. The Board shall not renew a license without the licensee's payment of the renewal fee and fine. ~~When a citation or order of abatement is not contested or if the order is appealed and the person cited does not prevail, failure to abate the violation within the time allowed or pay the fine that is imposed, if one was, shall constitute a violation and a failure to comply with the citation or order of abatement.~~

(c) ~~Failure to timely comply with an order of abatement or pay a fine that is imposed is unprofessional conduct and may result in disciplinary action being taken by the board.~~

NOTE: Authority cited: Sections 125.9 and 148, ~~1000-4(b) and 1000-10~~, of the Business and Professions Code; and Sections 4(b), 4(e), and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii. Reference: ~~Sections 1000-4(b) and 1000-10, 125.9 of the Business and Professions Code; and Section 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii.~~



**Agenda Item 12  
February 13, 2025**

**Discussion and Selection of Board Members to Serve as the Delegate and  
Alternate Delegate to the Federation of Chiropractic Licensing Boards (FCLB) and  
National Board of Chiropractic Examiners (NBCE)**

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**Purpose of the Item and Action Requested**

The Board will be asked to select members to serve as the delegates and alternate delegates to the Federation of Chiropractic Licensing Boards (FCLB) and the National Board of Chiropractic Examiners (NBCE) for 2025.

**Background**

FCLB is a national consortium of chiropractic licensing boards that works to facilitate the sharing of information among the states and Canadian provinces and serves as a forum for the discussion of important regulatory issues involving the chiropractic profession. NBCE is the testing agency for the chiropractic profession and develops, administers, and scores standardized examinations that assess knowledge, higher-level cognitive abilities, and problem solving in various basic science and clinical science subjects.

Annually, each chiropractic licensing board selects two members to serve as their official representatives to FCLB and NBCE, known as the “delegate” and “alternate delegate.” In 2024, Laurence Adams, D.C. and Claudia Sandino, D.C. were the delegate and alternate delegate, respectively, to FCLB, and David Paris, D.C. and Dr. Adams were the delegate and alternate delegate, respectively, to NBCE.

FCLB and NBCE have scheduled the following meetings in 2025:

- FCLB 2025 Annual Conference and NBCE 2025 Annual Meeting: April 30, 2025 through May 4, 2025, St. Louis, Missouri
- FCLB Districts I & IV Regional Meeting: September 25–28, 2025, Omaha, Nebraska

At this meeting, the Board will be asked to select members to serve as the delegates and alternate delegates to FCLB and NBCE for 2025. Staff recommends that either the delegate or alternate delegate to FCLB be available to travel to the spring annual conference in St. Louis and the fall regional meeting in Omaha.





**Agenda Item 13  
February 13, 2025**

## **Update, Discussion, and Possible Action on Potential Legislation Related to the Practice of Chiropractic on Animals**

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### **Purpose of the Item**

The Board will receive an update on potential legislation to allow direct access to certified animal chiropractic practitioners who are registered with the Board.

### **Action Requested**

The Board will be asked to review and discuss the legislative proposal.

### **Background**

#### **Regulation of “Animal Chiropractic” in California**

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

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

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

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

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

## Potential Animal Chiropractic Legislation

February 13, 2025

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

A doctor of chiropractic who fails to comply with the provisions of CCR, title 16, section 2038 is considered to be engaged in the unlicensed practice of veterinary medicine and is subject to a citation and fine by VMB or criminal prosecution, as well as disciplinary action by the Board for unprofessional conduct and exceeding the scope of practice of chiropractic.

### Animal Chiropractic in Other States

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

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

## Potential Animal Chiropractic Legislation

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

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

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

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

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

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

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

## **Potential Animal Chiropractic Legislation**

**February 13, 2025**

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In March 2023, Kentucky passed a bill to create a new “allied animal health professional” credential under the Veterinary Practice Act to allow doctors of chiropractic to legally practice animal chiropractic after obtaining the credential through the Kentucky Board of Veterinary Examiners.

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

### **Potential 2025–26 Legislative Proposal to Allow Direct Access to Animal Chiropractic in California**

Marissa Palmer, D.C., Bek Jarzombek, D.C., and members of the California Chiropractic Association’s (CalChiro) Animal Chiropractic Committee have been advocating for direct access to animal chiropractic care in California and the regulation of animal chiropractic practitioners by the Board.

This stakeholder group initially requested that the Board consider implementing regulations to allow the practice of animal chiropractic by certified doctors of chiropractic; however, the practice of veterinary medicine is regulated by VMB, not the Board, and without explicit statutory authority, it is unlikely that the Board would be able to adopt regulations regarding animal chiropractic. Board staff suggested the group consider pursuing legislation to allow direct access for animal chiropractic care.

#### *Problem Addressed Through Legislative Proposal*

According to the stakeholder group, the public is seeking out well-trained animal chiropractors for their animals causing the profession of animal chiropractic to grow at a rapid pace. However, California law currently requires doctors of chiropractic to work under the direct supervision of a veterinarian when adjusting animals, and as a result, VMB is sending cease and desist letters and citations to doctors of chiropractic for practicing veterinary medicine without a license. Additionally, they claim this law limits the public’s access to chiropractic care for their animals, creates unnecessary liabilities on veterinarians, requires unrealistic veterinarian-chiropractor practice procedures, and increases costs for animal owners. They add that owners are experiencing difficulty in getting an animal chiropractic appointment in a timely manner for their animals due to limitations in aligning veterinarians’ and chiropractors’ patient schedules to accommodate the direct supervision requirement, as well as difficulty in finding a veterinary office willing to work with certified animal chiropractors due to time, lack of chiropractic knowledge, or lack of desire.

The group claims there is no statistical evidence that well-trained animal chiropractors require direct supervision by a veterinarian to reduce harm to the public. They claim the

## Potential Animal Chiropractic Legislation

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argument of safety is hypothetically based, not evidence based, and animal chiropractic is a safe and cost-effective option to the public and their animals.

The group also notes that VMB's MSM regulation does not differentiate between non-certified and certified animal chiropractors, and they state that certified animal chiropractors have the training, skill, competency, and additional education for identifying red flags and increasing safety. The group further claims that VMB's regulation is creating opportunities for "bodyworkers" with no licenses or regulatory bodies to "swoop in" on cases through an underground market of unlicensed and untrained professionals.

The group believes their legislative proposal to allow direct access to certified animal chiropractors in California will increase access to and reduce costs for animal chiropractic care, protect the public, prevent unnecessary animal/pet euthanasia, reduce emotional stress for animal owners, reduce liability for veterinarians, and ensure animal chiropractic practitioners are regulated by their profession.

### *Animal Chiropractic Proposal*

Senator Rosilicie Ochoa Bogh is planning to introduce a bill during the 2025–26 legislative session for direct access to certified animal chiropractors who have registered with the Board. Specifically, the proposal would:

- Define "animal chiropractic" as the evaluation and treatment of an animal's vertebral or extremity joint dysfunction through spinal, joint, or musculoskeletal manipulative therapy or soft tissue therapy.
- Define an "animal chiropractic practitioner" as a person licensed as a chiropractor by the Board who holds a current, valid certification from AVCA, IVCA, or any other credentialing organization specified by the Board through regulation.
- Require an animal chiropractic practitioner to register with the Board in a manner specified by the Board.
- Authorize the registered animal chiropractic practitioner to provide animal chiropractic without the supervision of a veterinarian only to the types of animals on which the animal chiropractic practitioner has received training.
- Require the animal chiropractic practitioner to obtain a completed application for care form for each animal evaluated or treated that contains the following:
  1. A statement that the chiropractor is not a licensed veterinarian and cannot maintain primary responsibility for the animal's care.
  2. A statement that animal chiropractic is intended to replace traditional veterinary care and is considered an alternative therapy to be used

## Potential Animal Chiropractic Legislation

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- concurrently and in conjunction with traditional veterinary care by a licensed veterinarian.
3. A question as to whether the animal has been seen by a licensed veterinarian within the past 12 months.
  4. A question as to whether a licensed veterinarian has provided a diagnosis of the medical condition of the animal for which animal chiropractic is sought, and if so, a request to specify the diagnosis.
  5. A statement authorizing the doctor of chiropractic to provide animal chiropractic to the animal.
- Require the animal chiropractic practitioner to maintain a medical record for each animal evaluated or treated and provide the record upon request to the animal's veterinarian.
  - Require the Board to maintain and make available to the public a list of registered animal chiropractic practitioners.
  - Specify that an animal's veterinarian is not liable for any actions or omissions of an animal chiropractic practitioner.
  - Require an animal chiropractic practitioner to comply with all regulations of the Board applicable to chiropractors, unless otherwise specified by the Board by regulation.
  - Authorize the Board to adopt regulations necessary to implement the provisions of this bill. However, the following regulations, if adopted, must be adopted in consultation with VMB: regulations regarding the standards of medicine or care for an animal; and regulations to remove or specify additional credentialing organizations for animal chiropractic practitioners.
  - Authorize a chiropractor who works under the supervision of a veterinarian to practice animal chiropractic without being registered by the Board.
  - Exempt an animal chiropractic practitioner registered and practicing pursuant to this bill from the provisions of the Veterinary Medicine Practice Act.

At this meeting, the Board will be asked to review and discuss the proposed animal chiropractic bill language.

### **Attachment**

- Proposed Animal Chiropractic Bill Language (Author's Copy – Not Yet Introduced)

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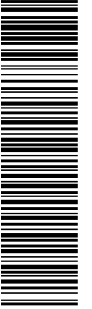
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An act to add Article 3 (commencing with Section 1070) to Chapter 2 of Division 2 of the Business and Professions Code, relating to healing arts.

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## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Article 3 (commencing with Section 1070) is added to Chapter 2 of Division 2 of the Business and Professions Code, to read:

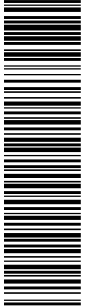
## Article 3. Animal Chiropractic

1070. As used in this article:

- (a) "Animal" means any living animal other than a human being.
- (b) "Animal chiropractic" means the evaluation and treatment of an animal's vertebral or extremity joint dysfunction through spinal, joint, or musculoskeletal manipulative therapy or soft tissue therapy.
- (c) "Animal chiropractic practitioner" means a person licensed as a chiropractor by the State Board of Chiropractic Examiners and who holds a current, valid certification from any of the following:
  - (1) The American Veterinary Chiropractic Association, unless otherwise specified by regulation.
  - (2) The International Veterinary Chiropractic Association, unless otherwise specified by regulation.
  - (3) Any other credentialing organization that the board specifies by regulation adopted under this article.
- (d) "Board" means the State Board of Chiropractic Examiners.
- (e) "Licensed veterinarian" means a person licensed by the Veterinary Medical Board pursuant to the Veterinary Medicine Practice Act (Chapter 11 (commencing with Section 4800)).

1071. (a) A chiropractor who is not registered as an animal chiropractic practitioner by the board pursuant to this article shall not do either of the following if they are not under the supervision of a veterinarian:

- (1) Practice animal chiropractic.
  - (2) Represent that the person is, or hold themselves out to the public as, an animal chiropractic practitioner.
- (b) All of the following apply to a chiropractor who is an animal chiropractic practitioner:
- (1) The chiropractor shall register with the board as an animal chiropractic practitioner in a manner specified by the board.
  - (2) The chiropractor may provide animal chiropractic only to types of animals on which the animal chiropractic practitioner has received training.
  - (3) The chiropractor may provide animal chiropractic without supervision by a licensed veterinarian.
  - (4) The chiropractor shall obtain a completed application for care form for each animal evaluated or treated in accordance with subdivision (c).
  - (5) The chiropractor shall maintain for at least three years a medical record for each animal evaluated or treated that includes the application for care form and, on request, shall provide the medical record to the animal's veterinarian in a timely fashion.
- (c) Before providing animal chiropractic in accordance with this section, a chiropractor shall require the animal's owner, owner's agent, or another person





responsible for the animal to complete and sign an application for care form that contains at least the following:

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

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

(3) A question as to whether the animal has been seen by a licensed veterinarian within the past 12 months.

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

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

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

(e) This section does not restrict a licensed veterinarian from engaging in the practice of veterinary medicine pursuant to the Veterinary Practice Act or prevent any other individual from lawfully acting in a manner pursuant to the scope of practice pursuant to this division.

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

(g) (1) An animal chiropractic practitioner shall comply with all regulations of the board applicable to chiropractors, unless otherwise specified by the board by regulation.

(2) The board may adopt regulations necessary to implement this article. The following regulations, if adopted, shall be adopted in consultation with the Veterinary Medical Board in accordance with paragraph (2):

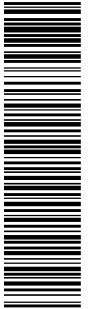
(A) Regulations regarding standards of medicine or care for an animal.

(B) Regulations to remove or specify additional credentialing organizations for purposes of subdivision (c) of Section 1070.

(3) When considering adopting, amending, or repealing a regulation, the board shall, in a timely manner, provide to the Veterinary Medical Board the full text of the regulation proposed to be adopted, amended, or repealed. The Veterinary Medical Board shall informally vote on whether to adopt, amend, or repeal the regulation at its next regularly scheduled meeting. Regardless of whether the vote is affirmative or not, the State Board of Chiropractic Examiners may proceed with the adoption, amendment, or repeal of the regulation in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(h) A chiropractor who works under the supervision of a veterinarian is authorized to practice animal chiropractic without being registered by the board pursuant to this section.

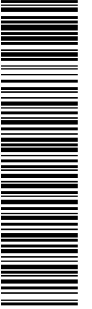
1072. An animal chiropractic practitioner registered and practicing pursuant to this article is exempt from the provisions of the Veterinary Medicine Practice Act (Chapter 11 (commencing with Section 4800)).



SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

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## LEGISLATIVE COUNSEL'S DIGEST

Bill No.

as introduced, Ochoa Bogh.

General Subject: Chiropractors: animal chiropractic practitioners.

Existing law, the Chiropractic Act, enacted by an initiative measure, provides for the licensure and regulation of chiropractors by the State Board of Chiropractic Examiners. A violation of the act is a misdemeanor.

Existing law, the Veterinary Medicine Practice Act, provides for the licensure and regulation of veterinarians and the practice of veterinary medicine by the Veterinary Medical Board.

This bill would prohibit a chiropractor who is not under the supervision of a veterinarian from practicing animal chiropractic, as defined, without being registered as an animal chiropractic practitioner by the State Board of Chiropractic Examiners and satisfying certain requirements, including holding a certificate from one of specified entities, unless otherwise specified by the board. The bill would specify that the board shall establish requirements for registration and would establish conditions and requirements for practicing animal chiropractic. The bill would require an animal chiropractic practitioner to comply with regulations of the board applicable to chiropractors, would authorize the board to adopt regulations necessary to implement the bill's provisions, and would require the board, if adopting specified regulations, to consult with the Veterinary Medical Board, including regulations regarding standards of medicine or care for an animal. The bill would make an animal chiropractic practitioner exempt from the Veterinary Medicine Practice Act.

By expanding the scope of a crime under the Chiropractic Initiative Act, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.



250562694563BILL



**Agenda Item 14  
February 13, 2025**

**Review, Discussion, and Possible Action on Potential Plan to Phase Out the Automated Printing and Mailing of Renewal Application Forms to Each Licensee**

**Purpose of the Item**

Staff will present the Board with a recommendation to transition to paperless license renewal notifications by 2030.

**Action Requested**

The Board will be asked to discuss and provide input on staff’s recommendation to replace automated renewal application forms with postcards beginning July 1, 2026, and set a goal of replacing the postcards with automated email notifications by December 31, 2029.

**Background**

The Board annually prints and mails a renewal notice and application to the address of record of each holder of a doctor of chiropractic (DC) license, a satellite certificate, and a corporation certificate approximately 60 days prior to the expiration date of the license or certificate. An automated delinquency notice is also mailed to the holder of a DC license or satellite certificate that has not been renewed within 60 days following its expiration date.

Licensees can renew their DC licenses and satellite certificates online through their Connect accounts and they can renew their corporation certificates online using the Department of Consumer Affairs payment portal. They can also renew their licenses and certificates by mailing a completed renewal application and check or money order to the Board’s office for manual processing.

<b>Renewal Method</b>	<b>FY 2022–23</b>	<b>FY 2023–24</b>	<b>FYTD 2024–25</b>
Corporation – Paper	88%	86%	82%
Corporation – Online	12%	14%	18%
DC – Paper	71%	63%	51%
DC – Online	29%	37%	49%
Satellite – Paper	70%	60%	60%
Satellite – Online	30%	40%	40%

## **Phase Out Mailing of Renewal Applications**

**February 13, 2025**

**Page 2**

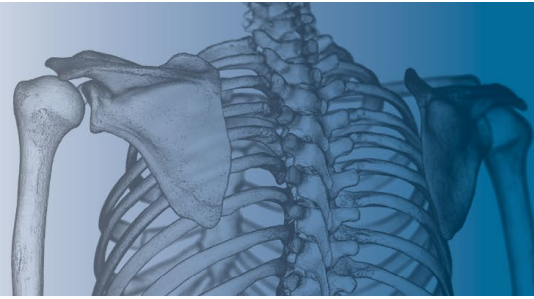
During FY 2023–24, the Board sent a total of 19,926 of automated renewal notices at a cost of approximately \$20,768. Staff estimates the Board can save up to \$11,708, or 56 percent, annually by transitioning from these traditional renewal notices and applications to a postcard renewal reminder.

In addition to cost savings, the postcard renewal reminders are more efficient for the vendor to print, enabling faster delivery to licensees, and they use less paper, aligning with eco-friendly initiatives. The postcard reminders will also encourage licensees to renew their licenses and certificates online, thereby significantly reducing the amount of staff time spent manually processing renewal applications.

Staff recommends the Board consider phasing out the printing and mailing of automated renewal notices using the following approach:

- Beginning July 1, 2026, stop mailing the traditional printed renewal notices and applications, and, instead, send a postcard renewal reminder to the holder of each DC license and corporation certificate. The postcard for the DC license would also include instructions for adding, renewing, or cancelling any satellite certificates.
- By December 31, 2029, replace the postcard renewal reminders with automated email notifications to each licensee with an email address on file with the Board, and only mail the postcard reminders to licensees who do not have email addresses on file.

At this meeting, the Board will be asked to review and discuss the potential plan to phase out the automated renewal application forms and possibly transition to paperless renewal notifications by 2030.



**Agenda Item 15  
February 13, 2025**

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## **Continuing Education Committee Report**

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### **Purpose of the Item**

Committee Chair Laurence Adams, D.C. will provide the Board with an update on the December 13, 2024 Continuing Education Committee meeting.

The Board will also review and discuss the Committee's recommendation regarding the regulatory proposal to mandate basic life support (BLS) certification as a condition for licensure in active status (add California Code of Regulations [CCR], title 16, section 371.1).

### **Action Requested**

The Board will be asked to discuss and provide policy direction on the regulatory proposal to mandate BLS certification for active licensees.

### **Background**

The Continuing Education Committee met via teleconference (Webex) on December 13, 2024, and discussed the following regulatory proposals:

#### **Proposal to Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (add CCR, Title 16, section 371.1)**

The Committee continued its policy discussion of the proposal to mandate BLS provider or advisor certification as a condition of licensure in active status. The Committee discussed the enhancements to public safety by ensuring licensees maintain and practice their BLS provider or advisor skills through recertification every two years, rather than a one-time educational requirement. The Committee voted to move the conceptual proposal to add CCR, title 16, section 371.1 to the full Board for consideration (see Attachment 2).

At this meeting, the Board is asked to discuss and provide input on the proposal.

#### **Proposal to Create a Process for Granting Extensions to the Annual Continuing Education Requirement to Licensees Who Have Been Adversely Affected by a Natural Disaster, State of Emergency, Medical Condition, or Other Hardship During Their License Renewal Period (add CCR, Title 16, section 364.1)**

## **Continuing Education Committee Report**

**February 13, 2025**

**Page 2**

The Committee also discussed a proposal to create a process for licensees to apply for and receive a temporary extension of time not to exceed 180 days to comply with the annual continuing education requirements for license renewal if the licensee has been adversely affected by a hardship within their license renewal period, such as a natural disaster, a state or federal declared state of emergency, or a temporary or permanent medical condition or disability affecting the licensee or their immediate family member or other dependent. Staff is finalizing the proposal based on the Committee's input and expects to present it to the Committee for review and a recommendation to the Board at the next meeting.

### **Attachments**

1. December 13, 2024 Continuing Education Committee Meeting Notice and Agenda
2. Proposed Language to Add California Code of Regulations, Title 16, Section 371.1 (Basic Life Support Certification Requirement) [Conceptual Draft for Board Discussion]



**Agenda Item 15  
Attachment 1**

**NOTICE OF TELECONFERENCE**  
**CONTINUING EDUCATION COMMITTEE MEETING**

**Committee Members**

Laurence Adams, D.C., Chair  
Pamela Daniels, D.C.  
Rafael Sweet

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

**Friday, December 13, 2024**  
**12:30 p.m. to 2:30 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 Continuing Education 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=m466816e216a1bd76ea132d8a8c9a1935>

**If joining using the link above**

Webinar number: 2495 892 6706  
Webinar password: BCE1213

**If joining by phone**

+1-415-655-0001 US Toll  
Access code: 2495 892 6706  
Passcode: 2231213

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

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



**Note:** Members of the public may also submit written comments to the Committee on any agenda item by Tuesday, December 10, 2024. Written comments should be directed to [chiro.info@dca.ca.gov](mailto: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 December 1, 2023 Committee Meeting Minutes**
- 4. Update on Board's Continuing Education Program**
- 5. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (add California Code of Regulations [CCR], Title 16, section 371.1)**
- 6. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Create a Process for Granting Extensions to the Annual Continuing Education Requirement to Licensees Who Have Been Adversely Affected by a Natural Disaster, State of Emergency, Medical Condition, or Other Hardship During Their License Renewal Period (add CCR, Title 16, section 364.1)**
- 7. 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.]
- 8. Adjournment**

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

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

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

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

DEPARTMENT OF CONSUMER AFFAIRS  
**TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS**

**PROPOSED REGULATORY LANGUAGE**

**Basic Life Support Certification Requirement**

<b>Legend:</b> Added text is indicated with an <u>underline</u> .
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**Add Section 371.1 to Article 7.5 in Division 4 of Title 16 of the California Code of Regulations to read as follows:**

**§ 371.1. Basic Life Support Certification Requirement.**

(a) All licensees holding an active license to practice chiropractic shall maintain a current and continuous provider or advisor level certification in Basic Life Support through the completion of an American Heart Association (AHA), American Red Cross (ARC), or Health and Safety Institute (HSI) course in Basic Life Support.

(b) For purposes of this section, a Basic Life Support provider or advisor course shall include all of the following:

(1) Instruction in rescue breathing and cardiopulmonary resuscitation (CPR) for adults, children, and infants, including multi-rescuer scenarios;

(2) Instruction in the use of an automated external defibrillator (AED) with CPR;

(3) Instruction in relief of foreign-body airway obstruction and choking for adults, children, and infants; and

(4) Successful completion of a written examination and a live skills assessment.

(c) Pursuant to Section 361, subdivision (d)(2), licensees may earn up to a maximum of two (2) hours of continuing education credit per license renewal period for completion of the Basic Life Support provider or advisor course required by this section. Continuing education credit shall only be granted for the renewal period in which the course was completed.

(d) Licensees shall secure and retain records of Basic Life Support provider or advisor certification for four (4) years from the date of completion and submit those records to the Board for auditing upon request.

(e) This section shall not apply to licensees while on active duty as a member of the United States Armed Forces or the California National Guard who meet the exemption

requirements specified in Business and Professions Code section 114.3, subdivision (a)(1) through (3).

NOTE: Authority cited: Sections 4(b) and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 4(b), 4(e), and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii, and Section 114.3 of the Business and Professions Code.

DRAFT



**Agenda Item 16  
February 13, 2025**

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## **Government and Public Affairs Committee Report**

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### **Purpose of the Item**

Committee Chair Janette N.V. Cruz will provide the Board with an update on the December 16, 2024 Government and Public Affairs Committee meeting.

The Board will also review and discuss a proposed action plan to prepare for the Board's next sunset review in 2026.

### **Action Requested**

The Board will be asked to review and discuss the proposed action plan to prepare for sunset review.

### **Background**

The Government and Public Affairs Committee met via teleconference (Webex) on December 16, 2024, and discussed the following items:

### **Action Plan to Prepare for the Board's 2026 Sunset Review**

Each year, the Assembly Business and Professions Committee and the Senate Business, Professions, and Economic Development Committee hold joint sunset review oversight hearings to review the boards and bureaus under the Department of Consumer Affairs (DCA). The sunset review process provides an opportunity for the Legislature, DCA, the boards, and interested parties and stakeholders to discuss the performance of the boards and make recommendations for improvements. The Board was last reviewed in 2022 and is scheduled for its next sunset review in 2026.

The sunset review process involves five main phases:

1. **Sunset Review Report:** In summer 2025, the Assembly Business and Professions Committee or the Senate Business, Professions, and Economic Development Committee will provide a report template requesting specific information and data from the Board. Staff drafts the Sunset Review Report for review and discussion by the Board. The final report must be reviewed and approved by the Board before it is submitted to the Legislature in or around December 2025.

## Government and Public Affairs Committee Report

February 13, 2025

Page 2

2. **Background Paper/Issue Document:** About two weeks before the Board's scheduled hearing date in February or March 2026, the Board will receive a background paper from Assembly Business and Professions Committee or the Senate Business, Professions, and Economic Development Committee staff summarizing the Sunset Review Report information and identifying any issues that need to be addressed by the Board.
3. **Sunset Review Hearing:** The Board Chair and Executive Officer will testify before the Assembly Business and Professions Committee and the Senate Business, Professions, and Economic Development Committee in a joint sunset review oversight hearing in February or March 2026.
4. **Submission of Written Responses to Issues and Recommendations:** The Board has 30 calendar days from the date of the sunset hearing to prepare written responses to the new issues and recommendations identified in the background paper, as well as any additional questions or issues that may have come up during the hearing. The Board must meet and approve the written responses before submission.
5. **Sunset Bill:** A bill will be introduced to extend the Board's sunset review date. The bill may also include more substantive policy issues based on the Board's recommendations in the Sunset Review Report and issues identified by committee staff in the background paper.

The Committee and staff developed a proposed action plan to assist the Board in preparing for sunset review in 2026 (see Attachment 2). During this meeting, the Board will be asked to review and discuss the plan.

### **Strategic Plan Objective 3.3 to Create Diverse Outreach Plans to Increase Awareness About the Profession and the Board's Role to Build Relationships with Stakeholders and Diversify the Profession**

The Committee reviewed the Board's existing outreach plan and discussed increasing outreach at chiropractic programs through Board member presentations on preparing for practice and the licensure process. The Committee also discussed potentially utilizing other committees to assist in developing outreach materials for their target audiences, and the need to compile a list of points of contact for the various associations and institutions.

### **Strategic Plan Objective 3.5 to Improve the Board's Website by Providing Informative, Language Accessible Content for Applicants, Licensees, the Public, and Other Stakeholders and Enhancing the Functionality and User Experience**

Staff shared that DCA's Office of Public Affairs (OPA) is in the initial phases of a department-wide project to standardize and deliver a consistent, accessible user experience across all boards and bureaus websites. OPA is consulting with the Office of

## **Government and Public Affairs Committee Report**

**February 13, 2025**

**Page 3**

Data and Innovation (ODI) on the project and will share additional information with the programs as the project progresses through the implementation phases. Additionally, during summer 2024, all Board staff completed training in California's plain language standard and writing tips through ODI.

The Committee and staff also discussed using web analytics to prioritize updates to the content, publications, and resources on the Board's website. Staff plans to work with the Committee to update the Board's existing publications and create additional publications and website content throughout 2025.

### **Attachments**

1. December 16, 2024 Government and Public Affairs Committee Meeting Notice and Agenda
2. Proposed Action Plan for 2026 Sunset Review



**Agenda Item 16  
Attachment 1**

**NOTICE OF TELECONFERENCE**  
**GOVERNMENT AND PUBLIC AFFAIRS COMMITTEE MEETING**

**Committee Members**

Janette N.V. Cruz, Chair  
David Paris, D.C.  
Claudia Sandino, D.C.

**The Board of Chiropractic Examiners' (Board) Government and Public Affairs  
Committee will meet by teleconference on:**

**Monday, December 16, 2024**  
**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 Government and Public Affairs 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=mbffb1906b78df80c4703b8467636a383>

**If joining using the link above**

Webinar number: 2492 263 1816  
Webinar password: BCE1216

**If joining by phone**

+1-415-655-0001 US Toll  
Access code: 2492 263 1816  
Passcode: 2231216

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

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



**Note:** Members of the public may also submit written comments to the Committee on any agenda item by Wednesday, December 11, 2024. Written comments should be directed to [chiro.info@dca.ca.gov](mailto: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 December 4, 2023 Committee Meeting Minutes**
- 4. Update on Board’s Administration Program, Including Budget and Fund Condition, Business Modernization, and Status of Board’s Pending Rulemaking Packages and 2022–2026 Strategic Plan Objectives**
- 5. Review, Discussion, and Possible Recommendation Regarding Action Plan to Prepare for Board’s 2026 Sunset Review**
- 6. Review, Discussion, and Possible Recommendation Regarding Strategic Plan Objective 3.3 to Create Diverse Outreach Plans to Increase Awareness About the Profession and the Board’s Role to Build Relationships with Stakeholders and Diversify the Profession**
- 7. Review, Discussion, and Possible Recommendation Regarding Strategic Plan Objective 3.5 to Improve the Board’s Website by Providing Informative, Language Accessible Content for Applicants, Licensees, the Public, and Other Stakeholders and Enhancing the Functionality and User Experience**
- 8. Future Agenda Items**

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

## 9. Adjournment

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

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

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

**Proposed Action Plan for 2026 Sunset Review**

<b>Action Description</b>	<b>Responsible</b>	<b>Due Date</b>
Begin drafting 2026 Sunset Review Report based on 2024 template	Executive Officer	Feb 2025
Identify remaining issues from 2022 Sunset Review Report that require discussion and input from Board/Committees	Executive Officer	Mar 2025
Summarize key issues from 2022–2024 sunset hearings and brief Board/Committees	Executive Officer	Mar 2025
Attend 2025 sunset hearings and brief Board/Committees on current issues for other boards	Executive Officer	Mar 2025
Identify new policy issues for inclusion in 2026 Sunset Review Report	Committee Chairs and Executive Officer	Apr 2025
Discuss remaining issues from 2022 Sunset Review Report and develop responses	Committee Chairs and Executive Officer	Jun 2025
Review and provide input on initial draft of 2026 Sunset Review Report	Board	Jul 2025
Discuss and develop new policy issues for inclusion in 2026 Sunset Review Report	Committee Chairs and Executive Officer	Aug 2025
Review and approve final draft of 2026 Sunset Review Report	Board	Oct 2025
Finalize 2026 Sunset Review Report and submit to Legislature	Executive Officer	Dec 2025
Draft Board Chair’s introductory statement for sunset hearing	Executive Officer	Jan 2026
Receive and review background paper, develop initial responses, finalize introductory statement, and prepare for hearing	Board Chair and Executive Officer	Feb 2026
Participate in a mock hearing to practice introductory statement and prepare for hearing	Board Chair and Executive Officer	Feb 2026

Action Description	Responsible	Due Date
Testify at Joint Sunset Review Oversight hearing	Board Chair and Executive Officer	Feb or Mar 2026
Review and approve written responses to issues in background paper	Board	Mar 2026
Work with legislative staff on Board's sunset bill, attend and testify at hearings, and submit position letters	Executive Officer	Mar – Aug 2026
Develop implementation plan for Board's sunset bill (effective date January 1, 2027) and begin drafting regulations, if necessary	Executive Officer	Sep 2026



**Agenda Item 17  
February 13, 2025**

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## **Enforcement Committee Report**

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### **Purpose of the Item**

Committee Chair Rafael Sweet will provide the Board with an update on the December 19, 2024 Enforcement Committee meeting.

The Board will also review and discuss the Committee's recommendations regarding the regulatory proposals to update the minimum supervision and training requirements for clinical assistants within a chiropractic practice setting (amend California Code of Regulations [CCR], title 16, section 312) and update the record keeping and retention requirements for chiropractic patient records (amend CCR, title 16, section 318).

### **Action Requested**

The Board will be asked to discuss and provide policy direction on the regulatory proposals to update the supervision and training requirements for clinical assistants and update the record keeping and retention requirements for chiropractic patient records.

### **Background**

The Enforcement Committee met via teleconference (Webex) on December 19, 2024, and discussed the following regulatory proposals:

#### **Proposal to Update the Minimum Supervision and Training Requirements for Clinical Assistants Within a Chiropractic Practice Setting (amend CCR, Title 16, section 312)**

The Committee concluded its policy discussion regarding the proposal to update the minimum supervision and training requirements for chiropractic assistants. This proposal would specify the minimum training requirements for chiropractic assistants who assist a licensee with clinical procedures and adjunctive physiotherapy services under direct or indirect supervision. This proposal would also prohibit a chiropractic assistant from modifying or deviating from a supervising licensee's written treatment plan and orders. Additionally, the proposal would require a chiropractic assistant who works under a licensee's indirect supervision to complete a basic life support provider or advisor certification course and meet minimum competency requirements through certification, education, or experience. The Committee voted to move the conceptual

## **Enforcement Committee Report**

**February 13, 2025**

**Page 2**

proposal to amend CCR, title 16, section 312 to the full Board for consideration (see Attachment 2).

At this meeting, the Board is asked to discuss and provide input on the proposal.

### **Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)**

During the January 12, 2024 Board meeting, the Board reviewed and discussed the conceptual draft of the regulatory text to amend CCR, title 16, section 318. The Board noted potential concerns with the requirements to document the patient's gender, height, and weight during the initial visit and suggested specifying orthopedic and neurological testing as part of the initial examination to further clarify the expected standard for licensees.

Based on the Board's input, orthopedic and neurological testing were added to the examination requirement. Additionally, after reviewing other states' regulations and the Federation of Chiropractic Licensing Boards' model regulations, the patient's gender was removed from the documentation requirements and the term "approximate" was added for the patient's height and weight. The Committee also discussed the minimum documentation requirements as they relate to wellness visits. Following the discussion, the Committee voted to move the conceptual proposal to amend CCR, title 16, section 318 to the full Board for consideration (see Attachment 3).

At this meeting, the Board is asked to discuss and provide input on the proposal.

### **Proposal to Update the Board's *Disciplinary Guidelines and Model Disciplinary Orders* and Implement the Uniform Standards for Substance Abusing Licensees (amend CCR, Title 16, section 384)**

Staff provided the Committee with an update on the development of proposed regulatory text to amend CCR, title 16, section 384, incorporate the updated *Disciplinary Guidelines and Model Disciplinary Orders* by reference, and implement the Uniform Standards for Substance Abusing Licensees. Based on the fact that the Committee has engaged in detailed policy discussions of all aspects of the proposal, the Committee voted to move the proposal to the full Board when the text is complete. Staff anticipates presenting the final proposal to the Board at the April 17, 2025 meeting.

### **Attachments**

1. December 19, 2024 Enforcement Committee Meeting Notice and Agenda
2. Proposed Language to Amend California Code of Regulations, Title 16, Section 312 (Supervision and Training Requirements for Chiropractic Assistants) [Conceptual Draft for Board Discussion]
3. Proposed Language to Amend California Code of Regulations, Title 16, Section 318 (Chiropractic Patient Records and Accountable Billings) [Conceptual Draft for Board Discussion]



**Agenda Item 17  
Attachment 1**

**NOTICE OF TELECONFERENCE  
ENFORCEMENT COMMITTEE MEETING**

**Committee Members**

Rafael Sweet, Chair  
Laurence Adams, D.C.  
David Paris, D.C.

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

**Thursday, December 19, 2024**

**12:30 p.m. to 2:30 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 Enforcement 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=m112f68107d9ec91d45b1a38952a1d51f>

**If joining using the link above**

Webinar number: 2482 807 7695

Webinar password: BCE1219

**If joining by phone**

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Access code: 2482 807 7695

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

**Note:** Members of the public may also submit written comments to the Committee on any agenda item by Monday, December 16, 2024. Written comments should be directed to [chiro.info@dca.ca.gov](mailto: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 December 8, 2023 Committee Meeting Minutes**
- 4. Update on Board's Enforcement Program**
- 5. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Minimum Supervision and Training Requirements for Chiropractic Assistants Within a Chiropractic Practice (amend California Code of Regulations [CCR], Title 16, section 312)**
- 6. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)**
- 7. Review, Discussion, and Possible Recommendation Regarding Regulatory Proposal to Update the Board's *Disciplinary Guidelines and Model Disciplinary Orders* and Implement the Uniform Standards for Substance Abusing Licensees (amend CCR, Title 16, section 384)**
- 8. Future Agenda Items**  
Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]
- 9. Adjournment**



## BCE Enforcement Committee Meeting Agenda

December 19, 2024

Page 3

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

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

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

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

Proposed Language to Amend California Code of Regulations, Title 16,  
Section 312

**§ 312. Illegal Practice Supervision and Training Requirements for Chiropractic Assistants.**

~~Unlicensed individuals are not permitted to diagnose, analyze, or perform a chiropractic adjustment. An “unlicensed individual” is defined as any person, including a student or graduate of a chiropractic institution, who does not hold a valid California chiropractic license. An exemption is hereby created for student doctors participating in board approved preceptorship programs.~~

(a) As used in this section, a “chiropractic assistant” means an unlicensed person who assists a supervising California licensed doctor of chiropractic (“supervising licensee”) with providing clinical procedures and adjunctive physiotherapy services to patients in a chiropractic setting.

(b) The supervising licensee shall:

(1) Ensure each chiropractic assistant has the necessary knowledge, skills, and training to safely and effectively perform a delegated patient care service or task before assigning the service or task to the chiropractic assistant.

(2) Document that each chiropractic assistant working under indirect supervision has completed a Basic Life Support provider or advisor certification course and met one of the following competency requirements:

(A) Obtained a chiropractic assistant certification through the Federation of Chiropractic Licensing Boards (FCLB) or another organization that is recognized and approved by the Board;

(B) Graduated from an accredited doctor of chiropractic, physical therapy, or physical therapist assistant program; or

(C) Completed a minimum of 2,000 hours of supervised clinical experience as a chiropractic assistant, medical assistant, or physical therapy aide.

(3) Initially examine and prepare a written treatment plan and orders for a patient prior to the provision of physiotherapy treatment by a chiropractic assistant under indirect supervision. The chiropractic assistant shall follow and provide only the specific treatment orders and parameters defined and documented in the written plan.

(c) The permitted activities of ~~unlicensed individuals~~ chiropractic assistants are as follows:

(a1) ~~Unlicensed individuals~~ Chiropractic assistants may take the history and vital signs of a patient. However, this activity is separate from the consultation which at all times must be conducted by the ~~licensed doctor~~ supervising licensee. The supervising licensee must confirm the history with the patient and determine all appropriate evaluations, imaging, examinations, and referrals.

(b2) ~~Unlicensed individuals~~ Chiropractic assistants may conduct standard neurological, orthopedic, physical and chiropractic examinations, ~~except they may not perform such examinations which require diagnostic or analytic interpretations nor may they at the direction of the supervising licensee.~~ However, chiropractic assistants shall not render a conclusion either verbally or in writing to a patient regarding the patient's physical condition. ~~As an example, unlicensed individuals may not perform evaluations of heart or lung soundings. Such individuals~~ The chiropractic assistants shall be at all times under the immediate and direct supervision of a licensed Doctor of Chiropractic the licensee.

~~“Immediate and dDirect supervision” means the licensed Doctor of Chiropractic supervising licensee shall be at all times on the premises present in the same facility where the examinations are being conducted. The licensed Doctor of Chiropractic supervising licensee shall be responsible for the verification of the recorded findings and will be solely responsible for rendering a conclusion based on the findings.~~

(c3) ~~Unlicensed individuals~~ Chiropractic assistants may administer ~~physical~~ physical physiotherapy treatments as an adjunct to chiropractic adjustment, provided the ~~physical~~ physical physiotherapy treatment is conducted as directed and specified by the supervising licensee’s written treatment plan and, at a minimum, under the adequate indirect supervision of a licensee licensed Doctor of Chiropractic.

~~Adequate “Indirect supervision” means shall include all of the following:~~

(1) ~~The supervising licensee doctor shall be physically present in the same chiropractic facility with the unlicensed individual chiropractic assistant during at least fifty twenty-five percent (25%) of the facility’s patient care hours each month any work week or portion thereof the said individual is on duty unless this requirement has been waived by the board. The supervising licensee doctor shall be on-call and readily available to the said individual within fifteen (15) minutes by direct verbal communication at all other times for advice, assistance and instruction, unless another licensee is physically present at the facility or on-call. The chiropractic assistant shall also be trained to immediately activate emergency medical services during an emergency.~~

(2) ~~The doctor shall initially examine and prepare a written treatment program for a patient prior to the providing of physical therapy treatment by the unlicensed individual.~~

~~(34) The doctor supervising licensee shall provide perform periodic reevaluation of the patient and reassessment of the treatment plan and the patient's progress toward meeting treatment goals program and of the individual's performance in relation to the patient. "Periodic reevaluation" shall mean at least once every thirty (30) days the patient is under active care.~~

~~(4) The doctor shall perform and record an evaluation of the patient and his or her response to treatment at the termination thereof.~~

~~(d5) The supervising licensee is responsible for evaluating a radiographic image before any markings are added that obstruct portions of a body part. The supervising licensee may refer the evaluation of radiographic images to a radiologist. Following the supervising licensee's review of the radiograph, the Unlicensed individuals chiropractic assistant may mark X-ray films administered generated by a supervising licensee Doctor of Chiropractic. "Marking X-rays" is defined as drawing and measuring between reference points and making angular and linear measurements. Unlicensed individuals Chiropractic assistants are not permitted to make any diagnostic conclusions or chiropractic analytical listings, and tThe licensed doctor supervising licensee is responsible for any pathological entities covered or obstructed by the markings.~~

~~(ed) Unlicensed individuals Chiropractic assistants may shall not; administer~~

~~(1) Generate X-rays unless they hold a valid X-ray technician certificate from issued by the Department of Public Health Services, Radiologic Health Branch, or participate under the direct supervision of a licensed Doctor of Chiropractic in licensee as part of a training program approved by that department and set forth in Section 25668.1 of the California Health and Safety Code. This prohibition, set forth in Section 30403 of Title 17 of the California Administrative Code includes the following activities:~~

~~(1A) Positioning of patient;~~

~~(2B) Setting up of X-ray machines;~~

~~(3C) Pushing a button to generate a radiographic beam;~~

~~(4D) Developing of films. However, the Department of Public Health Services has determined that unlicensed individuals may develop X-ray film if that is their sole radiologic responsibility.~~

~~(2) Chiropractic assistants are not permitted to diagnose, analyze, perform a chiropractic adjustment, or modify or deviate from the supervising licensee's written treatment plan and orders. If a patient presents for physiotherapy treatment with a new symptom or complaint, the chiropractic assistant shall consult with the supervising licensee before providing the planned physiotherapy treatment to the patient.~~

(e) ~~Unlicensed individuals~~ Chiropractic assistants who exceed the permitted scope of practice set forth in this regulation shall be in violation of Section 15 of the Chiropractic Act and shall be subject to citation by the Board and prohibited from applying for a California chiropractic license for such time as may be determined by the ~~Board~~. ~~Student doctors participating in board approved preceptorship programs are not to be considered “unlicensed individuals” when working in said program.~~

(f) A former licensee of the Board, or of any healing arts board under Division 2 of the Business and Professions Code, whose license was revoked or surrendered through disciplinary action shall be prohibited from independently participating in any form of patient treatment or billing and must perform all activities within the facility under the direct supervision of a licensed doctor of chiropractic.

(g) This section shall not apply to the following:

(1) An individual licensed by another healing arts board under Division 2 of the Business and Professions Code and acting within the capacity and scope of their license;

(2) A chiropractic student while participating in a preceptorship program under the direct supervision of a licensee through a chiropractic program approved by the Board pursuant to Article 4, Section 330 et seq; or

(3) An unlicensed individual who solely performs non-clinical, administrative services such as scheduling, billing, and general clerical duties.

(h) A violation of this section shall constitute unprofessional conduct and shall subject the supervising licensee to disciplinary action.

NOTE: Authority cited: Section 4(b) of the Chiropractic Initiative Act of California (Stats. 1923, p. lxxxviii). Reference: Section 15 of the Chiropractic Initiative Act of California (Stats. 1923, p. lxxxviii) and ~~Section 25668.1, California Health and Safety Code; Section 30403 of Title 17, California Administrative Code.~~

**Proposed Language to Amend California Code of Regulations, Title 16,  
Section 318**

**§ 318. Chiropractic Patient Records/ and Accountable Billings.**

(a) Creation of Chiropractic Patient Records and Required Content. Chiropractic patient records shall be contemporaneously and legibly documented during each patient encounter in the patient file. Each licensed doctor of chiropractic shall ensure the content of their records is accurate and supports all diagnoses, recommendations, treatments/services rendered, and billings.

At a minimum, the chiropractic patient file shall contain the following records:

- (1) The patient's full name and date of birth;
- (2) Signed written informed consent as specified in Section 319.1;
- (3) Documentation of the initial patient visit, including the:
  - (A) Date and purpose of the visit;
  - (B) Pertinent patient history, including medical, surgical, family medical, social, and occupational;
  - (C) Description of the patient's symptom(s) or complaint(s) in terms of onset, provocation/palliation, quality, region/radiation, severity, and time.
  - (D) Patient's approximate height and weight;
  - (E) Patient's vital signs as clinically indicated;
  - (F) Diagnostic imaging or laboratory tests as clinically indicated;
  - (G) Examination, including orthopedic and neurological testing, and findings;
  - (H) Assessment and diagnosis with the applicable diagnosis code(s);
  - (I) Prognosis;
  - (J) Treatment plan and goals of care, including any recommendations or orders;
  - (K) Any treatment(s) or service(s) provided and the patient's response; and
  - (L) The full name and signature of the doctor of chiropractic who examined the patient and developed the treatment plan.

(4) Documentation of any subsequent patient visit(s), including the:

(A) Date and purpose of the visit;

(B) Any changes in history or complaint(s) since the last visit;

(C) Assessment of any change(s) in the patient's condition since the last visit;

(D) Periodic reexamination as clinically indicated;

(E) Any modification to the treatment plan or goals of care;

(F) Any treatment(s) or service(s) provided and the patient's response;

(G) The full name and either the signature or initials of the treating doctor of chiropractic.

(5) Any chiropractic x-rays, or evidence of the transfer of said x-rays.

(6) Any records or reports obtained from other health care providers, imaging facilities, or laboratories.

(7) Documentation of any correspondence or communications with the patient or with any other party regarding the patient, such as a legal representative, an insurance company, or another health care provider.

(ab) Retention of Chiropractic Patient Records. Each licensed chiropractor doctor of chiropractic is required to maintain all active and inactive chiropractic patient records for five (5) years from the date of the doctor's patient's last treatment of the patient visit, or at least three (3) years after the patient reaches the age of twenty-one (21), whichever occurs later, unless state or federal laws require a longer period of retention. Active chiropractic records are all chiropractic records of patients treated within the last twelve (12) months. Chiropractic patient records shall be classified as inactive when there has elapsed a period of more than twelve (12) months since the date of the last patient treatment.

All chiropractic patient records shall be available to any representative of the Board upon presentation of patient's written consent or a valid legal order. Active chiropractic patient records shall be immediately available to any representative of the Board at the chiropractic office where the patient has been or is being treated. Inactive chiropractic patient records shall be available upon ten (10) days' notice to any representative of the Board. The location of said inactive records shall be reported immediately upon request.

~~Active and inactive chiropractic patient records must include all of the following:~~

~~(1) Patient's full name, date of birth, and social security number (if available);~~

~~(2) Patient gender, height and weight. An estimated height and weight is acceptable where the physical condition of the patient prevents actual measurement;~~

~~(3) Patient history, complaint, diagnosis/analysis, and treatment must be signed by the primary treating doctor. Thereafter, any treatment rendered by any other doctor must be signed or initialed by said doctor;~~

~~(4) Signature of patient;~~

~~(5) Date of each and every patient visit;~~

~~(6) All chiropractic X-rays, or evidence of the transfer of said X-rays;~~

~~(7) Signed written informed consent as specified in Section 319.1.~~

(c) Disposal of Chiropractic Patient Records. A licensed doctor of chiropractic may dispose of chiropractic patient records through confidential destruction or permanent deletion after the minimum retention period specified in subdivision (b) has passed.

(d) Retirement, Sale, or Closure of a Practice. In the event that a doctor of chiropractic plans to retire, sell, or close their practice, the doctor of chiropractic shall establish a plan for the maintenance of their chiropractic patient records for the minimum retention period specified in subdivision (b) and provide written notice to the Board and to each patient by first class mail to the patient's last known address or by secure electronic message to the patient's last known email address at least thirty (30) days prior to the date of retirement, sale, or closure of the practice. The notice shall contain the following information:

(1) A statement that the doctor of chiropractic is or will no longer be practicing chiropractic and the date that the doctor ceased or will cease practicing;

(2) The name, mailing address, and contact information of the custodian of the patients' chiropractic patient records;

(3) Instructions for how the patient may access, inspect, or obtain a copy of their chiropractic patient records, including any fee for providing the records in accordance with Health and Safety Code section 123110, subdivision (j); and

(4) Instructions for how the patient may submit a claim for a refund for any prepaid treatment(s) or service(s) not rendered by the doctor of chiropractic prior to the termination of practice.

(e)(1) Transfer of Chiropractic Patient Records Due to Incapacity or Death of a Licensee. Each licensed doctor of chiropractic shall establish a plan for the transfer and maintenance of their chiropractic patient records for the minimum retention period specified in subdivision (b) to another licensed doctor of chiropractic in the event they become incapacitated, deceased, or otherwise unable to practice chiropractic.



(2) In the event a doctor of chiropractic becomes incapacitated, dies, or is or will be otherwise unable to practice, within sixty (60) days, the doctor of chiropractic or their personal representative, succeeding doctor of chiropractic, heir, trustee, executor, administrator, or conservator shall provide written notice to the Board and to each patient by first class mail to the patient's last known address or by secure electronic message to the patient's last known email address. The notice shall contain the information specified in subdivision (d)(1)–(4).

(b) Accountable Billings. Each licensed ~~chiropractor~~ doctor of chiropractic is required to maintain billing records for services performed and ensure accurate billing of his or her ~~their~~ chiropractic services whether or not such chiropractor is an employee of any business entity, whether corporate or individual, and whether or not billing for such services is accomplished by an individual or business entity other than the licensee. In the event an error occurs which results in an overbilling, the licensee must promptly make reimbursement of the overbilling whether or not the licensee is in any way compensated for such reimbursement by ~~his~~ their employer, agent or any other individual or business entity responsible for such error. Failure by the licensee, within 30 days after discovery or notification of an error which resulted in an overbilling, to make full reimbursement constitutes unprofessional conduct.

Note: Authority cited: Section 4000-4(b), ~~Business and Professions Code (of the Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii))~~. Reference: Section 4000-4(b), ~~Business and Professions Code (of the Chiropractic Initiative Act of California, (Stats. 1923, p. 4xxxviii))~~ and Section 123110 of the Health and Safety Code.



**Agenda Item 18  
February 13, 2025**

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## **Licensing Committee Report**

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### **Purpose of the Item**

Committee Chair Pamela Daniels, D.C. will provide the Board with an update on the January 9, 2025 Licensing Committee meeting.

The Board will also review and discuss the regulatory proposal to update the requirements for Board approval of doctor of chiropractic (DC) degree programs and the Committee's recommendation regarding the renewal and restoration process for DC licenses.

### **Action Requested**

The Board will be asked to discuss and provide policy direction on the regulatory proposals.

### **Background**

The Licensing Committee met via teleconference (Webex) on January 9, 2025, and discussed the following regulatory proposals:

**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)**

The Board's current requirements for approval of chiropractic degree programs are contained within CCR, title 16, sections 330 through 331.16. On July 16, 2020, the Board initially 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 for rulemaking and was returned the Committee for further study, discussion, and development.

Dr. Daniels engaged in a series of discussions with the Council on Chiropractic Education (CCE) and representatives from the chiropractic programs regarding the need for the Board's regulations to be more contemporary and less prescriptive to allow

## Licensing Committee Report

February 13, 2025

Page 2

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, psychiatry, and mental health, 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.

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.

The Committee and staff are developing a regulatory proposal to implement the changes to the Board's approval 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 (16 CCR § 331.5);

- 5) Establish requirements for chiropractic preceptorship programs in California, including direct, on-site supervision by a Board-registered preceptor, patient notification, and record keeping (16 CCR § 331.6); and
- 6) Repeal unnecessary, duplicative, or obsolete regulations to CCE's 2025 accreditation standards and institutional accreditation standards (formerly 16 CCR §§ 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16).

At this meeting, the Board is asked to provide feedback on the working draft of this regulatory proposal, particularly the clinical competency requirements within CCR, title 16, section 331.5.

**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)**

The Committee and staff are developing regulatory language to clarify the application and examination process for initial DC 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 sections 115.4, 115.5, 115.6, and 135.4. Additionally, the proposal, as drafted, would introduce a new prelicensure competency requirement that requires an applicant to have either passed the National Board of Chiropractic Examiners (NBCE) Part IV practical examination or actively practiced chiropractic in another state within the four-year period preceding their license application.

Staff is finalizing the proposal based on the Committee's input and plans to present it to the Committee for review and a recommendation to the full Board at the next meeting.

**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)**

The requirements for renewing and restoring DC licenses are outlined in 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.

The Committee and 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. Additionally, the proposal would require all licensees seeking to restore a cancelled license to complete 96 hours of Board-approved CE, including a proportional amount of the mandatory hours, pass the CCLE, and meet one of the following competency requirements:

- 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
- Passed the NBCE Part IV practical examination within six months prior to submitting the restoration application.

After discussion, the Committee voted to move the conceptual proposal to amend CCR, title 16, sections 370 and 371 to the full Board for consideration (see Attachment 3).

At this meeting, the Board is asked to discuss and provide input on the proposal.

### **Attachments**

1. January 9, 2025 Licensing Committee Meeting Notice and Agenda
2. Proposed Language to 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 Board Discussion]

3. 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 Board Discussion]



**Agenda Item 18  
Attachment 1**

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

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

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

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

DEPARTMENT OF CONSUMER AFFAIRS  
**TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS**

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

<b>Legend:</b> Added text is indicated with an <u>underline</u> . Deleted text is indicated by <del>strikeout</del> .
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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 program” means an educational program that leads to a doctor of chiropractic degree offered 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. “Chiropractic program” has the same meaning as “chiropractic school or college” as used in the Act.

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

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

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

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

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

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

(n) “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.

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

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

(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 or other health setting 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. 4xxxviii). Reference: Sections 4(b), 4(e), and 4(f), 4(g), and 5 of the Chiropractic Initiative Act of California,

**§ 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 program:

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

(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, provost, 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 program'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 program'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, NBCE examination pass rates, 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.

### **§ 331.3. Supervision.**

~~(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.~~

~~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, embryology, histology, and human dissection</u>	<del>616</del> <u>588</u> clock hours (or equivalent)
Group II	Physiology, <del>(must include laboratory work)</del> <u>including blood, lymph, circulation, respiration, excretion, digestion, metabolism, endocrines, special senses, and nervous system</u>	<del>264</del> <u>252</u> clock hours (or equivalent)
Group III	Biochemistry, clinical nutrition, and dietetics, <u>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</u>	<del>264</del> <u>252</u> clock hours (or equivalent)
Group IV	Pathology, <u>microbiology, bacteriology, pharmacology, and toxicology</u>	<del>440</del> <u>420</u> clock hours (or equivalent)
Group V	Public health, hygiene, <del>and sanitation,</del> and emergency care, <u>including first aid, minor surgery, prevention of the spread of disease, and public health regulations</u>	<del>432</del> <u>126</u> clock hours (or equivalent)

Group VI	<u>Physical, clinical, laboratory, and differential diagnosis, including 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>	<del>792</del> <u>696</u> clock hours (or equivalent)
	<u>Dermatology</u>	<u>60</u> clock hours (or equivalent)
Group VII	<u>Obstetrics, gynecology, and pediatrics, including routine diagnostic procedures and clinical and laboratory examinations</u>	<del>132</del> <u>126</u> clock hours (or equivalent)
Group VIII	<u>Principles and practice of chiropractic, 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>	<del>430</del> <u>400</u> clock hours (or equivalent)
	<u>Clinic, including office procedure</u>	<del>518</del> <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>Mental health, Psychiatry, or psychology</u>	<del>32</del> <u>30</u> clock hours (or equivalent)
Electives		<del>660</del> <u>630</u> clock hours (or equivalent)
<i>Total</i>		<del>4,400</del> <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 task trainer, 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) PHYSIOTHERAPY~~Physiotherapy: 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 program 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 program 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 chiropractic student peers.~~

A physical examination shall include an evaluation of all vital signs, case history, review of systems, 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 task trainers. ~~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 program.

(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 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 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 within 48 hours of the clinical encounter.

(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 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:

(l) 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

DEPARTMENT OF CONSUMER AFFAIRS  
**TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS**

**PROPOSED REGULATORY LANGUAGE**  
**Renewal and Restoration of Doctor of Chiropractic Licenses**

<b>Legend:</b> Added text is indicated with an <u>underline</u> . Deleted text is indicated by <del>strikeout</del> .
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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 sSubmit 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 Part IV practical 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. 4xxxviii). Reference: Sections ~~4000-4(b), 4000-10, and 4000-12~~ of the ~~Business and Professions Code~~ (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii), 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

<b>Name:</b>	Last	First	Middle	Former	<b>License No.:</b>  Date of Forfeiture or Cancellation:
<b>Address:</b>	Number	Street			
	<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Telephone:</b>	Residence	Business			
	( )	( )			
<b>Practice Address:</b>	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:**

<b>Name of College:</b>	Address	City/State	Zip	<b>Graduation Date:</b>

**FOR OFFICE USE ONLY**

<b>Date Cashiered:</b> _____	<b>Amount:</b> _____
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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 19**  
**February 13, 2025**

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## **Future Agenda Items**

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### **Purpose of the Item**

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

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



**Agenda Item 20**  
**February 13, 2025**

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### **Closed Session**

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#### **Purpose of the Item**

The Board will meet in closed session to:

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



**Agenda Item 21**  
**February 13, 2025**

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## **Adjournment**

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