



MODIFIED

NOTICE OF TELECONFERENCE BOARD MEETING

Board Members

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

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

Friday, November 7, 2025

2:00 p.m. to 3:00 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](https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m2310ba8a4e2445683cbaac92d399ed3d)

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=m2310ba8a4e2445683cbaac92d399ed3d>

If joining using the link above

Webinar number: 2499 052 9719

Webinar password: BCE117

If joining by phone

+1-415-655-0001 US Toll

Access code: 2499 052 9719

Passcode: 223117

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: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Board on any agenda item by Tuesday, November 4, 2025. Written comments should be directed to chiro.info@dca.ca.gov for Board consideration.

Teleconference Meeting Locations

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

231 Del Monte Road
El Granada, CA 94018

3455 Knighton Road
Redding, CA 96002

38 Blue Water Circle
Sacramento, CA 95831

1545 Broadway
San Francisco, CA 94109

101 Andrieux Street
Sonoma, CA 95476

The Board may take action or engage in discussion 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. Review and Possible Approval of October 9, 2025 Board Meeting Minutes

4. Elections of Board Officers for 2026

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

5. Review, Discussion, and Possible Action Regarding Comments Received During the 45-Day Public Comment Period and Proposed Responses Thereto for the Board's Rulemaking to Amend California Code of Regulations, Title 16, section 363.1 (Distance Learning)

6. Review, Discussion, and Possible Action on Finalizing and Adopting the Board's 2026 Sunset Review Report

7. 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.]

8. Adjournment

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

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 persons with disabilities. A person who has questions or needs a disability-related accommodation or modification to participate in the meeting may submit a request to the Board. Please submit the request at least five (5) business days before the meeting to ensure availability of the requested accommodation.

Board Contact Person: Tammi Pitto

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

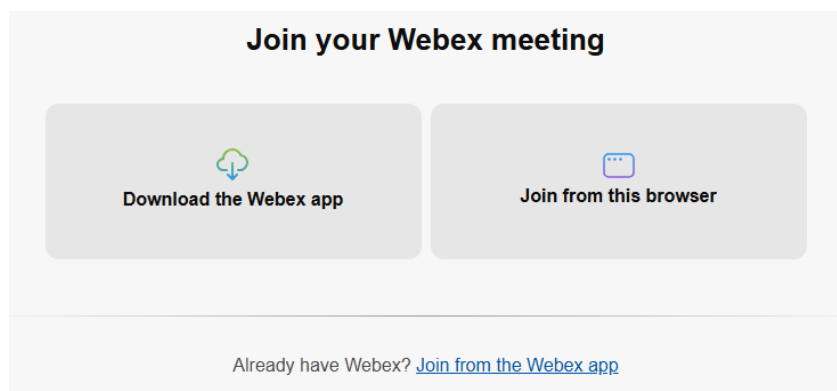
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

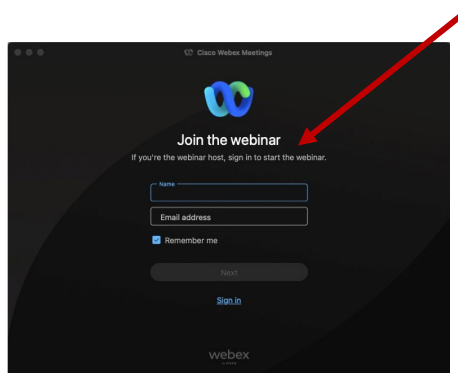
Recommended: Join using the meeting link.

- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.



- 3 Enter your name and email address*. Click "Next."
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 as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join 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 or on the meeting agenda.

A screenshot of the Webex 'Enter the meeting number' form. It features the Webex logo at the top, followed by the text 'Enter the meeting number'. Below this is a text input field labeled 'Meeting number' which is highlighted with a red rectangular box. A red arrow points to the 'Continue' button located below the input field.

To view more information about the event, enter the event password.

A screenshot of the Webex 'Enter the event password' form. It displays 'Event number: 2482 000 5913' at the top. Below this is a text input field labeled 'Enter the event password' which is highlighted with a red rectangular box. A red arrow points to the 'OK' button located below the input field.

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

< Back to List

Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |
(UTC-07:00) Pacific Time (US & Canada)



Join Event



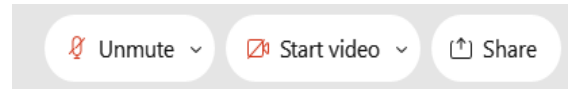
OR

Alternative 2. 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 or on the agenda.

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



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 invites them to unmute their microphone. Only panelists will be offered starting their video camera.

Attendees/Members of the Public

Joined via Meeting Link

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.



Joined via Telephone (Call-in User)



- When you are asked to unmute yourself, press *6.
- When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

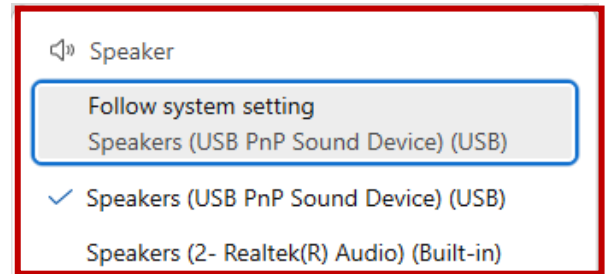
1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



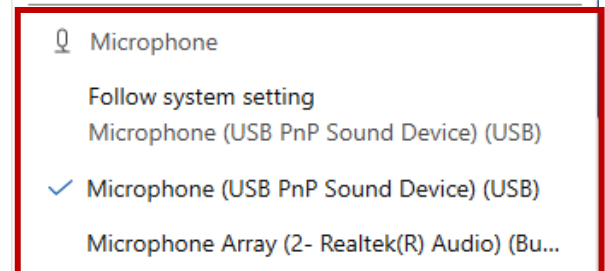
2 From the drop-down menu, select different:

- A. Speaker options if **you can't hear** participants.
- B. Microphone options if **participants can't hear you**.
- C. Audio settings will offer testing of your devices, and let you choose a different device.

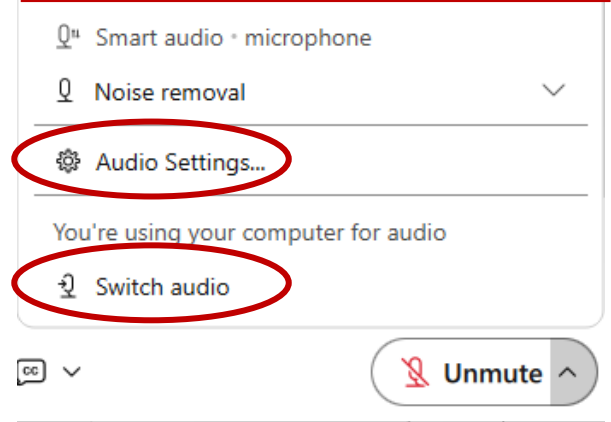
A



B

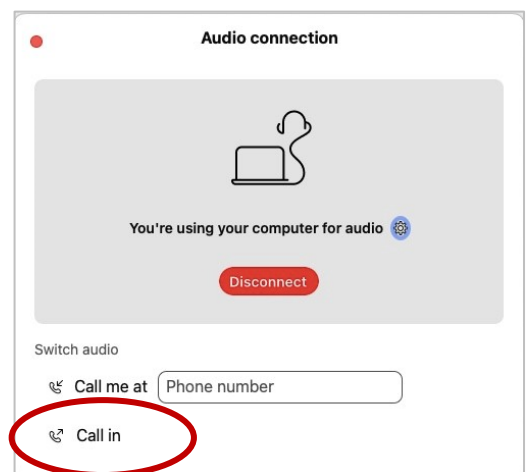


C



3 To link your phone to your Webex session, enabling your phone to become your microphone and speaker source:

- Click on "Switch audio".
- Select "Call in", which will show the phone number to call and the meeting login information.



Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



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.

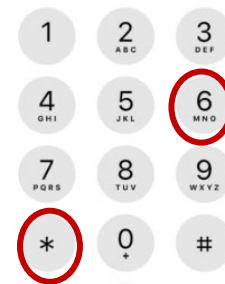
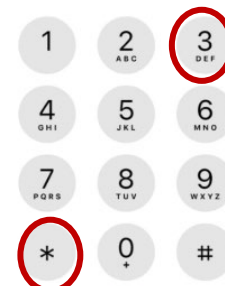


Joined via Telephone (Call-in User)

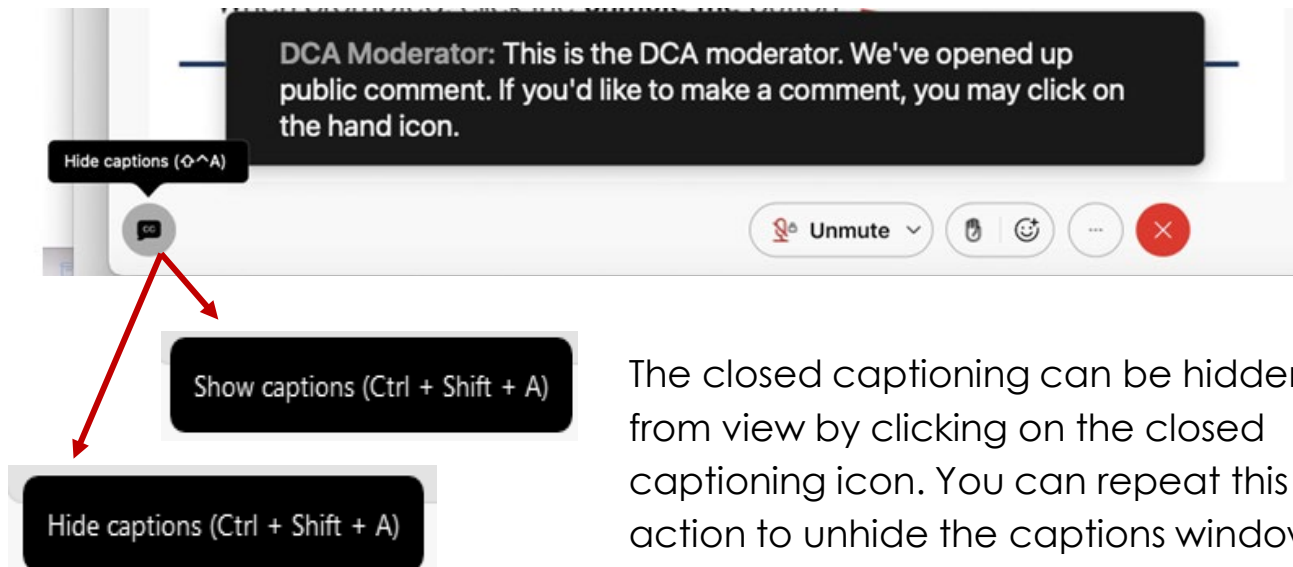


Press *3 to raise or lower your hand.

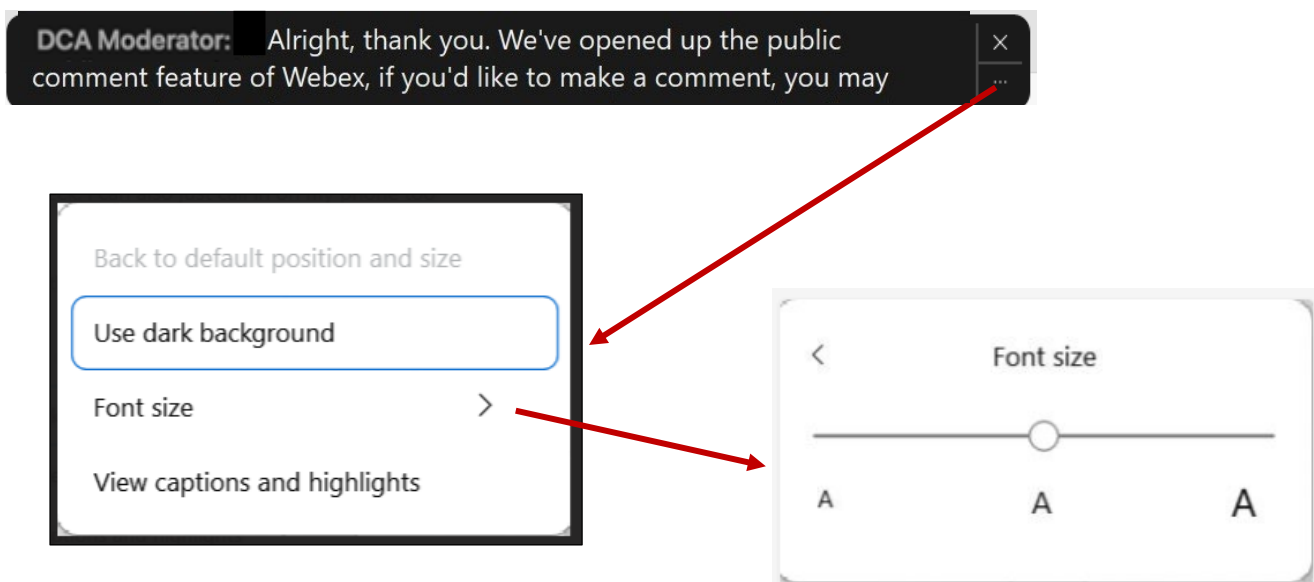
- When you are asked to unmute yourself, press *6.
- When you are finished speaking, press *6 to mute yourself again.



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



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
November 7, 2025

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

Purpose of the Item

Laurence Adams, 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

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



Agenda Item 2 November 7, 2025

Public Comment for Items Not on the Agenda

Purpose of the Item

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

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



Agenda Item 3
November 7, 2025

Review and Possible Approval of October 9, 2025 Board Meeting Minutes

Purpose of the Item

The Board will review and possibly approve the draft minutes of the previous meeting held on October 9, 2025.

Action Requested

The Board will be asked to make a motion to approve the October 9, 2025 Board meeting minutes.

Attachment

- October 9, 2025 Board Meeting Minutes (Draft)



**Agenda Item 3
Attachment**

**BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES**

October 9, 2025

The Board of Chiropractic Examiners (Board) met in person on October 9, 2025, at the following location:

Southern California University of Health Sciences
Legacy Hall
16200 Amber Valley Drive
Whittier, CA 90604

Board Members Present

Laurence Adams, D.C., Chair
Pamela Daniels, D.C., Vice Chair
David Paris, D.C.
Rafael Sweet

Board Members Absent

Janette N.V. Cruz, Secretary (Excused)
Sergio Azzolino, D.C. (Excused)

Staff Present

Kristin Walker, Executive Officer
Tammi Pitto, Assistant Executive Officer
Becky Lyke, Lead Enforcement Analyst
Sabina Knight, Board Counsel, Attorney III, Department of Consumer Affairs (DCA)

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

Dr. Adams called the meeting to order at 9:06 a.m. Mr. Sweet called the roll. Dr. Adams, Dr. Daniels, Dr. Paris, and Mr. Sweet were present. Ms. Cruz and Dr. Azzolino were excused from the meeting. A quorum was established.

2. Board Presentation to Chiropractic Students on the Licensure Process and Practicing Chiropractic in Compliance with California Law

The Board provided an informational presentation to students in the chiropractic program at Southern California University of Health Sciences (SCUHS) about the Board, licensure process, scope of chiropractic practice, responsibilities of doctors of chiropractic as direct access providers, and practicing chiropractic in compliance with

California law. Following the presentation, the Board engaged in a question-and-answer session with the students about these topics.

3. Hearings on Petitions for Reinstatement of Surrendered Licenses

- A. Nosrat N. Ghodousi aka Nosrattollah Ghodousi, License No. DC 21864, Case No. 2014-1005, OAH No. 2025080601
- B. John Spencer Beall, License No. DC 31508, Case No. AC 2020-1275, OAH No. 2025080604

Administrative Law Judge Deena R. Ghaly presided over a hearing before the Board in the matter of the petition for reinstatement of a surrendered license by Nosrat N. Ghodousi aka Nosrattollah Ghodousi. Behrouz Shafie represented Mr. Ghodousi, who was present, and Deputy Attorney General Trent Fucci represented the Attorney General of the State of California pursuant to Government Code section 11522.

Judge Ghaly presided over a hearing before the Board in the matter of the petition for reinstatement of a surrendered license by John Spencer Beall. Robert K. Weinberg represented Mr. Beall, who was present, and Jason Liu represented the Attorney General of the State of California pursuant to Government Code section 11522.

4. Closed Session

The Board met in closed session to deliberate and vote on the above petitions pursuant to Government Code section 11126, subdivision (c)(3).

5. Reconvene to Open Session

The Board reconvened to open session and proceeded to Agenda Item 6.

6. Public Comment for Items Not on the Agenda

Public Comment: Christopher Greene, D.C. recommended that the Board's proposed language to amend California Code of Regulations (CCR), title 16, section 318, subdivision (a) include a section related to the use of artificial intelligence (AI) in electronic health records. He suggested requiring licensees to disclose when AI was used in generating records and the extent to which AI contributed to the creation of those records.

7. Board Chair's Report

Dr. Adams shared that he and Ms. Walker represented the Board at the annual California Chiropractic Roundtable hosted by the California Chiropractic Association on August 28 and 29, 2025, in Anaheim. He commented that the Board's distance learning regulatory proposal was released for public comment on September 19, 2025, and the comment period closes on November 3, 2025.

He also briefed the Board on his weekly discussions with Ms. Walker to prepare for the upcoming sunset review in 2026 and identify opportunities for the Board to work with the Legislature to strengthen consumer protection through the inclusion of additional enforcement authority in the Board's sunset bill.

Public Comment: None.

8. Update on the September 26–27, 2025 Federation of Chiropractic Licensing Boards (FCLB) Districts I & IV Meeting

Dr. Paris reported that he and Dr. Adams attended the FCLB Districts I & IV regional meeting in Omaha, Nebraska, on September 26 and 27, 2025, where chiropractic board representatives from the western half of the United States gathered to exchange ideas about public protection, collaboration, and best practices. He explained the meeting also included updates from the Council on Chiropractic Education (CCE) and National Board of Chiropractic Examiners (NBCE) and information about FCLB's Providers of Approved Continuing Education (PACE) program and Chiropractic Information Network/Board Action Databank (CIN-BAD) disciplinary database. He added that FCLB and NBCE are in the early stages of exploring a consolidation into a single organization.

Dr. Adams asked Dr. Paris about his opinion on the possible combination of FCLB and NBCE. Dr. Paris commented that there are potential efficiencies with a single organization.

Public Comment: None.

9. 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

Ms. Walker shared an update on behalf of DCA regarding the Governor's reorganization plan to split the current Business, Consumer Services and Housing Agency into two state agencies—the California Housing and Homelessness Agency and the Business and Consumer Services Agency (BCSA)—that will become operative on July 1, 2026. She explained BCSA will be responsible for consumer affairs, licensing, and enforcement, and DCA will be among eight departments in this new agency. She added DCA continues to participate in multiple agency workgroups on the logistics required to transition to the new agency and will continue to keep board and bureau leadership apprised in the months ahead.

She indicated that DCA's annual report was published during the summer and encouraged the Board members to take time to review it and use it as a resource. She noted that DCA's Board Member Orientation Training (BMOT) must be completed within one year of appointment or reappointment to the Board. She stated the next BMOT

session will be held on October 22, 2025, and 2026 BMOT dates will be announced soon.

She also announced that Governor Newsom recently appointed two new leaders to DCA's Office of Board and Bureau Relations: Lucy Saldivar will assume the role of Deputy Director on October 20, 2025, and Shelly Jones began serving as Assistant Deputy Director on September 25, 2025.

Mr. Sweet asked how often BMOT is held. Ms. Walker replied that DCA typically schedules three sessions per year.

Public Comment: None.

The Board moved to Agenda Item 11.

11. Review and Possible Approval of August 1, 2025 Board Meeting Minutes

Motion: Mr. Sweet moved to approve the minutes of the August 1, 2025 Board meeting.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 4-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

12. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications

Motion: Dr. Daniels moved to ratify the list of approved applications for doctor of chiropractic licenses issued from July 1, 2025 to August 31, 2025.

Second: Mr. Sweet seconded the motion.

Public Comment: None.

Vote: 4-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

13. Review and Possible Approval of New Continuing Education Provider Applications

Motion: Dr. Paris moved to approve the continuing education provider application by Kerry L. Lilley, D.C.

Second: Dr. Daniels seconded the motion.

Public Comment: None.

Vote: 4-0 (Dr. Adams-AYE, Dr. Daniels-AYE, Dr. Paris-AYE, and Mr. Sweet-AYE).

Motion: Carried.

14. 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. Status of Board's Pending Regulatory Proposals
- E. Board's 2022–2026 Strategic Plan Objectives

Ms. Walker shared that staff recently completed the licensing and enforcement statistics and developed Board highlights for inclusion in DCA's 2024–25 annual report. She explained staff is collaborating with DCA to standardize data and metrics in the Connect system to enable better reporting. She added that the Board's planned upgrade to the newest version of the Connect platform is expected to be completed by spring 2026, and staff is evaluating the built-in features of the new version of the software to determine when to begin developing the continuing education course workflow in the system. She also noted the project to redesign the Board's website is underway and scheduled to be completed by March 2026.

She informed the Board that on August 25, 2025, the Senate Business, Professions and Economic Development Committee held an informational hearing on the role of human health care practitioners in animal care, focusing on animal chiropractic and physical therapy. She explained that the hearing included presentations by the Nevada Board of Veterinary Medicine, Kentucky Board of Veterinary Examiners, UC Davis School of Veterinary Medicine, American Veterinary Chiropractic Association, and Canine Rehabilitation Institute, and she was invited to testify with the executive officers of the Veterinary Medical Board and the Physical Therapy Board of California (PTBC) about the licensing boards' structure and collaboration on enforcement matters.

She announced that Susan Glover-Smith was promoted to an Enforcement Analyst in the Investigation Section of the Enforcement Program effective August 11, 2025, and recruitment efforts are underway to refill Ms. Glover-Smith's previous Enforcement

Technician position and the Lead Administrative & Policy Analyst position. She concluded by briefing the Board on the status of the pending regulatory proposals.

Dr. Adams inquired about the timeline for filing the final regulatory package with the Office of Administrative Law (OAL) after the public comment period concludes on November 3, 2025. Ms. Walker indicated if no adverse comments are received, the final package will be submitted to OAL about a week after the close of the comment period, and OAL has 30 working days to complete their review of the regulation. She explained that staff will also be submitting a request and justification to OAL for the distance learning proposal to become effective upon filing with the Secretary of State, and staff will make a similar request and justification for the chiropractic program regulations when they reach the final filing phase. Dr. Adams asked when the chiropractic program regulations will be noticed and released for the 45-day public comment period. Ms. Walker estimated the proposal will be released for comments in December 2025.

Public Comment: None.

15. Update and Discussion on Legislation Related to the Board, the Chiropractic Profession, DCA, and/or Other Healing Arts Boards

- A. Assembly Bill (AB) 260 (Aguiar-Curry) Sexual and reproductive health care.
- B. AB 489 (Bonta) Health care professions: deceptive terms or letters: artificial intelligence.
- C. AB 742 (Elhawary) Department of Consumer Affairs: licensing: applicants who are descendants of slaves.
- D. Senate Bill (SB) 470 (Laird) Bagley-Keene Open Meeting Act: teleconferencing.
- E. SB 641 (Ashby) Department of Consumer Affairs and Department of Real Estate: states of emergency: waivers and exemptions.
- F. SB 744 (Cabaldon) Accrediting agencies.
- G. SB 861 (Committee on Business, Professions and Economic Development) Consumer affairs.

Ms. Walker informed the Board that AB 260 (Aguiar-Curry), which prohibits a healing arts board from suspending, revoking, or denying a license or taking disciplinary action based on sexual and reproductive care that would be lawful in California, was signed by Governor Newsom on September 26, 2025, and took effect immediately.

She explained AB 489 (Bonta) is pending the Governor's signature and would require the Board's Enforcement Program to monitor the use of AI and generative AI technology within the chiropractic profession so the Board can take appropriate action against any entity that developed software that misleads the public to believe that they are interacting with a licensed doctor of chiropractic.

Dr. Daniels asked if there is a plan of how the Board will attempt to monitor AI within the chiropractic profession. Ms. Walker indicated staff plans to begin by identifying and

gathering information on the major platforms and encouraging the public to file complaints with the Board. She added staff will also discuss the issue with other state licensing boards. Dr. Adams suggested the Board place the item on a future agenda because licensees are quickly adopting new AI programs in their practices.

Ms. Walker noted that AB 742 (Elhawary) is pending the Governor's review and would require DCA boards to expedite applicants seeking licensure who are descendants of American slaves once a process to certify them has been implemented.

She stated SB 470 (Laird) was recently signed by Governor Newsom and extends the alternative teleconference meeting provisions that the Board has been using for committee meetings until December 31, 2029.

She explained SB 641 (Ashby) is pending the Governor's review and was amended to include provisions that require a board seeking to waive certain licensure requirements based on state of emergency to first notify the DCA Director in writing of the Board's intent to implement a waiver and allow the DCA Director to approve or disapprove the waiver request within five business days. She recommended that the Board task the Government and Public Affairs Committee with developing procedures for handling these waiver requests if the bill is signed by the Governor.

She added SB 744 (Cabaldon) was signed by Governor Newsom and allows national and regional accrediting agencies recognized by the U.S. Department of Education as of January 1, 2025, to retain that recognition until July 1, 2029, provided that they continue to operate in substantially the same manner.

She also noted SB 861 (Committee on Business, Professions and Economic Development) is pending the Governor's signature and includes the Board's proposal to add the Board to the list of DCA programs with explicit statutory authority to obtain and receive state and federal criminal history information.

Public Comment: Dr. Greene commented that with California being a two-consent state for confidential communications, licensees will need guidance on the use of AI to document patient encounters, as this may be considered a form of recording.

16. Review, Discussion, and Possible Action on Comment Period Regarding Council on Chiropractic Education's (CCE) Proposed Revisions to Sections 1 and 2.J of the CCE Accreditation Standards for Chiropractic Programs

Ms. Walker presented this agenda item and indicated that CCE is conducting a public comment period through October 31, 2025, on proposed revisions to Section 1 (Enforcement of Standards) and Section 2.J (Distance or Correspondence Education) of CCE's *2025 Accreditation Standards*. She asked the Board to consider whether to submit any comments on the proposed changes.

Dr. Daniels shared that she reviewed the proposed revisions and does not have any comments or feedback on the changes. Dr. Adams, Dr. Paris, and Mr. Sweet concurred.

Public Comment: None.

17. Review, Discussion, and Possible Action on Regulatory Proposal to Update the Board's *Disciplinary Guidelines and Model Disciplinary Orders*, Implement the Uniform Standards for Substance Abusing Licensees, and Specify the Process for Filing Petitions for Reinstatement of Revoked or Surrendered Licenses, Reduction of Penalty, and Early Termination of Probation (amend California Code of Regulations, Title 16, section 384, add section 385, and repeal section 386)

Ms. Walker noted staff is developing proposed text to update the Board's *Disciplinary Guidelines and Model Disciplinary Orders*, implement the Uniform Standards for Substance Abusing Licensees, and specify the process for petitioning for reinstatement of a revoked or surrendered license, for a reduction of penalty, or for early termination of probation. She shared that staff is still working to identify the most effective approach for practice monitoring of probationers. She commented that the current *Disciplinary Guidelines* rely on billing monitoring by certified public accountants who lack chiropractic expertise, and the Board's recent shift to broader practice monitoring by licensed doctors of chiropractic has improved outcomes, but staff has concerns about the quality and objectivity of the reports by monitors who are selected and paid by the probationers. She explained staff is exploring ways to strengthen practice monitoring such as by incorporating independent experts into the process and adopting an on-site practice inspection model such as the one used by PTBC that pairs staff with a board-contracted expert.

Dr. Adams asked if PTBC uses licensed physical therapists who have been hired by PTBC to serve as experts for the inspections. Ms. Walker responded affirmatively and indicated PTBC uses the same process that the Board uses for hiring expert consultants for enforcement cases, but PTBC also tasks those experts with conducting probation monitoring activities alongside PTBC staff.

Dr. Daniels inquired about the fiscal impact of the practice inspections on PTBC. Ms. Walker stated staff will gather that information from PTBC and share it with the Board. She added that PTBC has authority in their disciplinary guidelines to invoice probationers for probation monitoring activities, and the Board could explore a similar model to offset any new costs.

Dr. Daniels asked if there is a checklist or outline the practice monitor is responsible for completing and submitting to the Board. Ms. Walker replied that the Board does not have a standardized report template for practice monitoring but should develop one.

Dr. Adams suggested also requiring the practice monitor to sign an attestation that the report content is accurate.

Public Comment: Dr. Greene noted that he has served as a practice monitor in multiple states and recommended that the Board develop a structured and standardized practice monitoring program. He suggested using a checklist format, providing training for monitors, and potentially creating a statewide pool of qualified monitors—similar to the expert consultant model. He emphasized the importance of on-site visits for effective assessments, proposed standardizing fees to avoid cost barriers, and cautioned against conflicts of interest by ensuring monitors remain independent of probationers.

The Board returned to Agenda Item 10.

10. Update and Discussion on Southern California University of Health Sciences' Doctor of Chiropractic Program

Michael Ramcharan, MD, D.C., MPH, EdD, Vice Provost and AVP of Academic Affairs, updated the Board on SCUHS' new organizational structure and transition from the Los Angeles College of Chiropractic to the new College of Chiropractic Education. He explained Nic Poirier, D.C., EdD was hired as the Executive Dean of the College of Chiropractic Education in March 2025 and developed a strategic plan with 10 goals focused on educational innovation, student success and experience, and alumni connections. He added one of Dr. Poirier's primary charges was to work with the faculty on implementing a competitive, eight-term curricular design focused on integrative care and whole health in fall 2026. He noted the University of Pittsburgh and Parker University have developed eight-term chiropractic programs. He also thanked Dr. Daniels and the Board for their work on the chiropractic program regulations.

Dr. Ramcharan shared that SCUHS is working to geographically expand its chiropractic program into other states starting with Phoenix, Arizona, in spring 2026 followed by tentative expansions into Denver, Colorado, and Seattle, Washington, in fall 2027, Las Vegas, Nevada, in fall 2028, Salt Lake City, Utah, in fall 2029, and San Diego at a future date. He explained the chiropractic program is adding a new Veterans Health Administration affiliation, collaborating with federally qualified health centers, and expanding its tactical sports medicine to several locations within the greater Los Angeles area in connection with the Los Angeles County Sheriff's Department. He added the College of Chiropractic Education is pursuing a research grant from the National Institutes of Health and their team recently received an award for their research on Medicare patients showing the benefits of chiropractic care compared to traditional medical care. He closed by thanking the Board for its leadership over the last few years.

Dr. Adams and Dr. Paris inquired about how the required 4,200 hours of education and clinical experience fit within an eight-term chiropractic program. Dr. Ramcharan

explained that SCUHS developed a curriculum that ensures students safely and effectively meet the required competencies with clinical experiences beginning in the first term of the program. He also noted many health professions, including medicine, dentistry, and physical therapy, have already adopted accelerated learning models with excellent clinical outcomes and examination pass rates.

Dr. Daniels asked about students who may need more time or support to complete the chiropractic program. Dr. Ramcharan shared that the program has mechanisms in place to identify at-risk students early and work with them to strengthen any deficiencies through remediation hours.

Dr. Paris expressed concerns with potential student burnout in the accelerated learning model. Dr. Daniels asked how the other programs addressed similar concerns. Dr. Ramcharan explained that the keys to accelerated programs are assessing the learner more frequently and providing dedicated advisors who regularly meet with and support students throughout the program.

Public Comment: None.

The Board moved to Agenda Item 18.

18. Board's 2026 Sunset Review

- A. Review, Discussion, and Possible Action on Board's Action Plan to Prepare for 2026 Sunset Review
- B. Review, Discussion, and Possible Action on Draft of 2026 Sunset Review Report, Including Responses to Prior Issues and Recommendations from the Board's 2022 Sunset Review
- C. Review, Discussion, and Possible Action on Policy Issues to Potentially Include as New Issues in the 2026 Sunset Review Report

Ms. Walker informed the Board the content for the 2026 sunset review report is due to DCA's Office of Publications, Design & Editing by November 18, 2025, the PDF version of the final report is expected to be received by December 19, 2025, and the printed copies of the report are expected by December 31, 2025.

She summarized the legislative issues the Board is seeking to address through the 2026 sunset review, including proposals to: 1) update the Board's fee structure to ensure long-term fund stability and reduce the fee for approval of CE courses; 2) enhance the Board's Enforcement Program by obtaining authority to automatically revoke a license for certain violations such as sex offenses and repeat insurance fraud convictions, similar to existing authority that has been granted to the Medical Board of California (MBC); and 3) protect the public through statutory authority to impose a chaperone for all licensees who have been charged with a sex offense or when the Board has filed an accusation against them alleging sexual abuse or misconduct.

She asked the Board to also consider requesting statutory authority to automatically suspend a license upon conviction of a serious felony, as defined in the Penal Code, similar to MBC's existing authority, through sunset review. The Board expressed support for pursuing the automatic license suspension authority.

Public Comment: None.

19. Nominations of Candidates for 2026 Board Officer Positions

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

Ms. Knight presided over the nomination of candidates for the 2026 Board officer positions and explained the election of officers will take place at the next meeting.

Dr. Daniels nominated Dr. Adams for the position of Chair in 2026. Dr. Adams accepted the nomination. No additional nominations were made.

Dr. Adams nominated Dr. Daniels for the position of Vice Chair in 2026. Dr. Daniels accepted the nomination. No additional nominations were made.

Mr. Sweet nominated Ms. Cruz for the position of Secretary in 2026. No additional nominations were made.

Public Comment: None.

20. Schedule 2026 Quarterly Board Meetings

The Board scheduled the following meetings for 2026:

- January 16, 2026 – Teleconference/Webex
- April 16–17, 2026 – Northern California
- July 23, 2026 – Teleconference/Webex
- October 15–16, 2026 – Southern California

The Board also scheduled a teleconference/Webex meeting on November 7, 2025, from 2:00 p.m. to 3:00 p.m. to review and approve the Board's 2026 sunset review report and to review and respond to any adverse comments on the Board's distance learning regulatory proposal, should any be received during the comment period.

Public Comment: None.

21. Future Agenda Items

Dr. Adams requested a presentation and discussion on the details of SCUHS' proposed eight-term chiropractic program.

Dr. Daniels emphasized the importance of continuing the Board's discussions about AI and recommended also discussing procedures for granting waivers in response to a state of emergency, standardizing the Board's practice monitoring program for probationers, and obtaining automatic revocation and suspension authority for certain violations through sunset review.

Dr. Paris reiterated his request for the Board to reconsider granting CE credit for PACE courses, citing their robust audit system and the potential to expand licensee access to national CE courses and conferences.

Public Comment: None.

22. Adjournment

Dr. Adams adjourned the meeting at 2:56 p.m.

Attachment A

List of Approved Applications for Initial Doctor of Chiropractic Licenses Issued from July 1, 2025 to August 31, 2025

First Name	Middle Name	Last Name	Date Issued	License No.
Rodrik		Babakhanians	07/07/2025	DC 35277
Steven	Lawrence	Sisler	07/08/2025	DC 35278
Emma	Ann	Edwards	07/15/2025	DC 35279
Raveena	Hans	Juneja	08/04/2025	DC 35280
Jessica	Raechelle	Judge	08/14/2025	DC 35281
Catli	Nguyen	Tran	08/21/2025	DC 35282
Lesa	Gillezeau	Ansell	08/21/2025	DC 35283
Arshia		Nozari	08/26/2025	DC 35284
Kendell	Desmond	Jack	07/01/2025	DC 37361
Oman		Vieyra Morales	07/03/2025	DC 37362
Emily	Irene	Blenker	07/07/2025	DC 37363
Hagop		Karakoulian	07/07/2025	DC 37364
Arianna	V.	Hernandez	07/07/2025	DC 37365
Jose	Alfredo	Ruiz	07/07/2025	DC 37366
Lawrence	Bravo	Devera	07/07/2025	DC 37367
Bradley	Thomas	Pearce	07/07/2025	DC 37368
Esteban	Andres	Sanchez	07/09/2025	DC 37369
Taylor	Marie	Schimmers	07/09/2025	DC 37370
Rylee		Christensen	07/10/2025	DC 37371
Paris	Carmichael	Henry	07/11/2025	DC 37372
James	Robert	Day	07/14/2025	DC 37373
Samantha	Eve	Chenkin	07/14/2025	DC 37374
Franziska	Anna	Hoehnel	07/14/2025	DC 37375
Jeong Jun		Su	07/15/2025	DC 37376
Whitney	Nathan	Powell	07/22/2025	DC 37377

First Name	Middle Name	Last Name	Date Issued	License No.
Nicholas	John	Charlton	07/22/2025	DC 37378
Jodecia	Mei	Sung	07/22/2025	DC 37379
Connor	Leon	Archer	07/22/2025	DC 37380
Estefania	Guadalupe	Fernandez Farias	07/22/2025	DC 37381
Edgar	Jesus	Serrano	07/22/2025	DC 37382
Sydney	Kay	Swick	07/23/2025	DC 37383
Kala	Marie	Peterson	07/24/2025	DC 37384
Brandon	Craig Lokoma	Agua	08/01/2025	DC 37385
Mario		Alvarado	08/01/2025	DC 37386
Karris	Daniela	Alvarez	08/01/2025	DC 37387
Laila	Rae	Arzouni	08/01/2025	DC 37388
Joshua		Figueira	08/01/2025	DC 37389
Daniel	R.	Gaustad	08/01/2025	DC 37390
Eduardo	A.	Gonzalez	08/01/2025	DC 37391
Morgan	Stacy	King	08/01/2025	DC 37392
Pedro	Julio	Lozano	08/01/2025	DC 37393
Delyn	Nhiachue	Moua	08/01/2025	DC 37394
Salvador	Robert A.	Oceguera	08/01/2025	DC 37395
Alicia	Marleina	Osuna	08/01/2025	DC 37396
Cassidy Kanani	Radoc	Ricasa	08/01/2025	DC 37397
Robert	Darick	Romero	08/01/2025	DC 37398
Alec Darien	Atienza	Rosario	08/01/2025	DC 37399
Nicholas	Marcus	Sniffen	08/01/2025	DC 37400
Andrea	Deneek	Blake	08/05/2025	DC 37401
Huaxin		Liu	08/05/2025	DC 37402
Jene	Marlyke	Smith	08/05/2025	DC 37403
Kaylee	Bascos	Rivera	08/06/2025	DC 37404
Majid		Rezaei	08/08/2025	DC 37405

First Name	Middle Name	Last Name	Date Issued	License No.
Samuel		Jung	08/08/2025	DC 37406
Christine		Pacheco	08/08/2025	DC 37407
Tuan Taylor	Thanh	Tran	08/11/2025	DC 37408
Amie	Jackelin	Menjivar	08/11/2025	DC 37409
Jordan	M.	Bella	08/11/2025	DC 37410
Jonathan	Vicencio	Argame	08/12/2025	DC 37411
John Aaron	Illarmo	Abad	08/21/2025	DC 37412
Roozbeh		Bonakdar	08/21/2025	DC 37413
Jacob	Samuel	Burt	08/21/2025	DC 37414
Safi Issa	Jamal	Chavez Ibrahim	08/21/2025	DC 37415
Chad	Anthony	Cooper	08/21/2025	DC 37416
Andrew	Jason	Dias	08/21/2025	DC 37417
Roberto		Equihua	08/21/2025	DC 37418
Katayoun		Firouz	08/21/2025	DC 37419
Chase	Howard	Foote	08/21/2025	DC 37420
Andre	Larmar	Green II	08/21/2025	DC 37421
Aram		Proudman	08/21/2025	DC 37422
Richard	Hector	Morales	08/22/2025	DC 37423
Luke	John	Harrison	08/25/2025	DC 37424
Ryan		Elmore	08/27/2025	DC 37425
Ryan	James	Guenette	08/27/2025	DC 37426
Leyla	Ivy	Rivas	08/28/2025	DC 37427
Katherine	Lizbeth	Martinez	08/29/2025	DC 37428

Attachment B

List of Approved New Continuing Education Providers

Provider Name	CE Oversight Contact Person	Provider Status
Kerry L. Lilley, D.C.	Kerry Lilley, D.C.	Individual



**Agenda Item 4
November 7, 2025**

Elections of Board Officers for 2026

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 2026.

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 9, 2025 Board meeting, the following members were nominated for consideration to serve as Board officers in 2026:

- **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 2026 in accordance with the previously approved election procedures:

- The Board's legal counsel will preside over the nomination 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 the vice chair, and then the secretary.
- Voting will be held in alphabetical order with the current chair voting last.

Roll Call for Election of Board Officers

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



**Agenda Item 5
November 7, 2025**

**Review, Discussion, and Possible Action Regarding Comments Received During
the 45-Day Public Comment Period and Proposed Responses Thereto for the
Board's Rulemaking to Amend California Code of Regulations, Title 16,
section 363.1 (Distance Learning)**

Purpose of the Item

The Board will review and discuss the comments received during the 45-day public comment period for the regulatory proposal to amend California Code of Regulations (CCR), title 16, section 363.1 (Distance Learning).

Action Requested

The Board will be asked to consider approving the proposed responses to the public comments and using the responses for completing the rulemaking process.

Background

At the May 23, 2024 meeting, the Board approved proposed text amending CCR, title 16, section 363.1 to:

- Define distance learning continuing education as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period.
- Add programs and applications on a data-enabled device, such as a tablet or smartphone, to the examples of acceptable distance learning course formats.
- Replace the existing requirement for continuing education providers to establish a deadline for completion of a distance learning course with a requirement for licensees to pass an interactive or graded test of the subject matter as a condition for successful completion of distance learning.
- Delete a redundant requirement for providers of distance learning courses to review their instructional materials annually.
- Make additional, minor changes to the regulation text to incorporate gender-neutral language and to clarify that continuing education providers are strictly

Comments on Distance Learning Regulatory Proposal

November 7, 2025

Page 2

prohibited from endorsing manufacturers, distributors, or other sellers of chiropractic products or services in their course material.

The Board's regulatory proposal to amend CCR, title 16, section 363.1 was noticed on September 19, 2025, for a 45-day public comment period that concluded on November 3, 2025. The Board received 21 comments in support of this proposal and four adverse comments.

At this meeting, the Board will be asked to review the comments and consider approving staff's proposed responses to the comments and authorizing staff to proceed with completing the rulemaking process.

Suggested Motion: Direct staff to decline the actions requested in the adverse comments, approve the proposed responses to the comments, and use the proposed responses for completing the regulatory process. Direct staff to take all steps necessary to complete the rulemaking process, authorize the Executive Officer to make any technical or non-substantive changes to the proposal, and adopt the text to amend California Code of Regulations, title 16, section 363.1, either as described in the proposed text or with any potential amendments, if no relevant, adverse comments are received with a modified text comment period.

Attachments

1. Public Comments on Regulatory Proposal to Amend CCR, Title 16, Section 363.1 (Distance Learning)
2. Proposed Responses to Public Comments Received Regarding Regulatory Proposal to Amend CCR, Title 16, Section 363.1 (Distance Learning) [Draft for Board Approval]

Ah Po, Amanda@DCA

From: Gene Bergmann [REDACTED]
Sent: Monday, September 22, 2025 9:46 AM
To: Ah Po, Amanda@DCA
Subject: Support of regulatory change

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Dear Amanda Ah Po:

I just want to say that I am in strong support of the proposed regulatory change in regard to synchronous and asynchronous learning that the board is considering.

Sincerely,

Gene A. Bergmann, D.C.
CA Lic #18329

Comment #2

Walker, Kristin@DCA

From: Glenn Johnson [REDACTED]
Sent: Monday, September 22, 2025 1:28 PM
To: amada.ahpo@dca.ca.gov; Walker, Kristin@DCA
Subject: Title 16. professional and vocational regulations division 4

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Department of Consumers Affairs/Board of Chiropractic Examiners:

I am in favor of the above new proposal. It is long overdue and I thank the board for implementation. This will allow a better use of time and information of interest in the continuing education of doctors to better serve our patients.

Glenn E Johbson, DC

Comment #3

Ah Po, Amanda@DCA

From: Rik Cederstrom [REDACTED]
Sent: Wednesday, October 1, 2025 10:25 AM
To: Ah Po, Amanda@DCA
Subject: CE credit online hearing

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I think that going all online with CE accreditation is a good idea. It worked fine before, so it will work well now
Thank you
Dr Rik Cederstrom DC

Comment #4

Ah Po, Amanda@DCA

From: Terry ★ [REDACTED]
Sent: Thursday, October 2, 2025 8:41 PM
To: Ah Po, Amanda@DCA
Subject: Webinar CE classes as a substitute for in person classes

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Hello Amanda, this is Terrance Tolbirt, D.C., License number 21144. I am emailing for my support of a webinar CE replacement for required live CE seminars in California. Physicians are able to attend in this format and I am hoping you will approve this measure for Chiropractic at your November meeting. I have limited days off from practice and the ability to not have to travel to seminar sites would greatly help with time management and loss of pay due to being out of the clinic. Webinars are still live and attendance is taken.

Thank you for your consideration in this matter.

Dr. Tolbirt

Comment #5

Ah Po, Amanda@DCA

From: Dean Denning [REDACTED]
Sent: Saturday, October 11, 2025 3:52 AM
To: Ah Po, Amanda@DCA
Subject: ONLINE LICENSE RENEWAL FOR CHIROPRACTORS

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DEAR SIRs
I AM WRITING TO ENCOURAGE YOUR YES VOTE ON THE SUBJECT OF ONLINE / ZOOM
LICENSE RENEWAL FOR CALIFORNIA CHIROPRACTORS. THIS PROPOSITION IS LONG OVER
DUE AND WILL ALIGN CHIROPRACTIC WITH OTHER MEDICAL PROFESSIONALS.
THANK YOU
DEAN K DENNING DC
TULARE,CA.

Comment #6

Ah Po, Amanda@DCA

From: Bruce Denning [REDACTED]
Sent: Wednesday, October 15, 2025 10:20 AM
To: Ah Po, Amanda@DCA
Subject: Relicensing at Home

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I am a DC practicing in California and would advocate for stay at home relicensing CE Webinar they are every bit as informative and easy to learn from Thank you for your consideration Dr Bruce L Denning

Comment #7

Ah Po, Amanda@DCA

From: Back To Chiropractic CE Seminars [REDACTED]
Sent: Wednesday, October 29, 2025 7:32 PM
To: Ah Po, Amanda@DCA
Subject: Public comment

Follow Up Flag: Follow up
Flag Status: Completed

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Hello, I believe this is the correct email address to make a public comment about the regulation of allowing live seminars to be done via video conferencing. I am 1000% in support of it, I have spent the last 3 1/2 years working on the project with the Chiropractic Board, and I have thousands of other chiropractors who have taken surveys over the years who are in support of this change in regulation as well. After teaching continue education for over 20 years and discovering how well video conferencing in Zoom works and all the benefits of doing it. It is a wonderful thing that the board is doing, so I am in full support.

If you need help, I'm a phone call away, [REDACTED]
Office Hours Mon-Fri 10am-4pm
Please excuse my abbreviated responses.



Marcus Strutz, Doctor of Chiropractic
[Back To Chiropractic CE Seminars](#)

Comment #8

Ah Po, Amanda@DCA

From: Back To Chiropractic CE Seminars [REDACTED]
Sent: Thursday, October 30, 2025 7:35 AM
To: Ah Po, Amanda@DCA; Walker, Kristin@DCA
Subject: Public Comment
Attachments: Zoom testimonials.docx

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Good morning, I'd like to make an official public comment and regards to:

NOTICE OF PROPOSED REGULATORY ACTION CONCERNING: Continuing Education: Distance Learning

As one of the larger CE providers in the state of California, it has been our experience that providing live seminars via video conferencing is actually a superior way of providing continued education. I have attached some testimonials from licensed chiropractors who have attended our Zoom seminars in the past, you can see they're all extremely favorable with logical arguments for having this as a permanent format.

Over the last 3 years I have fielded hundreds, literally hundreds of phone calls and inquiries about when will Zoom come back, chiropractors traveling from all over the state and all over the world have been inconvenienced for years with having to do unnecessary travel.

The video conferencing alternative, allows chiropractors to attend seminars from all over the state and all over the country, that they would have otherwise not been able to attend, this increases the diversity of courses that are available, which is what we need as we've lost the diversity due to the recent course fee increases.

As you know I've been an advocate of this motion for the past few years, pushing to get this to go through, thank you for your consideration and of course if you need more information I've got endless documentation,

When Zoom first came out as an alternative when we were doing surveys we were getting 90 to 95% of all practitioners favoring Zoom as an alternative to attending live classe.

As always thank you for your consideration and listening, and have a great day

If you need help, I'm a phone call away, [REDACTED]
Office Hours Mon-Fri 10am-4pm



Please excuse my abbreviated responses.

Marcus Strutz, Doctor of Chiropractic
[Back To Chiropractic CE Seminars](#)

What a wonderful experience to take technique via Zoom instead of in person. I've attended continuing education classes for 49 years. I would always sit in the front to see better, especially technique. Your presentations by ZOOM are so professionally presented. Everyone could see your hand positions up close without having to stand on our toes to see what you were doing. I give you an excellent rating for your presentation. Thank you. ~ Ida Hallgren-Luke

I wanted to email to let you know that your technique seminar via Zoom is AMAZING! I can honestly say this is the first time in 18 years that I have taken a technique seminar and have learned something from it and have implemented what I have learned on Monday. Usually, I am unable to see since I'm vertically challenged or if I happen to stand in the front, the angle that I am standing at doesn't allow me the vantage point that I need to be able to see what's going on. The ability for you to pause the video, highlight what you want us to see, and then repeat it multiple times is fantastic. I have taken all of your seminars from the pre-COVID live seminars, to the early covid Zoom seminars, and I have to say this one was the best. Your zoom seminars are great and I hope you continue to offer live Zoom seminars. It saves on travel time and money. I don't have to take off work for 2 weeks to come take a seminar in the US. I can find a seminar on my days off and take a little at a time. 4 hours here, 6 hours there, 2 hours here. I don't have to spend a few days getting used to the time zone, then sit in an uncomfortable chair in a cold room for 12 hours with multiple distractions, then travel back and adjust to the new time zone. Even with the difference in time zones (14 hours), I am not sleepy taking your seminars at 2am. Your tests during the seminars are great. It keeps us on our toes and we have to pay attention. No funny business since you give us the answer. Just sit, listen, and learn in the comfort of our home. Once again, Dr. Strutz, great seminar. Keep up the good work. ~ Jane Chin

First of all, thank you for the incredible seminars I have taken over the years from Back to Chiropractic. I believe the zoom seminars are a more efficient way of learning. The best part is the "chat" aspect where we can think out our questions, edit what we ask and get it right before putting it out to everyone. Then, you can either answer the question or not in your own time. I think it eliminates the grandstanders while allowing serious questions to come forth and be addressed. And, a lot of people who would not raise their hand to ask feel empowered to ask their question. The pressure is off. I believe that Zoom is actually a better way to learn. We are not so wiped out by the long commutes and all the stress that goes with it. Plus, having multiple cameras in the technique portions lets everyone see the areas adjusted, the correct line of drive and the doctor's stance, the whole thing. Not just the tall guys in front. And zoom lets us record the session for later review. ~ John Mayfield

Marcus, I just wanted to let you know that was the BEST technique class I have ever taken for my CE units. The close up video and specific angles were amazing. When you are in a live "in person" class only a few people can see the actual adjustment taking place...with your class everyone had a front row seat! Thank you for the great notes and knowledge about the chiropractic technique. I thoroughly enjoyed the class and look forward to the next one. With the convenience of the zoom classes I am more likely to do more than 24 CE units every year. Thanks again! ~ Cree Guardino

That was excellent, Marcus. I had never done a technique seminar on zoom before, and I was amazed at how perfectly it works. At live seminars, there are 12 to 50 docs all clustered around,

everyone trying to get a DECENT view. With zoom, everyone gets the BEST view and consequently I learned a lot more. I took a technique class from you in a hotel about 2 years ago, and didn't learn nearly as much as I did via Zoom. What else was superior was that I didn't have to drive 1-3 hours to get there, and 1-3 hours coming back; and that means I don't have to do 12 hours to be efficient without 2-6 hours driving time. We can take 2 hours, or 4 hours, or 6 hours, versus all 12hrs at once. Please do what you can to keep zoom live seminars available, they are so much easier and so much better. Best Wishes. ~ H Gordon Ainsleigh

Marcus, thank you for your creative method of sharing and teaching techniques to us. Due to the perfect visibility, I was able to see much, much better than in person seminars. Your camera set up and its' zooming was perfect for learning. Many thanks ~ Nazee Rofagha

Dear Dr. Strutz, I want to thank you for all the work you have put in to help me acquire my CE hours in the midst of this pandemic. The work you have done has had untold benefits for me and my family. My wife and I care for [REDACTED]'s mother, [REDACTED]. Her mother is 15 days shy of 99 years old. We are fortunate in that, once standing, [REDACTED] can usually walk for a short distance. Her big difficulty is getting out of bed or chair. My wife can accomplish this at times but there are times daily when my strength is required. This situation made the prospect of CE daunting. Because [REDACTED] struggles with dementia it is miserable for her if we were to bring in an unknown caregiver, even for a day or two. Your zoom meetings solved our problem. I am not at all "techie" but I was able to navigate the site with relative ease. Once there, I found the zoom meeting to be quite delightful. I prefer to sit in the back where I can get to the restroom without annoying fellow students. At home my restroom is much closer to my computer than those in hotels. I missed far less instruction and I annoy no one. This sitting in the back of a hotel room makes it more difficult to see what is happening at the front of the class room. On Zoom, this was no problem. Dr. Pedley's x-ray slides were easily made nearly full screen and most visible. (I am told that I can even put the Zoom on a large screen TV for even better visibility.) Projected images in a hotel room are only as clear as the lighting in the room allows. Again, the Zoom images were perfectly clear. Hotels rooms, in my experience, have typically had difficulty with temperature control. As an older man I must "layer" my clothing for comfort sake (as do others). This shivering, cold feet, putting on and taking off is annoying and distracting. Not so at home. I see no reason for the board to make it necessary for us to support uncomfortable hotels, expensive restaurants, and polluting airlines and gas companies now that this technology is developed. CE seminars, via Zoom, are much better, cheaper, easier, safer, and far wiser ecologically. I strongly support your efforts to continue with this form of CE instruction. ~ Karl Aamot

Dear Marcus, I wanted to tell you how much I enjoy your live interactive zoom classes. Far, far better than in-person classes. Easier to see (especially technique), easier to hear (no din from a conference room or poor acoustics), less distracting (people going in and out of room, uncomfortable seats and poor thermal and air quality control), easier to interact with instructor (can ask questions of you anytime, and when you ask questions of us, all are able to answer, instead of just one person. Plus seeing other participants answers is very helpful and gives me a broader perspective). Just overall easier to learn, especially without fatigue from travel, uncomfortable hotel rooms and unhealthy restaurant food. I think this holds the doctors far more accountable for being attentive and learning, particular with your specific and organized procedures, with the ongoing exam throughout the class and video confirmation for you that the

doc is sitting there. In-person classes are not the best environment for learning or making sure anyone is actually paying attention, (sad but true). Not having to travel, being in the comfort of one's home or office, and the clarity of the presentation visually and audibly, just makes it a far better experience overall and I believe accomplishes the purpose of ongoing education even more so than in-person learning. I was able to participate and ask questions far more than I ever have before with this format. Very engaging. I hope this will become an ongoing option even after the pandemic ends. Really love it. ~ Robin Seagrave

Dr. Strutz, I just wanted to write to thank you for being flexible and innovative with the way you have found a way to continue providing quality CE classes for us. The Zoom classes have been profoundly amazing as it offers much more flexibility with timing, location and decreased expenses without sacrificing the quality of the content or the interactions that is normally experienced at an in-person seminar. The benefit of distanced-learning seminars allows more docs to attend classes while eliminating the financial and time burdens of travel, lodging and time away from our practices. Furthermore, I would like to express how impressed I am with the Technique and Pt Ed. Seminar. In talking with some colleagues, the general consensus is an overwhelming amount of support for the following reasons: 1. Multiple camera angles allow for ALL participants to have front-row view. 2. Having a table in the comfort of our own office/home without having to transport and set up a table at the class location. 3. No space restrictions so everyone who wants to have a table, can have one to practice. 4. Ability to use our own set up "models" so that all DCs are able to practice the set up simultaneously without having to take turns – more efficient and streamlined. I think it is safe to say that the Zoom classes are a huge success and we thank you so much for all the time and effort you have put into structuring, setting up and building the new platform! We hope that this continues to be an option moving forward. Yours faithfully. ~ Derek Ko

Dear Dr Strutz, I just finished your zoom technique seminar presentation. I wanted to tell you how much I enjoyed it and how informative it was. With all your different camera angles I was able to see and understand all the various chiropractic adjustments and proper techniques that you demonstrating in your class, much better than an in-person classroom full of people where it was always hard to observe every move. Thank you very much ~ Ingrid Machado

Dear Marcus, Your live Zoom Chiropractic Technique seminar I attended yesterday was surprisingly effective in explaining and demonstrating several adjusting techniques. In many ways, your effective use of multiple camera angles enabled me to have an even better view of patient setup and doctor positioning than the view I sometimes get from the crowded audience at a live, in-person seminar. Additionally, my ability to take this seminar from home enabled me to stay much fresher and less tired by the end of the seminar which improved subject matter retention and my overall enjoyment. I very much appreciate and congratulate you for all the hard work it must have taken to bring this new form of chiropractic technique seminar to such a successful fruition. I eagerly look forward to experience all the future video production enhancements you include going forward that will make an already effective and enjoyable seminar only more so. It is my hope that this seminar format will continue even after we all can assemble together again in person after pandemic. ~ Richard Rapoport

Hi Marcus, I just wanted to let you know that I am totally for your Zoom classes, especially with technique. At a live in-person demonstration I could always hear your words, but never put it all together with what you were doing. I simply wasn't close enough. I've been coming to your classes for a decade or more and this time with Zoom things really sunk in. I never realized how hard it was to see technique at a live seminar until we took technique via Zoom. With Zoom it was completely different. I could see everything so easily and up close. In fact, the very next day in my office I heard your words and applied what I saw to adjust. Not only was the adjustment easier, the patient remarked "that felt great". This happened throughout the day and ever since. I really think technique via Zoom is a winner and should be used instead of live in-person seminars. ~ James Rogers

I've attended several technique seminars in both Texas and California. This was my first time via zoom. I absolutely love it. I can watch closely and ask for specific views that I need and can practice the moves right as I'm watching, with immediate feedback. The talking through of the adjustment, as well as demonstration reminds of being in a technique class in school. This was so much more productive and informative than a live in person class. Since most of us have been adjusting for years it's the little refinements that we are really looking for and this certainly delivers. ~ Pierce Sweeney

I just wanted you to know that yesterday's technique seminar was by far the best seminar I've ever taken. I have a practice in Iran and I see many patients with disc issues that makes them difficult to adjust. Today I used your techniques and they worked great! Thanks again ~ Sanaz Rouhani

Hi Marcus, I just wanted you to know that your new Zoom format is great! Cutting travel expenses/time and being at home are wonderful bonuses, but the best part of this format is the ability to see other DC's questions and comments all the while not interrupting the speaker. Also having the ability to view the x-rays in high definition is very helpful! Thank you so much for your hard work in these trying times. ~ Stephen Collins

Dr. Marcus, I absolutely LOVE the distance video conferencing (ZOOM) format!!!!!! There are so many benefits to this format: Health, safety, efficiency, environmental factors and comfort. After 6 hours in a small hotel room, I absolutely feel exhausted, mentally stressed and am very frustrated quite frankly. I dread this time of year, every year knowing I'm going to have to spend a lot of time on a weekend in a hotel. Feels so bad. With ZOOM I now feel personally very well and comfortable after 6 hours at my home desk. Another benefit is the digital confirmation that you are using through Zoom and your testing platform. If the Board has any concerns they could easily be provided with digital time stamps as proof of attendance for any auditing purposes. This is much better than the in-person system. I hope we can continue this format into the future. THANK YOU for setting this up. ~ Aaron Keena

I really like the Zoom format for a variety of reasons.

- 1) Course material and personal interaction is similar to in-person classes. I don't think in person classes are any better, unless you are providing hands on technique, where attendees perform and practice hands on training. Watching a video of a technique is even better because you get a better view as it is often hard to see in a large classroom setting.
- 2) Significantly reduces costs, travel time, hotels, flights, etc. Allows us to take CE anywhere

with good internet access, making it easier to complete required CE credits.

3) Several online providers have CE credits accredited for multiple states so I can complete multiple CE requirements with one course. For me that is important as I have 3 active licenses including; CA, CO and NY. Individually, I would have to complete on average 51 hour of CE a year if this were not the case.

4) Intermittent testing during the seminar made sure people were attending and paying attention.

5) Receiving our CE certificate in PDF format right away allows me to save certificate for future use/reference on my computer and reduces waste by not having to print and mail certificates to me and for me then having to scan said certificate.

6) I'd strongly support this format even after covid-19 passes and we return to 'normal' operations. ~ Kai Tiltmann

I LOVE Zoom with Back To Chiropractic. As a working mom it's really difficult to leave for a weekend to attend seminars, having to arrange childcare and leave my children after I've been working all week. With ZOOM, I was able to skip the drive and traffic, and stay with my kids while paying attention and learning great info! Thanks ~ Maura Timm

ZOOM was better than the live meetings, as it felt like one-on-one training. I believe people were more apt to ask questions because they felt like no one could see them. I was more alert because I didn't drive 3 hours before the meeting. I plan to do my next 6 hours soon and the next 12 soon afterwards. Thanks for all your efforts in making this happen. ~ Don Milligan

Thank you for providing us with zoom online seminars this year. I always enjoy your seminars and I especially like the ability to take a seminar from home. I felt I was able to absorb more information not having to cram in 12 hours at a time. Personally, I thought it was a great success and hope to be offered zoom online seminars in the future. ~ Dawn Fealk

I thought this worked out quite well - even better than I expected. I was surprised how much more alert I felt for this seminar compared to live, in-person seminars. I thought that doing this at home would allow my mind to wander, get distracted, or fall asleep. I'm not sure if it had to do with being in a space with a window allowing for natural light and fresh air as opposed to a stuffy conference room at a hotel, or because the presentation was a couple feet directly in front of my face the whole time, listening through headphones. There was a lack of commotion that comes with a room packed with people. I could hear you clearly as well as all questioners. I also couldn't believe how quickly it seemed to go by. I hope the Board elects to keep this as an option after COVID. Zoom allows you to clearly see the face of everyone in attendance, and every speaker is highlighted in the video. I actually felt more connected and intimate than hanging at the back of the room. Also, because each attendee's video is accompanied with their name displayed, I actually learned the names of some of my colleagues. Thanks again! You provide a great service for us. I appreciate it. ~ Warren Friedman

As always, the information in your seminar today was current, important, and on subject. I was unsure how a ZOOM seminar would present. I felt I had a front row seat, and could easily hear all the questions and answers asked by the doctors during the seminar. It turned out to be a very good experience. Thank you for your constant diligence and your considerable effort in making this work. After this seminar, I feel that ZOOM could become an efficient and cost-effective means for re-licensure. ~ John Kosbau

With Zoom I could actually see x-rays up close and personal. It's always difficult in a large room to see x-ray details, but on your computer, 18 inches away, you can see everything. ~ Dennis Wild

MARCUS THANK YOU! I was VERY pleased with the Live Zoom experience this last week and I would like to add some ammo for your upcoming attempt to get the BCE to make this venue permanent. Since I have been in practice since February of 1968, I have completed my CE requirements every year since they first started. I find these Zoom seminars to be far superior, not only in convenience but in overall material understanding and retention for the following reasons;

1. I can wear my own earphones which allows me to control the volume so I can hear and understand every word, unlike sitting in a large room straining to hear the speaker clearly. This is wonderful for the hearing impaired.
2. I had a full night's sleep without having to listen to noisy hotel patrons and kids running up and down the halls.
3. I slept until 1/2 hour before the presentation rather than getting up at 4 AM and driving for 4 hours to get to the seminar. This allows much better concentration during the presentation.
4. I sat in the comfort of my own home in my own comfortable chair rather than sitting in an uncomfortable chair in a room with numerous other people and distractions.
5. Lastly, I was not distracted by check-out time distractions, or where to keep my bags after checkout time, or where to buy the fuel for the 4 hour return trip home.

I applaud your efforts to get the BCE to see the light and allow our profession to use this 21st century technology to make our profession even better than it already is. ~ C. Owen Bateson

I'd like to say that these Zoom seminars are wonderful. I used to have to fly 22 hours just to take your seminars every year, but this has reduced my costs significantly. Honestly, the Zoom seminars are great. I love that you can mute people. At live seminars there is always that one person that has to interrupt you and there's no way to mute them live. However, in Zoom you did a great job. The seminars seemed more personal. I was able to pay attention to you more without any distractions from people in the seminar. The quizzes were great. It made me stay awake while taking your seminar at 1am. Even at 3am, I wasn't tired because your seminars are always informative and entertaining. Hopefully, there will be a way to continue to take Zoom seminars. As always, your seminars are spectacular! ~ Jane Chin

Thank you Marcus! Great Zoom today. Very happy about the convenience, the simplicity and the efficiency. The drive time would have exceeded the seminar time, so this was awesome. I normally do all 12 in a day just to get it out of the way, which I dread. Zoom offers an option to break it up and actually get more out of it. Also, we really reduced our carbon footprint...hopefully the Board cares about that! I hope this remains an option. Thanks again, appreciate your willingness to adapt, I knew you would! ~ Janet Ferolito

I've always enjoyed your seminars...from the very beginning. However, I really LOVE the Zoom

seminars. The classes remain informative, educational and of high quality, but the convenience of being at my office or home is unmatched. I realize that I pay more attention and can focus on the speaker and subject being taught. Thank you so much for such a great resource! All the things we should know about and don't keep up with... we can find on your website. Keep up the good work, I appreciate you. ~ Francel Nunnink

The Zoom in lieu of in person classes seem equally valuable for professional information and learning. Specifically, the Back To Chiropractic classes of Marcus Strutz, DC have mechanisms to verify that we are in continual attendance and hold our attention to answer test questions throughout the sessions. I suggest that Zoom sessions continue to be certified as valid "in person" classes, even after the COVID safety requirements are lifted. ~ Paul Schaffer

Thank you so much for working so hard to make ZOOM an option. It was much better than in person. 6 hours is more manageable, and sitting in a comfortable chair was nice. I could see everything you were doing, and it was great to put names to faces of my colleagues. I hope this can always be an option. ~ Sandrella Estassi-Martin

Comment #9

Ah Po, Amanda@DCA

From: warren friedman [REDACTED]
Sent: Thursday, October 30, 2025 7:57 AM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: Please make live Internet Seminars (Zoom) a permanent option for Live CE

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Hello.

I'm writing to ask that you please consider making Zoom a permanent option for live seminar requirements. Besides the health issues of sitting in a seminar all day in a closed hotel room without windows, I have discovered several advantages of live Zoom meetings, and hope to never have to go back to meeting in depressing hotel settings again.

I can hear better, see better, and learn better via zoom. I ALWAYS have a front row seat (in a COMFORTABLE chair!!). I am seeing the faces of all participants instead of looking at the back of their heads. I can hear and see the instructor as if I was sitting right in front of him. I feel free to ask questions and to interact. I feel more alert during, and more fresh after a Zoom seminar. I nod out in a stuffy hotel room, I feel spent after a day in a hotel room.

In addition, I have my own bathrooms, and can eat a decent meal at home during the break instead of having to rush to the nearest chain restaurant.

There are several more great reason to continue Zoom as an alternative to live CE, and I hope you will consider making it a permanent option.

I might add that I've been a DC in California since 1977. I've been going to CE for a long time, and believe me, Zoom is the best experience yet!

Thanks for your time and consideration.

_Warren B Friedman DC

Comment #10

Ah Po, Amanda@DCA

From: Janet Ferolito [REDACTED]
Sent: Thursday, October 30, 2025 8:00 AM
To: Ah Po, Amanda@DCA
Subject: Zoom for CE

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Dear Board members

Please re-instate zoom for CE. It was incredible during Covid. Marcus puts together the best interactive presentation and I have faith that others will follow suit. We have the technology. Let's use it! I always have to drive 2 or more hours for a seminar and/or stay the night. It adds time and expense to the CE.

Thank you for your consideration in this matter.

Janet Ferolito DC
[REDACTED]
Modesto CA 95350

[REDACTED]
CA Lic 21784

Comment #11

Ah Po, Amanda@DCA

From: Paul Schaffer [REDACTED]
Sent: Thursday, October 30, 2025 8:26 AM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: Zoom for all Chiropractic CEU's would be most helpful

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I practice in greater Santa Barbara. Most "in-person" seminars are in major metropolitan areas, requiring driving to get to. There are scant seminars even 1-2 hours from me, and the 12 hour all in one day ones begin at 7 am. I'm 73 and that makes a very long day. I'm very active in my church serving Pastoral duties until a new Pastor is approved, so a long tiring day makes an effort for Sunday services.

I've found the quality of Zoom presentations to be excellent. The information is as helpful as if I were there "in-person". It saves us Chiropractors from rushing / driving / parking and registration times. We can be in the comfort of our home or office taking notes. We can relax and absorb without outside traffic noises which are at most hotels where seminars have been held.

I believe there will be more persons offering CEU's when Zoom is approved. It will be a time / expense saving for presenters as well. They won't have to travel / stay overnight to be ready at 6:30 am to be in the room and set up.

In short, it would be convenient for all. I watch presenters on many health subjects on Zoom. Please allow our Chiropractic profession to offer CEU's by zoom instead of requiring 12 in-person hours.

Sincerely, Paul Schaffer DC 15532, [REDACTED] Goleta, CA 93117 [REDACTED]

Comment #12

Ah Po, Amanda@DCA

From: Hien Tran [REDACTED]
Sent: Thursday, October 30, 2025 9:17 AM
To: Ah Po, Amanda@DCA
Subject: Zoom Online CE

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Good morning!

My name is Hien Tran and I am a chiropractor in California for the past 27 years.

I'm emailing you to ask that chiropractors be allowed to do all of their 24 CE hours online. I'm older now and it really is difficult sitting on uncomfortable chairs from 8am to 8pm.

It would also bring down the cost since conference rooms don't have to be booked.

Thank you kindly!

HienTran

Comment #13

Ah Po, Amanda@DCA

From: Edward Cunningham, DC [REDACTED]
Sent: Thursday, October 30, 2025 9:24 AM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: ZOOM for cont/ ed hours

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Hello; I've been licensed in CA since 2005. I have been in practice since 1994. So I qualify as an "old timer". That said, to have Zoom hours for live CE cont. ed hours valid during the Pandemic and subsequently for the ability to take Live cont. ed hours taken away was very difficult for me.

For me to get my live hours created a scenario where I had to pay a lot of money and lose a lot of time to get these hours as a licensed doctor in CA living in NV.

This required me to commute to CA to get these hours.

This **regression in the use of technology** even though there may have been one, or perhaps two, valid reasons to take this away..... At the end of the day-- it made no sense in a continually advancing technological world. This is a specific example of technological **regression**.

Please approve the use of Zoom for "Live" continuing education hours as soon as possible; without any further delays.

The "ripple effect" in increased productivity, decreased overall cost and decreased wasted time in attaining said CE hours will be / and is profound.

Should the use of Zoom hours not be approved I most likely will relinquish my CA license for 2026-27.

Yours truly,

Edward Cunningham DC

--

Dr. Edward Hayes Cunningham, B.S., D.C., CSCS
Mayo Clinic™ trained wellness coach

[REDACTED]

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Comment #14

Ah Po, Amanda@DCA

From: John L. Mayfield [REDACTED]
Sent: Thursday, October 30, 2025 9:57 AM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: Zoom for seminars

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As a practicing chiropractor for over fifty years, I can attest to the benefits of zoom for learning. In technique seminars, for example, zoom has been able to show what the doctor is teaching from more than one camera angle. In classrooms only the people up front get to see everything.

I sincerely hope you advocate for zoom in CE education

John L Mayfield, D.C.
DC 109082

Comment #15

Ah Po, Amanda@DCA

From: John Campise [REDACTED]
Sent: Thursday, October 30, 2025 11:11 AM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: zoom for chiropractic live cont ed seminars

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Yes, we want zoom back. Especially for the chiropractors in the San Joaquin valley, there aren't a lot of live classes offered here so we end up having to drive to San Francisco Bay area or the Los Angeles area to get our classes. The travel cost and hotel cost is usually more than the cost of the class. Zoom is helpful because the students can use the chat to discuss what the instructor is discussing without interrupting the instructor and without missing out on what he or she is saying. And the entire class can read what all the other students are discussing on the chat, in a live seminar side discussions about the class topic happen but not everyone gets to hear all of them and it can often be disruptive to the class, on zoom it is not disruptive and actually adds educational value. Zoom also gives us the opportunity to interact with chiropractors from other states which rarely happens with live in person classes.

Thank You,

John Campise, D.C.

Comment #16

Ah Po, Amanda@DCA

From: Richard Belsky [REDACTED]
Sent: Thursday, October 30, 2025 12:15 PM
To: Ah Po, Amanda@DCA; Walker, Kristin@DCA
Subject: Zoom classes for classroom learning

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I would like to support Zoom CEU classes for the 12 hours of classroom learning.

Zoom classes allow for flexibility and convenience. The chiropractor can attend from anywhere (home, office, etc.) and save time and money on commuting, travel, and lodging. This makes it easier to balance CE with your work and personal schedule. It will also provide easier access to a wider variety of courses and instructors regardless of their location. And also since virtual Zoom courses can be recorded, it would allow the chiropractor to rewatch the material as needed for better retention.

Thank you - Dr. Richard Belsky, DC

Comment #17

Ah Po, Amanda@DCA

From: Kenna, Aaron A CTR USN NAVMEDCEN SAN CA (USA) [REDACTED]
Sent: Thursday, October 30, 2025 1:06 PM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA

Hi,

I am a licensed California chiropractor practicing for the US Navy also in California.

I am writing to express my greatest support for continuing education live components being performed with Zoom teleconferencing as has been done in recent years.

I personally deeply need my weekends for rest and recovery after weekly high volume care. With back and neck issues myself it is brutal to work hard all week all month and then add in insult to injury I have to go sit in a conference room all weekend on my birthday month to boot. I then will not be able to get the R&R that my body and mind needs.

The zoom CE's worked just fine in the few years we had that access. We still received the education hours and materials whether we were at home on our computer or sitting in a conference room all weekend.

Please allow for Zoom live teleconference CEs going forward.

Thank you

Aaron Kenna, D.C.

Comment #18

Ah Po, Amanda@DCA

From: Derek Ko [REDACTED]
Sent: Thursday, October 30, 2025 2:36 PM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: Support for Reinstating Zoom-Based Continuing Education Seminars

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Dear California Board of Chiropractic Examiners,

I am writing in support of the Board to reinstate the acceptance of Continuing Education (CE) seminars conducted via Zoom as satisfying the "live or in-person" CE requirements for licensed chiropractors in California.

Zoom-based CE seminars offer a wide array of benefits that directly support the professional development of chiropractors while maintaining the integrity and engagement of live learning. These seminars provide:

- **Diverse Subject Matter and Specialties:** Online platforms allow access to a broader range of topics and expert instructors, including niche specialties that may not be available locally. This enriches the educational experience and supports the evolving needs of our profession.
- **Reduced Financial and Logistical Barriers:** Attending in-person seminars often requires travel, lodging, and time away from practice and family. For many practitioners—especially those in rural areas or with caregiving responsibilities—these barriers can be prohibitive. Zoom seminars eliminate these burdens while preserving real-time interaction and participation.
- **Increased Accessibility and Equity:** Virtual live seminars democratize access to high-quality education, ensuring that all chiropractors, regardless of location or financial means, can meet their CE requirements and continue to grow professionally.

Zoom-based CE is not passive or pre-recorded; it is interactive, engaging, and live—meeting the spirit and intent of "in-person" learning. I believe reinstating this option would reflect a forward-thinking, inclusive approach that supports both the profession and the public we serve.

Thank you for your time and consideration.

Sincerely,
Dr. Derek Ko, DC
DC33265

Dr. Derek Ko, DC

MyChiroBalance, Chiropractor



[REDACTED]
San Leandro, CA 94577

<http://www.MyChiroBalance.com>

Comment #19

Ah Po, Amanda@DCA

From: Jane Chin [REDACTED]
Sent: Thursday, October 30, 2025 2:58 PM
To: Ah Po, Amanda@DCA
Cc: Walker, Kristin@DCA
Subject: Online CE

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Hello Amanda,

Dr. Strutz let us know that online live CE is in the process of being approved. We appreciate that this option is being returned. For me personally, this option reduces the travel costs to keep my CA license active. Every year I have to pay over \$3500 in plane tickets, hotels, etc to fly back to the US for 3 days to take a 12 hour CE course.

Thank you for considering to reinstate live online CE.

Regards,
Jane

Comment #20

Ah Po, Amanda@DCA

From: INGRID E MACHADO [REDACTED]
Sent: Thursday, October 30, 2025 3:58 PM
To: Ah Po, Amanda@DCA
Subject: kristin.walker@dca.ca.gov

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Concerning Zoom Meetings, Dear Board Members. Please approve Continuing Education by Zoom Meetings for CE credits. These classes have been very informative, reviewed many important concepts and were very interactive. By using zoom many doctors from all over California can access classes with excellent structure and keep us all updated with the latest information and innovations in Chiropractic. Please make zoom meetings available again for all our Chiropractic CE credits. Thank You, Ingrid Machado DC DC20690.

Comment #21

Ah Po, Amanda@DCA

From: Daniel Schlenger [REDACTED]
Sent: Wednesday, October 1, 2025 2:36 PM
To: Ah Po, Amanda@DCA
Subject: webinars for CE credit

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I would like to see the actual attendance requirement dropped and replaced with zoom-type meetings. Personal attendance is difficult for presenters as well as attendees.

I began attending seminars in 1983. So much has changed in those 40+ years. Maybe the chiropractic board can adapt.

Daniel Schlenger, DC

Comment #22

Ah Po, Amanda@DCA

From: [REDACTED]
Sent: Sunday, October 12, 2025 2:35 AM
To: Ah Po, Amanda@DCA; Walker, Kristin@DCA
Subject: Continuing Education: Distance Learning Public Comment – October 9, 2025

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Continuing Education: Distance Learning Public Comment – October 9, 2025 By: Anonymous DC

After watching *The Board at SCUHS* on October 9, 2025, I would like to offer an alternative perspective regarding distance learning.

At timestamp **44:06:34**, the Board asked if there were any public comments on agenda item 7. I would like to provide a comment.

Technology has made distance learning a valuable alternative to in-person education. However, I would like to raise a few considerations. While these points may seem minor, their cumulative impact on our professional community, and social interaction, will be significant.

The Board has made the following statements:

Business Impact Estimates

“The Board has determined that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting businesses.”

Results of Economic Impact Assessment / Analysis

“The Board has determined that this regulatory proposal will not have any impact on the creation or elimination of jobs within the state...”

While this may appear true from a regulatory standpoint, there are indirect consequences that have not been +considered. Because Board members, or staff, may not teach CEU courses, it's possible the economic ripple effects have been overlooked. However, I have a suspicion that The Board has rented conference rooms and traveled to distant locations, stayed in hotel rooms and bought food in hotels and restaurants for their journey. That travel requires the spending of monies which stimulate economies.

In-person continuing education generates economic activity, bookings for conference rooms, hotel stays, dining, and travel, all of which support jobs. Reduced demand for these services inevitably means fewer hotel staff and event workers, leading to job losses.

The movement toward additional online distance learning will benefit the largest CEU instructors/organizations. They are already accustomed to doctors coming in early, sitting in the back of the class, next to electrical outlets, plugging in their computers, and watching movies for 10-12 hours. They are immune to being ignored. Making it so they never need to leave their living room to teach a CEU class will have a HUGE savings for

them on travel and room rental, which, once again, will have a negative business impact upon communities and jobs.

I taught the 12 unit 'in-person' portion of the required 24 units during covid on-line. It was the absolute worst teaching experience of my career. One doctor/student left his screen on, while he did his laundry and exercised. That was better than looking at the black boxes or posted avatar pictures because most students shut off their screens. It was a very lonely experience.

I should clarify, when I teach via distance learning to people I personally know, because they have been my students over the years, and I have had all those side conversations and bonding experiences with them, then teaching in this format is much more enjoyable. I am a small CEU instructor. Teaching strangers whom you have never met, face-to-face, and therefore no connection with is a tough challenge for the instructor who cares.

That however, is not my primary concern. **My greatest concern on the new regulation of distance learning is the loss of community.**

Numerous studies show that modern society faces unprecedented levels of loneliness and depression (outside of wartime or major economic crises). This is due to isolation made possible because of technology. The illusion that online communities bring us close together is just that, an illusion. Technology has brought incredible advancements, which I fully enjoy, but I also recognize how it contributes to social isolation. Humans are inherently social creatures, and the personal interactions that occur at in-person conferences simply cannot be replicated in Zoom, Microsoft Teams, or Google Meet-ups.

As a CEU instructor, I witness the value of in-person connections. Former classmates reconnect after decades, exchange contact information, share billing and insurance insights, adjusting techniques, catch up on the past, adjust one another during breaks and have social interactions. We do coffee, eat and go for walks. All these spontaneous, relationship-building interactions are an essential part of professional growth and a happy social life. Spontaneous, relationship-building interactions **WILL NOT HAPPEN** in an online distance CEU conference.

Board members are professionals who travel and participate in conferences. I am certain they too have experienced the frustration of traveling to a conference, having to wake up early, get coffee, fill their cars up with gas, leave their family, fight traffic, to make it to a meeting at a certain time, for example arriving at SCUHS on Oct 9, 2025, for a Board Conference. The whole time they probably HATED the traveling experience. Then they were rewarded by engaging with people.

I am a firm believer in choice. If given the opportunity to stay at home, or wake up at 4-5AM to travel to a distant city, humans who are designed to conserve energy will mostly pick to stay at home. Isolating themselves to conserve energy will contribute to more depression and loneliness. When this legislation passes, we will lose one more social community, an event where human connections are made, replenished, and preserved. There are social theories that state life only happens between people. In the absence of people we cannot fully enjoy life nor develop properly.

In closing,

- I am not protesting or opposed to additional online learning.
- I am not protesting the loss of jobs, which will happen, when this legislation is passed.
- I am not protesting the additional wealth that will be made by the large CEU instructors/organizations.
- I am not protesting the reduction in pollution.
- I am not protesting the efficacy of online learning without having to travel.
- **I AM, protesting one more victory for technology to separate us while encouraging isolation, under the guise of advancement for mankind.**

I do not have a solution on how to combine distance learning with human interactions that lead to the fulfillment of life as a social being.

With great appreciation,
Anonymous DC

Comment #23

Ah Po, Amanda@DCA

From: amber [REDACTED]
Sent: Wednesday, October 22, 2025 7:36 AM
To: Ah Po, Amanda@DCA; Walker, Kristin@DCA
Subject: Proposed Regulatory Action, Continuing Education: Distance Learning - Public Comment
Attachments: Public Comment to the Board of Chiropractic Examiners.docx

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Good morning. Please see the attached letter in response to the Proposed Regulatory Action to amend the Learning Program for Continuing Education for Doctor of Chiropractic in the State of California.

We appreciate your attention to our Public Comment on this matter.

Thank you,
Amber Topping, MBA
President, Tong CE Seminars, LLC
[REDACTED]



Amanda Ah Po
Kristin Walker
Board of Chiropractic Examiners
1625 N. Market Blvd., Suite N-327
Sacramento, CA 95834

Sent Via Email and U.S. Mail
amanda.ahpo@dca.ca.gov
kristin.walker@dca.ca.gov

Re: Proposed Regulatory Action
Continuing Education: Distance Learning
Public Comment

Dear Esteemed Members of the Board of Chiropractic Examiners:

Tong CE Seminars is an approved provider of continuing education to California's chiropractors. We employ only instructors/presenters from California, and we strongly believe that California is the leader in ensuring the highest-quality patient care from the most-qualified and best-educated chiropractors in the country.

We are writing to express our concerns and to provide comment about the proposed rule redefining synchronous coursework. We have two primary comments: 1) that the proposed rule does not adequately define synchronous learning that occurs outside of the classroom and therefore, does not assure participatory interaction between licensees and the instructor/presenter; and 2) the proposed rule will result in a takeover of California continuing education by large out-of-state providers who can provide webinars cheaply to a national audience.

In reading the material for the proposed rule change, it seems that the Board envisions that these webinars will be like Zoom meetings where the doctors are free to ask questions and there will be discussions among the attendees and with the instructor. This vision would be a truly interactive learning experience; however, the reality of webinars is far different. There can be many, if not hundreds, of attendees, who have no awareness of each other nor interaction. Interaction with the instructor is reduced to typed questions in a chat which a moderator reads and the instructor responds to if there is time. Many questions are not even read because of the large number of attendees and the lack of time. In the end, these webinars are not much different from the distance learning videos being utilized now.



We would suggest that the Board take a path to distance learning that results in actual interaction between the instructors and the licensees. This can be accomplished by defining clearly what is considered synchronous learning outside of in-person seminars. Instead of traditional webinars, the Board should specify what synchronous learning must include. We would suggest that the rule should limit the class size to no more than 40 licensees and require that each webinar provides the means for oral discussions between the instructor and licensees and between licensees, not just communication by chat.

If the class size is limited, then an interactive class environment can be easily achieved. For example, licensees could attend Zoom or Microsoft Teams meetings with their cameras on, and the interaction would truly be similar to a classroom environment. Such a rule would achieve all the goals of the Board but without jeopardizing learning, the advancement of Chiropractic and the continuing education of licensees. It would also allow for assurance of participation without the need for testing.

We would also point out that testing as an assurance of participation is not effective. What happens if a licensee fails the examination? Would the licensee be denied credit even though they attended the entire seminar? Such a threat would put pressure on the CE providers to make the tests easier to be sure everyone passed. If licensees fear that they may be denied credit by a CE provider who issues a more challenging test, they will employ a different provider. Competition will lead to easier examinations and testing will become an ineffective means of assuring participation.

Our second major concern is that the proposed rule change will lead to the continuing education of California's doctors being provided exclusively by out-of-state corporations. Many of these companies already provide cheap webinars across the country. DC Hours is a Wisconsin company, ABetterChiro is a Nevada Company and ChiroCredit is a Pennsylvania company. As noted in the Board's Initial Statement of Reasons, nearly all of California's CE providers are small businesses. We will not be able to compete with these large corporations which are able to provide webinars to a large number of doctors across the country. Their large volume will allow them to charge such a low price that it will drive California providers out of the market.

In the end, this proposed rule change will result in few, if any, California providers of continuing education surviving. California's Board, which boasts that it licenses 12,000 of the 70,000 chiropractors in the country, will have delegated to the other states the ongoing education of its doctors.

California's Board is a leader not a follower. If you are going to embrace distance learning, then lead, and enact a rule that requires actual learning not just convenience.



We truly appreciate the opportunity to comment, and we hope that our comments give you pause. Thank you.

Very truly yours,

Tong CE Seminars, LLC

Amber Topping

Amber Topping
President

Tong CE Seminars, LLC

David W. Allor

David W. Allor
General Counsel

Comment #24

TO THE CALIFORNIA CHIROPRACTIC BOARD:

I am writing this letter to state my concerns, as to, the upcoming Chiropractic Board Meeting to address Webinar Chiropractic Seminars.

It is my professional opinion that Chiropractic Manipulation and Techniques, must be taught in person, to be effective. It is vital to have hands on training. Chiropractic means; hands on. Chiro: means hand. With all the electronics and lab testing available, shouldn't we keep some hands on technique training in our Profession.

When teaching a live manipulation-technique seminar, new and old methods are presented to the attending Chiropractors. In return, the attending Chiropractors, can share the manipulation methods which they have learned and utilize in their practice. This exchange of information is very important To myself and Chiropractors at the seminar. At the live seminar we Chiropractors meet, exchange Ideas, practice new techniques, and make new friends. This personal contact, cannot be done in a webinar seminar.

My opinion on hands on technique seminar is based on my background in Chiropractic. I graduated from the Los Angeles College of Chiropractic in 1984. I have a Diplomate in Diversified Technique, trained under A.L. Logan D.C. I tutored manipulation to students from LACC, Pasadena, and Cleveland Chiropractic Colleges from 1984 till 2024. I taught movement anatomy, gymnastics, and pathology at Fullerton College from 1996 till 2018. I taught at Cal State University Fullerton from 1986 till 2015.

Chiropractic Seminars, I taught chiropractic seminars with Ray Weltch D.C., for 20 years. These seminars were 12 hours of manipulation and technique. We later offered 5 hours of Xray, as per state requirements. For the last 3 years I have been teaching Chiropractic Technique Seminars with Victor Tong D.c. DCBAR.

I receive very good text messages from the Chiropractors who attend my technique seminars. Please read a few of the text messages I received after the seminar.

Getting Chiropractors together is very important for the Chiropractic Profession. Please keep the in-person seminar for technique, so we keep our profession moving forward.

Sincerely,
Michael I. Kelley, DC

4:43 

4G 89% 




7:58 PM, May 24



My name is Dr Julie Strey and I met you today at the seminar. I had the black scrubs on when you handed me my certificate.

I know you had a long day yet I couldn't wait because I hoped you would still remember me.

I loved your teachings. I've been starved for years and years for my chiropractic roots which I love with all my heart. You and I share many mutual mentors and LACC roots . You breathed fresh life into me today. Thank you so much.

I don't know how but I'm really hoping to be able to spend more time with you learning and also I'm 30 years desperately overdue and desperate for a real adjustment .

Anyway, get some rest. Great job today. Please consider my outreach?



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Hi Dr Kelly,
Just wanted to thank you so much
for the great technique session.
It was, by far, the best technique
class I have attended in the last
15 years. What ever happened
to Chiropractors adjusting each
other?? Plus we have so many
experienced practitioners that
would love to give back to teach
young Chiropractors. Not teach
them how to make more money, but
for the love of Chiropractic.

Ringtone



Hello Mike, I was in class this evening. Thank you so much. You are a chiropractic gem! It was great to be reminded of a bunch of moves I have not used for a long time. Watch out Monday patients



I look forward to doing in another one of your lectures.

If you come back to palm desert I am happy to bring an extra portable table.

Cheers, Corina Morrison



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Michael I. Kelley, D.C.
1111 E. Commonwealth Ave.,
Suite B
Fullerton, CA 92831

CHIRO

11/12/25

BOARD of
CHIROPRACTIC
EXAMINERS
STATE OF CALIFORNIA

DEPARTMENT OF CONSUMER AFFAIRS • CALIFORNIA BOARD OF CHIROPRACTIC EXAMINERS
1625 N. Market Blvd., Ste N-327, Sacramento, California 95834

9583432529 0059



Comment #25

Ah Po, Amanda@DCA

From: Kirk Meier [REDACTED]
Sent: Thursday, October 30, 2025 8:03 PM
To: Ah Po, Amanda@DCA; Walker, Kristin@DCA
Subject: Continuing Education: Distance Learning
Attachments: State Board Letter.docx

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Hi Amanda,
I have been a Continuing Education provider since 2001...

I have attached a word document regarding the some of the concerns and questions that I have about the Distance learning program scheduled to be discussed on November 7th...

I will plan to be in attendance by phone and hope to receive a little more clarity on how this program will proceed..

If you need me to send this in another format, please let me know...

Thanks,
Kirk

Dr. M. Kirk Meier D.C.
License # 22410

Synchronous Distance Learning.

Concerns -

The Boards intention is to offer a solution for Doctors of Chiropractic who in some way are inhibited or even prohibited from attending and completing their continuing education obligations. While This is an admirable effort with the best intentions, my fear is that this new platform may be abused by some.

Those who may deem themselves too busy or view it as a hardship to give up one Saturday or weekend a year, or those who simply can't be bothered to attend an in-person class could opt for this new platform.

In doing so, their attentions may easily be averted. (as witnessed by many providers during COVID) Even though they will be required to be "visible" during the entirety of the presentation, their attentions may be far from present. Requiring a test to be taken at the end of the course or even periodically during the course is a good attempt at ensuring attendance and attentions but could easily be subverted if the provider chooses to give a generic test that can be easily passed by using common sense and not the actual material from the course.

This scenario suggests that the provider may be complicit in assisting the subversion of this well intended program, which is also not a far-fetched assumption. A provider who chooses to do all of their courses as “Synchronous” courses could drastically reduce their overhead costs and easily compromise the integrity of their courses resulting in less effective outcomes that our continuing education program is currently designed to provide. This could result in practitioners who are ingrained in their old and possibly outdated ways, which may not provide for the greatest safety of the public that we serve.

Solution-

It is my proposal that those who truly may be inhibited or prohibited from attending continuing education courses for either medical, logistical or even financial reasons, submit an application for approval from the State Board that would allow them to participate in this new platform.

The Board could decide, after further discussions, if this approval were to be granted yearly or made permanent, as if in the case of a medical condition that was not going to change for example.

After receiving this approval, the Doctor would then have to provide their Synchronous Course Approval Number (S.C.A.N.) to the CE provider upon registration of the course,

thus allowing them to receive in-class credit hours for that particular course.

Questions.

- 1) When would this program be initiated?
- 2) How long would the test for a Synchronous course have to be?
- 3) Would there be an established passing grade that would grant the course hours to be given?
- 4) Would a Synchronous course also provide Asynchronous CE hours if an attendee was NOT approved for eligibility by the Board (if the above solution was implemented) or simply wanted to gain the information without attending in person?
- 5) Would a CE Provider be required to seek separate approval numbers from the Board if the course was to be given in-class and Synchronous?
- 6) If separate approval numbers were required, would there be an additional cost for that CE Provider to have the same course approved for in-class and synchronous?
- 7) How would it be proven that an attendee successfully passed the test for any given course?
- 8) Would there be additional employees at the Board, dedicated to processing this proof of course completion?
- 9) Would the burden be on the attending Practitioner or the Provider to prove to the Board that the attendee successfully passed the course?

Thank you for your attention in this matter..
Dr. M. Kirk Meier D.C License #22410

**Proposed Responses to Public Comments Received Regarding Regulatory
Proposal to Amend California Code of Regulations (CCR), Title 16, Section 363.1
(Distance Learning)**

Support for the Proposed Regulation

Written Comments 1–20:

Comment	Name	Date Received
1	Gene A. Bergmann, D.C.	September 22, 2025
2	Glenn E. Johnson, D.C.	September 22, 2025
3	Rik Cederstrom, D.C.	October 1, 2025
4	Terrance Tolbirt, D.C.	October 2, 2025
5	Dean K. Denning, D.C.	October 11, 2025
6	Bruce L. Denning, D.C.	October 15, 2025
7	Marcus Strutz, D.C., Back to Chiropractic CE Seminars	October 29, 2025
8	Marcus Strutz, D.C., Back to Chiropractic CE Seminars	October 30, 2025
9	Warren B. Friedman, D.C.	October 30, 2025
10	Janet Ferolito, D.C.	October 30, 2025
11	Paul Schaffer, D.C.	October 30, 2025
12	Hien Tran, D.C.	October 30, 2025
13	Edward Cunningham, D.C.	October 30, 2025
14	John L. Mayfield, D.C.	October 30, 2025
15	John Campise, D.C.	October 30, 2025
16	Richard Belsky, D.C.	October 30, 2025
17	Aaron Kenna, D.C.	October 30, 2025
18	Derek Ko, D.C.	October 30, 2025
19	Jane Chin, D.C.	October 30, 2025
20	Ingrid Machado, D.C.	October 30, 2025

Summary of Comments 1–20:

The six comments collectively support the Board's proposal to amend CCR, title 16, section 363.1.

Proposed Response to Comments 1–20:

The Board acknowledges and appreciates the support of these commenters. The comments do not suggest any changes to the proposed text, and no revisions were made.

Written Comment 21 by Daniel Schlenger, D.C. on October 1, 2025

Summary of Comment 21:

The commenter requested to see the actual attendance requirement dropped and replaced with Zoom-type meetings because personal attendance is difficult for presenters and attendees.

Proposed Response to Comment 21:

The Board perceives this comment to be in support of the proposed regulation. The commenter appears to be referring to the existing 12-hour live, in-person continuing education course attendance requirement with the terms “actual attendance” and “personal attendance”, and requests that the Board allow live webinars to also qualify as live continuing education.

The Board has reviewed and considered the comment and declines to make any amendments to the proposed text because the current proposal, as originally noticed, already achieves the outcome the commenter is seeking.

Adverse Comments

Written Comment 22 by Anonymous DC on October 12, 2025

Summary of Comment 22:

The commenter expressed concerns that the proposal 1) reduces economic activity associated with in-person continuing education, such as travel, hotels, and dining; 2) disadvantages small continuing education providers while benefiting large organizations; 3) diminishes the quality of teaching and engagement; and 4) contributes to social isolation and the loss of professional community and human connection.

Proposed Response to Comment 22:

The Board has reviewed and considered the comment and declines to make any amendments to the proposed text based on the rationale below and in the Initial Statement of Reasons (ISOR).

As stated on page 7 of the ISOR, the Board has determined the proposed regulation will not have a significant statewide adverse economic impact on businesses. The proposal does not change the total number of continuing education hours required annually, including the minimum of 12 hours of live education, nor does it eliminate in-person continuing education. Instead, the proposal replaces the current requirement for licensees to annually commute or travel to continuing education courses with the option to complete the coursework in person or through live online learning. Any potential impacts on industries outside of chiropractic, such as the broader service sector, are too attenuated to link to the Board's proposal.

The proposal does not disproportionately benefit larger continuing education providers over smaller ones. The proposal creates new opportunities for small businesses to innovate and expand their reach to a broader audience. The proposal is expected to provide a more equitable and competitive environment by enabling chiropractic continuing education providers to compete based on the quality of their content and instruction rather than their logistical capacity or geographic coverage.

The proposal does not diminish the quality of teaching and engagement. Since the COVID-19 pandemic, live online learning platforms have advanced significantly and offer instructional quality and delivery that are comparable to traditional in-person settings. In addition, by allowing licensees the flexibility to choose between in-person and live online formats, the proposal is expected to enhance licensee participation and engagement by aligning with their preferred learning methods.

The proposal does not contribute to social isolation or the loss of professional community and human connection. The Board recognizes the value of in-person continuing education, particularly the spontaneous interactions, professional networking opportunities, and sense of community it can provide to licensees. Importantly, this proposal does not prohibit or restrict in-person education. Instead, the proposal seeks to balance those considerations with the need to provide accessible, flexible, and equitable continuing education options for all licensees. This proposal ensures licensees located in rural areas or outside of the state, with medical conditions or disabilities, with caregiving responsibilities, or for whom travel may pose an undue financial or logistical hardship, can also participate in a broad range of live continuing education courses and topics and have equitable access to engage and network with other licensees from diverse backgrounds and experiences.

Written Comment 23 by Tong CE Seminars, LLC on October 22, 2025

Summary of Comment 23:

The commenter expressed concerns that 1) the proposed rule does not adequately define synchronous learning that occurs outside of the classroom and therefore does not assure participatory interaction between licensees and the instructor/presenter; and 2) the proposed rule will result in a takeover of California continuing education by large out-of-state providers who can provide webinars cheaply to a national audience.

The commenter suggested the Board take a path to distance learning that results in actual interaction between the instructors and the licensees by specifying what synchronous learning must include, limiting the class size to no more than 40 licensees, and requiring that each webinar provide the means for oral discussions between the instructor and licensees and between licensees, not just communication by chat.

Proposed Response to Comment 23:

The Board has reviewed and considered the comment and declines to make any amendments to the proposed text based on the rationale below and in the ISOR.

The request for the regulation to define synchronous learning that occurs outside of the classroom and specify what it must include, limit the class size, and require oral discussions between the instructor and licensees, has already been deemed by the Board as a policy decision that it is unnecessary and exceeds the scope and intent of this regulatory proposal. As stated on pages 2 through 4 of the ISOR, the purpose of this proposal is to define “distance learning” as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period. The Board’s regulations already allow any other “program of coordinated instruction” that does not fall within the definition of distance learning and that meets all other requirements for approval by the Board to qualify for live or “classroom” credit.

The proposal will not result in a takeover of California continuing education by large, out-of-state providers offering low-cost webinars to a national audience. As stated on page 7 of the ISOR, the Board has determined the proposed regulation will not have a significant statewide adverse economic impact on businesses, including the ability for California businesses to compete with those in other states. California remains a leader within the chiropractic profession with approximately 10,700 of the nation’s 70,000 licensed doctors of chiropractic actively practicing in the state. This proposal is expected to provide a more equitable and competitive environment by enabling all chiropractic continuing education providers, regardless of their size, to compete based on the quality of their content and instruction rather than their logistical capacity or geographic coverage. Further, the Board anticipates that many licensees will continue to seek out continuing education courses from California-based associations, chiropractic programs, and small businesses due to their alignment with local standards of practice and the state’s leadership in innovative chiropractic practice and treatment approaches.

Written Comment 24 by Michael I. Kelley, D.C. on October 29, 2025

Summary of Comment 24:

The commenter opined that chiropractic manipulation and techniques must be taught in person to be effective because the exchange of information and ideas and practice of new techniques cannot be done in a webinar seminar. The commenter requested that the Board keep the in-person attendance requirement for technique seminars.

Proposed Response to Comment 24:

The Board has reviewed and considered the comment and declines to make any amendments to the proposed text.

As stated on pages 2 through 4 of the ISOR, the purpose of this regulatory proposal is to define “distance learning” as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period. The Board’s regulations do not currently require chiropractic technique courses to be completed in person, and the Board respectfully rejects the request to mandate in-person attendance for technique courses because such a requirement has already been deemed by the Board as a policy decision that it is unnecessary. Further, this comment exceeds the scope and intent of this proposal.

Written Comment 25 by M. Kirk Meier, D.C. on October 30, 2025

Summary of Comment 25:

The commenter expressed concerns that 1) the Board’s intention to offer a solution for licensees who are unable to attend continuing education courses in person may be abused by those who are unwilling to attend in-person courses; 2) licensees may not pay attention during courses; 3) requiring a test to be taken at the end of a course or during a course could easily be subverted if the continuing education provider chooses to give a generic test that can be passed by using common sense and not the actual material from the course; and 4) continuing education providers could choose to only offer synchronous courses thereby reducing their overhead costs, compromising the integrity of their courses, and resulting in less effective outcomes for doctors of chiropractic and a risk to public safety.

The commenter proposed that the Board require licensees who are unable to attend continuing education courses for medical, logistical, or financial reasons to submit an application for approval to Board to participate in the synchronous platform and receive in-class credit hours.

The commenter also posed nine questions to the Board:

1. When would this program be initiated?

2. How long would the test for a Synchronous course have to be?
3. Would there be an established passing grade that would grant the course hours to be given?
4. Would a Synchronous course also provide Asynchronous CE hours if an attendee was NOT approved for eligibility by the Board (if the above solution was implemented) or simply wanted to gain the information without attending in person?
5. Would a CE Provider be required to seek separate approval numbers from the Board if the course was to be given in-class and Synchronous?
6. If separate approval numbers were required, would there be an additional cost for that CE Provider to have the same course approved for in-class and synchronous?
7. How would it be proven that an attendee successfully passed the test for any given course?
8. Would there be additional employees at the Board, dedicated to processing this proof of course completion?
9. Would the burden be on the attending Practitioner or the Provider to prove to the Board that the attendee successfully passed the course?

Proposed Response to Comment 25:

The Board has reviewed and considered the comment and declines to make any amendments to the proposed text based on the rationale below and in the ISOR.

As stated on pages 2 through 4 of the ISOR, the purpose of this regulatory proposal is to define “distance learning” as a form of asynchronous learning conducted online or outside of a classroom and that does not offer participatory interaction between the licensee and the instructor during the instructional period, thereby providing clarity in the distinction between the types of courses that qualify for live classroom credit and the courses that are considered distance learning. Further, such learning is limited to no more than 12 hours annually. By narrowly defining distance learning as asynchronous coursework, synchronous courses delivered through online learning platforms will qualify for the same classroom credit as traditional, in-person courses. The Board’s intent is to ensure that all actively licensed doctors of chiropractic have access to a broad range of continuing education courses on topics such as advancements in the field of chiropractic practice, clinical competence, patient care, evaluation and diagnostic skills, and legal and ethical obligations, regardless of their geographic location, not to offer a solution solely to licensees who are unable to attend continuing education courses in person. The Board has already specified a medical exemption process for licensees who are unable to attend continuing education courses due to a disability through California Code of Regulations (CCR), title 16, section 364, subdivision (e).

The Board’s existing regulations already allow licensees to complete continuing education courses in person or through synchronous or asynchronous distance learning platforms. This proposal would narrow the definition of distance learning to asynchronous learning, thereby allowing synchronous coursework to qualify for the

same live hours as in-person courses. This proposed change does not impact continuing education providers' course attendance and participation policies.

This proposal requires providers of asynchronous distance learning to establish successful completion of a course through a requirement that a licensee must pass an interactive or self-assessment test of the subject matter. The Board trusts in the integrity of its approved continuing education providers and does not believe they will attempt to subvert this important knowledge check requirement through a generic test. However, if a continuing education provider attempts to subvert this testing requirement, the Board would deny or withdraw approval of the course, as specified in CCR, title 16, section 363, subdivisions (d) and (h).

This proposal will not compromise the integrity of continuing education courses or result in less effective outcomes for licensees or a risk to public safety. Since the COVID-19 pandemic, live online learning platforms have advanced significantly and offer instructional quality and delivery that are comparable to traditional in-person settings. By allowing licensees the flexibility to choose between in-person and live online formats to fulfill their live hours, the proposal is expected to improve outcomes for licensees by aligning with their preferred learning methods.

The Board respectfully rejects the proposal to create a new application and approval process for licensees to participate in synchronous courses to fulfill their required live hours because it would be overly burdensome for Board staff, would have a significant fiscal impact on the Board, and would not address the problem the Board is seeking to solve through this proposal. As noted above, CCR, title 16, section 364, subdivision (e) already specifies a medical exemption process for continuing education courses. The purpose of this proposal is not to offer a solution solely for licensees who are unable to attend in-person courses due to medical, logistical, or financial reasons. Instead, the intent of this proposal is to modernize the Board's definition of distance learning, thereby removing the current 12-hour limit on live webinars and virtual classrooms that offer comparable instructional quality and delivery to in-person classroom settings. Additionally, implementing the suggested application and approval process would place an unreasonable and unsustainable burden on the Board's workload and financial resources.

Below are the Board's responses to the nine questions posed by the commenter.

1. When would this program be initiated?

The Board is requesting for this regulation to become effective after review and approval by the Office of Administrative Law and upon filing with the Secretary of State.

2. How long would the test for a Synchronous course have to be?

This proposal does not require a test for a synchronous continuing education course.

3. Would there be an established passing grade that would grant the course hours to be given?

No.

4. Would a Synchronous course also provide Asynchronous CE hours if an attendee was NOT approved for eligibility by the Board (if the above solution was implemented) or simply wanted to gain the information without attending in person?

This question is unclear. The Board respectfully rejects the proposed solution presented above. Continuing education providers may submit courses offered in multiple delivery formats (i.e., in-person, synchronous, or asynchronous) to the Board for approval.

5. Would a CE Provider be required to seek separate approval numbers from the Board if the course was to be given in-class and Synchronous?

No.

6. If separate approval numbers were required, would there be an additional cost for that CE Provider to have the same course approved for in-class and synchronous?

No.

7. How would it be proven that an attendee successfully passed the test for any given course?

Under this proposal, continuing education providers would be responsible for verifying a licensee successfully passed a test of the subject matter before issuing a certificate of completion to the licensee for a distance learning course.

8. Would there be additional employees at the Board, dedicated to processing this proof of course completion?

No. As stated on page 3 of the notice of proposed action, the Board does not anticipate additional workload or costs resulting from the proposed regulation.

9. Would the burden be on the attending Practitioner or the Provider to prove to the Board that the attendee successfully passed the course?

Continuing education providers would be responsible for verifying a licensee successfully passed a test of the subject matter before issuing a certificate of completion to the licensee for a distance learning course. As specified in CCR, title 16, section 363, subdivision (h), the Board may withdraw approval of any continuing education course for good cause such as violation of the regulation or falsification of information.



**Agenda Item 6
November 7, 2025**

**Review, Discussion, and Possible Action on Finalizing and Adopting the Board's
2026 Sunset Review Report**

Purpose of the Item

The Board will review and discuss the draft 2026 sunset review report and minor edits to the Board Member Administrative Procedure Manual.

Action Requested

The Board will be asked to approve the draft 2026 sunset review report and edits to the Board Member Administrative Procedure Manual and to delegate authority to the Board's Chair and Vice Chair to approve any subsequent edits, if necessary, to the report prior to its final publication and submission in December 2025.

Background

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:** On June 30, 2025, the Board received the sunset review report template requesting specific information and data from the Board. Staff will draft the sunset review report for review and discussion by the appropriate committee and the Board. The final report must be reviewed and approved by the Board. It is due to the Legislature by January 5, 2026.

To meet the submission deadline, the Board's 2026 sunset review report content is due to DCA's Office of Publications, Design & Editing (PDE) by **Tuesday, November 18, 2025**.

PDE will provide a PDF version of the report by December 19, 2025, and printed copies of the report by December 31, 2025.

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 Board identified and discussed current policy and consumer protection issues for inclusion in the Board's 2026 sunset review report, including:

- Updates to the Board's current fee structure to ensure the long-term stability of the Board's fund and equitably distribute costs
- Statutory authority to allow the Board to automatically revoke a license upon a second insurance fraud conviction or upon a conviction that requires registration as a sex offender
- Statutory authority to allow the Board to automatically suspend a license upon a conviction of a serious felony, as defined in Penal Code section 1192.7
- Statutory authority to allow the Board to automatically impose a chaperone requirement during pending proceedings involving a licensee who has been criminally charged with a sex offense or when the Board has filed an accusation against a licensee alleging sexual abuse or misconduct

2026 Sunset Review

November 7, 2025

Page 3

At this meeting, staff will present minor proposed edits to the Board Member Administrative Procedure Manual, a required attachment to the sunset report, to the Board for review and approval.

The Board will be asked to meet via teleconference in early December 2025 to review and approve the final draft of the 2026 sunset review report prior to its publication and submission to the Legislature.

Attachment

- Board Member Administrative Procedure Manual with Minor Proposed Edits

State of California

BOARD OF CHIROPRACTIC EXAMINERS BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Adopted October 2007
Revised ~~July 2024~~ November 2025



Gavin Newsom, Governor
State of California

MISSION STATEMENT

To protect the health, welfare, and safety of the public through licensure, education, engagement, and enforcement in chiropractic care.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Members of the Board

~~Dionne McClain~~ Laurence Adams, D.C., Chair
~~David Paris~~ Pamela Daniels, D.C., Vice Chair
~~Frank Ruffino~~ Janette N.V. Cruz, Secretary
~~Laurence Adams, D.C., DACNB~~ Sergio Azzolino, D.C.
David Paris, D.C.
~~Rafael Sweet, Esq.~~

Executive Officer

~~Robert C. Puleo~~ Kristin Walker

This procedure manual is a general reference including a review of some important laws, regulations, and these basic Board policies in order to guide the actions of the Board Members and ensure Board effectiveness and efficiency. The Chiropractic Initiative Act of ~~1922~~ California (the Act) will be referenced and summarized throughout this procedure manual.

This Administrative Procedure Manual, regarding Board Policy, can be amended by four affirmative votes of any current or future Board.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

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BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

CHAPTER 1. Introduction

Overview

The Board of Chiropractic Examiners (Board) was created on December 21, 1922, through an initiative measure approved by the electors of California on November 7, 1922.

The Act states it is... “An act prescribing the terms upon which licenses may be issued to practitioners of chiropractic, creating the State Board of Chiropractic Examiners and declaring its powers and duties, prescribing penalties for violation hereof, and repealing all acts and parts of acts inconsistent herewith...”

The powers and authority of the Board are specifically defined in Section 4 of the Act. In general, the board is a policy-making and administrative review body comprised pursuant to the provisions of Section 1 to 20 of the Act. The Board, when full, is comprised of seven Members, five professional and two public, each appointed by the Governor. The Board's paramount purpose is to protect California consumers through the enforcement of the Act, other applicable laws and the California Code of Regulations related to the practice of chiropractic, identified herein as the Board's regulations. The Board is also mandated by the Initiative to supervise licensees, chiropractic colleges, and continuing education for relicensing.

State of California Acronyms

ALJ	Administrative Law Judge
AG	Office of the Attorney General
APA	Administrative Procedure Act
BCE	Board of Chiropractic Examiners
B&P	Business and Professions
CalHR	California Department of Human Resources
CATS	Computer Assisted Testing Service
CCCP	California Code of Civil Procedure
CCR	California Code of Regulations
CE	Continuing Education
CLEAR	Council on Licensure Enforcement & Regulations
DAG	Deputy Attorney General
DCA	Department of Consumer Affairs
DOF	Department of Finance
DWC	Division of Workers Compensation
EO	Executive Officer
FCLB	Federation of Chiropractic Licensing Boards
NBCE	National Board of Chiropractic Examiners
<u>OAH</u>	<u>Office of Administrative Hearings</u>
<u>OAL</u>	<u>Office of Administrative Law</u>
SAM	State Administrative Manual
SCIF	State Compensation Insurance Fund

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

~~VCGCB~~ ~~Victim Compensation and Government~~
~~Claims Board~~

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

General Rules of Conduct

All Board Members shall act in accordance with their oath of office, and shall conduct themselves in a courteous, professional and ethical manner at all times. Board Members serve at the pleasure of the governor, and shall conduct their business in an open manner, so the public they serve shall be both informed and involved, consistent with the provisions of the Bagley-Keene Open Meeting Act and all other governmental and civil codes applicable to similar boards within the State of California.

- ❖ Board Members are part of a state regulatory board and their individual rights to make independent public comments or statements takes a second place to supporting a uniform public presentation of a cohesive board.
- ❖ Board Members shall comply with all provisions of the Bagley-Keene Open Meeting Act and other applicable rules, regulations, codes and laws governing public employees.
- ❖ Board Members shall not speak or act for the Board without proper preauthorization from the Chair and/or Executive Officer (EO) prior to making any statement or press release. When possible, the Board Chair, in consultation with the Vice Chair and EO, shall determine which Board members have expertise in respective areas to act as spokesperson for the Board.
- ❖ Board Members shall not privately or publicly lobby for, publicly endorse, or otherwise engage in any personal efforts that would tend to promote their own personal or political views or goals, as it pertains to issues related to jurisdiction of the Board, when those views or goals contradict an official position adopted by the Board.
- ❖ Board Members shall not accept gifts from applicants, licensees, or members of the profession while serving on the Board. All Fair Political Practices Act Rules shall be followed.
- ❖ Board Members shall maintain the confidentiality of confidential documents and information related to Board business. Always confirm with the EO whether information is public and may be disclosed. The public's access should be from a source other than a Board Member.
- ❖ Board Members should avoid discussion of confidential Board business with petitioners, licensees or persons not authorized to receive confidential and restricted enforcement information. Failure to do so may result in the Board Member having to recuse him/herself due to conflict of interest issues. All consumers, applicants and licensees with enforcement related questions, concerns or complaints should be referred to the EO.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

- ❖ Board Members shall commit adequate time to prepare for their Board responsibilities including the reviewing of Board meeting notes, administrative cases to be reviewed and discussed, and the review of any other materials provided to the Board Members by staff, related to official Board business.
- ❖ Submission of votes have time requirements that are critical to meeting legal timeframe constraints. Board members shall make every attempt to meet the deadlines identified by Board staff and meet the vote submission requirement established by the Board.
- ❖ Board Members shall submit reimbursement records each month to facilitate timely reimbursement.
- ❖ All travel for Board related business, other than routine Board meetings and Committee Meetings, must be submitted in writing and preapproved by the Chair and EO before travel.
- ❖ Board Members shall recognize the equal role and responsibilities of all other Board Members and interact with one another in a polite and professional manner.
- ❖ Board Members shall act fairly, be nonpartisan, impartial, and unbiased in their role of protecting the public and enforcing the Chiropractic Initiative Act.
- ❖ Board Members shall uphold the principle that the Board's primary mission is to protect the public.
- ❖ Board Members shall follow the guidelines set forth in Executive Order 66-2.
- ❖ Board Members shall comply with all State, Department, and Board required trainings.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

CHAPTER 2. Board Members & Meeting Procedures

Membership (§1 Initiative Act)

Board Members are appointed and serve in accordance with Section 1 of the Initiative Act.

Role of Board Officers (Board Policy)

Board Chair

- The Chair may consult with the Vice Chair **or** Secretary **or** another Board Member and the EO. However, all conversations must be consistent with Bagley Keene Open Meeting Act restrictions, which mandate that no more than two Members can actively discuss Board business.
- Determines, in consultation with the Vice Chair and EO, which Board Members have expertise in respective areas to act as spokesperson for the Board of Chiropractic Examiners (e.g., attend legislative hearings and testify on behalf of the Board, attend meetings with stakeholders and Legislators on behalf of Board, talk to the media on behalf of the Board). Assigns the most qualified Board Member the task at hand.
- Signs letters on behalf of the Board.
- Meets and/or communicates with the EO and the Vice Chair on a regular basis.
- Provides oversight to the EO in performance of the EO's duties.
- Verifies accuracy and approves timesheets, approves travel and signs travel expense claims for the EO and Board Members.
- In consultation with the Vice Chair and EO, establishes committees including, but not limited to, two-person committees/subcommittees and/or task forces to research policy questions when necessary.
- The composition and chairs of the committees shall be determined by the Board Chair.
- Communicates with other Board Members for Board business in compliance with the Open Meeting Act.
- In consultation with the Vice Chair and EO, approves Board Meeting agendas.
- Chairs and facilitates Board Meetings.
- Signs specified full board enforcement approval orders.

Vice Chair

- Is back-up for the above-referenced duties in the Chair's absence.
- Coordinates, in consultation with DCA's Office of Human Resources, ~~and in accordance with~~ the EO Annual Performance Appraisal Process.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

- In consultation with the Chair and EO, establishes committees, including, but not limited to, two-person committees/subcommittees and/or task forces to research policy questions when necessary.
- In consultation with the Chair, oversees assignment of Board Members to serve as liaison to the organizations listed in Ch. 7. Other Policies & Procedures.

Secretary

- Calls the roll at each Board meeting and reports that a quorum has been established.
- Calls the roll for each action item.
- In consultation with the Chair and EO, approves Board meeting agendas.

Committee Chair

- Approves Committee agendas.
- Chairs and facilitates Committee meetings.
- Reports the activities of the Committee to the full Board.

Board Meetings and Offices **(§6 Initiative Act)**

Board meetings must be consistent with the Initiative Act and follow the terms and provisions of the Bagley-Keene Open Meeting Act.

The Board complies with the provisions of the Government Code Section 11120, et seq., commonly referred to as the Bagley-Keene Open Meeting Act and Robert's Rules of Order, as long as there is no conflict with any superseding codes, laws or regulations.

All Meetings shall follow the provisions of the Bagley-Keene Open Meeting Act.

Any meetings deviating from a standard public meeting may be called, when required, in accordance with the Bagley-Keene Open Meeting Act, Government Code Section 11125.4

Whenever practical and appropriate, the Board should utilize available technology to conduct meetings to minimize the time and expenditures associated with staff and Board Member travel as well as the cost of renting meeting space.

Quorum **(§3 Initiative Act)**

A majority of the Board (four Members) is required to constitute a quorum. The Board shall follow the provisions of §3 of the Initiative Act requiring a quorum of four (4) Members to carry any motion or resolution, to adopt any rule or disciplinary action, or to authorize the issuance of any license provided for within the Act.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Board Member Attendance at Board and Committee Meetings (Board Policy)

Being a Member of the Board is a serious commitment of time and effort to the Governor, and the people of the State of California. Board Members shall attend a minimum of 75% of all scheduled committee meetings and scheduled Board meetings. In extraordinary circumstances, the Chair may excuse a Board Member from this obligation. If a Member is unable to attend a Board Meeting, they must contact the Board Chair or EO, and provide a verbal notice followed by a written explanation of their absence as soon as possible thereafter.

Public Attendance at Board Meetings (Government Code Section 11120 et seq.)

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This Act governs meetings of the state regulatory Boards and meetings of committees of those Boards where the committee consists of more than two Members. It specifies meeting notice, agenda requirements, and prohibits discussing or taking action on matters not included on the agenda. If the agenda contains matters that are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

Agenda Items (Board Policy)

Board Members may submit agenda items for a future Board meeting during the "Future Agenda Items" section of a Board meeting, or directly to the EO, 21 days prior to a Board meeting.

Agenda item requests shall be placed on the Board or Committee meeting agenda within two meetings from receipt of the original request.

In the event of a conflict in scheduling an agenda topic, the Board Secretary will discuss the proposed agenda item with the Board Chair, and the Board Chair shall make the final decision to schedule the item at the upcoming or following Board Meeting.

Notice of Meetings (Government Code Section 11120 et seq.)

Meeting notices, including agendas, for Board meetings will be sent to persons on the Board's mailing list at least 10 calendar days in advance, as specified in the Bagley-Keene Open Meeting Act. The notice shall include a staff person's name, work address, and work telephone number who can provide further information prior to the meeting.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Notice of Meetings Posted on the Internet (Government Code Section 11125 et seq.)

Meeting notices shall be posted on the Board's website at least 10 days in advance of the meeting, and include the name, address, and telephone number of a staff person who can provide further information prior to the meeting.

Board Meeting Locations (Board Policy)

The Board holds meetings at various geographic locations throughout the state to increase accessibility. It is recommended that at least one meeting per year is held in Sacramento, one in Southern California, and one at a California Chiropractic College. All meeting locations will be scheduled subject to available space and budget limitations.

E-Mail Ballots (Government Code Section 11526 and Board Policy)

The Board must approve any proposed decision or stipulation before the formal discipline becomes final and the penalty can take effect.

Proposed stipulations and decisions are e-mailed to each Board Member for their vote. For stipulations, a background memorandum from the assigned deputy attorney general accompanies the e-mail ballot. A two-week deadline generally is given for the e-mail ballots for stipulations and proposed decisions to be completed and returned to the Board's office.

Board Members are required to submit a vote on no less than 75% of proposed stipulations and decisions provided for review. If a Board Member is unable to meet this minimum requirement, the Board Member may be subject to a conversation from the Board Chair or Vice Chair.

Holding Disciplinary Cases for Board Meetings (Board Policy)

When voting on e-mail ballots for proposed disciplinary decisions or stipulations, a Board Member may wish to discuss a particular aspect of the decision or stipulation before voting. If this is the case, the ballot must be marked "hold for discussion," and the reason for the hold must be provided on the mail e-ballot. This allows staff the opportunity to prepare information being requested.

If one vote is cast to hold a case for discussion, the case is set aside and not processed (even if four votes have been cast on a decision). Instead, the case is scheduled for a discussion during closed session at the next Board meeting.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

If the matter is held for discussion, staff counsel will preside over the closed session to assure compliance with the Administrative Procedure Act and Open Meeting Act.

If the Board Member is comfortable voting on the matter but wishes to discuss the policy behind the decision or case, the ballot should be marked "Policy Issue for Discussion. I have voted above. Issue: _____." The EO will respond directly to the Member. If still unresolved or if the matter is to be referred to the Board, the policy issue will be placed on the agenda for discussion at the next Enforcement Committee Meeting.

Any time a Member votes to "hold for discussion" the Chair, EO and Legal Counsel will discuss the Member's concern(s) for educational purposes and to evaluate if any administrative policy modifications should be proposed.

Record of Meetings

(Board Policy and Government Code Section 11124.1(b))

Board minutes must be approved or disapproved at the next scheduled meeting of the Board. When approved, the minutes shall serve as the official record of the meeting. The minutes of each Board meeting shall be maintained for ~~27~~ 50 years per the Board's records retention schedule.

The meeting may be audio and video recorded by the public or any other entity in accordance with the Bagley-Keene Open Meeting Act, the members of the public may ~~tape record, videotape or otherwise~~ record a meeting unless they are disruptive to the meeting and the Chair has specifically warned them of their being disruptive, then the Chair may order that their activities be ceased.

All original video and audio recordings are to be maintained per the Board's records retention schedule ~~and archived indefinitely and never destroyed~~. The typed minutes are only a summary, not a transcript, of each Board meeting. They shall be prepared by Board staff and submitted for review by Board Members before the next Board meeting.

The Board may place audio and video recorded public board meetings on its web site at www.chiro.ca.gov.

Meeting Rules

(Board Policy)

The Board will use Robert's Rules of Order, to the extent that it does not conflict with state law (e.g., Bagley-Keene Open Meeting Act or other state laws or regulations), as a guide when conducting the meetings. Questions of order are clarified by the Board's legal counsel.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Public Comment (Board Policy)

Public comment is always encouraged and allowed, however, if time constraints mandate, time limits may be imposed at the discretion of the Chair. Due to the need for the Board to maintain fairness and neutrality when performing its adjudicative function, the Board shall not receive any information from a member of the public regarding matters that are currently under or subject to investigation, or involve a pending or criminal administrative action.

1. If, during a Board meeting, a person attempts to provide the Board with any information regarding matters that are currently under or subject to investigation or involve a pending administrative or criminal action, the person shall be advised that the Board cannot properly consider or hear such substantive information and the person must be instructed to refrain from making such comments.
2. If, during a Board meeting, a person wishes to address the Board concerning alleged errors of procedure or protocol or staff misconduct involving matters that are currently under or subject to investigation or involve a pending administrative or criminal action, the Board will address the matter as follows:
 - a. Where the allegation involves errors of procedure or protocol, the Board may designate either its EO or a Board employee to review whether the proper procedure or protocol was followed and to report back to the Board.
 - b. Where the allegation involves significant staff misconduct, the Board shall direct the EO to review the allegation and to report back to the Board.
3. The Board may deny a person the right to address the Board and have the person removed if such person becomes disruptive at the Board meeting. The Board accepts the conditions established in the Bagley-Keene Open Meeting Act and appreciates that at times the public may disapprove, reprimand, or otherwise present an emotional presentation to the Board, and it is the Board's duty and obligation to allow that public comment, as provided by law.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

CHAPTER 3. Travel & Salary Policies & Procedures

Board related travel incurs additional expenses and potential liabilities. The State incurs liability risk any time a Board member travels to represent the Board, regardless of whether the Board member pays for their own travel expenses. Board Members must complete the appropriate paperwork and follow established policies and procedures for timely reimbursement of travel claims.

Travel Approval (Board Policy)

Travel arrangements for regularly scheduled Board meetings and committee meetings do not require prior approval. Any other Board related travel requires preapproval by the Board Chair and EO. Expenses and per diem reimbursement are provided to Board Members in accordance with established State travel reimbursement rules.

Travel Arrangements (Board Policy)

All travel arrangements shall be made in accordance with DCA Travel Guidelines. Board Members who prefer to make their own travel arrangements are encouraged to coordinate with the Staff Travel Liaison on lodging accommodations. Always seek hotels that charge the state rate. Preauthorization is required if the state rate is to be exceeded.

Out-of-State Travel (SAM Section 700 et seq.)

Out-of-state travel for all persons representing the state of California is controlled and must be approved by the Governor's Office. Permission for out-of-state travel must be obtained through the EO. Individual Board Members can not authorize out-of-state travel. Board Members will be reimbursed for actual lodging expenses, supported by vouchers, and will be reimbursed for meal and supplemental expenses. Keep all original receipts and submit with your travel expense claim.

Travel Claims (SAM Section 700 et seq.)

Rules governing reimbursement of travel expenses for Board Members are the same as for management-level state staff. All expenses shall be claimed on the appropriate travel expense claim forms. The Board Member Liaison maintains these forms and completes them as needed.

The EO's travel and per diem reimbursement claims shall be submitted to the Board Chair for approval.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

Board Members shall submit their travel expense forms as soon as possible after returning from a trip and not later than thirty days following the trip.

Salary Per Diem

(§1 Initiative Act and B&P Code Section 103 and Board Policy)

Compensation in the form of salary per diem and reimbursement of travel and other related expenses for Board Members is regulated by the B&P Code Section 103. Board Members are paid out of the funds of the Board, as provided for within the Chiropractic Initiative Act.

Accordingly, the following general guidelines shall be adhered to in the payment of salary per diem or reimbursement for travel:

1. A salary per diem or reimbursement for travel-related expenses shall be paid to Board Members for attendance at official Board or committee meetings.

Attendance at gatherings, events, hearings, conferences or meetings other than official Board or committee meetings shall be approved by the Board Chair & EO prior to the Board Member's travel and attendance.

The term "day actually spent in the discharge of official duties" shall mean such time as is expended from the commencement of a Board or committee meeting until that meeting is adjourned.

2. For Board-specified work, Board Members will be compensated for actual time spent performing work authorized by the Board Chair. This may also include, but is not limited to, authorized attendance at other gatherings, events, meetings, hearings, or conferences, such as the FCLB, NBCE, CE, Ambassador at Large, Lectures, etc. Work also includes preparation time for Board or committee meetings and reading and deliberating mail ballots for disciplinary actions.
3. Reimbursable work does not include miscellaneous reading and information gathering unrelated to Board business and not related to any meeting, preparation time for a presentation and participation at meetings not related to official participation of the Members duties with the Board.
4. Board Members may participate on their own (i.e., as a citizen or professional) at an event or meeting but not as an official Board representative unless approved in writing by the Chair. Requests must be submitted in writing to the Chair for approval and a copy provided to the EO. However, Board Members should recognize that even when representing themselves as "individuals," their positions might be misconstrued as that of the Board and a Board Member must use their best effort to continue to clarify this separation.

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

CHAPTER 4. Board Officers & Committees

Officers of the Board

(§3 Initiative Act)

The Board shall elect at the first meeting of each year a Chair, Vice Chair and Secretary from the Members of the Board as specified in the Initiative Act.

Nomination of Officers

(Board Policy)

The Board shall nominate officers at the last meeting of the year. Nominations shall occur by roll call order, with the Chair announcing his/her nomination last. Board Members may self-nominate or nominate other Members. Nominees shall provide their statement of qualifications to the Board at the first meeting of the year, in which elections shall take place.

Election of Officers

(Board Policy)

The election of officers shall occur in the following order: a) Chair, b) Vice Chair, and c) Secretary. Voting shall be held in alphabetical roll call order, with the Chair voting last.

Officer Vacancies

(Board Policy)

The chain of administrative protocol starts with the Chair. If unavailable or recused, the Vice Chair shall take over the duties of the Chair until the Chair returns. If the Vice Chair is unavailable, the Secretary shall take over the duties of the Chair until the Vice Chair or Chair returns.

If the Chair becomes unable to fulfill their duties, the Vice Chair will become the Chair until the next scheduled election. The new Chair may appoint his or her choice of Vice Chair. The Secretary will remain the same. If any other officer (Vice Chair or Secretary) becomes unavailable, the Chair shall appoint a replacement until the next general election.

Communication Between Officers

(Board Policy)

The Chair, Vice Chair and Secretary must have timely and effective communication for the efficient operation of the Board. Failure to respond to email correspondences or failing to address specific topics is inconsistent with professionalism and if a repetitive failure to communicate persists, this will be discussed in a meeting with that officer the Chair and EO to resolve the concern. If all parties agree that communication cannot be resolved, any Board Member may agendize the ongoing concern for the next full Board Meeting and notify the Board's appointing authority when necessary.

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Committee Appointments (Board Policy)

The composition and chairs of the committees shall be determined by the Board Chair in consultation with the Vice Chair and the EO. The Chair should attempt to refrain from serving on multiple committees unless no other Board Member is available to serve.

~~Committee members shall appoint the Chair of their respective committee.
If a disagreement arises, the EO shall consult with the Board Chair and the Vice Chair.~~

All conversations must be consistent with Bagley Keene Open Meeting Act restrictions which mandate that no more than two Board Members can actively discuss Board business.

Standing Committees (Board Policy)

The Board has ~~three~~ four standing committees:

1. ~~Licensing, Continuing Education Committee~~

The Committee proposes regulations, policies, and standards regarding ~~chiropractic colleges, doctors of chiropractic, satellite offices, corporation registration, and continuing education providers and courses,~~ oversees staff's auditing of annual continuing education, and monitors and assesses the continuing education requirements to ensure they reflect the current knowledge and skills necessary for competent practice of the chiropractic profession.

2. ~~Enforcement and Scope of Practice Committee~~

The Committee proposes regulations, policies, and standards to ~~ensure compliance with chiropractic law and regulations. The Committee protect the health, welfare, and safety of the public and~~ continuously seeks ways to improve the Board's enforcement activities and ensure public safety.

3. ~~Government and Public Affairs Committee~~

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

~~The Committee works directly with the EO and staff to monitor budget expenditures, trends, and the contingent fund levels.~~

~~The committee will review and recommend positions on legislative bills that affect the Board. The guidelines for identifying, tracking, analyzing, taking positions on proposed legislation are set forth in the Board's "Legislative Bill Tracking" manual.~~

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~~The Committee develops strategies to communicate with the public through various forms of media.~~

~~The Committee oversees all administrative issues regarding Board operations.~~

~~The Committee develops draft strategic plans and monitors the Board's progress in achieving goal and objectives. The Board must develop a strategic plan in the year of the Joint Sunset Review Oversight Hearings. The Committee shall report progress on the strategic plan to the full Board annually or as needed.~~

4. Licensing Committee

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

Committee Meetings (Board Policy)

Each of these committees is comprised of at least two Board Members. Staff provides technical and administrative input and support. The committees are an important venue for ensuring that staff and Board Members share information and perspectives in crafting and implementing the Board's objectives and goals.

The Board's committees allow Board Members, the public, stakeholders and staff to discuss and conduct problem solving on issues related to the Board's objective and goals.

The committees are charged with coordinating Board efforts to reach the Board's objective and goals and achieving positive results on its performance measures.

The committee Chair will work with the staff liaison and EO to set the committee's goals and meeting agendas. The committee Chair coordinates the committee's work, ensures progress toward the Board's priorities, and presents reports at each Board Meeting.

During any public committee meeting, comments from the public are encouraged, and the meetings themselves are frequently public forums on specific issues before a committee. Committees shall comply with the Bagley-Keene Open Meeting Act.

Attendance at Committee Meetings (Board Policy and Government Code Section 11122.5 et seq.)

If a Board Member wishes to attend a meeting of a committee of which he or she is not a member, the Board Member must notify the committee chair, EO and Board Chair.

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Board Members, who are not members of the committee holding a meeting, cannot sit at the dais, make any comment, or ask or answer any questions. Only committee members may vote during the committee meeting.

The Board's legal counsel works with the EO to ensure all meetings meet the requirements for a public meeting and are properly noticed.

Whenever possible, the Board's legal counsel shall attend committee meetings.

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CHAPTER 5. General Operating Procedures

Board Member Addresses

(Board Policy)

Board Member home addresses and personal telephone numbers are considered confidential. However, this information may have to be disclosed in response to a subpoena or records request. A roster of Board Members is maintained for public distribution on the Board's web site using the Board's address and telephone number.

Board Member Written Correspondence and Mailings

(Board Policy)

All correspondence, press releases, articles, memoranda or any other communication written by any Board Member in his or her official capacity must be approved by the Board Chair and EO. The EO will reproduce and distribute the document to Board Members and save a copy in a chronological file.

Communications with Other Organizations & Individuals

(Board Policy)

All communications relating to any Board action or policy to any individual or organization shall be made only by the Chair of the Board, the Vice Chair, or the EO.

The Board has an "Ambassador at Large" program allowing Board Members to speak at public or private functions.

Any Board Member who is contacted by any of the above should inform the Board Chair or EO of the contact immediately.

All correspondence shall be issued on the Board's standard letterhead and will be disseminated by the EO.

Press Statements and Contacts

(Board Policy)

Board Members shall not speak or act for the Board without proper preauthorization from the Chair and/or EO prior to making any statement or press release. When possible, the Board Chair, in consultation with the Vice Chair and EO, shall determine which Board Members have expertise in respective areas to act as spokesperson for the Board.

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Business Cards **(Board Policy)**

Business cards will be provided to each Board Member with the Board Member's name and official Board e-mail address. The business cards will provide the Board office address, telephone and fax numbers, and website address.

Board Members' personal business cards shall not reference or list their appointment as a Board Member.

BCE Identification Cards **(Board Policy)**

Board Members shall be issued an identification card from the Board that states they are appointed, commissioned and duly sworn, and if an officer of the Board, that shall be stated.

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CHAPTER 6. Board Administration & Staff

Executive Officer

(§3 Initiative Act)

The Board employs an EO and establishes his/her salary in accordance with State law.

The EO is responsible for the financial operations and integrity of the Board and is the official custodian of records. The EO is an “exempt” employee, who serves at the pleasure of the Board, and may be terminated, in accordance with the provisions of the Bagley-Keene Open Meeting Act.

Executive Officer Evaluation

(Board Policy)

At the last Board meeting of each calendar year or at any time as determined by the Board, the Performance Appraisal of the EO is presented by the Board Chair, or Vice-Chair, during a closed session. The EO performance evaluation shall be conducted in consultation with DCA’s Office of Human Resources, and in accordance with the Annual Executive Officer Performance Appraisal Process.

Board Administration

(Board Policy)

Strategies for the day-to-day management of programs and staff shall be the responsibility of the EO as an agent of the Board. The EO supervises and administers the staff. Board Members shall not directly discipline, reprimand, or otherwise supervise staff.

Board Staff

(§4 Initiative Act)

Employees of the Board, with the exception of the EO, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by myriad civil service laws and regulations and often by collective bargaining labor agreements.

Because of this complexity, the Board delegates this authority and responsibility for management of the civil service staff to the EO as an agent of the Board.

Board Members may express any staff concerns to the EO but shall refrain from involvement in any civil service matters. Board Members shall not become involved in the personnel issues of any state employee.

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Board Budget (Board Policy)

One member of the Board, designated by the Board Chair, and the EO or the Assistant Executive Officer will attend and testify at legislative budget hearings to communicate all budget issues to the Administration and Legislature. The EO or the Assistant Executive Officer shall communicate regularly with DCA's Budget Office and report all issues to the Board.

Strategic Planning (Board Policy)

The Board must develop a strategic plan in the year of the Joint Sunset Review Oversight Hearings. The Government & Public Affairs Committee shall have overall responsibility for the Board's strategic planning process and shall assist staff in the monitoring and reporting of the strategic plan to the Board.

Periodic Fee Analysis (Board Policy)

The Board shall periodically conduct a fee analysis to determine if the revenue earned from current fees is sufficient to maintain the Board's reserve and solvency into the future. The Board shall conduct the fee analysis every three to five years. The results of the fee analysis shall be provided to the Board for review at the Board meeting following the completion of the report.

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CHAPTER 7. Other Policies & Procedures

Various Other Tasks and Responsibilities

(Board Policy)

Promotion of public safety is enhanced with goal orientation and focus. The Board shall also assign Board Members and/or staff to serve as liaison to the following:

- FCLB
- NBCE
- Ambassador at Large Presentations
- Lectures
- Attend Meetings of Other Regulatory Boards
- Meetings with Colleges and State Associations

This process shall be overseen by the Vice Chair in consultation with the Chair and EO.

Board Member Disciplinary Actions

(Board Policy)

If a Board Member violates any provision of the Administrative Procedure Manual, the Chair will either telephone or write to that Member identifying the concern. If the matter is not resolved, any Board Member may agendize the matter for discussion at the next Board meeting and notify the Board's appointing authority when necessary.

If the violation concerns the Chair's conduct, the Vice Chair will handle the matter until it is resolved.

Terms and Removal of Board Members

(§2 Initiative Act)

The Governor shall appoint the Members of the Board. Each appointment shall be for the term of four years, except that an appointment to fill a vacancy shall be for the unexpired term only. Each Member shall serve until his successor has been appointed and qualified or until one year has elapsed since the expiration of his term whichever first occurs.

No person shall serve more than two consecutive terms on the Board nor be eligible for appointment thereafter until the expiration of four years from the expiration of such second consecutive term. The Governor may remove a Member from the Board after receiving sufficient proof of the inability or misconduct of said Member.

Resignation of Board Members

(Government Code Section 1750 (b))

In the event that a Board Member chooses to resign, a letter shall be sent to the Governor's Office with the effective date of the resignation. Written notification is

BOARD MEMBER ADMINISTRATIVE PROCEDURE MANUAL

required by state law. A copy of this letter shall also be sent to the Board Chair and the EO.

Resignation of Board Members (Board Policy)

In the event that a Board Member chooses to resign, the Board Member and the EO should notify the Governor's Office of Appointments.

Conflict of Interest (Government Code Section 87100)

Board Members are responsible for complying with the California Political Reform Act (Government Code Sections 81000-91014).

Board Members must file a Statement of Economic Interest (Form 700) upon appointment to office, upon leaving office, and on an annual basis in between.

No Board Member may make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest.

Any Board Member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision.

Any Board Member who feels he or she is entering a situation where there is a potential for a conflict of interest should immediately consult the EO or the Board's legal counsel.

Contact with Licensees and Applicants (Board Policy)

Board Members shall not intervene on behalf of a licensee or applicant for licensure for any reason. They should forward all correspondence, contacts or inquiries to the Executive Officer.

Contact with Respondents (Board Policy)

Board Members shall not directly participate in complaint handling and resolution or investigations. To do so would subject the Board Member to disqualification in any future disciplinary action against the licensee.

Board Members shall not discuss pending disciplinary matters with any parties to such matters, including the respondent, his/her attorney, Board enforcement staff, and DAGs. If a Board Member is contacted by a party regarding a disciplinary matter, the Board Member shall refer the individual to the EO. When in doubt, the Board Member shall seek advice from the EO or the Board's Legal Counsel.

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Service of Legal Documents (Board Policy)

If a Board Member is personally served, as a party in any legal proceeding related to his or her capacity as a Board Member, he or she must contact the EO immediately.

Serving as an Expert Witness (Executive Order 66.2)

Pursuant to Executive Order 66-2, no employment, activity, or enterprise shall be engaged in by any gubernatorial appointee which might result in, or create the appearance of resulting in any of the following:

1. Using the prestige or influence of a State office for the appointee's private gain or advantage.
2. Using state time, facilities, equipment, or supplies for the appointee's private gain or advantage, or the private gain or advantage of another.
3. Using confidential information acquired by virtue of State involvement for the appointee's private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone other than the State for the performance of an act which the appointee would be required or expected to render in the regular course of hours of his or her State employment or as a part of the appointee's duties as a State officer.

Gifts from Licensees and Applicants (Board Policy)

Gifts of any kind create potential obligations or conflicts of interest and should therefore be declined or reported pursuant to the California Political Reform Act.

Ex Parte Communications (Government Code Section 11430.10 et seq.)

The Government Code contains provisions prohibiting ex parte communications. An "ex parte" communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

"While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication."

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Board Members are prohibited from an ex parte communication with Board enforcement staff, a licensee or a respondent while a proceeding is pending.

Occasionally, an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board Members. If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they shall reseal the documents and send them to the EO.

If a Board Member receives a telephone call from an applicant under any circumstances or licensee against whom an action is pending, he or she shall immediately inform the caller that communication on this matter is prohibited by law and notify the EO and the Board's Legal Counsel.

If the person insists on discussing the case, he or she shall be informed that the Board Member will be required to recuse him or herself from any participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

If a Board Member believes that he or she has received an unlawful ex parte communication, he or she should contact the EO and the Board's Legal Counsel.

The Honoraria Prohibition (Government Code Section 89502) (FPPC Regulations, Title 2, Division 6)

As a general rule, Members of the Board should decline honoraria for speaking at, or otherwise participating in, professional association conferences and meetings. A Member of a state Board is precluded from accepting an honorarium from any source, if the Member would be required to report the receipt of income or gifts from that source on his or her statement of economic interest.

Board Members are required to report income from, among other entities, professional associations and continuing education providers. Therefore, a Board Member should decline all offers for honoraria for speaking or appearing before such entities.

There are limited exceptions to the honoraria prohibition. The acceptance of an honorarium is not prohibited under the following circumstances: (1) when a honorarium is returned to the donor (unused) within 30 days; (2) when an honorarium is delivered to the State Controller within thirty days for donation to the General Fund (for which a tax deduction is not claimed); and (3) when an honorarium is not delivered to the Board Member, but is donated directly to a bona fide charitable, educational, civic, religious, or similar tax exempt, non-profit organization.

In light of this prohibition, Board Members should report all offers of honoraria to the Board Chair so that he or she, in consultation with the EO and The Board's Legal Counsel, may determine whether the potential for conflict of interest exists.

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Board Member Orientation

(Business & Professions Code Section 453 and Board Policy)

B&P Section 453 requires every newly appointed Board Member, within one year of assuming office, to complete a training and orientation program offered by DCA regarding, among other things, his or her functions, responsibilities, and obligations as a Member of a Board.

Per DCA Legal Opinion, Board Member Orientation Training is required for newly appointed Board Members and reappointed Board Members as every appointment is considered a new appointment.

It is the Board's policy that new Board Members shall, to the extent possible complete the orientation training within six months of assuming office. Additional training shall be provided at the request of the Board or individual Board Members.

Ethics Training

(Government Code Section 11146)

California law requires all appointees to take an ethics orientation within the first six months of their appointment and to repeat this ethics orientation every two years throughout their term.

Sexual Harassment Prevention Training

(Government Code Section 12950.1)

Board Members are required to undergo sexual harassment prevention training and education once every two years. Staff will coordinate the training.

Board Member Onboarding and Orientation

(Board Policy - 2013 BCE Strategic Plan)

Within six months of initial appointment, each new Board Member shall travel to the Board office in Sacramento for orientation and onboarding meetings with the EO and one Board Member (as assigned by the Board Chair). Prior to the orientation, the new Board Member shall review their Board Member binder (provided by Board staff) and prepare questions for discussion. Items to be covered in this meeting include introductions to Board staff, review of staff roles and responsibilities, administrative processes, historical information about the Board, collaboration between staff and Board Members and overall expectations. The EO shall notify the Board Chair once the meeting has occurred.

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Injury to a Board Member

If you are or believe you may have been injured, notify the EO. Injuries are required to be reported and this assists the EO in remaining compliant with DCA's policy for reporting injuries.

If you have additional questions, ask the EO or Staff Counsel.

Addendums

~~Applicable provisions of the following:~~

- ~~• Executive Order 66-2~~
- ~~• Government Code~~
- ~~• State Administrative Manual~~
- ~~• Bagley-Keene Open Meeting Act~~
- ~~• Business and Professions Code~~
- ~~• Initiative Act~~
- ~~• Labor Code~~
- ~~• BCE Legislative Bill Tracking Manual~~
- ~~• Department of Consumer Affairs Travel Guide~~
- ~~• Annual Executive Officer Performance Appraisal Process~~
- ~~• Executive Officer Perform Appraisal Form~~



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Future Agenda Items

Purpose of the Item

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

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



Agenda Item 8
November 7, 2025

Adjournment

Time: _____