

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Filing of Addresses and Contact Information

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend Section 303 of Article 1 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 303. Filing of Addresses and Contact Information.

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

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

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

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

(b) and Each licensee shall immediately notify the ~~h~~Board at its said office of any and all

changes of place of practice to their address of record, alternate physical address, telephone number, or email address, giving by providing both his their old and his-new address, telephone number, or email address and the effective date of the change(s) within 30 fifteen (15) calendar days of any change in writing.

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

(d) Failure to comply with the requirements of this section constitutes unprofessional conduct and shall subject the licensee to disciplinary action.

NOTE: Authority cited: Section 1001 of the Business and Professions Code and Sections 1000-4(b) and 1000-4(e), Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii. Reference: Sections 12.5, 27, 136, and 1001 of the Business and Professions Code and Section 1000-10(a), Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.