



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF HEALTH RELATED BOARDS
227 FRENCH LANDING, SUITE 300
HERITAGE PLACE, METROCENTER
NASHVILLE, TN 37243
(615) 532-3202 (800) 778-4123
TENNESSEE.GOV/HEALTH**

June 21, 2007

Dear Licensees,

As a reminder, the Board of Chiropractic Examiners has amended its rules to have licensees submit proof of compliance with continuing education requirements to the Board's administrative office on an annual basis no later than January 15th each year for the preceding calendar year. The Board requires chiropractic physicians to complete twenty-four (24) hours annually, and if the licensee practices acupuncture, six (6) of these twenty-four (24) hours must pertain to acupuncture practice. Chiropractic x-ray operators and therapy assistants must complete six (6) hours annually.

Additionally, before January 1, 2008, chiropractic physicians must complete a six (6) hour Board-approved course in risk management, sexual/professional boundaries, and Tennessee statutory and regulatory chiropractic jurisprudence as part of the twenty-four (24) hour continuing education requirement. Chiropractic x-ray operators and therapy assistants must complete, before January 1, 2008, a two (2) hour Board-approved course in risk management, sexual/professional boundaries, and Tennessee statutory and regulatory chiropractic jurisprudence as part of the six (6) hour continuing education requirement.

As amended Rules 0260-2-.12 (4) (a), 0260-3-.12 (5) (a), and 0260-5-.12 (5) (a) now read:

Each licensee (or certificate holder) shall send proof of completion of the annual continuing education requirement to the board's administrative office so that it is received no later than January 15th of the year immediately following the end of each calendar year. Such proof may be transmitted electronically provided the board has capability for electronic receipt of proof. When proof is mailed to the board's administrative office, such proof must be one (1) or more of the following:

- 1. Original certificates verifying the licensee's (or certificate holder's) attendance at continuing education program(s). The certificates must include the following: continuing education program's sponsor, date, clock hours awarded (continuing education units must be converted to clock hours), program title, licensee's name, and license (or certification) number.*
- 2. Original letters on official stationery from the continuing education program's sponsor indicating date, clock hours awarded (CE units must be converted to clock hours), program title, licensee's (or certificate holder's) name, and license (or certification) number.*
- 3. Original certificates or letters verifying successful completion of a written post experience examination to evaluate material retention upon completion of a Multi-Media course, as provided in paragraph (5) or (6). The certificates or letters must include the clock hours awarded (continuing education units must be converted to clock hours), program title, licensee's name, and license (or certification) number.*

Please send your documentation for 2006 (if you have not already done so) to the Board of Chiropractic Examiners at the address shown at the top of this letter by July 21, 2007. As a further reminder, 2007 continuing education documentation is due by January 15, 2008.

Sincerely,

Sherry Owens, Board Administrator