

## **POLICY ON CONTINUING EDUCATION AND COMPLIANCE**

### **APPROVED CONTINUING EDUCATION**

The Board accepts for license renewal continuing education (CE) courses conducted by the International Chiropractors Association, American Chiropractic Association, Tennessee Chiropractic Association, and courses approved by the Tennessee Chiropractic Association or Federation of Chiropractic Licensing Boards/Providers of Approved Continuing Education (FCLB/PACE) program that are consistent with RULE 0260-02-.12. However, no courses on the topics of philosophy or practice-building are approved.

With regard to FCLB/PACE approval, as of June 1, 2017, courses must be listed on the PACE website 30 days in advance of the date the course is to begin. The FCLB/PACE logo must additionally be listed on the submitted certificate. Courses offered by third party entities regardless of cooperation with a PACE recognized provider will not be approved.

With regard to submitted certificate documentation, refer to Tenn. Comp. R. & Regs. Rule section 0260-02-.12, 0260-03-.12, and/or 0260-05-.12 for additional guidance as to specific requirements for submission and approval.

*Ratified by the Board of Chiropractors on February 20, 2014*

*Reaffirmed by the Board of Chiropractors on January 22, 2015*

*Revised by the Board of Chiropractors on February 27, 2017*

### **NEW LICENSEE REQUIREMENTS**

The required six (6) hour course for chiropractors pursuant to Rule 0260-2-.12(2), two (2) hour course for chiropractic x-ray technologists pursuant to Rule 0260-3-.12(2) (a) and/or two (2) hour course for chiropractic therapy assistants pursuant to Rule 0260-5-.12(2) (a) in risk management, sexual/ professional boundaries and Tennessee statutory and regulatory chiropractic jurisprudence is required during the first six months of licensure for chiropractors and during the first year of licensure for chiropractic therapy assistants and/or chiropractic x-ray technologists.

Courses meeting Tennessee criteria, and beyond the regular chiropractic education programs may be taken up to 12 months prior to licensure.

*The Board of Chiropractic Examiners adopted the following on February 21, 2008*

### **COMPLIANCE POLICY**

A Chiropractic Physician licensed in Tennessee is required to complete twenty-four (24) clock hours of Board-approved continuing education each calendar year.

Chiropractic Therapy Assistants and Chiropractic X-ray Technologists are required to complete six (6) clock hours of Board-approved continuing education each calendar year.

Licensees must ensure educational courses submitted to fulfill annual continuing education requirements meet criteria for Tennessee approval and must be submitted by December 31 of each calendar year. If hours submitted are determined to not meet Tennessee continuing education criteria, licensee will be deemed deficient by that number of hours and subject to Agreed Citation and a civil penalty. If a Tennessee licensed Chiropractic Physician, Chiropractic Therapy Assistant or Chiropractic X-ray Technologist fails to obtain the required amount of approved continuing education during the calendar year due, the following shall occur:

1. Beginning January 1 of each calendar year and prior to the institution of any disciplinary proceedings, a letter shall be sent from the Board's administrative office to the licensee's last known address of record stating the deficiency and asking that licensee cure the deficiency within ninety (90) days from the date of notification.
2. If a Chiropractic Physician fails or refuses to cure the deficiency after ninety (90) days from the date of notification, the Board will present to the licensee an Agreed Citation which specifies a civil penalty payment in the amount of six hundred dollars (\$600.00), to be rendered within thirty (30) days upon notification from the Board. Chiropractic Therapy Assistants and Chiropractic X-ray Technologists who fail or refuse to cure the deficiency upon notification by the Board will be issued an Agreed Citation specifying a civil penalty payment in the amount of three hundred dollars (\$300.00), to be rendered within thirty (30) days upon notification from the Board.
3. Licensee must make up the non-disputed number of required hours that he/she is deficient, in addition to the continuing education hours necessary to be obtained each calendar year. Documented proof of the deficient hours obtained must be submitted to the Board upon completion, but no later than 90 days following the date of signed Agreed Citation by the board. Failure to fulfill these conditions may subject licensee to further disciplinary action.
4. If the licensee refuses to execute the Agreed Citation and/or remit the civil penalty described therein within thirty (30) days of the date of the Agreed Citation is sent to the licensee, or if the licensee fails to provide proof of completion of deficient hours, the licensee shall be referred to the Office of Investigations and Office of General Counsel for formal disciplinary action.

The Board administrative offices shall conduct annual audits prior to July 1 of each calendar year. Beginning June 1, 2018, licensees may begin to submit proof of completion of approved CE courses to CE Broker. Effective **January 1, 2019**, licensees shall submit proof of continuing education through CE Broker and all licensees shall maintain, at the minimum, a free basic account with CE Broker to enable the Board to track submission of CE courses and conduct its annual audit of course completions.

*Policy statement was revised and ratified by the Board on July 19, 2018.*

*Adopted by the Board of Chiropractic Examiners on January 26, 2017.*

*Policy statement was previously amended on January 1, 2007 and November 9, 2004.*