

Department of Health
Rulemaking Hearing Rules
Board of Chiropractic Examiners
Division of Health Related Boards

Chapter 0260-2
General Rules Governing Chiropractic Examiners

Amendments

Rule 0260-2-.12 Continuing Education, is amended by adding the following language as new subparagraph (1) (c), and is further amended by deleting paragraph (3) and subparagraph (7) (d) in their entirety and substituting instead the following language, so that as amended, the new subparagraph (1) (c), the new paragraph (3), and the new subparagraph (7) (d) shall read:

(1) (c) Whenever the Board decides that there is information that is crucial for licensees to have it may prepare and send that information to all continuing education providers in a format no larger than two (2) pages. All approved continuing education providers must, as a prerequisite to remaining an approved provider, reproduce and distribute this information from the Board to every licensee attending each of its individual continuing education courses or group of courses.

(3) Documentation

(a) Each licensee 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 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 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 name, and license 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). 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 number.

- (b) Each licensee must retain copies of proof of attendance and completion of all continuing education requirements. This documentation must be retained for a period of four (4) years from the end of the calendar year in which the continuing education was acquired. This documentation must be produced for inspection and verification, if requested in writing by the board during its verification process. The board will not maintain continuing education files.
- (c) The licensee must, within (thirty) 30 days of a request from the board, provide evidence of continuing education activities. Such evidence must be copies of one (1) or more of the proofs described in subparagraph (a).
- (d) If a person submits documentation for training that is not clearly identifiable as appropriate continuing education, the board will request a written description of the training and how it applies to the practice of chiropractic. If the board determines that the training can not be considered appropriate continuing education, the individual will be given ninety (90) days to replace the hours not allowed. Those hours will be considered replacement hours and cannot be counted during the next renewal period.

(7) (d) Any licensee who fails to show compliance with the required continuing education hours in response to the notice contemplated by subparagraph (b) above may be subject to disciplinary action.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-4-106, 63-4-112, 63-4-114, and 63-4-115.

Rule 0260-2-.12 Continuing Education, is amended by adding the following language as new paragraph (3) and renumbering the remaining paragraphs accordingly:

- (3) Current licensee requirement—Before January 1, 2008 every licensee who has not already done so must submit satisfactory proof of having successfully completed, as part of the annual continuing education requirement, the six (6) hour course described in subparagraph (2) (a) of this rule. It is the Board's intent that the six (6) hour course described in subparagraph (2) (a) of this rule must be completed once by all licensees.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-4-106, and 63-4-112.

The rulemaking hearing rules set out herein were properly filed in the Department of

State on the 5th day of January, 2006, and will become effective on the 21st day of March, 2006.