

4734-7-02

**Standards and requirements for continuing education.**

(A) It is the responsibility of each licensee to ensure that programs earned for continuing education (CE) credit meet the requirements of this rule.

(B) Definitions

- (1) CE, other than online CE, is defined as programs at which attendees interact with the instructor and the instructor can speak directly with the participants. A program may be conducted via teleconference so long as the instructor can speak directly with and interact with attendees.
- (2) Online CE is defined as interactive online learning in which the user registers, logs in, and is tracked and timed in a database where all aspects of attendance is monitored.
- (3) Chiropractic CE is defined as programs comprised of one or more of the following subjects: acupuncture; chiropractic philosophy and history; clinical diagnosis and examination procedures; diagnostic imaging; clinical documentation; electrodiagnostics; emergency procedures; laboratory procedures; manipulation and adjusting procedures; neurology; nutrition; orthopedics; physiological therapeutics; principles and practice of chiropractic; professional boundaries; public health, hygiene, sanitation; rehabilitative procedures/exercise; and other subjects related to the practice of chiropractic as deemed appropriate by the board.
- (4) Acupuncture CE is defined as programs comprised of topics to enhance acupuncture education and competency.
- (5) Board mandated CE is defined as programs on the topics of: ethics and professionalism; human trafficking awareness; and/or laws and rules of the board.
- (6) CE hour is defined as a minimum of fifty minutes of CE activity and shall not include time for meals or breaks.

(C) General requirements for all CE programs

- (1) The program shall have significant intellectual or practical content and the primary objective of the program shall be to improve the licensee's professional competence;
- (2) Programs shall consist of topics of clinical benefit to consumers;
- (3) Instructors shall be qualified by education or experience to provide instruction in the relevant subject matter;
- (4) The program shall be presented in a setting suited to the educational activity of

the program:

- (5) The program shall be based upon scientific evidence generally accepted by the profession.

(D) Requirements for online CE

- (1) The program shall have a mechanism to ensure that users view each page of the program;
- (2) The program shall ensure the user has earned all of the time required for the program;
- (3) The program shall have a mechanism in place for the user to be able to contact the provider regarding questions about the CE activity;
- (4) The program shall include a mechanism to evaluate the user's knowledge of the subject matter contained in the CE activity;
- (5) The program shall provide a printed verification or allow the user to print verification only upon completion of the CE activity;
- (6) The program shall ensure that users have earned all of the time required within the program before completing the program;
- (7) The program shall ensure that course time cannot be earned away from the program and shall ensure automatic logout if the keyboard becomes unattended;
- (8) Programs shall be earned one at a time. The program shall not grant CE credit for multiple windows or programs completed simultaneously.

(E) Prohibited CE

- (1) Topics related to: billing and coding in relation to upcoding or enhanced billing and/or coding techniques; risk management; malpractice defense; practice management; programs wherein promotion of a product or service is the principle purpose of the program; strategies to increase reimbursement; motivational programs; legal courses; professional organizational business meetings; speeches; and practice building;
- (2) Authoring articles;
- (3) Programs conducted via CD; DVD; audio programs; reading books, articles, or journals; home study courses; correspondence courses; and other mechanisms of self-instruction not defined in this rule.

(F) Licensees who take the board's online laws and rules CE program and pass an assessment shall be granted one hour of board mandated CE credit.

(G) Instructors for CE programs conducted in Ohio shall not be required to apply for a temporary license when demonstrating techniques or procedures on a program participant, provided that the instructor:

(1) Possesses a current, valid and unrestricted chiropractic license in another state or country;

(2) Possesses valid liability coverage at the time of demonstration;

(3) Fully explains the technique or procedure to the participant;

(4) Discloses any potential risks, and;

(5) Obtains written informed consent from the program participant prior to the demonstration.

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Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

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