

4734-7-02

**Application and requirements for approval of continuing education programs.**

(A) Category 1 continuing education: A rigorous clinical or core curriculum program that includes an assessment of each participant's knowledge gained from the program.

(B) Category 2 continuing education: A rigorous clinical or core curriculum program.

(C) All category 1 and 2 continuing education programs must be approved by the board and meet the following requirements, unless the program complies with paragraph (J) of this rule:

(1) The program shall be held within the state of Ohio;

(2) The program shall be of academic and ethical quality and enhance professional growth and competence, as determined by the board;

(3) The program shall be sponsored by a board-approved chiropractic educational institution, a non-profit chiropractic association registered with the state of Ohio secretary of state, or an accredited academic health institution or hospital;

(4) Programs shall be at least six-hour increments of instruction consisting of a minimum of forty-five minutes per hour of instruction;

(5) Instructors for continuing education programs sponsored by a board-approved chiropractic educational institution or an accredited academic health institution or hospital shall be faculty members of the institution or, if sponsored by a non-profit chiropractic association, shall be subject to board approval;

(6) Instructors of continuing education programs who possess a professional degree for which the state of Ohio issues a license, shall have a valid license in good standing from a state licensing authority in the United States for that profession. Instructors with no professional degree or a professional degree or background for which the state of Ohio does not require licensure are subject to board approval;

(7) Instructors shall demonstrate expertise in the subject of the program;

(8) Participation in the program must be certified;

(9) The program shall be completed in person by both the licensee and program instructor(s).

(D) Instructors of category 1 and 2 programs who intend to practice chiropractic in the state of Ohio as part of their continuing education program shall obtain a temporary license to practice chiropractic in the state of Ohio in accordance with Ohio

Administrative Code Section 4734-6-03.

(E) Applications for approval of category 1 and 2 continuing education programs shall be made on forms prescribed by the board. All applications for continuing education approval shall be submitted to the board postmarked no later than forty-five days prior to the date of the program and shall include two copies of the following:

(1) Application for approval of continuing education;

(2) Application for approval of instructor;

(3) Syllabus of the program;

(4) Vitae(s) of all instructor(s) or speaker(s);

(5) Verification of the instructor's faculty status, sent directly from the sponsoring educational institution, if the program is sponsored by a board-approved educational institution;

(6) Promotional brochures for the program or samples of any such brochures;

(7) Other information or materials as deemed appropriate by the board.

(F) The sponsor shall designate on the application for continuing education approval the specific category of continuing education for which the application is submitted. The board may grant continuing education credit in a different category other than the category requested by the applicant if deemed appropriate.

(G) Each category 1 and 2 program submitted for continuing education approval shall consist of one or more of the following subjects:

(1) Clinical diagnosis and examination procedures;

(2) Diagnostic imaging;

(3) Neurology;

(4) Nutrition;

(5) Public health, hygiene, sanitation;

(6) Manipulation and adjusting procedures;

(7) Physiological therapeutics;

(8) Orthopedics;

(9) Emergency procedures;

- (10) Principles and practice and/or philosophy;
  - (11) Laboratory procedures;
  - (12) Anatomy;
  - (13) Physiology;
  - (14) Rehabilitative procedures/exercise;
  - (15) Ethics and/or boundary issues;
  - (16) Staff development and training;
  - (17) Proper documentation procedures;
  - (18) Risk management;
  - (19) Laws and rules of the board;
  - (20) Other subjects related to the practice of chiropractic as deemed appropriate by the board.
- (H) Category 3 continuing education: a program that is healthcare related and enhances the professional competency of a chiropractic physician.
- (I) Category 3 continuing education programs do not require the board's prior approval and may or may not be held within the state of Ohio. Category 3 programs shall be sponsored by a board-approved chiropractic educational institution, a chiropractic organization, an accredited academic health institution or hospital, or other bona fide health care organization. Category 3 programs shall be held in at least one-hour increments of instruction. Category 3 programs may be completed via: electronic educational programs; journals or publications; or seminars/conferences.
- (J) The approval of a seminar by the Federation of Chiropractic Licensing Boards or other contracted agency shall be considered prima facie evidence that the seminar satisfies the standards for seminar approval as set forth in this rule but shall not be considered conclusive.
- (K) A representative of the board may audit any continuing education program in order to verify the content of the program and ensure compliance with the board's continuing education rules at no charge to the board representative.
- (L) The board may award continuing education hours for activities sponsored by the board.

- (M) The sponsor of an approved program shall ensure appropriate attendance and/or monitoring procedures. Each attendee shall receive from the sponsor a certificate for each category 1 and 2 continuing education program completed. Such certificate must include the attendee's name, license number, program name, course location, program instructor, program sponsor, dates, and hours achieved and shall be issued within fifteen days of the conclusion of the program. If the seminar is held in the month of December, such certificate shall be issued at the conclusion of the program. The sponsor of an approved program shall maintain attendance records for four years from the conclusion of the program.
- (N) Within fifteen days of the completion of an approved program, the sponsor or cosponsor shall submit in writing to the board office a list of all attendees. Such list shall include each attendee's name, license number, program name, course location, program instructor, program sponsor, dates, and hours earned.
- (O) Approved continuing education programs to be held in December shall not be canceled later than 120 days prior to the date of the scheduled program for any reason.

Replaces: 4734-7-02

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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