

## TO BE RESCINDED

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 shall be held within the state of Ohio and 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 1 and 2 programs shall be held in at least six-hour increments of instruction which consists of a minimum of forty-five minutes per hour of instruction. Instructors for category 1 and 2 programs shall be faculty members of the sponsoring or cosponsoring institution and recognized as having expertise in the subject of the program. Participation in these programs must be certified. Category 1 and 2 programs shall be completed in person by both the licensee and program instructor(s).
- (D) Category 3 continuing education: A program that is healthcare related and enhances the professional competency of a chiropractic physician.
- (E) 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: (1) electronic educational programs; (2) journals or publications; or (3) seminar/conferences.
- (F) Applications for approval of category 1 and 2 continuing education programs shall be made on forms prescribed by the board. All requests for continuing education approval shall be submitted to the board postmarked no later than sixty days prior to the date of the program and shall include seven copies of the following:
- (1) Application for approval of continuing education;
  - (2) Syllabus of the program;
  - (3) Vitaes of all instructors or speakers;

- (4) Verification of instructor's or speaker's faculty status, sent directly from the sponsoring or cosponsoring educational or healthcare institutions.
  - (5) Promotional brochures for the program or samples of any such brochures;
  - (6) Other information or materials as deemed appropriate by the board.
- (G) The sponsor or cosponsor 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.
- (H) 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 procedures;
  - (8) Orthopedics;
  - (9) emergency procedures;
  - (10) Principles and practice; philosophy;
  - (11) Laboratory procedures;
  - (12) Anatomy;

- (13) Physiology;
  - (14) Rehabilitative procedures/exercise;
  - (15) Administrative/business procedures and ethics;
  - (16) Staff development and training;
  - (17) Other subjects related to the practice of chiropractic as deemed appropriate by the board.
- (I) 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.
- (J) 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.
- (K) The board may award continuing education hours for activities sponsored by the board providing the hours assist in maintaining and improving the competence and skills of the chiropractic physician.
- (L) The sponsor or cosponsor of an approved program shall ensure appropriate attendance and/or monitoring procedures. Each attendee shall receive a certificate from the sponsor or cosponsor 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 or cosponsor of an approved program shall maintain attendance records for four years from the conclusion of the program.
- (M) Within fifteen days of 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.
- (N) Approved continuing education programs to be held in the last quarter of the calendar

year shall not be canceled later than one hundred twenty days prior to the date of the scheduled program for any reason.

- (O) If the board proposes to deny approval of a continuing education program, the applicant shall be entitled to a hearing on the question of such proposed denial. Notice and hearing requirements incident to such proposed denial shall be in compliance with the provisions of Chapter 119. of the Revised Code and Chapter 4734-4 of the Administrative Code.

Replaces: 4734-7-02

Effective:

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Certification

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Date

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