INDIANA BOARD OF CHIROPRACTIC EXAMINERS
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS FOR CHIROPRACTORS
INFORMATION AND INSTRUCTIONS

NEW PROVISION EFFECTIVE JULY 1, 2006

****APPROVAL OF CONTINUING EDUCATION PROGRAMS****

As of July 1, 2006, new provisions were effective regarding the approval of continuing education programs. Under the new statutory provision as listed below, if a program is designed to directly enhance the chiropractor's knowledge and skill in providing services relevant to the chiropractic profession or occupation and falls under an "Approved Organization" it is no longer necessary to submit an application for approval to the Indiana Board of Chiropractic Examiners.

Under IC 25-1-4-0.2:

Sec. 0.2. As used in this chapter, "approved organization" refers to the following:

(1) United States Department of Education.
(2) Council on Post-Secondary Education.
(3) Joint Commission on Accreditation of Hospitals.
(4) Joint Commission on Healthcare Organizations.
(5) Federal, state, and local government agencies.
(6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
(7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title or IC 15.
(8) A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) and (7).
(9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).
(10) Any other organization or individual approved by the Board.

Also, under IC 25-1-4-0.5:

Sec. 0.5. As used in this chapter, "continuing education means an orderly process of instruction that is approved by an approved organization or the board that is designed to directly enhance the practitioner's knowledge and skill in providing services relevant to the practitioner's profession or occupation.

INFORMATION

QUESTIONS

If you have any questions regarding the application process for continuing education approval you may contact the Indiana Board of Chiropractic Examiners at:

Indiana Professional Licensing Agency
Attn: Indiana Board of Chiropractic Examiners
402 W. Washington Street, Room W072
Indianapolis, IN 46204
Staff Phone: (317) 234-2054
FAX: (317) 233-4236
Staff Email: pla8@pla.IN.gov
Web Site: www.pla.IN.gov

DEADLINE DATE FOR SUBMISSION OF APPLICATION

If your program does not fall under the statutory provision as listed above, the Sponsoring organizations are required to submit applications to the Board **sixty (60) days** prior to the presentation of the program.

COPIES OF APPLICATION AND ATTACHED INFORMATION

Sponsoring organization are required to submit one (1) original and one (1) copy of the application and one (1) original and one (1) copy of the information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included.

If the Board does not receive one (1) original and one (1) copy of the application and one (1) original and one (1) copy of all information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included, the application will be returned to the sponsor and will delay the approval process.

CONTINUING EDUCATION HOURS NOT ACCEPTABLE
The Board has determined that courses in the areas of:

- Practice Management
- Contact Reflex Analysis
- Acupuncture
- Philosophy

are **not acceptable** for approval of continuing education hours.

RISK MANAGEMENT
Risk management is defined as the chiropractor's legal responsibility to his or her patient.

SPONSORS
Seminars must be sponsored by a college of chiropractic or an established chiropractic organization.

APPROVAL OF PROGRAMS
The Board will approve a course if it determines that the course will make a significant contribution to the professional competency of chiropractors who enroll. In determining if a course meets this standard, the Board will consider whether:

- The course has substantial content.
- The course content directly relates to the professional practice of chiropractic.
- Practice management courses will not be approved by the board.
- Each lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- The course is of sufficient length to provide a substantial educational experience.
- Courses of less than one (1) hour will be reviewed carefully to determine if they furnish a substantial educational experience.

APPROVAL CERTIFICATES
Upon approval by the Board, a certificate will be issued and mailed to the Sponsor. Sponsors may go to the Agency's website at www.pla.IN.gov to determine if the application has been received and/or approved.

RECORD OF ATTENDANCE
As a condition of approval of programs, the sponsor must agree to provide participants with a record of attendance and to retain records of attendance by participants for four (4) years from the date of the program.

APPROVED CONTINUING EDUCATION PROGRAMS ON WEBSITE
After your continuing education program has been approved it will be included on the list of "Approved Continuing Education Programs" which is located on the Board's website at www.pla.IN.gov.

ADMINISTRATIVE RULES FOR CONTINUING EDUCATION REQUIREMENTS
The rules which pertain to continuing education requirements are located at 846 IAC 1-8. Statutes and Administrative Rules are available to download from the Agency's website at www.pla.IN.gov. If you would prefer to have a copy sent to you, please submit your request in writing with a fee of $1.50 to the address listed below.

APPLICATION INSTRUCTIONS AND DOCUMENTATION REQUIRED

APPLICATION
Mail completed application along with all required documentation listed to the Indiana Professional Licensing Agency at the address listed above.

INFORMATION REQUIRED
Sponsoring organizations are required to list on the application or on documents attached to the application the following information:

> **PROGRAM TITLE**
> List the title of the program with each program date and location.
>
> **CONTINUING EDUCATION HOURS REQUESTED**
> The sponsor is required to break down the program submitted into the proper categories with the number of continuing education hours requested for each category.
>
> **NAME OF INSTRUCTOR(S)**
> List the names of instructors on the application. Attach curriculum vitas or resumes.

COPIES OF APPLICATION AND ATTACHED INFORMATION
Sponsoring organizations are required to submit one (1) original and one (1) copy of the application and one (1) original and one (1) copy of the information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included. If the Committee does not receive one (1) original and one (1) copy of the application and one (1) original and one (1) copy of all information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included, the application will be returned to the sponsor and will delay the approval process.

DEADLINE DATE FOR SUBMISSION OF APPLICATION
Sponsoring organizations are required to submit applications to the Board **sixty (60) days** prior to the presentation of the program.