

MISSOURI STATE BOARD OF CHIROPRACTIC EXAMINERS CONTINUING EDUCATION SUMMARY

A total of forty-eight (48) hours of continuing education (CE) is required prior to the expiration date of the license. For ease of reference CE includes CEH continuing education hours; CEU continuing education units, and/or licensure renewal hours.

At least twenty-four (24) hours must be obtained attending Board approved formal continuing education programs, seminars, and/or workshops. Formal CE can be obtained online if the program has been approved by the board. If the online CE has not been board approved, it can be used for general/self study hours.

There are no required categories of CE for **licensure** renewal. There are sixteen (16) categories of formal continuing education (see list below). A licensee must complete formal continuing education in at least three (3) of these categories.

50 minutes of instruction or study = one hour of continuing education

If a CE is approved by the board for general/self study hours, those hours cannot apply to a formal continuing education category.

FORMAL CONTINUING EDUCATION CATEGORIES

- Diagnostic imaging (X ray)
- Differential or physical diagnosis or both
- Ethical practices. CE in this category will cover professionalism, doctor-patient relationship, legal issues and responsibilities, confidentiality, and advertising
- Emergency procedures, cardiopulmonary resuscitation (CPR) and/or first aid
- Human immunodeficiency (HIV), infectious diseases, and/or universal precautions
- Cerebrovascular accident (CVA) and/or transient ischemic attack (TIA);
- Disc injury
- Aggravated spinal conditions and/or injury;
- Record keeping and/or Subjective Objective Assessment Plan (SOAP) notes
- Soft tissue injury
- Nutrition
- Chiropractic principles and/or technique(s)
- Health promotion and wellness
- Case studies in chiropractic. CE in this category relate to scholarly work within the profession to include research, textbooks, and studies
- Insurance consulting
- Meridian therapy/acupressure/acupuncture (MTAA)

GENERAL/SELF STUDY CATEGORIES

- Meetings – Up to 6 hours of general CE allowed
- Publications – Books or articles written by a licensee and published in professional books, textbooks, scholarly, national or international journals, or periodicals
- Presentations – Teaching post doctorate courses
- Home Study/Individual Study/Self Study – Reading/reviewing relevant books, journals, periodicals, videos, tapes, internet articles and preparation for relevant lectures and talks to public groups. Material must relate to chiropractic practice.

MTAA & INSURANCE CONSULTING

To maintain certification in MTAA and/or insurance consulting the licensee must obtain at least twelve (12) hours of board approved formal continuing education in MTAA and/or insurance consulting in each specialty area prior to the expiration of the license. The formal hours of CE for certification can be applied to the twenty-four hours of general or self/study continuing education. Completion of all continuing education is required prior to the expiration date of a license.

FREQUENTLY ASKED QUESTIONS

1. Are online or internet courses acceptable for continuing education?

Yes. Formal CE hours must address one of the categories (see reverse side) and must be approved by the State Board. Online or internet courses that are not State Board approved can be used for general/self study as long as the content relates to chiropractic.

3. What categories and hours do I have to take to meet the continuing education requirements?

There are sixteen categories and a licensee must have formal continuing education from at least three of these categories to renew the chiropractic physician license. Additional hours are required for certification in MTAA and insurance consulting.

4. What is meant by general or self-study continuing education?

These CE hours are obtained via attending meetings, reading books, journals or magazines, doing presentations, publications, or individual study relating to chiropractic. If the board approves a seminar as general or self-study those hours **cannot** be applied to any formal continuing education category. Courses for general/self-study hours do not require Board approval.

5. Can I obtain all twenty-four required hours of board approved, formal CE in one category?

No. The twenty-four hours must be obtained in no less than three of the formal categories.

6. How many hours of CE are required to maintain certification in MTAA or Insurance Consulting?

During the two year licensure period, a licensee must obtain at least twelve (12) hours of board approved CE in MTAA and/or Insurance Consulting to maintain the respective certification. These hours apply to the general/self-study hours and not to the formal hours required for licensure renewal.

7. How do I figure calculate hours completed and hours needed? See example below

1. Licensee is certified in acupuncture and completed a **12 hour** board approved seminar in acupuncture.
2. Licensee read articles and researched information about various ailments that can be treated with acupuncture for **2 hours**
3. Licensee attended a board approved seminar over a weekend and received **4 hours**-ethical practices, **4 hours** record keeping/coding, **2 hours** nutrition, and **2 hours** health promotion and wellness.

CE CALCULATION

24 formal hours licensure renewal hours required – 12 hours @ weekend seminar = 12 formal hours of formal CE required

12 hours board approved acupuncture seminar CE requirement for licensure certification met
2 hours online research (general/self-study) + 12 hours board approved acupuncture CE = 14 hours general/self-study hours

Licensee must complete an additional **12 hours** board approved formal CE and an additional **8 hours** of either general/self-study or formal, board approved CE. Remember: CE completed for certification cannot apply to the formal CE required for licensure renewal. Instead, the required certification hours apply to the general/self-study category.

8. How do I know a continuing education course has been approved by the Board?

All State Board approved courses are listed at the State Board's web site pr.mo.gov/chiropractors. Click on the icon Approved Continuing Education.

9. How does the State Board determine audit candidates?

- Random selection based upon certification in MTAA; certification in insurance consulting; certification in both MTAA and insurance consulting, and licensed chiropractic physicians with no certification
- Requests for extension to complete continuing education will be audited
- Current board members

Reminder: A licensee must maintain full and complete records of all continuing education credits. The State Board does not maintain a licensee's information regarding CE completion.

Continuing Education Regulation 20 CSR 2070-2.080 Biennial License Renewal

PURPOSE: This rule establishes the licensure renewal requirements.

(1) A license shall be renewed biennially contingent upon the licensee completing the required hours of continuing education as defined in 20 CSR 2070-2.080(2):

(A) For the purpose of this regulation one (1) hour of continuing education shall consist of at least fifty (50) minutes of instruction or study;

(B) A chiropractic physician issued a license within one (1) year of graduation from an approved chiropractic college shall be exempt from the continuing education requirements for the calendar year that the license was issued; and

(C) A chiropractic physician at least sixty-five (65) years old and licensed in this state for at least thirty-five (35) years shall complete at least twenty-four (24) hours of formal continuing education biennially as defined in 20 CSR 2070-2.080(4). The remaining biennial hours of continuing education shall be waived.

(2) Every two (2) years (hereinafter referred to as biennially) and prior to the expiration date of a license a licensee shall complete forty-eight (48) hours of continuing education as defined in 20 CSR 2070-2.080(3) and (5). If a licensee is unable to complete the required biennial continuing education, the licensee may submit a written request to the board for an extension in order to comply with the continuing education requirement and shall pay the required late continuing education fee.

(3) At least twenty-four (24) hours of the required forty-eight (48) hours of continuing education shall be earned by attending formal continuing education programs, seminars, and/or workshops that have been approved by the board.

(A) A licensee shall obtain the required formal continuing education hours from no less than three (3) of the following formal categories:

1. Diagnostic imaging (X ray);
2. Differential or physical diagnosis or both;
3. Ethical practices. Continuing education courses acceptable for this area include topics such as professionalism, doctor-patient relationship, legal issues and responsibilities, confidentiality, and advertising;
4. Emergency procedures. Cardiopulmonary resuscitation (CPR) and/or first aid offered by the American Red Cross or other board-approved sponsoring organization shall be acceptable as meeting the continuing education requirements for this category;
5. Human immunodeficiency (HIV), infection diseases, and/or universal precautions;
6. Cerebrovascular accident (CVA) and/or transient ischemic attack (TIA);
7. Disc injury;
8. Aggravated spinal conditions and/or injury;
9. Record keeping and/or Subjective Objective Assessment Plan (SOAP) notes;
10. Soft tissue injury;
11. Nutrition;
12. Chiropractic principles and/or technique(s);
13. Health promotion and wellness;
14. Case studies in chiropractic that consist of presentations relating to articles published in scholarly journals, treatises, or textbooks used by board-approved Council of Chiropractic Education (CCE) colleges and/or universities and evidence-based and/or value-based studies;
15. Insurance consulting; or
16. Meridian Therapy/acupressure/acupuncture.

(4) Continuing education hours in compliance with 20 CSR 2070-2.080(3) may be obtained via the Internet pursuant to 20 CSR 2070- 2.081(2)(A) and board approval.

(5) The remaining continuing education hours may consist of general studies as follows:

(A) Meetings. Registered attendance at relevant professional meetings which include, but are not limited to, national, regional, state, and local professional association meetings and open meetings of the State Board of Chiropractic Examiners. To earn continuing education credits in this category, roll call must be taken and recorded in the official minutes of the meeting. A maximum of six

(6) Continuing education credit hours are allowable in this category during each continuing education reporting period but no more than two (2) continuing education credits shall be earned per meeting. If the meeting is less than two (2) hours in duration, continuing education credits will be granted for actual attendance time but in increments of not less than one (1) hour. If the meeting has a duration of ninety (90) minutes, continuing education credits may be granted for one and one-half (1.5) hours;

(B) Publications. Books and/or articles published by licensee in professional books, national or international journals, or periodicals. A maximum of six (6) continuing education credits are allowable in this category during each continuing education reporting period. Publications must be relevant to chiropractic to qualify for continuing education credits under this rule;

(C) Presentations. Chiropractic physicians teaching an approved postgraduate course may receive continuing education credits for teaching the course providing the instructor's name was submitted with the course content when requesting approval of the course;

(D) Home Study. Self-study of professional material including relevant books, journals, periodicals, videos, tapes, and other materials and preparation of relevant lectures and talks to public groups. Continuing education credits will be granted at the rate of one (1) hour for reading a national or international journal or periodical and four (4) hours for reading a book. To qualify for continuing education credits under this category, the journal, periodical or book must be related to the clinical practice of chiropractic; and

(E) Individual Study. Relevant chiropractic courses subscribed via the Internet or by other electronic means.

- (6) Chiropractic physicians who are faculty members at a CCE-accredited college may receive up to a maximum of forty-eight (48) hours biennially of continuing education credit for teaching or attending course(s) at a CCE-accredited chiropractic college:
- (A) The areas of study shall be in compliance with 20 CSR 2070-2.080(3);
 - (B) For the purpose of this regulation, the faculty member must either teach or attend a course at a CCE-approved chiropractic college for a minimum of four (4) clock hours as defined in 20 CSR 2070-2.080(3);
 - (C) The twenty-four (24) biennial hours of general continuing education study may be obtained by teaching or attending course(s) relevant to chiropractic provided by a CCE approved chiropractic college; and
 - (D) The chiropractic college shall be responsible for submitting course(s) to the board for approval and for verifying attendance by the teacher or faculty member.
- (7) Chiropractic physicians who teach continuing education approved by the board may receive up to a maximum of four (4) hours per year of continuing education credit for teaching courses in diagnostic imaging, differential or physical diagnosis or both, and risk management as defined in 20 CSR 2070- 2.080(3)(C).
- (8) Chiropractic physicians who teach continuing education approved by the board may receive up to a maximum of twenty-four (24) hours of continuing education credit for teaching courses in general subjects biennially.
- (9) Chiropractic physicians certified by the board in Meridian Therapy/acupressure/acupuncture (MTAA) or insurance consulting who teach continuing education approved by the board may receive up to twenty-four (24) hours biennially of continuing education for teaching courses pursuant to 20 CSR 2070- 2.031(3) MTAA or 20 CSR 2070-4.030(2) insurance consulting.
- (10) For the purpose of this regulation the teacher or instructor must teach a minimum of four (4) clock hours as defined in 20 CSR 2070-2.080(4)(A).
- (11) A renewal license will not be issued until all renewal requirements have been met. If the licensee pays the continuing education penalty fee for continuing education credits earned late, those hours shall not be applied to the next reporting cycle. A licensee who has failed to obtain and verify, in a timely fashion, the requisite number of continuing education credits shall not engage in the practice of chiropractic unless an extension is obtained pursuant to section (13) of this rule.
- (12) For the license renewal the licensee shall verify the number of continuing education credits earned during the last two (2) immediately preceding continuing education reporting periods. Effective March 1, 2009, the licensee shall verify the number of continuing education credits earned during the current biennial cycle on the renewal form provided by the board. The renewal form shall be mailed directly to the board office on or before the expiration date of the license. The licensee shall not submit the actual record of continuing education attendance to the board except in the case of a board audit.
- (13) Each licensee shall maintain full and complete records of all continuing education credits earned for the two (2) previous reporting periods in addition to the current reporting period. Formal continuing education credit hours shall be documented by the sponsor of the approved continuing education program and provided to the licensee within thirty (30) days from the date of the program. The licensee is responsible for maintaining that record of attendance as set forth in 20 CSR 2070-2.081(2)(A)7. Continuing education credits earned through other continuing education experiences shall be documented by the licensee and such documentation shall contain, at a minimum, the number of hours earned, and these hours shall be separated in the various categories defined in 20 CSR- 2070-2.080(3)(A). The board may conduct an audit of a licensee's formal continuing education hours as defined in 20 CSR 2070-2.080(3)(A) to verify compliance with the continuing education requirement. Licensees shall assist the board in its audit by providing timely and complete responses to the board's inquiries. A response is considered timely if received in the board office within thirty (30) days of a written request by the board for such information.
- (14) A licensee who cannot complete the requisite number of continuing education credits because of personal illness, military service, or other circumstances beyond the licensee's control which the board deems to be sufficient to impose an insurmountable hardship may apply for an extension of time to complete the continuing education requirements. Any extension of time to complete the continuing education requirements will be granted solely in the discretion of the board. The licensee must make a written application for extension of time prior to the deadline for completion of the continuing education requirement. The licensee shall provide full and complete written documentation of the grounds supporting the reasons for which an extension is sought. A licensee who requests an extension of time to complete the requisite hours of continuing education shall not engage in the active practice of chiropractic until the board grants the licensee's request for extension and the licensee receives express written authorization to do so.
- (15) The board shall not grant continuing education credit to any licensee for attending a continuing education course if the licensee attended a subsequent course on the same subject matter during the same continuing education reporting period.
- (16) Chiropractic physicians holding a Missouri license, but not practicing in Missouri, may use the approved continuing education hours required of the state in which they practice for license renewal, without prior approval, provided that the continuing education requirement is met and provided that the continuing education falls within the definition set forth in 20 CSR 2070-2.081. If the state in which the chiropractic physician is practicing does not have continuing education requirements for renewal or licensure reinstatement, the out-of-state chiropractic physician must earn the requisite number of continuing education hours required in Missouri and the hours shall be approved by the Missouri board or offered by a college of chiropractic accredited by the CCE.
- (17) In order for the board to consider waiving the continuing education requirement for license renewal, all requests for waivers due to illness must be accompanied by a written statement from a practitioner of the healing arts stating the diagnosis, prognosis and length of time the chiropractic physician will be unable to practice or attend an educational program. Waivers due to illness may be granted only to a licensee who has suffered a personal illness or personal disability of a nature as to prevent him/her from engaging in the active practice of chiropractic for at least the majority of the continuing education reporting period.
- (18) Reinstatement of License:
- (A) A chiropractor that has been licensed in Missouri may apply for reinstatement of an expired or inactive license upon submission of the following:

1. Application for reinstatement;
2. Reinstatement fee;
3. Proof that the applicant has been licensed and eligible to practice in another state for at least one (1) year preceding the application for reinstatement;
4. Two (2) sets of fingerprints for the purpose of conducting a criminal background check by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). The applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and FBI criminal background check. Proof shall consist of any documentation acceptable to the board. Any fees due for fingerprint background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s). For the purpose of application for licensure, the results of the criminal background check shall be received in the board office prior to the issuance of a license and shall be valid for no more than one (1) year from the date the results of the criminal background check were received in the board office;
5. Completion of the required biennial continuing education hours for Missouri licensure renewal as defined in 20 CSR 2070-2.080(3) and (5); or

6. Completion of the continuing education hours required by the state in which the applicant is licensed.

(B) When a chiropractic physician applies to reinstate a license that has been expired or inactive for at least five (5) years, and he/she has not been licensed and eligible to practice in another state for the five (5) years preceding the application for reinstatement, the chiropractic physician must return to a CCE accredited chiropractic college for a course of study. A course of study for reinstatement of a license shall consist of passing a minimum of twelve (12) semester hours as follows:

1. Four (4) semester hours in chiropractic clinical reasoning;
2. Three (3) semester hours clinical diagnosis; and
3. Five (5) semester hours diagnostic imaging.

(C) The applicant for reinstatement shall document completion of the required course of study with an official transcript from the chiropractic college.

(D) A chiropractor with an expired or inactive Missouri license for less than five (5) years from the expiration date and not licensed and eligible to practice in another state may apply for reinstatement of such license upon submission of the following:

1. Application for reinstatement;
2. Reinstatement fee;
3. Two (2) sets of fingerprints for the purpose of conducting a criminal background check by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). The applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and FBI criminal background check. Proof shall consist of any documentation acceptable to the board. Any fees due for fingerprint background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s). For the purpose of application for licensure, the results of the criminal background check shall be received in the board office prior to the issuance of a license and shall be valid for no more than one (1) year from the date the results of the criminal background check were received in the board office; and
4. Completion of the required biennial continuing education hours for Missouri licensure renewal as defined in 20 CSR 2070-2.080(3) and (5).

(19) Applications for renewal shall be postmarked by the expiration date of the license.

(20) Chiropractic physicians acting as associate examiners for either the state board practical examination or the regional/national practical examination (Part IV) administered by the National Board of Chiropractic Examiners (N.B.C.E.) may receive up to a maximum of twenty-four (24) hours per year of continuing education credit for the administration of the examination:

(A) For the first full day of service provided to the N.B.C.E. in administering the Part IV examination, associate examiners will be credited with four (4) hours of continuing education in differential or physical diagnosis and four (4) hours of credit in general chiropractic continuing education;

(B) For the second full day of service provided to the N.B.C.E. in administering the Part IV examination, associate examiners will be credited with eight (8) hours of general chiropractic continuing education;

(C) If a chiropractic physician should provide less than four (4) hours of service to the N.B.C.E. in any one administration of the Part IV examination, continuing education credit will not be available to that licensee. Continuing education credits earned from administering the Part IV examination shall be in the formal continuing education category;

(D) If the associate examiner attends the examiner orientation as part of the N.B.C.E. examination administration the associate examiner is eligible for two (2) hours of continuing education in boundary training for each full day the associate examiner participates in the N.B.C.E. administration;

(E) If the associate examiner proctors the X-ray portion of the N.B.C.E. the associate examiner is eligible for one (1) hour of continuing education in X-ray for each examination session. The associate examiner shall be eligible for up to four (4) hours of continuing education credit in X-ray for proctoring the X-ray portion of the examination the entire day; and

(F) Chiropractic physicians participating in the development of Parts I-IV, physiotherapy, or acupuncture examinations administered by the N.B.C.E. may submit proof of attendance to the board for continuing education approval.

(21) A licensee may submit an application to the board to be classified as inactive. An inactive licensee shall be defined as a chiropractic physician formally licensed by the board that has been approved for inactive status and is not engaged in the practice of chiropractic as defined in section 331.010, RSMo.

(22) If a bad check is received by the board to renew a license and if the replacement fee is not received prior to the expiration date of the license, the license will not be current and the licensee shall not practice until the reinstatement form and fee have been submitted to the board.

(23) Violation of any provision of this rule shall be deemed by the board to constitute misconduct, fraud, misrepresentation, dishonesty, unethical conduct or unprofessional conduct in the performance of the functions or duties of a chiropractic physician depending on the licensee's conduct. In addition, a licensee who has failed to complete and report in a timely fashion the requisite hours of continuing education and engages in the active practice of chiropractic without the express written authority of the board shall be deemed to have engaged in the unauthorized practice of chiropractic.

*AUTHORITY: sections 331.050 and 331.100.2, RSMo Supp. 2008. * This rule originally filed as 4 CSR 70-2.080. This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Rescinded and readopted: Filed Dec. 9, 1981, effective March 11, 1982. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed Dec. 10, 1984, effective April 11, 1985. Amended: Filed April 10, 1986, effective July 11, 1986. Amended: Filed Aug. 14, 1986, effective Nov. 13, 1986. Amended: Filed April 18, 1990, effective June 30, 1990. Amended: Filed April 30, 1991, effective Oct. 31, 1991. Amended: Filed July 7, 1992, effective Feb. 26, 1993. Amended: Filed July 22, 1993, effective Jan. 31, 1994. Amended: Filed March 4, 1994, effective Aug. 28, 1994. Amended: Filed Dec. 18, 1995, effective June 30, 1996. Amended: Filed July 23, 1998, effective Feb. 28, 1999. Amended: Filed April 14, 2000, effective Oct. 30, 2000. Amended: Filed July 31, 2003, effective Jan. 30, 2004. Amended: Filed April 1, 2005, effective Oct. 30, 2005. Moved to 20 CSR 2070-2.080, effective Aug. 28, 2006. Rescinded and readopted: Filed June 27, 2007, effective Jan. 30, 2008. Amended: Filed Aug. 15, 2008, effective Feb. 28, 2009. Amended: Filed Aug. 27, 2009, effective Feb. 28, 2010.*

**Original authority: 331.050, RSMo 1939, amended 1945, 1947, 1969, 1981, 1987, 1999, 2001, 2004 and 331.100, RSMo 1939, amended 1949, 1969, 1980, 1981, 2008.*

Continuing Education Report Form
Reporting Period: March 1, 2017 to February 28, 2019

A	B	C				D		
Seminar Date(s)	<u>Course Title/Source Name</u> CE Approval Number	Total Hours Per Seminar				Board Use Only		
		GEN	FORMAL (HOURS/CATEGORY)	MTAA	INS CNSLT	OK	NOT APVD	Additional Information Needed
1	A.							
	B.							
2	A.							
	B..							
3	A.							
	B.							
4	A.							
	B.							
5	A.							
	B.							
6	A.							
	B.							
7	A.							
	B.							
8	A.							
	B.							
9	A.							
	B.							
10	A.							
	B.							

A Seminar Date	B <u>Course Title/Source Name</u> CE Approval Number	C Total Hours Per Seminar				D Board Staff Only		
		GEN	FORMAL (HOURS/CATEGORY)	MTAA	INS CNST	OK	NOT APV D	Additional Information Needed
11	A.							
	B.							
12	A.							
	B.							
13	A.							
	B.							
14	A.							
	B.							
15	A.							
	B.							
16	A.							
	B.							
17	A.							
	B.							
18	A.							
	B.							
19	A.							
	B.							
20	A.							
	B.							

THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

LICENSEE SIGNATURE _____ LICENSEE PRINT NAME _____ DATE _____