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**CHIROPRACTIC EXAMINING BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**December 22, 2015**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**8:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A) Adoption of Agenda (1-4)**
- B) Approval of Minutes of July 2, 2015 (5-9)**
- C) Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Board Members – Term Expiration Dates
    - a) Kelly Brown – 07/01/2016
    - b) John Church – 07/01/2013
    - c) Jeffrey Mackey – 07/01/2017
    - d) Patricia Schumacher – 07/01/2019
- D) Elections, Nominations, and Appointments**
  - 1) Board Secretary Election **(10-11)**
- E) Legislative/Administrative Rule Matters**
  - 1) Consideration of Wis. Admin. Code Chapters Chir 4 and 10 Draft Relating to Courses of Study for and Delegation to Chiropractic Technicians and Chiropractic Radiological Technicians **(12-22)**
  - 2) Report from Assembly Health Committee Public Hearing – November 18, 2015 **(23-44)**
- F) Senate Bill 198, Relating to Providing Exemptions From Practice Protection Laws for Complementary and Alternative Health Care Practitioners – Board Review (45)**
- G) Assembly Bill 30, Relating to Continuing Education Program Sponsors for Chiropractors, Chiropractic Technicians, and Chiropractic Radiological Technicians – Board Review (46)**

**H) Education and Examination Matters**

- 1) **APPEARANCE – Ryan Zeinert, DSPS Licensing Education Specialist - 2013-2014 Chiropractic Continuing Education Audit – Final Report (47-51) (Pg 51 moved to closed session)**
- 2) **APPEARANCE - Ryan Zeinert, DSPS Licensing Education Specialist – Discussion of National/American College of Chiropractic Consultants (ACCC) Continuing Education Course Denial (266-281)**
- 3) Review of Proposed Revisions to Herzing University’s Chiropractic Technicians and Chiropractic Radiological Technicians Courses of Study **(52-72)**

**I) Speaking Engagement(s), Travel, or Public Relation Request(s)**

- 1) Travel Report from Ethics and Boundaries Assessment Services, LLC (EBAS) Agency Orientation Workshop on July 10-11, 2015 in Greeley, CO – Patricia Schumacher
- 2) National Board of Chiropractic Examiners (NBCE) Annual Business Meeting of State Delegates – April 29, 2016 – Phoenix, Arizona **(73-74)**

**J) Informational Items**

- 1) White House Report on Occupational Licensing **(75)**

**K) Future Agenda Items**

**L) Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Preceptor Approvals
- 8) Liaison Report(s)
- 9) Informational Item(s)
- 10) Disciplinary Matters
- 11) Presentations of Petition(s) for Summary Suspension
- 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 13) Presentation of Proposed Decisions
- 14) Presentation of Interim Order(s)
- 15) Petitions for Re-Hearing
- 16) Petitions for Assessments
- 17) Petitions to Vacate Order(s)
- 18) Petitions for Designation of Hearing Examiner
- 19) Requests for Disciplinary Proceeding Presentations
- 20) Motions
- 21) Petitions
- 22) Appearances from Requests Received or Renewed
- 23) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

**M) Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

**N) Deliberation on Credentialing Matters**

- 1) Application Review
  - a) **9:15 A.M.: (VIRTUAL/TELEPHONIC) APPEARANCE - Joshua Cirilli, D.C. – Chiropractic Application (76-173)**
  - b) Jeremie Schwartz – Chiropractic Application **(174-187)**
  - c) Bryn Bradley – Chiropractic Application **(188-205)**
  - d) Corey Schuler – Nutritional Counseling Certification Application **(206-211)**

**O) Deliberation on Orders Fixing Costs**

- 1) Karl Naujock, D.C., Respondent (ORDER0004119)(DHA Case SPS-15-0004) (DLSC Case 13 CHI 013) **(212-217)**

**P) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) Administrative Warning(s)
  - a) 15 CHI 004 – J.J.H., D.C. **(218-219)**
  - b) 15 CHI 021 – D.M.D., D.C. **(220-221)**
- 2) Proposed Stipulation(s), Final Decision(s) and Order(s)
  - a) 12 CHI 001 – Aaron J. Arfstrom, D.C. **(222-230)**
  - b) 14 CHI 001 – Kenneth S. Heinen, D.C. **(231-236)**
  - c) 14 CHI 007 – Stacy L. Shropshire, D.C. **(237-242)**
  - d) 14 CHI 014 – Jeremy P. Stender, D.C. **(243-248)**
  - e) 14 CHI 016 – John T. Aderholdt, D.C. **(249-256)**
  - f) 15 CHI 010 – Jason S. Denn, D.C. **(257-262)**
- 3) Case Closing(s)
  - a) 15 CHI 013 – N.E.D. **(263-265)**

**Q) Education and Examination Matters**

- 1) **APPEARANCE – Ryan Zeinert, DSPS Licensing Education Specialist - 2013-2014 Chiropractic Continuing Education Audit – Final Report (282)**

**R) Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report

- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

S) Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

T) Open Session Items Noticed Above not Completed in the Initial Open Session

U) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

V) Ratification of Licenses and Certificates

**ADJOURNMENT**

The next scheduled meeting is January 28, 2016.

**CHIROPRACTIC EXAMINING BOARD  
MEETING MINUTES  
July 2, 2015**

**PRESENT:** Kelly Brown (via GoToMeeting); John Church, D.C.; Jodi Griffith, D.C.; Jeffrey Mackey, D.C.; and Patricia Schumacher, D.C.

**STAFF:** Tom Ryan, Executive Director; Kimberly Wood, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Patricia Schumacher, Chair, called the meeting to order at 8:33 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- ADD Under Item C.1.: Credentialing Matters-Application Review (Closed Session):
  - Zachary Brocker, D.C.
  - Jennifer Levan, D.C.
- CORRECT Item M: Change the title of this item as follows: Credentialing Matters
- CORRECT Item O: Correct the Order number listed on the agenda from '0003374' to '0003774'
- REMOVE Item Q.6.: '14 CHI 014'

**MOTION:** John Church moved, seconded by Jodi Griffith, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** John Church moved, seconded by Jodi Griffith, to approve the minutes of March 5, 2015 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to affirm the Chair's appointment of new panel members and liaisons:

- Credentialing Liaison: Kelly Brown
- Credentialing Liaison/Alternate: Jeffrey Mackey
- Screening Panel Member: Patricia Schumacher
- Screening Panel Member/Alternate: Jeffrey Mackey
- Preceptor Liaison: John Church
- Preceptor Liaison/Alternate: Jeffrey Mackey
- Monitoring Liaison/Alternate: Kelly Brown

Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**Scope Statement for Chir 4 and 10, Relating to Chiropractic Radiological Technicians and Chiropractic Technicians**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to request DSPS staff to redraft a Scope Statement revising Chir 4 and 10, relating to Radiological Technicians and Chiropractic Technicians. Motion carried unanimously.

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to designate Jodi Griffith, and Jeffrey Mackey as an alternate, to work with DSPS staff to finalize the drafting document for Chir 4 and 10, relating to courses of study. Motion carried unanimously.

**Adoption Orders for Chir 2, 3 (CR 14-068) Relating to Practical Exams for Chiropractors and Chir 13 (CR14-069) Relating to the Duty to Inform Patients of Treatment Options**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to approve the Adoption Order for Clearinghouse Rule 14-068 (Chir 2 & 3), relating to practical exams for chiropractors. Motion carried unanimously.

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to approve the Adoption Order for Clearinghouse Rule 14-069 (Chir 13), relating to the duty to inform patients of treatment options. Motion carried unanimously.

**EDUCATION AND EXAMINATION MATTERS**

**Chiropractic Society of Wisconsin (CSW) Request for Approval of Chiropractic Radiologic Technician (CRT) Course of Study**

**MOTION:** Jodi Griffith moved, seconded by Jeffrey Mackey, to grant the request for course approval of the Chiropractic Society of Wisconsin for the CRT course of study, as presented in today's agenda. Motion carried unanimously.

**SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATIONS REQUEST(S)**

**Ethics and Boundaries Assessment Services, LLC (EBAS) Agency Orientation Workshop – July 10-11, 2015 – Greeley, CO**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to designate Patricia Schumacher, as the Board's delegate, to attend the EBAS Agency Orientation Workshop on July 10-11, 2015 in Greeley, CO and to authorize travel. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Patricia Schumacher read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Kelly

Brown-yes; John Church-yes; Jodi Griffith-yes; Jeffrey Mackey-yes; Patricia Schumacher-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:05 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to reconvene in Open Session at 11:56 a.m. Motion carried unanimously.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

### **CREDENTIALING MATTERS**

#### **Application Review**

#### ***Kayvon Behnam, D.C.***

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to deny the Chiropractic application of Kayvon Behnam, D.C. **Reason for Denial:** Pursuant to Wis. Stat. § 446.03(5) and Wis. Admin. Code § Chir 6.02(22). Motion carried unanimously.

#### ***Zachary Brocker, D.C.***

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to defer a decision in the Chiropractic application of Zachary Brocker, D.C., and to designate Jodi Griffith to communicate with DSPS staff regarding course approval limits. Motion carried unanimously.

#### ***Joshua Cirilli, D.C.***

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to request that Joshua Cirilli, D.C. obtain an AODA assessment and submit the results to the Department, and to defer a decision on his application until the AODA results are received and reviewed. Motion carried unanimously.

#### ***Jennifer Levan, D.C.***

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to deny the Chiropractic application of Jennifer Levan, D.C. **Reason for Denial:** The applicant has not met the requirement of Wis. Admin. Code § Chir 3.03(1)(c)3. Motion carried unanimously.

### **DELIBERATION ON PROPOSED FINAL DECISION AND ORDER**

#### **Karl Naujock, D.C., Respondent (DHA Case SPS-15-0004)(DLSC Case 13 CHI 013)**

**MOTION:** John Church moved, seconded by Jodi Griffith, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Karl Naujock, D.C., Respondent (DHA Case SPS-15-0004)(DLSC Case 13 CHI 013). Motion carried. Recused: Jeffrey Mackey

*(Jeffrey Mackey recused himself and left the room for deliberation, and voting in the matter concerning Karl Naujock, D.C., Respondent (DHA Case SPS-15-0004)(DLSC Case 13 CHI 013).)*

#### **DELIBERATION ON ORDER FIXING COSTS**

#### **Ty C. Wade, D.C., Respondent (ORDER0003774)(DHA Case SPS-13-0050)(DLSC Case 13 CHI 002)**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Ty C. Wade, D.C., Respondent (ORDER0003774)(DHA Case SPS-13-0050)(DLSC Case 13 CHI 002). Motion carried unanimously.

#### **DELIBERATION ON PROPOSED STIPULATIONS, FINAL DECISION AND ORDERS**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matters:

1. 13 CHI 019 – Kenneth A. Howard, D.C.
2. 13 CHI 020 – Chris Boyson, D.C.
3. 13 CHI 025 – David R. Toftness, D.C.
4. 13 CHI 031 – Daniel D. Lyons, D.C.
5. 14 CHI 024 – Stuart W. Leinbach, D.C.
6. 14 CHI 029 – David M. Dow, D.C.

Motion carried unanimously.

#### **14 CHI 016 – John T. Aderholdt, D.C.**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to defer the deliberation of the matter of John T. Aderholdt, D.C., DLSC case number 14 CHI 016, pending the review of additional information. Motion carried unanimously.

#### **CASE CLOSING(S)**

**MOTION:** Jodi Griffith moved, seconded by Jeffrey Mackey, to close the following cases for the reasons outlined below:

1. 13 CHI 027 – Prosecutorial Discretion (P2)
2. 13 CHI 031 – Insufficient Evidence (IE)
3. 13 CHI 032 – Insufficient Evidence (IE)
4. 14 CHI 006 – Prosecutorial Discretion (P3)
5. 14 CHI 018 – Prosecutorial Discretion (P6)
6. 14 CHI 028 – Prosecutorial Discretion (P7)

Motion carried unanimously.

#### **13 CHI 029**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to close DLSC case number 13 CHI 029 for Insufficient Evidence (IE). Motion carried unanimously.

### **RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Jodi Griffith moved, seconded by Jeffrey Mackey, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Jodi Griffith moved, seconded by Jeffrey Mackey, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:58 a.m.

DRAFT

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin – Bureau Assistant</b>		2) Date When Request Submitted:  <b>10/26/15</b>	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>11/05/15</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Nominations, Elections, and Appointments Board Secretary Elections</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>	
10) Describe the issue and action that should be addressed:  <b>Jodi Griffith has resigned from the Chiropractic Examining Board. The Board should hold elections for a new Secretary.</b>			
11) Authorization			
<i>Nilajah Hardin</i>		<b>10/26/15</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

*January 2015*

<b>2015 ELECTION RESULTS</b>	
<b>Board Chair</b>	Patricia Schumacher
<b>Vice Chair</b>	John Church
<b>Secretary</b>	<b>Jodi Griffith</b>

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  Katie Vieira Administrative Rules Coordinator		2) Date When Request Submitted:  10/23/2015  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  Chiropractic Examining Board			
4) Meeting Date:  11/5/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Chir 4 and 10 relating to Courses of study for and delegation to chiropractic technicians and chiropractic radiological technicians	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  The Board will discuss the preliminary rule draft for Chir 4 and 10 relating to courses of study for and delegation to chiropractic technicians and chiropractic radiological technicians.			
11) Authorization			
<b>Kathleen Vieira</b>		<b>10/23/2015</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATE OF WISCONSIN  
CHIROPRACTIC EXAMINING BOARD

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IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	CHIROPRACTIC EXAMINING
	:	BOARD
CHIROPRACTIC EXAMINING	:	ADOPTING RULES
BOARD	:	(CLEARINGHOUSE RULE)

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PROPOSED ORDER

An order of the Chiropractic Examining Board to repeal Chir 4.04 (3), 10.01 (3), and 10.02 (1) and (2); to amend Chir Chapter 10 (title), 10.02 (title) and (intro.), 10.03, and 10.05; and to create Chir 10.015 and 10.025 relating to courses of study for and delegation to chiropractic technicians and chiropractic radiological technicians.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Sections 446.025 (2) (a) 3., 446.026 (2) (a) 3., and 446.02 (7) (d), Stats.

**Statutory authority:**

Sections 15.08 (5) (b) and 227.11 (2) (a), Stats.

**Explanation of agency authority:**

Section 15.08 (5) (b), Stats., provides that examining boards, such as the Chiropractic Examining Board, “shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, . . .”

Section 227.11 (2) (a), Stats., discusses the parameters of an agency’s rule-making authority, stating an agency, “may promulgate rules interpreting the provisions of the statute, but a rule is not valid if it exceeds the bounds of correct interpretation. . .” This section allows an agency to promulgate administrative rules which interpret the statutes it enforces or administers as long as the proposed rule does not exceed proper interpretation of the statute. Section 227.01 (1), Stats., defines agency as a board. The Chiropractic Examining Board falls within the definition of agency and is therefore allowed to apply s. 227.11 (2) (a), Stats., to statutes it administers.

**Related statute or rule:**

None.

**Plain language analysis:**

Section 446.02 (7) (d) of the Wisconsin Statutes restricts the delegation of adjunctive and x-ray services to chiropractic technologists (technicians) and chiropractic radiological technologists (technicians). Chapter Chir 10 allows for the delegation of these services to unlicensed persons. The proposed rule would amend the Chiropractic Examining Board's administrative rules to align with them with section 446.02 (7) (d), Stats. Additionally, under sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3. of the Wisconsin Statutes chiropractic technicians and chiropractic radiological technicians are required to complete courses of study approved by the Board in order to obtain licensure. The Chiropractic Examining Board's administrative rules are currently silent with regards to the specific requirements used to determine whether a course of study is approved. This undefined term has led to an inconsistent application of the statute. The proposed rule seeks to define the requirements for approved courses of study in administrative code which should result in a more uniform application of the statute.

**Summary of, and comparison with, existing or proposed federal regulation:**

The Consumer-Patient Radiation Health and Safety Act of 1981, 42 USCS 10001, et seq. establishes federal guidelines for standards of accreditation of educational programs for certain occupations that administer radiologic procedures. The standards are in place to protect the public from excessive exposure to radiation by health care professionals who use radiation in the treatment of disease or other medical conditions. The regulations are directed towards radiologic technologists, dental hygienists, nuclear medicine technologists and radiation therapy technologists.

42 USCS §10003 (5) defines, "persons who administer radiologic procedures means any person, other than a practitioner, who intentionally administers radiation to other persons for medical purposes, and includes medical radiologic technologists (including dental hygienists and assistants), radiation therapy technologists, and nuclear medicine technologists." 42 CFR 75.2 defines radiation therapy technologist as, "a person other than a licensed practitioner who utilizes ionizing radiation-generating equipment for therapeutic purposes on human subjects." Although chiropractic radiological technicians are not specifically addressed, they could be captured under the broad definition of radiation therapy technologists. The federal statute and regulations are comparable to the proposed rule in that they both set forth a course of study for persons who administer radiologic procedures.

**Comparison with rules in adjacent states:**

**Illinois:** Illinois defines a chiropractic radiographer as, "[A] person other than a licensed practitioner who performs medical radiation procedures and applies x-radiation to the human body for diagnostic evaluation of skeletal anatomy, while under the general supervision of a licensed chiropractor." 32 Ill. Adm. Code 401.20. Persons seeking accreditation as a chiropractic radiographer must take the exam administered by the

American Chiropractic Registry of Radiologic Technologists (ACRRT). 32 Ill. Adm. Code 401.70 b) 4).

**Iowa:** Iowa does not have a license classification for chiropractic radiological technologists or chiropractic technologists.

**Michigan:** Michigan does not have a license classification for chiropractic radiological technologists or chiropractic technologists.

**Minnesota:** Minnesota issues a registration for chiropractic radiologic technologist after the applicant has passed the radiography examination of the American Chiropractic Registry of Radiologic Technologists. (ACRRT) Minn. R. 4732.0585.

**Summary of factual data and analytical methodologies:**

The methodologies used to develop this proposed rule include reviewing neighboring states' statutes and rules, obtaining feedback from the Chiropractic Examining Board, and reviewing the curriculum from a variety of chiropractic schools.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The rule will be posted for public comment on the economic impact of the proposed rule, including how this proposed rule may affect businesses, local government units, and individuals for a period of 14 days.

**Fiscal Estimate and Economic Impact Analysis:**

~~The Fiscal Estimate and Economic Impact Analysis document is attached.~~  
The Department will be soliciting information and advice from businesses, local governmental units and individuals in order to prepare the Economic Impact Analysis.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Eric.Esser@wisconsin.gov, or by calling (608) 267-2435.

**Agency contact person:**

Kathleen Vieira, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4472; email at Kathleen.Vieira@wisconsin.gov.

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Kathleen Vieira, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to Kathleen.Vieira@wisconsin.gov. ~~Comments must be received on or before to be included in the record of rule-making proceedings.~~

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TEXT OF RULE

SECTION 1. Chir 4.04 (3) is repealed.

SECTION 2. Chir Chapter 10 (title) is amended to read:

~~UNLICENSED PERSONS~~ CHIROPRACTIC TECHNICIANS  
AND CHIROPRACTIC RADIOLOGICAL TECHNICIANS

SECTION 3. Chir 10.01 (3) is repealed.

SECTION 4. Chir 10.015 is created to read:

**Chir 10.015 Chiropractic technician course of study.** The board shall grant certification as a chiropractic technician to an applicant who satisfies the requirements under s. 446.026 (2) (a), Stats. The course of study required under s. 446.026 (2) (a) 3., Stats., shall meet all of the following:

(1) The course of study shall include a prerequisite 4.5 hour therapeutic overview course covering chiropractic technician scope of practice, anatomy, and contraindications followed by all of the following:

(a) 36 hours in exercise/rehabilitation including all of the following topics:

1. Basic functional anatomy
2. Kinematics
3. Joint movement
4. Microbiology
5. Indications and contraindications
6. Recordkeeping/reporting
7. Report writing
8. Scope of practice
9. Outcome tools
10. Baselines assessment and goals

(b) 4 hours in patient history

(c) 4 hours in physical examination (height, weight, and blood pressure)

- (d) 1 hour in thermotherapy/cryotherapy
- (e) 2 hours in mechanical therapy with necessary equipment available
- (f) 3 hours in electrotherapy
- (g) 3 hours in therapeutic ultrasound therapy
- (h) 3 hours in light therapy
- (i) 3 hours in surface electromyography
- (j) 4 hours in decompression/traction with necessary equipment available

(2) The course of study shall include a final assessment of competency of the didactic and clinical components of the program.

(3) The certification program shall have a chiropractor licensed under ch. 446, Stats., present in the facility and available to the students of the course of study.

SECTION 5. Chir 10.02 (title) and (intro.) are amended to read:

**Chir 10.02 Delegation of adjunctive services to ~~unlicensed persons~~ a chiropractic technician.** A chiropractor licensed under ch. 446, Stats., may delegate the performance of adjunctive services to ~~an unlicensed person~~ a chiropractic technician licensed under ch. 446, Stats. only if all of the following conditions are met: The chiropractor exercises direct, on premises supervision of the chiropractic technician performing the delegated service.

SECTION 6. Chir 10.02 (1) and (2) are repealed.

SECTION 7. Chir 10.025 is created to read:

**Chir 10.025 Chiropractic radiological technician course of study.** The board shall grant certification as a chiropractic radiological technician to an applicant who satisfies the requirements under s. 446.025 (2) (a), Stats. The course of study required under s. 446.025 (2) (a) 3., Stats., shall meet all of the following:

(1) The course of study shall include 48 hours including all of the following topics:

- (a) Introduction to x-ray examination
- (b) Physics of x-ray examination
- (c) Anatomy
- (d) Patient position
- (e) Safety measures

- (f) Machine operation
- (g) Exposure techniques and accessories
- (h) Processing and dark room techniques
- (i) Film critique and quality assurance
- (j) Professionalism
- (k) Recordkeeping
- (l) Emergency procedures summary

(2) The course of study shall include a final assessment of competency of the didactic and clinical components of the program.

(3) The certification program shall have a chiropractor licensed under ch. 446, Stats., present in the facility and available to the students of the course of study.

SECTION 8. Chir 10.03 is amended to read:

**Chir 10.03 X-ray services.** A chiropractor may delegate x-ray examination procedures to ~~an unlicensed person~~ a chiropractic radiological technician licensed under ch. 446, Stats. ~~only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has successfully completed a course of instruction comprising at least 48 hours and including the following components: introduction to x-ray examination; physics of x-ray examination; anatomy; patient positioning; safety measures; machine operation; exposure techniques and accessories; processing and dark room techniques; film critique and quality assurance; professionalism; recordkeeping; emergency procedures, summary; and successful completion of an examination on the content of the course of instruction.~~ The chiropractor shall comply with s. Chir 4.04 before delegating the performance of x-ray services to ~~an unlicensed person.~~ The chiropractor shall maintain direct, on premises supervision of the chiropractic radiological technician.

SECTION 9. Chir 10.05 is amended to read:

**Chir 10.05 Physiological therapeutics.** A chiropractor may delegate the performance of patient services through physiological therapeutics that include but are not limited to heat, cold, light, air, water, sound, electricity, massage, and physical exercise with and without assistive devices to ~~an unlicensed person~~ a chiropractic technician only if the delegation is consistent with s. Chir 10.02 and the ~~unlicensed person~~ chiropractic technician has adequate training, education and experience to perform the delegated function to minimally acceptable chiropractic standards.

SECTION 10. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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 (END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chairperson  
Chiropractic Examining Board

## Chapter Chir 4

## PRACTICE

Chir 4.01	Authority.
Chir 4.02	Definitions.
Chir 4.03	Practice.

Chir 4.04	X-ray.
Chir 4.05	Prohibited practice.
Chir 4.07	Suspension.

**Note:** Chapter Chir 4 as it existed on December 31, 1984 was repealed and a new chapter Chir 4 was created effective January 1, 1985.

**Chir 4.01 Authority.** This chapter is adopted under authority in ss. 15.08 (5) (b), 227.11 and ch. 446, Stats., to interpret the statutory definition of chiropractic practice specified in s. 446.01 (2), Stats.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; correction made under s. 13.93 (2m) (b) 7., Stats., Register, March, 1990, No. 411.

**Chir 4.02 Definitions.** As used in this chapter,

(1) “Chiropractic science” means that body of systematic and organized knowledge relating primarily to the identification, location, removal or reduction of any interference to nervous system integrity or nerve energy expression and the resulting change in biomechanical or physiological homeostasis. It is based on the major premise that disease or abnormal function may be caused by abnormal nerve impulse transmission or expression due to biochemical factors, compression, traction, pressure or irritation upon nerves as a result of bony segments, especially of the spine or contiguous structures, either deviating from normal juxtaposition or function which irritates nerves, their receptors or effectors.

(2) “Instrument” means a device employed or applied in accordance with the principles and techniques of chiropractic science, which is used in the practice of chiropractic to diagnose, analyze, treat or prevent the cause of departure from complete health and proper condition of the human.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; renum. to be (1) and cr. (2), Register, January, 1992, No. 433, eff. 2-1-92.

**Chir 4.03 Practice.** The practice of chiropractic is the application of chiropractic science in the adjustment of the spinal column, skeletal articulations and adjacent tissue which includes diagnosis and analysis to determine the existence of spinal subluxations and associated nerve energy expression and the use of procedures and instruments preparatory and complementary to treatment of the spinal column, skeletal articulations and adjacent tissue. Diagnosis and analysis may include physical examination, specimen analysis, drawing of blood, blood-analysis and the use of x-ray and other instruments.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85.

**Chir 4.04 X-ray. (1)** X-ray may be used only for diagnostic or analytical purposes in the practice of chiropractic.

**Note:** The requirements of ch. DHS 157 apply to licensees who use x-ray equipment.

(2) A chiropractor may not use the following forms of x-ray:

(a) X-ray procedures that require introduction of drugs, clinical dyes or radioactive substances;

(b) Therapeutic x-ray.

(3) A chiropractor may employ a technician to operate x-ray equipment only upon submitting proof satisfactory to the board that the technician has successfully completed a course of instruction approved by the board. Any technician employed may work only under the direct supervision and direction of a licensee.

**Note:** A list of board-approved programs is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; renum. (2) to be (3), cr. (2), Register, October, 1989, No. 406, eff. 11-1-89; am. (3), Register, January, 1995, No. 469, eff. 2-1-95.

**Chir 4.05 Prohibited practice. (1) SCOPE OF PRACTICE.**

A person who holds a license to practice chiropractic may engage in the practice of chiropractic, as described in s. Chir 4.03. A license to practice chiropractic does not authorize the license holder to engage in practice beyond the scope of chiropractic practice, as described in s. Chir 4.03. Practice beyond the scope of chiropractic includes, but is not limited to, the following:

(a) Obstetrics and abortions, except nothing in this paragraph may be construed to prevent the practice of chiropractic as described in s. Chir 4.03 during a patient’s pregnancy.

(b) Invasive procedures, such as:

1. Surgery.
2. Subcutaneous administration of substances.
3. Acupuncture by needle insertion or invasive laser application.

(c) Colonic irrigation.

(d) The prescribing, dispensing, delivery or administration of drugs as defined in s. 450.01 (10), Stats., except nothing in this paragraph may be construed to prevent the sale of vitamins, herbs or nutritional supplements consistent with the provisions of ch. Chir 12.

(2) TECHNIQUES, ANCILLARY PROCEDURES OR INSTRUMENTS.

The use of techniques, ancillary procedures or instruments which are unsafe or ineffective, including but not limited to the following or their substantially similar counterparts, are prohibited in the practice of chiropractic:

(a) Acuclips.

(b) Pfeiffer technique.

**Note:** The Pfeiffer technique is the application of magnets to the surface or near vicinity of the human body, either alone or in conjunction with the use of other devices, as a purported basis of a chiropractic diagnosis which depends on the measurement or observation of changes to the functioning or structure of the human body resulting from the application of the magnetic force.

(c) Hair analysis if it is used as the only determinant for recommending chiropractic treatment or nutritional supplementation.

(d) Therapeutic ultrasound and galvanic therapy may be used by a licensee only if:

1. The licensee has completed the physiologic therapeutics portion of the examinations of the national board of examiners; or,

2. The licensee has completed a course of instruction in therapeutic ultrasound and galvanic therapy approved by the board, submits proof of completion to the board and receives acknowledgement of submittal; and,

3. The use of therapeutic ultrasound and galvanic therapy is limited to neurological and musculoskeletal conditions that are amenable to treatment, are not contra-indicated, and are within the scope of chiropractic practice as described in s. 446.01 (2) (a) and (b), Stats.

**Note:** A list of courses of instruction in therapeutic ultrasound and galvanic therapy approved by the board is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(e) The use of any device in the practice of chiropractic to diagnose, analyze, treat or prevent the cause of departure from complete health and proper condition of the human, which is not employed or applied in accordance with the principles and techniques of chiropractic science is prohibited. Such devices include, but are not limited to:

1. The following electro-diagnostic devices: EAV, VEGATEST, BIOTRON 1000, ACCUPATH 1000, VI-TEL 618, INTERRO System, PRO-PHYLE, or substantially similar counterparts of any of these devices.

(f) Any practice system, analysis, method or protocol which does not include the competent assessment, evaluation or diagnosis of the condition to be treated before beginning treatment of the patient.

(g) Any practice system, analysis, method or protocol which relies upon diagnostic methods that are not generally recognized

or accepted within the profession or which do not have scientific validity.

(h) Any practice system, analysis, method or protocol which is represented as a means of attaining spiritual growth, spiritual comfort or spiritual well-being.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; r. and recr. Register, October, 1989, No. 406, eff. 11-1-89; cr. (2) (e), Register, January, 1992, No. 433, eff. 2-1-92; am. (2) (b), Register, May, 1992, No. 437, eff. 6-1-92; cr. (2) (f), (g), (h), Register, February 1995, No. 470, eff. 3-1-95; am. (2) (f) to (h), Register, July, 1999, No. 523, eff. 8-1-99; am. (1) (a), (b) 1., 2., 3., (c), (2) (a) and (b), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082; am. (1) (b) 3. Register July 2004 No. 583, eff. 8-1-04; CR 06-051; am. (1) (d) Register November 2006 No. 611, eff. 12-1-06.

**Chir 4.07 Suspension.** During a period in which a licensee is suspended under s. 446.03, Stats., unless the board specifies otherwise in its final order or a subsequent order, the licensee may not do any of the following:

- (1) Perform any of the functions in s. Chir 4.03.
- (2) Have any professional contact with patients.
- (3) Be present in any chiropractic office, other than to receive care.

**History:** Cr. Register, March, 2000, No. 531, eff. 4-1-00.

## Chapter Chir 10

### DELEGATION TO UNLICENSED PERSONS

Chir 10.01 Definitions.

Chir 10.02 Delegation of adjunctive services to unlicensed persons.

Chir 10.03 X-ray services.

Chir 10.05 Physiological therapeutics.

#### Chir 10.01 Definitions. In this chapter:

(1) “Adjunctive services” means services which are preparatory or complementary to chiropractic adjustments of the spine or skeletal articulations, or both. “Adjunctive services” include the taking of a preliminary patient history. “Adjunctive services” does not include making a chiropractic diagnosis, analyzing a diagnostic test, or performing a chiropractic adjustment.

(2) “Preliminary patient history” means the process of gathering baseline data regarding a patient, including the nature of the chief complaint, family history, and medical history. The “preliminary patient history” is intended to provide a starting point for further inquiry by the chiropractor into the patient’s condition.

(3) “Unlicensed person” means a person who does not possess a valid license to practice chiropractic in this state pursuant to ch. 446, Stats.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 03-082: am. (1) and (2) Register July 2004 No. 583, eff. 8-1-04.

**Chir 10.02 Delegation of adjunctive services to unlicensed persons.** A chiropractor licensed under ch. 446, Stats., may delegate the performance of adjunctive services to an unlicensed person only if all of the following conditions are met:

(1) The chiropractor maintains records by which the chiropractor has verified that the unlicensed person has successfully completed a didactic and clinical training program approved by the board and covering the performance of the delegated service. Successful completion of a training program is demonstrated by attaining proficiency in the delivery of that service to minimally competent chiropractic practice standards as measured by objective knowledge and skills testing.

(2) The chiropractor exercises direct supervision of the unlicensed person performing the delegated service.

(3) The chiropractor retains ultimate responsibility for the manner and quality of the service.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 03-082: cr. (3) Register July 2004 No. 583, eff. 8-1-04.

**Chir 10.03 X-ray services.** A chiropractor may delegate x-ray examination procedures to an unlicensed person only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has successfully completed a course of instruction comprising at least 48 hours and including the following components: introduction to x-ray examination; physics of x-ray examination; anatomy; patient positioning; safety measures; machine operation; exposure techniques and accessories; processing and dark room techniques; film critique and quality assurance; professionalism; recordkeeping; emergency procedures, summary; and successful completion of an examination on the content of the course of instruction. The chiropractor shall comply with s. Chir 4.04 before delegating the performance of x-ray services to an unlicensed person.

**Note:** The coursework specified in s. Chir 10.03 provides the training required by s. Chir 4.04. A list of board-approved programs is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95.

**Chir 10.05 Physiological therapeutics.** A chiropractor may delegate the performance of patient services through physiological therapeutics that include but are not limited to heat, cold, light, air, water, sound, electricity, massage, and physical exercise with and without assistive devices to an unlicensed person only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has adequate training, education and experience to perform the delegated function to minimally acceptable chiropractic standards.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95.

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: <b>Nilajah Hardin, Bureau Assistant on behalf of Tom Ryan, Executive Director</b>		2) Date When Request Submitted: <b>10/28/15</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>									
3) Name of Board, Committee, Council, Sections: <b>Chiropractic Examining Board</b>											
4) Meeting Date: <b>11/05/15</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Legislative/Administrative Rule Matters</b> Public Hearing in the Health Committee – November 18, 2015 – Discussion and Consideration									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A									
10) Describe the issue and action that should be addressed:  <b>Invitation to the Board for a Public Hearing in the Health Committee:</b>  Good afternoon members and staff, Please reserve 11/18/15 at 10 a.m. for a Public Hearing in the Health Committee. We will be reviewing <a href="#">chapters in the administrative code</a> relating to the <a href="#">Chiropractic Examining Board</a> as part of the Red Tape Review. I've listed the administrative code chapters below. A pdf copy of each chapter is also attached. Have a nice afternoon.  Best regards,  Josh Hoisington <a href="#">Office of Representative Joe Sanfelippo</a> 15th Assembly District 608.266.0620											
11) <span style="float: right;">Authorization</span>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-top: 1px solid black; border-bottom: 1px solid black;"><i>Nilajah D. Hardin</i></td> <td style="width: 40%; border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;"><i>10/29/15</i></td> </tr> <tr> <td style="font-size: small;">Signature of person making this request</td> <td style="font-size: small; text-align: right;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				<i>Nilajah D. Hardin</i>	<i>10/29/15</i>	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
<i>Nilajah D. Hardin</i>	<i>10/29/15</i>										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

## Chapter Chir 1

### AUTHORITY AND DEFINITIONS

Chir 1.01 Authority.

Chir 1.02 Definitions.

**Note:** Chapter Chir 1 as it existed on December 31, 1984 was repealed and a new chapter Chir 1 was created effective January 1, 1985.

**Chir 1.01 Authority.** The rules in chs. [Chir 1](#) to [11](#) are adopted under authority in ss. [15.08 \(5\) \(b\)](#), [227.11 \(2\)](#) and ch. [446](#), Stats.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; correction made under s. 13.93 (2m) (b) 7., Stats., Register, March, 1990, No. 411; am. Register, January, 1995, No. 469, eff. 2-1-95; am. Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 1.02 Definitions.** As used in chs. [Chir 1](#) to [11](#):

**(1)** “Board” means the chiropractic examining board.

**(1m)** “Current proficiency in the use of an automated external defibrillator” means that a person has successfully completed a course of instruction in the use of an automated external defibrilla-

tor provided by an individual, organization or institution of higher education approved to provide the instruction under s. [46.03 \(38\)](#), Stats., within the 24 months immediately prior to application.

**(2)** “Department” means the department of safety and professional services.

**(3)** “Direct supervision” means that the treating chiropractor has ordered a specific patient care function to be performed by a specific person, and is present in the treatment facility while the patient care function is being performed, and is immediately available to exercise personal supervision of the patient care function if the person performing the function requests.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. (intro.), cr. (3), Register, January, 1995, No. 469, eff. 2-1-95; am. (intro.), Register, September, 1999, No. 525, eff. 10-1-99; CR 08-093; cr. (1m) Register October 2009 No. 646, eff. 11-1-09; correction in (2) made under s. [13.92 \(4\) \(b\) 6.](#), Stats., Register January 2012 No. 673.

## Chapter Chir 2

### EXAMINATIONS

<p>Chir 2.01 Scheduling of examination. Chir 2.02 Applications. Chir 2.025 Time for completing applications and taking examination. Chir 2.03 Form of examination.</p>	<p>Chir 2.04 Unauthorized assistance or cheating on examinations. Chir 2.07 Passing grade. Chir 2.11 Reexamination. Chir 2.12 Practical examination demonstrating clinical competence.</p>
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**Chir 2.01 Scheduling of examination. (1)** The board shall determine the subjects for examination of applicants for license as a chiropractor. The scope, content, form and character of the examination shall be the same for all applicants.

**(2)** Examinations shall be held at least twice a year at a time and place designated by the board.

**(3)** An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; CR 03-082: cr. (3) Register July 2004 No. 583, eff. 8-1-04.

**Chir 2.02 Applications.** An applicant for licensure as a chiropractor shall make an application on a form prescribed by the board at least 30 days prior to the date of the next scheduled board meeting and shall also submit:

**Note:** Applications are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(1)** The fee required under s. 440.05 (1), Stats.

**(3)** An official certified transcript sent directly to the board from a college or university or post-secondary technical college accredited by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college or post-secondary technical college showing completion by the applicant of a minimum of 60 credits in post-secondary academic education as specified in s. 446.02 (2), Stats.

**Note:** Accrediting bodies nationally recognized by the United States Office of Education include the New England Association of Schools and Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

**(4)** An official certified transcript sent directly to the board from a chiropractic college accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency.

**(5)** Proof of successful completion of the initial licensure examinations of the national board of chiropractic examiners.

**(6)** Applications for an initial license to practice chiropractic in this state received on or after July 1, 1998, shall include all of the following:

(a) An official certified transcript sent directly to the board from a college or university accredited by an accrediting body listed as nationally recognized by the secretary of the federal department of education, or from a foreign school determined to be equivalent to an accredited college or university by an approved accrediting agency, stating that the applicant has graduated from that college or university with a bachelor's degree.

(b) An official certified transcript sent directly to the board from a college of chiropractic accredited by the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chi-

ropractic by the CCE or another approved accrediting agency, stating that the applicant has graduated from the college with the degree of doctor of chiropractic.

(c) Evidence that the applicant has current proficiency in the use of an automated external defibrillator.

**Note:** The bachelor's degree and the doctor of chiropractic degree may be earned in either order or simultaneously, but the board may not grant a license to any applicant who does not have both degrees.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. (4), Register, May, 1986, No. 365, eff. 6-1-86; am. (4), Register, November, 1989, No. 407, eff. 12-1-89; cr. (6), Register, September, 1994, No. 465, eff. 7-1-98; am. (4), Register, September, 1995, No. 477, eff. 10-1-95; am. (intro.), (1), (3) to (6), r. (2), cr. (7), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. (intro.), (3), (4), (6) (a) and (b), r. (7) Register July 2004 No. 583, eff. 8-1-04; CR 08-093: cr. (6) (c) Register October 2009 No. 646, eff. 11-1-09.

**Chir 2.025 Time for completing applications and taking examination.** An application is incomplete until all materials described in s. Chir 2.02 are filed with the board. All application materials described in s. Chir 2.02 shall be filed with the board within one year from the date the first item is filed. If an application is incomplete for more than one year, or if an applicant fails to take an examination within one year from the date the first item was filed, the applicant shall begin the application process anew.

**History:** Cr. Register, November, 1989, No. 407, eff. 12-1-89; am. Register, June, 1993, No. 450, eff. 7-1-93; am. Register, September, 1999, No. 525, eff. 10-1-99; CR 14-068: am. Register July 2015 No. 715, eff. 8-1-15.

**Chir 2.03 Form of examination; state law examination.** An applicant shall pass an examination on state laws including ch. 446, Stats., and chs. Chir 1 to 12.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85, am. Register, October, 1988, No. 394, eff. 11-1-88; am. (1), (2) (intro.) and (b), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. (intro.) Register July 2004 No. 583, eff. 8-1-04; CR 14-068: renum. from (1) and am., r. (2) Register July 2015 No. 715, eff. 8-1-15; correction in title made under s. 13.92 (4) (b) 2., Stats., Register July 2015 No. 715.

**Chir 2.04 Unauthorized assistance or cheating on examinations.** The board may withhold the grade, deny release of grades or deny issuance of a credential of an applicant who gives or receives unauthorized assistance during the state law examination, violates rules of conduct of an examination, or otherwise cheats or acts dishonestly respecting an examination. The board may consider this applicant for retesting at a future time.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; r. and recr. Register, October, 1988, No. 394, eff. 11-1-88; am. Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. Register July 2004 No. 583, eff. 8-1-04.

**Chir 2.07 Passing grade. (1) NATIONAL EXAMINATION.** To pass the examination of the national board of chiropractic examiners, each applicant for licensure by exam shall receive a grade determined by the legislature to represent minimum competence to practice.

**(2) STATE LAW EXAMINATION.** To pass the state law examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (2) and (3), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. (3) Register July 2004

No. 583, eff. 8-1-04; CR 14-068: am. (1), r. (3) Register July 2015 No. 715, eff. 8-1-15.

**Chir 2.11 Reexamination; state law examination.** An applicant who fails the state law examination shall be required to retake that examination.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (1) and (2), Register, June, 1994, No. 462, eff. 7-1-94; am. (2) and (3), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. (2) and (3) Register July 2004 No. 583, eff. 8-1-04; CR 14-068: r. (2) and (3) Register July 2015 No. 715, eff. 8-1-15; renum. from (1) under s. 13.92 (4) (b) 1., correction in title made under s. 13.92 (4) (b) 2., Stats., Register July 2015 No. 715.

**Chir 2.12 Practical examination demonstrating clinical competence.** An applicant who applied for licensure as a chiropractor between January 1, 2012 and July 2, 2013, and who

took the practical exam, under s. 446.02 (3) (a), 2011 Stats., shall not be required to have successfully completed the practical exam and shall be considered to have satisfied all examination requirements to obtain a license to practice as a chiropractor in this state if the person has completed all of the following:

(1) Achieved a score of 375 or higher on Part III of the examination administered by the National Board of Chiropractic Examiners.

(2) Achieved a score of 375 or higher on Part IV of the examination administered by the National Board of Chiropractic Examiners.

(3) Successfully completed the exam on Wisconsin laws, pursuant to s. Chir 2.03, related to the practice of chiropractic.

**History:** CR 14-068: cr. Register July 2015 No. 715, eff. 8-1-15.

## Chapter Chir 3

### LICENSE RENEWAL

Chir 3.02	License renewal.
Chir 3.03	Licensure by endorsement.
Chir 3.035	Temporary chiropractic permits.
Chir 3.04	Display of license.
Chir 3.05	Change of name and address.

Chir 3.06	Professional title.
Chir 3.07	Professional liability insurance.
Chir 3.08	Limited liability entities.
Chir 3.09	Cardiopulmonary resuscitation certification.

**Note:** Chapter Chir 3 as it existed on December 31, 1984 was repealed and a new chapter Chir 3 was created effective January 1, 1985.

**Chir 3.02 License renewal. (1) REQUIREMENTS FOR RENEWAL.** To renew and obtain a new license a licensee shall, by December 31 of the even-numbered year following initial licensure and every 2 years thereafter, file with the department:

(a) An application for renewal on a form prescribed by the department.

(b) The fee required under s. 440.08 (2) (a), Stats.

(c) Verification that the licensee has, during the biennial period immediately preceding application, completed the continuing education requirement specified in s. 446.02 (1) (b), Stats., except that the requirement may be waived if the licensee was not practicing in Wisconsin during that period. Licensees shall retain original documents showing attendance at programs for at least 4 years from the time that credit is claimed for the continuing education program. Licensees shall deliver their original documents or copies to the board upon request.

(d) Evidence that the licensee is certified in cardiopulmonary resuscitation or has been granted a waiver of the requirement by the board.

(e) Evidence that the applicant has current proficiency in the use of an automated external defibrillator.

**(2) REQUIREMENTS FOR LATE RENEWAL.** A licensee who fails to meet the requirements in sub. (1) by the renewal date shall cease and desist from practice as a chiropractor until all requirements for renewal are met. Within 5 years following the renewal date, a licensee may renew and obtain a new license by filing with the department the materials specified in sub. (1) and a late renewal fee specified in s. 440.08 (3) (a), Stats.

**(3) REQUIREMENTS FOR REINSTATEMENT.** (a) *Reinstatement following failure to renew.* A licensee who fails to renew within 5 years of the renewal date may be reinstated by meeting requirements in sub. (2), completing continuing education requirements for the previous biennium, and may be required to take an examination prescribed by the board.

(b) *Reinstatement following disciplinary action.* An applicant for reinstatement of license following disciplinary action shall meet requirements in sub. (1) and may be required to successfully complete an examination as the board prescribes.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. (1) (intro), (a), (b), (2) and (3) (a), Register, January, 1993, No. 445, eff. 2-1-93; am. (1) (b), Register, September, 1999, No. 525, eff. 10-1-99; correction in (2) made under s. 13.93 (2m) (b) 7., Stats; cr. (1) (d), Register, June, 2001, No. 546, eff. 7-1-01; CR 03-082; am. (1) (intro.), (c), (d), (2) and (3) (a) Register July 2004 No. 583, eff. 8-1-04; CR 08-093; cr. (1) (e) Register October 2009 No. 646, eff. 11-1-09.

**Chir 3.03 Licensure by endorsement. (1) QUALIFICATIONS.** The board shall grant a license to a chiropractor who holds a valid license by the proper authorities of any other state or country provided the applicant:

(a) Does not have an arrest or conviction record subject to ss. 111.321, 111.322 and 111.335, Stats.

(b) Has graduated from a college of chiropractic accredited by the Council on Chiropractic Education (CCE) or by an agency

approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accredited agency.

(c) 1. If the applicant first applied for a license to practice chiropractic in any state or country before July 1, 1960, the applicant must have graduated from a reputable college of chiropractic.

2. If the applicant first applied for a license to practice chiropractic in any state or country between July 1, 1960 and June 30, 1998, the applicant must have completed at least a minimum of 60 credits in post-secondary academic education at a college or university accredited by the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency.

3. If the applicant first applied for a license to practice chiropractic in any state or country on or after July 1, 1998, the applicant must have graduated with a baccalaureate degree from a college or university accredited by the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency.

**Note:** Accrediting bodies nationally recognized by the secretary of the federal Department of Education include the New England Association of Schools and Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

(d) Has been engaged in clinical chiropractic case management at least 24 hours per week in one or more jurisdictions in which the applicant has a current license for at least 3 of the 5 years immediately preceding application in Wisconsin.

(e) Has successfully completed a practical examination demonstrating clinical competence which is acceptable to the board. The board will find acceptable any one of the following as an equivalent to a practical examination: Part IV of the examination administered by the National Board of Chiropractic Examiners, the state practical exam from the endorsement candidate's jurisdiction, or the special purpose examination in chiropractic under par. (f).

(f) Has successfully completed the special purpose examination in chiropractic, if the applicant has not completed one of the following:

1. Passed Parts I and II of the examination administered by the National Board of Chiropractic Examiners and a state practical exam from the endorsement candidate's jurisdiction.

2. Passed Parts I, II, III and IV of the examination administered by the National Board of Chiropractic Examiners.

(g) Has successfully completed a state law examination on the provisions of the Wisconsin statutes and administrative rules relating to chiropractic.

(h) Has not had a license or other credential limited, suspended or revoked by a licensing or regulatory authority in Wisconsin or other state or country.

(i) Has current proficiency in the use of an automated external defibrillator.

**(2) APPLICATION PROCEDURE.** Each applicant shall file a completed application on forms provided by the board. The application shall include all of the following:

(a) The signature of the applicant.

(b) The fee required under s. 440.05 (1), Stats.

(d) A certified transcript from a chiropractic college accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency, sent directly to the board by the college.

(e) A certified transcript verifying that the applicant has a bachelor's degree from a college or university accredited by an accrediting body nationally recognized by the United States Department of Education, or from a foreign school determined to be equivalent to an accredited college or university by an approved accrediting agency, if the applicant first applies for any license to practice chiropractic in any jurisdiction on or after July 1, 1998. The transcript shall be sent directly to the board by the college or university.

(f) Verification of successful completion of a practical examination, or its equivalent, demonstrating clinical competence which is accepted by the board. The verification shall be forwarded directly to the board from the state that administered the examination or from the national board.

(g) Proof of successful completion of the special purpose examination in chiropractic or Parts I, II, III, and IV of the examination of the national board of chiropractic examiners. The proof of completion shall be forwarded directly to the board from the institution that administered the examination.

(h) Proof of successful completion of the state law examination.

(i) Verification of licensure status in all states in which the applicant is or has been licensed to practice chiropractic.

(j) Information requested by the board relating to any convictions or pending charges for criminal offenses.

**Note:** Applications are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; r. and recr., Register, September, 1995, No. 477, eff. 10-1-95; am. (1) (e), (f), (2) (intro.), (b), (e) to (h), r. (2) (c), cr. (2) (k), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082; am. (1) (intro.), (b), (c), (e), (h) and (2) (d) to (g), r. (2) (k) Register July 2004 No. 583, eff. 8-1-04; CR 08-093; cr. (1) (i) Register October 2009 No. 646, eff. 11-1-09; CR 14-068; am. (1) (e), r. and recr. (1) (f), am. (2) (f) and (g) Register July 2015 No. 715, eff. 8-1-15; correction in (1) (e) made under s. 35.17, Stats., Register July 2015 No. 715.

**Chir 3.035 Temporary chiropractic permits. (1)** The board may grant a temporary permit to practice chiropractic to any chiropractor who files an application prescribed by the board, pays the fee required under s. 440.05 (6), Stats., and meets all of the following conditions:

(a) The applicant has a chiropractic license in good standing in another jurisdiction and has no disciplinary action pending in connection with any chiropractic license the applicant holds.

(b) The applicant will be practicing chiropractic only as a chiropractor for participants in an athletic or performing arts event, or as an instructor in a specific chiropractic education seminar approved for continuing education by the board.

(c) The applicant has current proficiency in the use of an automated external defibrillator.

**Note:** Applications are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(2)** The board may issue a temporary permit to practice chiropractic to an individual who is licensed to practice chiropractic in another state or country. The applicant for a temporary permit shall inform the board, in writing, of the locations at which and the dates on which the applicant or holder of the temporary permit requests to practice under the temporary permit and shall request the issuance of a temporary permit. The board may issue a temporary permit for a reasonable time period based on the activity.

**(3)** A chiropractor holding a temporary permit to practice chiropractic may not use the temporary permit to provide relief services or practice coverage for the practice of any chiropractor licensed in this state. All temporary permits issued by the board shall bear the legend "limited to sporting or performing arts events and approved educational purposes."

**(4)** A temporary permit may be denied or revoked for any of the following reasons:

(a) Violation of any provision of ch. 446, Stats., or ch. Chir 6.

(b) Failure to pay the fees required under s. 440.05 (6), Stats.

(c) Provision of fraudulent or misrepresented information on the application for a temporary permit.

**History:** Cr. Register, September, 1994, No. 465, eff. 10-1-94; am. (1) (intro.), (b) and (3), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082; am. (2) Register July 2004 No. 583, eff. 8-1-04; CR 08-093; cr. (1) (c) Register October 2009 No. 646, eff. 11-1-09.

**Chir 3.04 Display of license.** The license shall be displayed in a prominent place by every person licensed and currently registered by the board.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; CR 03-082; am. Register July 2004 No. 583, eff. 8-1-04.

**Chir 3.05 Change of name and address.** Every licensee shall report his or her address to the department and shall notify the board of a change of name or address within 30 days of the change.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. Register, October, 1988, No. 394, eff. 11-1-88.

**Chir 3.06 Professional title.** A licensee shall use the suffix "D.C." or "Chiropractor" immediately following his or her surname for proper identification. The title "Doctor" or "Dr." may be used if "Chiropractor" is used following the name.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. Register, June, 1993, No. 450, eff. 7-1-93; CR 03-082; am. Register July 2004 No. 583, eff. 8-1-04.

**Chir 3.07 Professional liability insurance.** Every chiropractor practicing in the state of Wisconsin shall have professional liability insurance coverage in effect at all times in the amount of at least \$100,000 for each occurrence and \$300,000 for all occurrences in one year. The board may conduct random audits of chiropractors licensed and practicing in this state, and institute disciplinary proceedings against any chiropractor who fails to submit proof that he or she has insurance coverage meeting the minimum limits required by this section.

**History:** Cr. Register, May, 1994, No. 461, eff. 6-1-94; CR 03-082; am. Register July 2004 No. 583, eff. 8-1-04.

**Chir 3.08 Limited liability entities. (1)** A chiropractor may practice with or in a business that is organized as a limited liability organization under the laws of this state, including a limited liability partnership, a service corporation, and limited liability company.

**(2)** A chiropractor may not practice with or in a business organized so that a person other than a chiropractor has the right to direct or control the professional judgment of the chiropractor. This restriction does not prohibit a chiropractor from working with or in a business organized so that someone other than the patient pays the chiropractor's fee or salary, provided the fee or

salary arrangements do not modify the chiropractor's obligation to his or her patient.

**(3)** Nothing in this section shall relieve a chiropractor from personal liability for any acts, errors or omissions of the chiropractor arising out of the performance of professional services.

**(4)** Nothing in this section shall relieve a chiropractor from the requirement that every practicing chiropractor shall have in effect professional liability insurance in the amounts required by the

board in s. [Chir 3.07](#).

**History:** Cr. [Register, February, 2000, No. 530](#), eff. 3-1-00.

**Chir 3.09 Cardiopulmonary resuscitation certification.** Every chiropractor shall obtain certification in cardiopulmonary resuscitation at least every 2 years. The board may grant a waiver of this requirement in cases of hardship or retirement from practice.

**History:** Cr. [Register, June, 2001, No. 546](#), eff. 7-1-01; [CR 03-082](#): am. [Register July 2004 No. 583](#), eff. 8-1-04.

## Chapter Chir 4

## PRACTICE

Chir 4.01	Authority.
Chir 4.02	Definitions.
Chir 4.03	Practice.

Chir 4.04	X-ray.
Chir 4.05	Prohibited practice.
Chir 4.07	Suspension.

**Note:** Chapter Chir 4 as it existed on December 31, 1984 was repealed and a new chapter Chir 4 was created effective January 1, 1985.

**Chir 4.01 Authority.** This chapter is adopted under authority in ss. 15.08 (5) (b), 227.11 and ch. 446, Stats., to interpret the statutory definition of chiropractic practice specified in s. 446.01 (2), Stats.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; correction made under s. 13.93 (2m) (b) 7., Stats., Register, March, 1990, No. 411.

**Chir 4.02 Definitions.** As used in this chapter,

(1) “Chiropractic science” means that body of systematic and organized knowledge relating primarily to the identification, location, removal or reduction of any interference to nervous system integrity or nerve energy expression and the resulting change in biomechanical or physiological homeostasis. It is based on the major premise that disease or abnormal function may be caused by abnormal nerve impulse transmission or expression due to biochemical factors, compression, traction, pressure or irritation upon nerves as a result of bony segments, especially of the spine or contiguous structures, either deviating from normal juxtaposition or function which irritates nerves, their receptors or effectors.

(2) “Instrument” means a device employed or applied in accordance with the principles and techniques of chiropractic science, which is used in the practice of chiropractic to diagnose, analyze, treat or prevent the cause of departure from complete health and proper condition of the human.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; renum. to be (1) and cr. (2), Register, January, 1992, No. 433, eff. 2-1-92.

**Chir 4.03 Practice.** The practice of chiropractic is the application of chiropractic science in the adjustment of the spinal column, skeletal articulations and adjacent tissue which includes diagnosis and analysis to determine the existence of spinal subluxations and associated nerve energy expression and the use of procedures and instruments preparatory and complementary to treatment of the spinal column, skeletal articulations and adjacent tissue. Diagnosis and analysis may include physical examination, specimen analysis, drawing of blood, blood-analysis and the use of x-ray and other instruments.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85.

**Chir 4.04 X-ray. (1)** X-ray may be used only for diagnostic or analytical purposes in the practice of chiropractic.

**Note:** The requirements of ch. DHS 157 apply to licensees who use x-ray equipment.

(2) A chiropractor may not use the following forms of x-ray:

(a) X-ray procedures that require introduction of drugs, clinical dyes or radioactive substances;

(b) Therapeutic x-ray.

(3) A chiropractor may employ a technician to operate x-ray equipment only upon submitting proof satisfactory to the board that the technician has successfully completed a course of instruction approved by the board. Any technician employed may work only under the direct supervision and direction of a licensee.

**Note:** A list of board-approved programs is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; renum. (2) to be (3), cr. (2), Register, October, 1989, No. 406, eff. 11-1-89; am. (3), Register, January, 1995, No. 469, eff. 2-1-95.

**Chir 4.05 Prohibited practice. (1) SCOPE OF PRACTICE.**

A person who holds a license to practice chiropractic may engage in the practice of chiropractic, as described in s. Chir 4.03. A license to practice chiropractic does not authorize the license holder to engage in practice beyond the scope of chiropractic practice, as described in s. Chir 4.03. Practice beyond the scope of chiropractic includes, but is not limited to, the following:

(a) Obstetrics and abortions, except nothing in this paragraph may be construed to prevent the practice of chiropractic as described in s. Chir 4.03 during a patient’s pregnancy.

(b) Invasive procedures, such as:

1. Surgery.
2. Subcutaneous administration of substances.
3. Acupuncture by needle insertion or invasive laser application.

(c) Colonic irrigation.

(d) The prescribing, dispensing, delivery or administration of drugs as defined in s. 450.01 (10), Stats., except nothing in this paragraph may be construed to prevent the sale of vitamins, herbs or nutritional supplements consistent with the provisions of ch. Chir 12.

(2) TECHNIQUES, ANCILLARY PROCEDURES OR INSTRUMENTS.

The use of techniques, ancillary procedures or instruments which are unsafe or ineffective, including but not limited to the following or their substantially similar counterparts, are prohibited in the practice of chiropractic:

(a) Acuclips.

(b) Pfeiffer technique.

**Note:** The Pfeiffer technique is the application of magnets to the surface or near vicinity of the human body, either alone or in conjunction with the use of other devices, as a purported basis of a chiropractic diagnosis which depends on the measurement or observation of changes to the functioning or structure of the human body resulting from the application of the magnetic force.

(c) Hair analysis if it is used as the only determinant for recommending chiropractic treatment or nutritional supplementation.

(d) Therapeutic ultrasound and galvanic therapy may be used by a licensee only if:

1. The licensee has completed the physiologic therapeutics portion of the examinations of the national board of examiners; or,

2. The licensee has completed a course of instruction in therapeutic ultrasound and galvanic therapy approved by the board, submits proof of completion to the board and receives acknowledgement of submittal; and,

3. The use of therapeutic ultrasound and galvanic therapy is limited to neurological and musculoskeletal conditions that are amenable to treatment, are not contra-indicated, and are within the scope of chiropractic practice as described in s. 446.01 (2) (a) and (b), Stats.

**Note:** A list of courses of instruction in therapeutic ultrasound and galvanic therapy approved by the board is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(e) The use of any device in the practice of chiropractic to diagnose, analyze, treat or prevent the cause of departure from complete health and proper condition of the human, which is not employed or applied in accordance with the principles and techniques of chiropractic science is prohibited. Such devices include, but are not limited to:

1. The following electro-diagnostic devices: EAV, VEGATEST, BIOTRON 1000, ACCUPATH 1000, VI-TEL 618, INTERRO System, PRO-PHYLE, or substantially similar counterparts of any of these devices.

(f) Any practice system, analysis, method or protocol which does not include the competent assessment, evaluation or diagnosis of the condition to be treated before beginning treatment of the patient.

(g) Any practice system, analysis, method or protocol which relies upon diagnostic methods that are not generally recognized

or accepted within the profession or which do not have scientific validity.

(h) Any practice system, analysis, method or protocol which is represented as a means of attaining spiritual growth, spiritual comfort or spiritual well-being.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; r. and recr. Register, October, 1989, No. 406, eff. 11-1-89; cr. (2) (e), Register, January, 1992, No. 433, eff. 2-1-92; am. (2) (b), Register, May, 1992, No. 437, eff. 6-1-92; cr. (2) (f), (g), (h), Register, February 1995, No. 470, eff. 3-1-95; am. (2) (f) to (h), Register, July, 1999, No. 523, eff. 8-1-99; am. (1) (a), (b) 1., 2., 3., (c), (2) (a) and (b), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082; am. (1) (b) 3. Register July 2004 No. 583, eff. 8-1-04; CR 06-051; am. (1) (d) Register November 2006 No. 611, eff. 12-1-06.

**Chir 4.07 Suspension.** During a period in which a licensee is suspended under s. 446.03, Stats., unless the board specifies otherwise in its final order or a subsequent order, the licensee may not do any of the following:

- (1) Perform any of the functions in s. Chir 4.03.
- (2) Have any professional contact with patients.
- (3) Be present in any chiropractic office, other than to receive care.

**History:** Cr. Register, March, 2000, No. 531, eff. 4-1-00.

## Chapter Chir 5

### CONTINUING EDUCATION

**Chir 5.01** Continuing education requirements for credential renewal.  
**Chir 5.02** Approval of continuing education programs.

**Chir 5.03** Application denials.

**Note:** Chapter Chir 5 as it existed on February 29, 1996, was repealed and a new chapter Chir 5 was created effective March 1, 1996.

**Chir 5.01 Continuing education requirements for credential renewal. (1)** (a) Every chiropractor shall complete at least 40 continuing education credit hours in approved continuing education programs during each 2-year license registration period ending on December 14 of each even-numbered year, except as specified in s. **Chir 3.02 (1) (c)**.

(b) Continuing education requirements for license renewal apply to the first full 2-year period in which a chiropractor is licensed.

(c) The board may grant a waiver, partial waiver, or postponement of the continuing education requirements in cases of hardship.

(d) Course work completed in pursuit of the educational requirements of ch. **Chir 12** may be counted on an hour-for-hour basis.

(e) Of the 40 continuing education credit hours in par. (a), a chiropractor holding a nutritional counseling certificate issued under ch. **Chir 12** shall complete at least 4 continuing education hours in nutrition.

(f) One credit of course work completed to become proficient in the use of an automated external defibrillator as required in ss. **Chir 2.02 (6) (c)**, **3.02 (1) (e)**, and **3.03 (1) (i)**, may be counted as a continuing education credit hour.

**(1g)** (a) Every chiropractic radiological technician shall complete at least 12 continuing education credit hours in approved continuing education programs during each 2-year certificate registration period ending on December 14 of each even-numbered year. A chiropractic radiological technician who receives an initial certificate during a licensing biennium is not required to satisfy the continuing education requirement from the date of that certificate to the end of that licensing biennium.

(b) The board may grant a waiver, partial waiver, or postponement of the continuing education requirements in cases of hardship.

**(1r)** (a) Every chiropractic technician shall complete at least 6 continuing education credit hours in approved continuing education programs during each 2-year certificate registration period ending on December 14 of each even-numbered year. A chiropractic technician who receives an initial certificate during a licensing biennium is not required to satisfy the continuing education requirement from the date of that certificate to the end of that licensing biennium.

(b) The board may grant a waiver, partial waiver, or postponement of the continuing education requirements in cases of hardship.

**(2)** Continuing education credit hours may apply only to the 2-year license period in which the credit hours are acquired, unless either of the following applies:

(a) The continuing education credit hours required of a particular chiropractor, chiropractic radiological technician, or chiropractic technician as a consequence of a disciplinary proceeding, informal settlement conference, or resolution of an investigation into the conduct or competence of the chiropractor, chiropractic radiological technician, or chiropractic technician may not be

counted towards the fulfillment of generally applicable continuing education requirements.

(b) If the chiropractor, chiropractic radiological technician, or chiropractic technician has failed to meet the credential renewal requirement during the period, continuing education hours acquired on or after December 14 of any even-numbered year will apply to the preceding period only if the chiropractor, chiropractic radiological technician, or chiropractic technician has failed to meet the credential renewal requirement during that period, and will not apply to any other period or purpose.

**(3)** To obtain credit for completion of continuing education programs, a chiropractor, chiropractic radiological technician, or chiropractic technician shall certify on his or her application for credential renewal that he or she has completed all continuing education credits as required in this section for the previous 2-year credential registration period. A chiropractor, chiropractic radiological technician, or chiropractic technician shall retain for a minimum period of 4 years, and shall make available to the board or its agent upon request, certificates of attendance issued by the program sponsor for all continuing education programs for which he or she claims credit for purposes of renewal of his or her credential. Chiropractors, chiropractic radiological technicians, or chiropractic technicians attending a program for credit shall be present in the room where a program is being presented in order to claim credit. A chiropractor, chiropractic radiological technician, or chiropractic technician may claim credit hours for continuing education for which he or she was in actual attendance in the room, except for authorized break periods or to attend to personal hygiene needs.

**History:** Cr. **Register, February, 1996, No. 482**, eff. 3-1-96; am. (1), (2) (intro.), (a) and (3), **Register, March, 1998, No. 507**, eff. 4-1-98; renum. (1) to be (1) (a), cr. (1) (b) to (d), **Register, June, 2001, No. 546**, eff. 7-1-01; **CR 03-082**: cr. (1) (e) **Register July 2004 No. 583**, eff. 8-1-04; **CR 06-051**: cr. (1) (f) and (g) **Register November 2006 No. 611**, eff. 12-1-06; **CR 08-093**: cr. (1) (h) **Register October 2009 No. 646**, eff. 11-1-09; **CR 11-019**: am. (title), (1) (a), (2) (a), (b), (3), r. and rec. (1) (c), (d), (e), (f), r. (1) (g), (h), cr. (1g), (1r) **Register September 2011 No. 669**, eff. 10-1-11.

**Chir 5.02 Approval of continuing education programs. (1)** The board may approve a continuing education program which meets the following minimum requirements:

(a) The program is sponsored by the Wisconsin chiropractic association, the American chiropractic association, the international chiropractors association, a college of chiropractic approved by the board, or a college of medicine or osteopathy accredited by an agency recognized by the United States department of education.

(b) *Chiropractors.* The program subject matter relates to improving the clinical skills of a chiropractor and is generally taught at the undergraduate or postgraduate level of a chiropractic college meeting the requirements of s. **Chir 2.02 (6) (b)**. The board will not approve credit for continuing education regarding a technique or practice which the board has determined to be unsafe or ineffective.

(bm) *Chiropractic radiological technician and chiropractic technician.* The program subject matter relates to improving the clinical skills of a chiropractic radiological technician or chiropractic technician, as applicable.

(c) The program sponsor agrees to provide a responsible person to monitor and verify the attendance of each registered chiropractor, chiropractic radiologic technician, or chiropractic techni-

cian, as applicable, at the program, and the program sponsor agrees to keep the records of attendance for 3 years from the date of the program and to furnish each participant with evidence of having attended the program.

(d) A program sponsor shall not assign or delegate its responsibilities to monitor or record attendance, provide evidence of attendance, validate course content, or provide information on instructors or other aspects of the program unless the assignment or delegation is specifically identified in the application for approval and approved by the board.

(e) The program sponsor has reviewed and validated the program's course content to ensure its compliance with pars. (b) and (bm).

(f) When a course instructor of the program is on the undergraduate or postgraduate faculty of a chiropractic college, the program sponsor has provided written verification that the course instructor has been appointed in accordance with the accreditation standards of the council on chiropractic education, and that the chiropractic college exercises sufficient supervision over a faculty member's course content.

(g) The program offers significant professional educational benefit for participants, as determined by the board.

(h) The instructor is qualified to present the course.

**(1m)** The board shall approve a continuing education program that is approved under s. 46.03 (38), Stats., to provide instruction in the use of an automated external defibrillator. Subsections (1) to (4) and (6) do not apply to programs approved under this section.

**(2)** (a) Continuing education programs may include subject material other than that which relates to improving the clinical skills of a chiropractor and is generally taught at the undergraduate or postgraduate level of a chiropractic college, meeting the requirements of s. Chir 2.02 (6) (b). However, only the parts of the program which relate to improving the clinical skills of a chiropractor and are generally taught at the undergraduate or postgraduate level of a chiropractic college are eligible for credit.

(am) Continuing education programs may include subject material other than that which relates to improving the clinical skills of a chiropractic radiological technician or chiropractic technician. However, only the parts of the program which relate to improving the clinical skills of a chiropractic radiological technician or chiropractic technician, as applicable, are eligible for credit.

(b) Any presentation, program content, materials or displays for the advertising, promotion, sale or marketing of equipment, devices, instruments or other material of any kind or purpose shall be kept separate from the program content and presentation for which approval is applied and granted.

(c) Programs shall be approved for one hour of continuing education for every 50 minutes of instruction.

**(3)** Home study programs may be approved for credit only in cases of extreme hardship, as determined by the board.

**(4)** (a) An application for approval of a continuing education program shall:

1. Be on a form provided by the board.

**Note:** Application forms are available on request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

2. Identify the name and address of the program sponsor and describe how the program sponsor qualifies under this section.

3. Describe the time and place of the program.

4. Be complete as prescribed in this subsection and filed with the board no later than 75 days prior to the program date. An application is not considered complete until such time as all information required to be submitted with the application, and any supplementary information requested by the board, is received by the board.

5. Include evidence of the program sponsor's verification showing to the satisfaction of the board that the subject matter is generally taught at the undergraduate or postgraduate level of a chiropractic college meeting the requirements of s. Chir 2.02 (6) (b) and relates to improving the clinical skills of a chiropractor. A detailed course outline or syllabus describing the subject matter of the program, and the amount of time devoted to each section of the outline or syllabus shall be attached to the application.

5m. Include evidence of the program sponsor's verification showing to the satisfaction of the board that the subject matter relates to improving the clinical skills of a chiropractic radiological technician or a chiropractic technician, as applicable. A detailed course outline or syllabus describing the subject matter of the program, and the amount of time devoted to each section of the outline or syllabus shall be attached to the application.

6. Describe the names and qualifications of all instructors, and if applicable, whether an instructor of the program who is an undergraduate or postgraduate faculty member of a sponsoring college was appointed in accordance with accreditation standards of the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor.

7. Identify whether the program sponsor intends to assign or delegate any of its responsibilities to another person or entity, and if so, include each of the following:

a. A specific description of the assignment or delegation.

b. The person or entity who is assigned or delegated to perform the responsibility, including name, address and qualification to perform the responsibility.

c. The method by which the program sponsor intends to assure that the delegated or assigned responsibility is performed.

(b) If necessary in order to determine whether an applicant meets the requirements of this chapter, the board may require that the applicant submit information in addition to that described in this section.

**(5)** Continuing education credit may not be awarded for meals or break periods.

**(6)** The sponsor of an approved program shall ensure that the program is carried out and presented as represented to and approved by the board, and that all responsibilities of the program sponsor, an instructor, and any person or entity delegated or assigned a responsibility relating to a program approved by the board are fulfilled.

**Note:** Continuing education approval request forms are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, February, 1996, No. 482, eff. 3-1-96; am. (1) (a) to (c), renum. (1) (d) to be (1) (g) and am., cr. (1) (d) to (f), r. and recr. (2) and (4), cr. (6), Register, March, 1998, No. 507, eff. 4-1-98; CR 03-082: am. (1) (b) and (4) (a) 6., cr. (1) (h) Register July 2004 No. 583, eff. 8-1-04; CR 08-093: cr. (1m) Register October 2009 No. 646, eff. 11-1-09; CR 11-019: cr. (1) (b) (title), (bm), (2) (am), (4) (a) 5m., am. (1) (c), (e) Register September 2011 No. 669, eff. 10-1-11.

**Chir 5.03 Application denials.** The board may deny approval of an application for any of the following reasons:

**(1)** The program or program sponsor does not meet requirements established in this chapter.

**(2)** The emphasis of the program is on the business, management, or insurance aspects of a chiropractic practice rather than on improving the clinical skills of the chiropractor, chiropractic radiological technician, or chiropractic technician, as applicable.

**(3)** The board determines that the program sponsor has not provided adequate assurance that responsibilities delegated or assigned to others will be satisfactorily performed.

**(4)** The program sponsor, an instructor, or a person delegated or assigned a responsibility has a financial, personal or professional interest which conflicts directly with the performance of responsibilities in this chapter.

**(5)** Failure on the part of a program sponsor, an instructor, or a person delegated or assigned a responsibility to carry out a pro-

gram as represented to and approved by the board or as provided in this chapter.

**History:** Cr. Register, March, 1998, No. 507, eff. 4-1-98; CR 11-019: am. (2) Register September 2011 No. 669, eff. 10-1-11.

## Chapter Chir 6

## STANDARDS OF CONDUCT

Chir 6.01 Authority.  
Chir 6.015 Definition.

Chir 6.02 Unprofessional conduct.  
Chir 6.03 Duty to evaluate and inform.

**Chir 6.01 Authority.** The rules in ch. Chir 6 are adopted under authority in ss. 15.08 (5) (b), 227.11 and 446.04, Stats.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; correction made under s. 13.93 (2m) (b) 7., Stats., Register, March, 1990, No. 411.

**Chir 6.015 Definition.** In this chapter:

(1) "Advertisement" means any communication disseminated or intended to be disseminated to the public which is likely to or intended to induce, directly or indirectly, the rendering of professional services by the chiropractor named in or identified by the communication. "Advertisement" includes professional business cards, professional announcement cards, office signs, letterhead, telephone directory listings, directories or listings of health care practitioners, and communications which are likely to or intended to induce, directly or indirectly, the rendering of professional services by the chiropractor named in or identified by the communication in newspapers, broadsides, flyers, radio, television, books, magazines, or motion pictures.

**History:** Cr. Register, November, 1997, No. 503, eff. 12-1-97.

**Chir 6.02 Unprofessional conduct.** Unprofessional conduct by a chiropractor includes:

(1) Engaging in any practice which constitutes a substantial danger to the health, welfare or safety of a patient or the public.

(2) Practicing or attempting to practice when unable to do so with reasonable skill and safety to patients.

(3) Practicing in a manner which substantially departs from the standard of care ordinarily exercised by a chiropractor.

(4) Practicing or attempting to practice beyond the scope of a license issued by the board, including but not limited to acts prohibited under s. Chir 4.05 (1).

(5) Practicing or attempting to practice while the ability to perform is impaired by physical, mental or emotional disorder, drugs or alcohol.

(6) Performing professional services inconsistent with training, education or experience.

(7) Engaging in sexual contact, exposure, gratification, or other sexual behavior with or in the presence of a patient.

(8) Engaging in excessive evaluation or treatment of a patient.

(9) Failing to conduct a competent assessment, evaluation or diagnosis as a basis for treatment or consultation.

(10) Revealing confidential patient information without consent of a patient, except that information shall be revealed to the board or its representatives pursuant to investigation of a licensee or as otherwise authorized by law.

(11) Refusing to render services to a person because of race, color, sex or religion.

(12) Knowingly falsifying patient records.

(13) Impersonating another chiropractor.

(14) Obtaining or attempting to obtain any compensation for chiropractic services by fraud, including billing for services not rendered or submitting a claim for a fraudulent diagnosis.

**Note:** The use by a licensee of "no out-of-pocket expense" payment arrangements may constitute insurance fraud, and may therefore violate this subsection as well as s. 943.395, Stats.

(15) Advertising in a manner which is false, deceptive or misleading. An advertisement which does any of the following is false, deceptive or misleading:

(a) Contains a misrepresentation of fact.

(b) Is likely to mislead or deceive because of a failure to disclose material facts.

(c) Is intended to or is likely to create false or unjustified expectations of favorable results.

(d) Fails to prominently disclose complete details of all variables and material factors relating to any advertised fee.

(e) Contains any representation or implication that in reasonable probability will cause an ordinarily prudent person to misunderstand or be deceived.

(f) Includes reference to or implies specialization or advanced training unless all of the following are true:

1. The specialty is recognized by a council of the American chiropractic association or the international chiropractors association.

2. The specialty requires at least 300 hours of postgraduate credit hours and passage of a written examination approved by the American chiropractic association or the international chiropractors association.

3. The title applied to the specialty by the chiropractor is the title applied by the American chiropractic association or the international chiropractors association.

(g) Includes reference to or implies advanced training unless all of the following are true:

1. The postgraduate training was received in one, unified program approved by the American chiropractic association or the international chiropractors association, or through one, unified program at a college accredited by the council on chiropractic education and approved by the board.

2. The chiropractor has completed at least 100 hours of postgraduate training in the area in which the chiropractor claims advanced training.

3. The postgraduate training program includes successful completion of a written examination as a requirement for successful completion of the training program.

(h) Appears in any classified directory, listing or other compendium under a heading, which when considered together with the advertisement, has the capacity or tendency to be deceptive or misleading with regard to the profession or professional status of the chiropractor.

(i) Implies that the chiropractic services provided will result in emotional or spiritual benefits.

(16) Aiding or abetting or permitting unlicensed persons in the practice of chiropractic.

(17) Failing to exercise a reasonable degree of supervision over subordinate employees.

(18) Obtaining or attempting to obtain a license through fraud or misrepresentation or making any material misstatement, omission or falsification in connection with an application for a license, registration or renewal.

(19) Refusing upon request to cooperate in a timely manner with the board's investigation of a complaint lodged against a

licensee. Licensees taking longer than 30 days to respond shall have the burden of demonstrating that they have acted in a timely manner.

(20) Knowingly providing false information to the board or its representative.

(21) Failing to notify the board of having a chiropractic license, certificate, permit or registration granted by any other jurisdiction subject to disciplinary action.

(22) Having a license, certificate, permit or registration granted by another jurisdiction to practice as a chiropractor limited, suspended or revoked, or subject to any other disciplinary action.

(23) Failing to notify the board of any criminal conviction, the circumstances of which relate substantially to the practice of chiropractic.

(24) Being convicted of a crime substantially related to the practice of chiropractic.

(25) Violating any provision of ch. 446, Stats., or any rule or order of the board.

(26) Violating a law, or aiding or abetting the violation of any law substantially related to the practice of chiropractic.

(27) Failing to maintain patient records for a minimum period of 7 years after the last treatment or after the patient reaches the age of majority, whichever is greater.

(28) Failing to release patient health care records to a patient in accordance with s. 146.83, Stats.

(29) Negating the co-payment or deductible provisions of a contract of insurance by agreeing to forgive any or all of the patient's obligation for payment under the contract unless the chiropractor reduces the chiropractor's claim to the insurance carrier in regard to that patient by an equal proportion. In this section, "co-payment or deductible provisions" means any terms in a contract of insurance with a third party whereby the patient remains financially obligated to the chiropractor for payment.

**Note:** It is no violation of this rule for a chiropractor to adjust fees, but the fee charged must be accurately reported to any third party payor. It is no violation of this rule for a chiropractor to provide treatment without any charge.

(30) Giving or receiving unauthorized assistance, violating rules of conduct, or otherwise cheating or acting dishonestly respecting any examination required for the granting of a license or registration to practice chiropractic.

(31) Making a representation likely to create an unjustified expectation about the results of a nutritional counseling service or procedure.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. (4), Register, October, 1989, No. 406, eff. 11-1-89; cr. (27) and (28), Register, January, 1992, No. 433, eff. 2-1-92; cr. (29), Register, January, 1993, No. 445, eff. 2-1-93; am. (7), Register, June, 1993, No. 450, eff. 7-1-93; am. (27), Register, May, 1997, No. 497, eff. 6-1-97; r. and recr. (15), Register, November, 1997, No. 502, eff. 12-1-97; am. (18), cr. (30), Register, September, 1999, No. 525, eff. 10-1-99; CR 03-082: am. (14) Register July 2004 No. 583, eff. 8-1-04; CR 06-051: cr. (31) Register November 2006 No. 611, eff. 12-1-06.

**Chir 6.03 Duty to evaluate and inform.** (1) A chiropractor shall evaluate each patient to determine whether the patient presents a condition that is treatable through chiropractic means. An evaluation shall be based upon an examination appropriate to the presenting patient. In conducting an evaluation, a chiropractor shall utilize chiropractic science as described in s. Chir 4.02 and the principles of education and training of the chiropractic profession.

(2) If an evaluation indicates a condition treatable by chiropractic means, the chiropractor shall treat the patient using appropriate chiropractic means.

(3) If an evaluation indicates a condition which is not treatable through chiropractic means, the chiropractor shall inform the patient that the condition is not treatable through chiropractic means and recommend that the patient seek additional advice or care.

(4) A chiropractor may render concurrent or supportive chiropractic care to a patient, but a chiropractor shall refrain from further chiropractic treatment when a reasonable chiropractor should be aware that the patient's condition will not be responsive to further treatment.

**History:** Cr. Register, June, 2000, No. 534, eff. 7-1-00.

## Chapter Chir 9

### CHIROPRACTIC PRECEPTORSHIP

**Chir 9.01** Definitions.

**Chir 9.02** Unlicensed practice by chiropractic students and graduate chiropractors.

**Chir 9.03** Approved chiropractic college preceptorship programs.

**Chir 9.04** Approved postgraduate preceptorship programs.

**Chir 9.05** Approved chiropractor preceptors.

**Chir 9.06** Termination of preceptorship.

#### **Chir 9.01 Definitions.** In this chapter:

(1) “Chiropractic student” means a student of an approved college of chiropractic in his or her last academic quarter, semester, or trimester of study, who is eligible for graduation from the college of chiropractic but for completion of a preceptorship period.

(2) “Chiropractor preceptor” means a chiropractor licensed and practicing in Wisconsin pursuant to ch. 446, Stats., who accepts a chiropractic student into his or her practice for the purpose of providing the chiropractic student with a clinical experience of the practice of chiropractic.

(3) “Graduate chiropractor” means a person who has received a doctor of chiropractic degree from a college of chiropractic approved by the board, but who has not taken any licensing examination the results of which have been declared by a licensing authority.

(4) “Preceptorship practice” means the chiropractic practice of a single chiropractor or group of chiropractors in a particular business or clinic, into which a licensed, practicing chiropractor has accepted a chiropractic student for the limited purpose of providing the chiropractic student with a clinical experience in the practice of chiropractic.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94.

**Chir 9.02 Unlicensed practice by chiropractic students and graduate chiropractors.** The board may approve the unlicensed practice of chiropractic in this state by a bona fide student of a chiropractic college which offers an approved preceptorship program, if the chiropractic college preceptorship program, the chiropractor preceptor and the practice of chiropractic by the student meet the criteria established by the board. The board may approve the unlicensed practice of chiropractic in this state by a graduate chiropractor in an approved postgraduate chiropractic preceptorship program, if the postgraduate chiropractic preceptorship program, the chiropractor preceptor and the practice of chiropractic by the graduate chiropractor meet the criteria established by the board.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94.

**Chir 9.03 Approved chiropractic college preceptorship programs.** The board shall approve a chiropractic college preceptorship program which includes all of the following criteria:

(1) Is operated by a chiropractic college approved by the board. The board shall consider whether the college is accredited by the council on chiropractic education, and shall also consider the degree of consumer protection provided by the defined standards and practices of the chiropractic college’s preceptor program, as well as degree of consumer protection demonstrated by the actual operation of the chiropractic college’s preceptor program.

(2) Is an established component of the curriculum of the chiropractic college.

(3) Certifies to the board, on forms supplied by the department:

(a) That all students who participate in the preceptorship program are in the last semester, trimester, or quarter of their education, and have met all requirements for graduation from the chiropractic college except for completion of the preceptorship period, and

(b) That no chiropractor who is a preceptor shall supervise more than one chiropractic student.

(4) Certifies to the board, on forms supplied by the department, that all chiropractors who participate as preceptors are faculty of the chiropractic college.

(5) Certifies to the board, on forms supplied by the department, that the chiropractor preceptor and the chiropractic student have agreed on the goals of the preceptor program to be completed by the chiropractic student.

**Note:** Forms may be obtained upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(6) Provides a list to the board at least 45 days prior to every trimester or academic quarter of the chiropractors in Wisconsin who will be acting as preceptors in the program.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94; am. (6), Register, July, 1996, No. 487, eff. 8-1-96; CR 03-082: am. (3) (intro.), (4) and (5) Register July 2004 No. 583, eff. 8-1-04.

**Chir 9.04 Approved postgraduate preceptorship programs.** The board shall approve a preceptorship program for the training of graduate chiropractors which meets all of the following criteria:

(1) Is operated by a chiropractic college approved by the board. The board shall consider whether the college is accredited by the council on chiropractic education, and shall also consider the degree of consumer protection provided by the defined standards and practices of the chiropractic college’s preceptor program, as well as degree of consumer protection demonstrated by the actual operation of the chiropractic college’s preceptor program.

(2) Is an established postgraduate program of the chiropractic college.

(3) Certifies to the board, on forms supplied by the board:

(a) That all graduate chiropractors who participate in the postgraduate preceptorship program have graduated from a college of chiropractic approved by the board, and

(b) That no chiropractor who is a preceptor shall supervise more than one graduate chiropractor.

(4) Certifies to the board, on forms supplied by the board, that all chiropractors who participate as preceptors are faculty of the chiropractic college.

(5) Certifies to the board, on forms supplied by the board, that the chiropractor preceptor and graduate chiropractor have agreed on the goals of the preceptor program to be completed by the graduate chiropractor.

**Note:** Forms may be obtained upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(6)** Provides a list to the board 45 days prior to every trimester or academic quarter of the chiropractors in Wisconsin who will be acting as preceptors in the program.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94; am. (6), Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 9.05 Approved chiropractor preceptors.** The board shall approve a chiropractor to be a chiropractor preceptor if the chiropractor meets all of the following conditions:

**(1)** Certifies to the board, on forms supplied by the department, that:

(a) The chiropractor preceptor has been continuously licensed in Wisconsin for the previous 5 years, and that there are no pending disciplinary actions or malpractice claims against the chiropractor preceptor in any state or country. If any discipline has ever been imposed in any state or country on any professional license held by the preceptor, the preceptor shall provide details of the discipline for the board's review.

(b) The chiropractor preceptor is a member of the faculty of the chiropractic college from which the chiropractor preceptor will accept a chiropractic student or graduate chiropractor into a preceptorship practice.

(c) The chiropractor preceptor is responsible for the practice of the chiropractic student or graduate chiropractor the chiropractor preceptor accepts into a preceptorship practice.

(d) The chiropractor preceptor will identify the chiropractic student or graduate chiropractor to the patients of the preceptorship practice in such a way that no patient will tend to be misled as to the status of the chiropractic student or graduate chiropractor, and that each patient or parent or guardian of each patient will be required to provide informed consent to treatment of that patient by the chiropractic student or graduate chiropractor.

(e) The chiropractor preceptor will supervise no more than one chiropractic student or graduate chiropractor at any one time.

(f) The chiropractor preceptor will exercise direct, on-premises supervision of the chiropractic student or graduate chiroprac-

tor at all times during which the chiropractic student or graduate chiropractor is engaged in any facet of patient care in the chiropractor preceptor's clinic.

**Note:** Forms may be obtained upon request from the Department of Safety and Professional Services, Chiropractic Examining Board, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94; CR 03-082: am. (1) (intro.) and (a) Register July 2004 No. 583, eff. 8-1-04.

**Chir 9.06 Termination of preceptorship. (1)** A preceptorship shall terminate upon the occurrence of the earliest applicable of the following events:

(a) A chiropractic student participating in a preceptorship program graduates from the college of chiropractic operating the program.

(b) A graduate chiropractor participating in a postgraduate preceptorship program is declared to have passed or failed a chiropractic licensing examination by any licensing authority or the national board.

(c) Six months have passed since the graduate chiropractor graduated from a college of chiropractic.

(d) A chiropractor preceptor is formally charged with a criminal offense, the circumstances of which substantially relate to the practice of chiropractic.

(e) A chiropractor preceptor is formally alleged to have violated the statutes or administrative rules pertaining to the practice of chiropractic.

(f) A chiropractor preceptor is formally complained against in a civil action for malpractice.

**(2)** If a preceptorship is terminated under sub. (1) (d), (e) or (f), the board may approve a replacement preceptor proposed by the chiropractic student or graduate chiropractor who satisfies the requirements in s. Chir 9.05 (1) (a) and (c) to (f). The proposed chiropractor preceptor need not have been listed by the chiropractic college operating the preceptorship program.

**History:** Cr. Register, June, 1994, No. 462, eff. 7-1-94; CR 03-082: renun. Chir 9.06 to be Chir 9.06 (1) and am. (1) (b), cr. (2) Register July 2004 No. 583, eff. 8-1-04.

## Chapter Chir 10

### DELEGATION TO UNLICENSED PERSONS

Chir 10.01 Definitions.

Chir 10.02 Delegation of adjunctive services to unlicensed persons.

Chir 10.03 X-ray services.

Chir 10.05 Physiological therapeutics.

#### Chir 10.01 Definitions. In this chapter:

(1) “Adjunctive services” means services which are preparatory or complementary to chiropractic adjustments of the spine or skeletal articulations, or both. “Adjunctive services” include the taking of a preliminary patient history. “Adjunctive services” does not include making a chiropractic diagnosis, analyzing a diagnostic test, or performing a chiropractic adjustment.

(2) “Preliminary patient history” means the process of gathering baseline data regarding a patient, including the nature of the chief complaint, family history, and medical history. The “preliminary patient history” is intended to provide a starting point for further inquiry by the chiropractor into the patient’s condition.

(3) “Unlicensed person” means a person who does not possess a valid license to practice chiropractic in this state pursuant to ch. 446, Stats.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 03-082: am. (1) and (2) Register July 2004 No. 583, eff. 8-1-04.

**Chir 10.02 Delegation of adjunctive services to unlicensed persons.** A chiropractor licensed under ch. 446, Stats., may delegate the performance of adjunctive services to an unlicensed person only if all of the following conditions are met:

(1) The chiropractor maintains records by which the chiropractor has verified that the unlicensed person has successfully completed a didactic and clinical training program approved by the board and covering the performance of the delegated service. Successful completion of a training program is demonstrated by attaining proficiency in the delivery of that service to minimally competent chiropractic practice standards as measured by objective knowledge and skills testing.

(2) The chiropractor exercises direct supervision of the unlicensed person performing the delegated service.

(3) The chiropractor retains ultimate responsibility for the manner and quality of the service.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 03-082: cr. (3) Register July 2004 No. 583, eff. 8-1-04.

**Chir 10.03 X-ray services.** A chiropractor may delegate x-ray examination procedures to an unlicensed person only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has successfully completed a course of instruction comprising at least 48 hours and including the following components: introduction to x-ray examination; physics of x-ray examination; anatomy; patient positioning; safety measures; machine operation; exposure techniques and accessories; processing and dark room techniques; film critique and quality assurance; professionalism; recordkeeping; emergency procedures, summary; and successful completion of an examination on the content of the course of instruction. The chiropractor shall comply with s. Chir 4.04 before delegating the performance of x-ray services to an unlicensed person.

**Note:** The coursework specified in s. Chir 10.03 provides the training required by s. Chir 4.04. A list of board-approved programs is available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95.

**Chir 10.05 Physiological therapeutics.** A chiropractor may delegate the performance of patient services through physiological therapeutics that include but are not limited to heat, cold, light, air, water, sound, electricity, massage, and physical exercise with and without assistive devices to an unlicensed person only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has adequate training, education and experience to perform the delegated function to minimally acceptable chiropractic standards.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95.

## Chapter Chir 11

### PATIENT RECORDS

Chir 11.01 Definition.  
Chir 11.02 Patient record contents.

Chir 11.03 Initial patient presentation.  
Chir 11.04 Daily notes.

**Chir 11.01 Definition.** As used in this chapter “patient record” means patient health care records as defined under s. 146.81 (4), Stats.

**History:** Cr. Register, May, 1997, No. 497, eff. 6-1-97.

**Chir 11.02 Patient record contents. (1)** Complete and comprehensive patient records shall be created and maintained by a chiropractor for every patient with whom the chiropractor consults, examines or treats.

**(2)** Patient records shall be maintained for a minimum period of 7 years as specified in s. Chir 6.02 (27).

**(3)** Patient records shall be prepared in substantial compliance with the requirements of this chapter.

**(4)** Patient records shall be complete and sufficiently legible to be understandable to health care professionals generally familiar with chiropractic practice, procedures and nomenclature.

**(5)** Patient records shall include documentation of informed consent of the patient, or the parent or guardian of any patient under the age of 18, for examination, diagnostic testing and treatment.

**(6)** Rationale for diagnostic testing, treatment or other ancillary services shall be documented in or readily inferred from the patient record.

**(7)** Significant, relevant patient health risk factors shall be identified and documented in the patient record.

**(8)** Each entry in the patient record shall be dated and shall identify the chiropractor, chiropractic assistant or other person making the entry.

**Note:** Chiropractors should be aware that federal requirements, especially in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), may have an impact on record-keeping requirements.

**History:** Cr. Register, May, 1997, No. 497, eff. 6-1-97.

**Chir 11.03 Initial patient presentation.** Upon presentation of a new patient, patient records shall contain the following essential elements as relevant or applicable to the evaluation and treatment of the patient:

**(1)** History of the present illness or complaints, and significant past health, medical and social history.

**(2)** Significant family medical history and health factors which may be congenital or familial in nature.

**(3)** Review of patient systems, including cardiovascular, respiratory, musculoskeletal, integumentary and neurologic.

**(4)** Results of physical examination and diagnostic testing focusing on areas pertinent to the patient’s chief complaints.

**(5)** Assessment or diagnostic impression of the patient’s condition.

**(6)** Treatment plan for the patient, including all treatments rendered, and all other ancillary procedures or services rendered or recommended.

**History:** Cr. Register, May, 1997, No. 497, eff. 6-1-97.

**Chir 11.04 Daily notes.** For patient visits in which the chiropractor carries out a previously devised treatment plan, daily notes shall be made and maintained documenting all treatments and services rendered, and any significant changes in the subjective presentation, objective findings, assessment or treatment plan for the patient.

**History:** Cr. Register, May, 1997, No. 497, eff. 6-1-97.

## Chapter Chir 12

### NUTRITIONAL COUNSELING CERTIFICATION

Chir 12.01 Definitions.  
Chir 12.02 Requirements for nutritional counseling certification.  
Chir 12.03 Approval of nutritional counseling education programs.

Chir 12.04 Application denials.  
Chir 12.05 Revocation of approval.  
Chir 12.06 Prohibited practices.

#### Chir 12.01 Definitions.

In this chapter:  
(1) “Administering” means the direct application of a product, whether by ingestion or any other means, to the body of a patient or research subject by any of the following:

- (a) A chiropractor.
- (b) A patient or research subject at the direction of the chiropractor.

(2) “Dispensing” means delivering a product to an ultimate user or research subject by a chiropractor.

(3) “Nutritional counseling” means providing counsel, direction, guidance, advice or a recommendation to a patient regarding the health effects of vitamins, herbs or nutritional supplements.

(4) “Nutritional supplement” means a product, other than tobacco, that is intended to supplement the diet that contains one or more of the following dietary ingredients: a vitamin, a mineral, an herb or other botanical, an amino acid, a dietary substance for use by man to supplement the diet by increasing the total daily intake, or concentrate, metabolics, constituent, extract or combination of these ingredients; or is labeled as a nutritional or dietary supplement.

**History:** CR 06–051: cr. Register November 2006 No. 611, eff. 12–1–06.

**Chir 12.02 Requirements for nutritional counseling certification.** (1) The board shall grant a certificate for nutritional counseling to a licensed chiropractor who does all of the following:

- (a) Submits an application for a certificate to the department on a form provided by the department.

**Note:** Application forms are available on request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department’s website at: <http://dps.wi.gov>.

- (b) Pays the fee specified in s. 446.02 (2) (c), Stats.

(c) Submits evidence satisfactory to the board that he or she has completed any of the following:

1. Received a postgraduate degree in human nutrition, nutrition education, food and nutrition or dietetics conferred by a college or university that is accredited by an accrediting body listed as nationally recognized by the secretary of the federal department of education.

2. Received diplomate status in human nutrition conferred by a college of chiropractic accredited by the Council on Chiropractic Education (CCE) or approved by the board or by an agency approved by the United States office of education or its successor.

3. Received a postgraduate degree in human nutrition conferred by a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or approved by the board or another board approved accrediting agency, indicating that the applicant has graduated from a program that is substantially equivalent to a postgraduate or diplomate program under subd. 1. or 2.

4. Received a degree from or otherwise successfully completed a postgraduate program after December 1, 2006 consisting of a minimum of 48 hours in human nutrition that is approved by the board as provided in s. Chir 12.03, after December 1, 2006.

**History:** CR 06–051: cr. Register November 2006 No. 611, eff. 12–1–06.

**Chir 12.03 Approval of nutritional counseling education programs.** (1) To qualify for board approval as a nutritional counseling education program under s. Chir 12.02 (1) (c) 4., a program shall meet all of the following minimum requirements:

(a) The program is sponsored by the Wisconsin Chiropractic Association, the American Chiropractic Association, the International Chiropractors Association, a college of chiropractic approved by the board, or a college of medicine or osteopathy accredited by an agency recognized by the United States department of education.

(b) The program subject matter includes core curriculum education in each of the following areas:

1. Nutrition counseling and initial screening to include nutrition physical examination.
2. Diet history taking.
3. Analysis of laboratory data including hair, saliva, urine and blood samples.
4. Symptoms of severe vitamin and nutritional deficiencies, and the toxicity of excess vitamin and mineral supplementation, herbals or other nutritional supplements.
5. Protein, carbohydrates, and fat macronutrient needs and symptoms of deficiencies of any of these nutrients.
6. Vitamin recommended daily allowances and dietary reference intakes.
7. Mineral and metals needs of the human body and the biochemistry of essential and non-essential nutritional supplements.
8. Fiber needs.
9. Codex Alimentarius Commission.
10. Dietary supplement health and education act of 1994, P.L. 103–417 and related regulations.
11. Etiology of organ system dysfunction, internal medicine diseases and conditions.
12. Supplements and nutrition.
13. The efficacy, safety, risks and benefits of glandular products, chelation therapy and therapeutic enzymes.
14. Food composition and foods as a source of vitamins.
15. Sports nutrition, endurance, body building and exercise physiology.
16. Weight management and control.
17. Contraindications, side effects, and toxic effects of botanicals, nutritional supplements and diet products.
18. Nutrition across the life cycle.
19. Nutrition relating to infants, pregnancy and lactation.
20. Geriatric nutritional needs.
21. Adolescent nutrition needs.
22. Male and female nutrition needs.
23. Therapeutic use of botanical medicine.
24. Food, drug, and nutritional supplements interactions.
25. Safety and efficacy – risks and benefits of nutritional supplements.

(c) The program sponsor agrees to provide a responsible person to monitor and verify the attendance of each registered chiro-

practor at the program, and the program sponsor agrees to keep the records of attendance for 3 years from the date of the program and to furnish each participant with evidence of having attended the program.

(d) The program sponsor shall not assign or delegate its responsibilities to monitor or record attendance, provide evidence of attendance, compare course content with subject matter content required under sub. (1) (b), or provide information on instructors or other aspects of the program unless the assignment or delegation is specifically identified in the application for approval and approved by the board.

(e) The program sponsor has reviewed and validated the program's content to insure its compliance with par. (b).

(f) When a course instructor of the program is on the undergraduate or postgraduate faculty of a chiropractic college, the program sponsor has provided written verification that the course instructor has been appointed in accordance with the accreditation standards of the Council on Chiropractic Education.

(g) The program offers significant professional educational benefit for participants, as determined by the board.

(h) The instructor is qualified to present the course.

(i) The program shall include a written assessment instrument, designed to ensure that the chiropractor actively participated in the presentation of material and derived a measurable benefit from participation. There shall be an assessment or test at the conclusion of each 12 hours of education. A score of 75% or higher shall be considered a passing score.

(j) The program shall contain a reasonable security procedure to assure that the chiropractor enrolled is the actual participant.

(k) Programs shall be approved for one hour of education credit for every 50 minutes of instruction. The time used for testing and assessment purposes shall not be included in the computation of educational credit.

**(2)** (a) An application for approval of a nutritional counseling education program shall meet all of the following requirements:

1. Be on a form provided by the board.

**Note:** Application forms are available on request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department's website at: <http://dsps.wi.gov>.

2. Identify the name and address of the program sponsor and describe how the program sponsor qualifies under s. Chir 12.03 (1) (a).

3. Describe the time and place of the program.

4. Be complete as prescribed in this subsection and filed with the board no later than 75 days prior to the program date. An application is not considered complete until such time as all information required to be submitted with the application, and any supplementary information requested by the board, is received by the board.

5. Include evidence of the program sponsor's verification showing to the satisfaction of the board that the subject matter is generally taught at the undergraduate or postgraduate level of a chiropractic college and relates to improving the clinical skills of a chiropractor. A detailed course outline or syllabus describing the subject matter of the program, and the amount of time devoted to each section of the outline or syllabus shall be attached to the application.

6. Describe the names and qualifications of all instructors, and if applicable, whether an instructor of the program who is an undergraduate or postgraduate faculty member of a sponsoring college was appointed in accordance with accreditation standards of the Council on Chiropractic Education.

7. Identify whether the program sponsor intends to assign or delegate any of its responsibilities to another person or entity, and if so, include all of the following:

a. A specific description of the assignment or delegation.

b. The person or entity who is assigned or delegated to perform the responsibility, including name, address and qualification to perform the responsibility.

c. The method by which the program sponsor intends to assure that the delegated or assigned responsibility is performed.

8. Include a written assessment instrument, designed to ensure that the chiropractor actively participated in the presentation of material and derived a measurable benefit from participation.

9. Include a reasonable security procedure to assure that the chiropractor enrolled is the actual participant.

(b) If necessary, in order to determine whether an applicant meets the requirements of this chapter, the board may require that the applicant submit information in addition to that described in this section.

**(3)** Continuing education credit may not be awarded for meals, breaks, testing or assessment periods.

**(4)** The sponsor of an approved program shall ensure that the program is carried out and presented as represented to and approved by the board, and that all responsibilities of the program sponsor, an instructor, and any person or entity delegated or assigned a responsibility relating to a program approved by the board are fulfilled.

**(5)** The approval of a course shall be effective only for the biennium in which it is approved.

**History:** CR 06-051: cr. Register November 2006 No. 611, eff. 12-1-06.

**Chir 12.04 Application denials.** The board may deny approval of an application submitted under s. Chir 12.03 for any of the following reasons:

**(1)** The program or program sponsor does not meet requirements established in this chapter.

**(2)** The emphasis of the program is on the business, management, or insurance aspects of a chiropractic practice rather than on improving the clinical skills of the chiropractor.

**(3)** The board determines that the program sponsor has not provided adequate assurance that responsibilities delegated or assigned to others will be satisfactorily performed.

**(4)** Any presentation, program content, materials or displays for the advertising, promotion, sale or marketing of equipment, devices, instruments or other material of any kind or purpose is not kept separate from the program content and presentation for which approval is applied and granted.

**History:** CR 06-051: cr. Register November 2006 No. 611, eff. 12-1-06.

**Chir 12.05 Revocation of approval.** The board may revoke approval of a program for any of the following reasons:

**(1)** The program sponsor, an instructor, or a person delegated or assigned a responsibility has a financial, personal or professional interest which conflicts directly with the performance of responsibilities in this chapter.

**(2)** Failure on the part of a program sponsor, an instructor, or a person delegated or assigned a responsibility to carry out a program as represented to and approved by the board or as provided in this chapter.

**History:** CR 06-051: cr. Register November 2006 No. 611, eff. 12-1-06.

**Chir 12.06 Prohibited practices.** **(1)** A chiropractor shall not delegate to any chiropractic assistant or other person any recommendations, analysis, advice, consultation or dispensing with respect to vitamins, herbs, or nutritional supplements. Nothing in this subsection may be construed to prevent chiropractic assistants or administrative employees from processing sales of vitamins, herbs, or nutritional supplements.

**(2)** After December 1, 2008 a chiropractor shall not sell, barter, trade or give away vitamins, herbs or nutritional supplements unless the chiropractor holds a certificate for nutritional counseling and except as consistent with the provisions of this chapter.

**(3)** A chiropractor shall not deliver, dispense, administer, transfer or sell a product unless that product is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law.

**History:** CR 06-051: cr. Register November 2006 No. 611, eff. 12-1-06.

## Chapter Chir 13

### INFORMED CONSENT

Chir 13.01 Authority and purpose.  
Chir 13.02 Informed consent.

Chir 13.03 Exceptions to communication of alternate modes of treatment.  
Chir 13.04 Recordkeeping.

**Chir 13.01 Authority and purpose. (1) AUTHORITY.** The rules in this chapter are adopted pursuant to the authority delegated by ss. 15.08 (5) (b), 227.11 (2) (a), and 446.08, Stats.

**(2) PURPOSE.** The purpose of the rules is to define the obligation of a chiropractor to communicate alternate modes of treatment to a patient.

**History:** CR 14-069; cr. Register July 2015 No. 715, eff. 8-1-15.

**Chir 13.02 Informed consent.** Any chiropractor who treats a patient shall inform the patient about the availability of reasonable alternate modes of treatment and about the benefits and risks of these treatments. The reasonable chiropractor standard is the standard for informing a patient. The reasonable chiropractor standard requires disclosure only of information that a reasonable chiropractor would know and disclose under the circumstances.

**History:** CR 14-069; cr. Register July 2015 No. 715, eff. 8-1-15.

**Chir 13.03 Exceptions to communication of alternate modes of treatment.** The chiropractor's duty to inform patients of alternate modes of treatment does not require disclo-

sure of any of the following:

**(1)** Detailed technical information that in all probability a patient would not understand.

**(2)** Risks apparent or known to the patient.

**(3)** Extremely remote possibilities that might falsely or detrimentally alarm the patient.

**(4)** Information in emergencies where failure to provide treatment would be more harmful to the patient than treatment.

**(5)** Information in cases where the patient is incapable of consenting.

**(6)** Information about alternate modes of treatment for any condition the chiropractor has not included in their diagnosis at the time the chiropractor informs the patient.

**History:** CR 14-069; cr. Register July 2015 No. 715, eff. 8-1-15.

**Chir 13.04 Recordkeeping.** A chiropractor's patient record shall include documentation that he or she has communicated alternate modes of treatment to their patient and has obtained informed consent from their patient in keeping with s. Chir 11.02 (5).

**History:** CR 14-069; cr. Register July 2015 No. 715, eff. 8-1-15.

## AGENDA REQUEST FORM

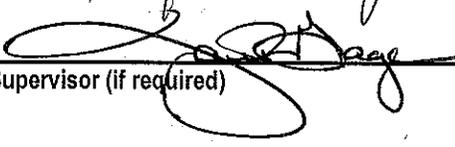
1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin – Bureau Assistant on behalf of Tom Ryan – Executive Director</b>		2) Date When Request Submitted:  <b>10/26/15</b>  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>11/05/15</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Senate Bill 198 – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Please see the following link to Senate Bill 198: <a href="https://docs.legis.wisconsin.gov/2015/related/proposals/sb198.pdf">https://docs.legis.wisconsin.gov/2015/related/proposals/sb198.pdf</a></b>			
11) Authorization			
<i>Nilajah Hardin</i>		<b>10/26/15</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant on behalf of Tom Ryan, Executive Director</b>		2) Date When Request Submitted:  <b>12/10/15</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>12/22/15</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Assembly Bill 30 – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>	
10) Describe the issue and action that should be addressed:  Please see the following link for the most current information regarding Assembly Bill 30: <a href="http://docs.legis.wisconsin.gov/2015/proposals/ab30">http://docs.legis.wisconsin.gov/2015/proposals/ab30</a> .			
11) Authorization			
<i>Nilajah D. Hardin</i>		<b>12/10/15</b>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Ryan Zeinert – Licensing Education Specialist		<b>2) Date When Request Submitted:</b>  10/19/15 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Chiropractic Examining Board			
<b>4) Meeting Date:</b>  11/05/15	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  2013-2014 Chiropractic Continuing Education Audit – Final Report	
<b>7) Place Item in:</b> <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  A discussion and review of the 2013-2014 Chiropractic Continuing Education Audit. In addition, a potential motion to forward non-compliant licensees to DLSC.			
<b>11) Authorization</b>			
 Signature of person making this request		10-19-15 Date	
 Supervisor (if required)		10-19-15 Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# BOARD APPEARANCE REQUEST FORM

## Appearance Information

**Board Name:** Chiropractic Examining Board

**Board Meeting Date:** 11/05/15

**Person Submitting Agenda Request:** Ryan Zeinert

**Person(s) requesting an appearance:** Ryan Zeinert

*(NOTE: Contact information is not required for Department staff.)*

**Reason for Appearance:** Discussion of Agenda Item.

## Appearance Contact Information

*(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)*

**Mailing address:**

**Email address:**

**Telephone #:**

\*\*\*\*\*

## Attorney Contact Information

**Attorney Name:**

**Attorney's mailing address:**

**Attorney's e-mail address:**

**Attorney's telephone #:**

## Final Report - Chiropractic Audit of 2013-2014 Continuing Education

### Chiro (012) Audit, 2015

Of 108 licensees audited, one (1) shall be referred to DLSC for the following reasons:

- Cannot supply adequate proof of 2013-2014 CE.

107/108 – 99% Compliance Rate.

**April 13, 2015**

108 Licensed Chiropractors (5% of all current licensees) were sent audit notices for the 2013-2014 biennium. They were instructed to contact DSPS with proof of Continuing Education by May 11, 2015. Initial letters were sent via e-mail and USPS mail for those who did not provide DSPS with a valid e-mail address.

**May 18, 2015**

74 auditees (69%) provided adequate proof of 2013-2014 CE. The remaining 34 licensees have been instructed, via second notice, to contact DSPS with proof of Continuing Education by June 5, 2015. Second notices were sent via e-mail and USPS mail for those who did not provide DSPS with a valid e-mail address.

**June 12, 2015**

93 Licensed Chiropractors (86%) provided adequate proof of 2013-2014 CE. The remaining licensees have been instructed, via USPS-mailed third notice, to contact DSPS with proof of Continuing Education by June 26, 2015.

**July 3, 2015**

106 licensed Chiropractors (98%) provided adequate proof of 2013-2014 CE. The remaining licensee has been instructed to contact DSPS with proof of Continuing Education by July 17, 2015. 1 auditee provided a letter explaining a reason for not obtaining adequate CE, which will be forwarded to DLSC following CEB motion.

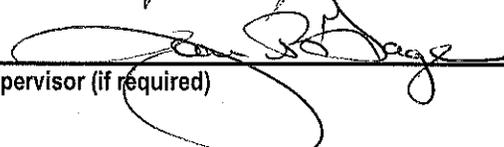
**August 21, 2015 - FINAL**

107 licensed Chiropractors (99%) provided adequate proof of 2013-2014 CE. The 1 remaining licensee will need to be forwarded to DLSC, as they have not supplied adequate proof of 2013-2014 CE.

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Ryan Zeinert Licensing Examination Specialist		2) Date When Request Submitted:  10/26/15 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:  Chiropractic Examining Board			
4) Meeting Date:  11/05/15	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Review of Proposed Revisions to Herzing University's CT & CRT Courses of Study.	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  Review proposed revisions to Herzing University's CT & CRT Courses of Study. If necessary, make motion to approve or deny.			
11) Authorization			
 Signature of person making this request		10-26-15 Date	
 Supervisor (if required)		10-26-15 Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Zeinert, Ryan - DSPS

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**Subject:** FW: Chiropractic Technician/Chiropractic Radiologic Technician Program  
**Attachments:** ASCT Chiropractic Technician Proposal 10-21-15.docx; CT 120 Introduction to Chiropractic Foundations and Philosophy Proposal 10-21-15.docx; CT 160 Chiropractic Office Procedures and Insurance Claims 10-21-15.docx; CT 170 Chiropractic Radiographic Dynamics 10-21-15.docx; CT 175 Chiropractic Radiographic Positioning 10-21-15.docx; CT 180 Chiropractic Office Procedures Internship 10-21-15.docx; CT 190 Chiropractic Physiologic Therapeutics 10-21-15.docx; CT 270 Chiropractic Examination and Patient Education 10-21-15.docx; CT 280 Chiropractic Radiographic and Physiologic Therapeutics 10-21-15.docx; CT 290 Chiropractic Insurance Application Internship 10-21-15.docx; DCT Chiropractic Technician 10-21-15.docx; TN 120 Massage Theory and Practice I 10-21-15.docx

**From:** [dsp@wisconsin.gov](mailto:dsp@wisconsin.gov) [mailto:[dsp@wisconsin.gov](mailto:dsp@wisconsin.gov)]  
**Sent:** Monday, October 26, 2015 9:53 AM  
**To:** DSPS PracticeFAQ4  
**Subject:** Chiropractic Technician/Chiropractic Radiologic Technican Program

Board: Chiropractic Examining Board  
First Name: Ken  
Last Name: Poludniansky  
Association/Organization: Herzing University  
Address Line 1: 555 South Executive Drive  
City: Brookfield  
State: WI  
Zip: 53005  
Phone Number: [REDACTED]  
Email: [REDACTED]

I am asking to be placed on the agenda for the November 5th meeting for the board to approve a few revisions to the Chiropractic Technician/Chiropractic Radiologic Technician program at Herzing University in Brookfield Wisconsin. I have attached the program outline and the course outlines with the proposed changes. These changes have been made to align assessment and accreditation pieces to every program at the University. Hours of the program and hours of the classes remain the same. The only changes have been combining learning objectives and additions to course descriptions.



# HERZING UNIVERSITY

## ASSOCIATE OF SCIENCE IN CHIROPRACTIC TECHNICIAN (ASCT)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog or on the Herzing Website at [www.herzing.edu/career-programs/downloads](http://www.herzing.edu/career-programs/downloads) for a list of Herzing campuses offering this program.)

### PROGRAM DESCRIPTION

This associate's program prepares students with the necessary skills and academic knowledge for an entry-level position as a chiropractic technician. The foundation for a career as a chiropractic technician is based in the chiropractic management modalities, business skills, and an understanding of anatomy and physiology. Chiropractic technicians will develop an awareness of the integrated relationship between the doctor of chiropractic, the chiropractic technician, and the patient as part of the therapeutic encounter. The curriculum is made up of instruction in subjects necessary for students to succeed as chiropractic technicians and emphasizes and reinforces the need to provide the highest quality service to patients.

### PROGRAM OBJECTIVES/OUTCOMES

Upon completion of their program, the student should be able to:

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1. ~~Apply ethical practices to office procedures, patient documentation and financial accounting. Demonstrate competence in anatomy and physiology, as it pertains to the chiropractic technician.~~
2. ~~Select appropriate educational strategies using resources aligned with health needs and cultural settings. Establish proficiency in ethical practices, office procedures, and managing financial accounts and patient documentation.~~
3. ~~Perform basic examination procedures and administer therapeutic modalities. Demonstrate competence in wellness and patient education.~~
4. ~~Demonstrate radiographic imaging and equipment operation. Display capability in clinical assessment assistance, including the ability to perform a basic examination procedure and administer therapeutic modalities.~~
5. ~~Exhibit how to operate equipment and complete radiographic imaging.~~
6. ~~Demonstrate proficiency in the clinical practicum.~~
- 7-9. ~~Display the qualities of the Herzing P.R.I.C.E. of Success (professionalism, respect, integrity, caring, and engagement) model.~~
- 8-9. ~~Think critically, both conceptually and by using mathematical analysis, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.~~

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### POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include, but are not limited to, chiropractic technician and chiropractic assistant.

### PROGRAM CONTENT

A minimum of 62.00 semester credit hours is required for graduation.

### REQUIRED COURSES IN CHIROPRACTIC TECHNICIAN

31.00 semester credit hours are required.

Semester  
Credit  
Hours

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
CT 120	Introduction to Chiropractic Foundations and Philosophy	None	3.00
CT 160	Chiropractic Office Procedures and Insurance Claims	None	3.00
CT 170	Chiropractic Radiographic Dynamics	None	3.00
CT 175	Chiropractic Radiographic Positioning	CT 120 and CT 170	3.00
CT 180	Chiropractic Office Procedures Internship	CT 160 and PD 214	2.00

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ASCT-1  
Chiropractic Technician

1-800-596-0724

May 23, 2013-October 15, 2015

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
CT 190	Chiropractic Physiologic Therapeutics	CT 120	3.00
CT 270	Chiropractic Examination and Patient Education	CT 120	3.00
CT 280	Chiropractic Radiographic and Physiologic Therapeutics <u>Internship</u>	CT 175 and CT 190	4.00
CT 290	Chiropractic Insurance Application Internship	CT 160 and PD 214	3.00
TN 120	Massage Theory and Practice I	None	4.00

#### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this associate's degree must complete a minimum of 29.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. \*

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab ^
- 4.00 Semester Credit Hours in Computer Applications
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus \*\*
- 1.00 Semester Credit Hours in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

\* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 29.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

^ To meet this requirement, students in the ASCT program must take SC 125/L Anatomy and Physiology for Therapeutic Massage I/Lab and SC 225/L Anatomy and Physiology for Therapeutic Massage II/Lab.

\*\* A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science. To fulfill this requirement in the ASCT program, students must take HU 225 Fundamentals of Healthcare Law and Ethics.

#### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 214	AS/AAS/BS/Diploma Internship Preparation	None	0.00

Distribution of <del>Class</del> Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total <del>Class</del> Contact Hours	Credits
CT 120	45.00			45.00	3.00
CT 160	45.00			45.00	3.00
CT 170	30.00	30.00		60.00	3.00
CT 175	30.00	30.00		60.00	3.00

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Distribution of Clock-Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Clock-Contact Hours	Credits
CT 180	15.00		45.00	60.00	2.00
CT 190	30.00	30.00		60.00	3.00
CT 270	30.00	30.00		60.00	3.00
CT 280	30.00		90.00	120.00	4.00
CT 290	15.00		90.00	105.00	3.00
TN 120	60.00			60.00	4.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Computer Applications	60.00			60.00	4.00
English Composition/Literature	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Information Literacy	15.00			15.00	1.00
Mathematics	60.00			60.00	4.00
Personal/Professional Development	30.00			30.00	2.00
Social or Behavioral Science	45.00			45.00	3.00
Speech	45.00			45.00	3.00
<b>Totals</b>	<b>765.00</b>	<b>180.00</b>	<b>225.00</b>	<b>1,170.00</b>	<b>62.00</b>

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# HERZING UNIVERSITY

## COURSE OUTLINE

### GENERAL INFORMATION:

**Date:** ~~May 23, 2013-October 20, 2015~~

**Course Number:** CT 120

**Course Name:** Introduction to Chiropractic Foundations and Philosophy

**Semester Credit Hours:** 3.00

**Prerequisite(s):** None

**Corequisite(s):** None

**Course Type:** Lecture and Discussion (15 clock contact hours per credit)      45 Clock

**Contact Hours**

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### COURSE DESCRIPTION:

This course focuses on principles that are the basis of the practice of chiropractic. This course investigates the terminology and rationalization of chiropractic practice and care. It examines the body systems associated with chiropractic healthcare and describes the basis of subluxation and secondary conditions associated with subluxation. Attention is placed on the body's innate ability to heal itself.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

1. ~~Explain chiropractic philosophy. (2-Understanding) Discuss chiropractic terminology used in this course.~~
2. ~~Explain the foundational components of chiropractic care. (2-Understanding) Discuss the duties of a chiropractic technician.~~
3. ~~Outline the relationship of subluxation on the musculoskeletal and nervous systems. (2-Understanding) Discuss subluxation and the integral relationship of the musculoskeletal and nervous system.~~
- 4.3. ~~Describe the history of chiropractic and chiropractic philosophy.~~

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### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site: <http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor



**COURSE OUTLINE**

**GENERAL INFORMATION:**

**Date:** ~~September 4, 2013~~ **October 20, 2015** Formatted: Strikethrough

**Course Number:** CT 160

**Course Name:** Chiropractic Office Procedures and Insurance Claims

**Semester Credit Hours:** 3.00

**Prerequisite(s):** None

**Corequisite(s):** None

**Course Type:** Lecture and Discussion (15 ~~clock-contact~~ hours per credit) **45 Clock-Contact Hours**

**COURSE DESCRIPTION:**

This course focuses on introducing the student chiropractic technician to office procedures in chiropractic healthcare. Students investigate patient record management, operation of basic office equipment, and office visit communication. Exploring patient accounting practices and billing accounts in different insurance coverage situations such as HMO, PPO, Medicare, Medicaid, general, supplemental, and secondary insurance, are covered.

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

1. ~~Demonstrate proper medical record note-taking. (2-Understanding) Use appropriate forms, including intake forms and informed consent forms.~~ Formatted: Strikethrough
2. ~~Apply proper usage of chiropractic codes in the ICD-10 code book. (3-Applying) Learn about medical records and the skills related to efficient medical record note-taking.~~ Formatted: Strikethrough
3. ~~Utilize medical terminology to relay information in medical reports. (3-Applying) Identify key concepts in dealing with workers' compensation and motor vehicle collision cases.~~ Formatted: Strikethrough
4. ~~Apply knowledge of insurance policies to a variety of patient circumstances. (3-Applying) Interpret use of billing and procedure codes.~~ Formatted: Strikethrough
5. ~~Demonstrate proper usage of the ICD-9 and ICD-10 code book.~~ Formatted: Strikethrough
6. ~~Apply the steps involved in the proper coding process.~~
7. ~~Identify ethical and legal issues as they relate to coding procedures and services.~~
8. ~~Utilize knowledge of medical terminology and anatomy and physiology to interpret doctor's notes, radiology reports, and lab reports.~~

**REQUIRED TEXT(S):**

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site: <http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS:**

As needed and directed by the instructor



**COURSE OUTLINE**

**GENERAL INFORMATION:**

**Date:** ~~May 23, 2013~~ October 21, 2015

**Course Number:** CT 170

**Course Name:** Chiropractic Radiographic Dynamics

**Semester Credit Hours:** 3.00

**Prerequisite(s):** None

**Corequisite(s):** None

**Course Type:** Lecture and Discussion (15 clock-contact hours per credit) ~~30 Clock-Contact Hours~~

**Hours:** Lab/Hands-On (30 clock-contact hours per credit) 30 Clock-Contact Hours

**COURSE DESCRIPTION:**

This course focuses on preparing students in the techniques of X-ray physics for X-ray positioning, processing, production, and radiation protection. Students will study the basics of physics, ~~x-ray, science, equipment, x-ray production, and radiation protection, used in the production of radiation.~~

**LEARNING OBJECTIVES:**

~~Upon completion of this course, the student will be able to:~~

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~~Upon completion of this course, the student will be able to:~~

- ~~1. Demonstrate basic knowledge of radiographic dynamics. (2-Understanding)~~
- ~~2. Identify the controlling factors for density, contrast, detail, and distortion. Compare factors that affect image production. (4-Analyzing)~~
- ~~3. Demonstrate a basic knowledge of radiographic procedures including X-ray science, equipment, X-ray production, and radiation protection. Demonstrate a basic knowledge of radiographic procedures. (2-Understanding)~~
- ~~4. Identify X-ray tube components and their function. Demonstrate safe radiographic equipment operation techniques. (2-Understanding)~~
- ~~5. Possess a basic understanding of radiographic equipment operation.~~
- ~~6. Define and describe image quality and image production.~~
- ~~7. Discuss radiographic factors (controlling and influencing) that affect image quality and production.~~

**REQUIRED TEXT(S):**

Please refer to the Master Textbook List located on the MyHerzing Intranet site: <http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS:**

As needed and directed by the instructor



## COURSE OUTLINE

### GENERAL INFORMATION:

<b>Date:</b>	<del>May 23, 2013</del> <u>October 21, 2015</u>
<b>Course Number:</b>	CT 175
<b>Course Name:</b>	Chiropractic Radiographic Positioning
<b>Semester Credit Hours:</b>	3.00
<b>Prerequisite(s):</b>	CT 120 and CT 170
<b>Corequisite(s):</b>	None
<b>Course Type:</b>	Lecture and Discussion (15 <del>clock</del> <u>contact</u> hours per credit) 30 Clock
<b>Contact Hours</b>	Lab/Hands-On (30 <del>clock</del> <u>contact</u> hours per credit) 30 Clock <u>Contact</u> Hours

### COURSE DESCRIPTION:

Students will develop skills in patient positioning for various X-ray views and focus on views of the axial skeleton, with additional extremity positioning. This course includes instruction in patient habitus, positioning, equipment manipulation, and radiographic quality. Students will be oriented in the basic operation of equipment used in the field.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

~~Upon completion of this course, the student will be able to:~~

- ~~1. Describe procedure criteria to meet quality standards. Demonstrate proper radiographic exposure techniques. (2-Understanding)~~
- ~~2. Utilize basic problem-solving skills to adapt to variables encountered during radiographic examination. Choose appropriate adaptations to variables encountered in radiographic examinations. (3-Applying)~~
- ~~3. Describe the radiographic positions/projections for each examination required to demonstrate common pathological findings in that system. Analyze radiographic image quality. (4-Analyzing)~~
- ~~4. Understand the basic principles of radiographic protection.~~
- ~~5. Understand the use of appropriate radiographic exposure techniques.~~
- ~~6. Participate in radiographic image critiques.~~

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site:  
<http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor

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## COURSE OUTLINE

### GENERAL INFORMATION:

Date:	<del>May 23, 2013</del> <u>October 21, 2015</u>
Course Number:	CT 180
Course Name:	Chiropractic Office Procedures Internship
Semester Credit Hours:	2.00
Prerequisite(s):	CT 160 and PD 214
Corequisite(s):	None
Course Type:	Lecture and Discussion (15 <del>clock-contact</del> hours per credit) <u>15 Clock-Contact Hours</u> Externship/Internship (45 <del>clock-contact</del> hours per credit) <u>45 Clock-Contact Hours</u>

### COURSE DESCRIPTION:

This course provides students with actual office procedure experience in a chiropractic office. It introduces the student to federal and state employment laws, HIPPAHIPAA, universal precautions, and OSHA. The experience gives the student the opportunity to function as a chiropractic technician in the office role.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

~~Upon completion of this course, the student will be able to:~~

- ~~1. State knowledge of HIPPA compliance, and understand the policy of non-discussion of patients. Demonstrate proper patient confidentiality procedures. (2-Understanding)~~
- ~~2. Demonstrate actual office procedures in the chiropractic office. Demonstrate chiropractic office procedures. (2-Understanding)~~
- ~~3. Apply knowledge of insurance billing and coding in the office. Apply proper insurance billing and coding in the office. (3-Applying)~~
- ~~4. Identify the key concepts to function effectively in the chiropractic office.~~

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site: <http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor



## COURSE OUTLINE

### GENERAL INFORMATION:

<b>Date:</b>	<del>May 23, 2013</del> <u>October 21, 2015</u>	
<b>Course Number:</b>	CT 190	
<b>Course Name:</b>	Chiropractic Physiologic Therapeutics	
<b>Semester Credit Hours:</b>	3.00	
<b>Prerequisite(s):</b>	CT 120	
<b>Corequisite(s):</b>	None	
<b>Course Type:</b>	Lecture and Discussion (15 <del>clock</del> <u>contact</u> hours per credit)	30 <del>Clock</del>
<b><u>Contact Hours</u></b>	Lab/Hands-On (30 <del>clock</del> <u>contact</u> hours per credit)	30 <del>Clock</del> <u>Contact Hours</u>

### COURSE DESCRIPTION:

This course establishes therapeutic procedures and theories that are used in chiropractic practice. Emphasis will be placed on the application and safe, appropriate use of treatment modalities. Students will learn indications and contraindications for pathologies and the use of physiologic therapeutics. Topics covered include procedures and equipment used in administering physiological therapeutics, including cryotherapy, thermotherapy, ultrasound, electrical muscle stimulation, cold laser, traction, and therapeutic exercises related to stretching and strengthening.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

~~Upon completion of this course, the student will be able to:~~

- ~~1. Describe informed consent. Identify physiologic therapeutic techniques including indications, contraindications, and precautions. (3-Applying)~~
- ~~2. Differentiate the different forms of physiotherapy and how to safely apply them. Apply appropriate treatment modalities to a variety of patient circumstances. (3-Applying)~~
- ~~3. Describe concepts of pain theories, exercises, and rehabilitation. Demonstrate safe procedures in the application of treatment modalities. (2-Understanding)~~
- ~~4. Describe appropriate therapeutic application of physical agents including safety, indications, and contraindications.~~
- ~~5. Recognize consequences to treatment interventions, treatment progression, and attainment of goals based on plan of care.~~
- ~~6. Differentiate between normal and abnormal integumentary changes.~~
- ~~7. Identify safety issues while utilizing electrical stimulation, traction, and hydrotherapy as modalities.~~
- ~~8. Identify hydrotherapy modalities including indications, contraindications, and precautions.~~

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site:  
<http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS:**

As needed and directed by the instructor



## COURSE OUTLINE

### GENERAL INFORMATION:

<b>Date:</b>	<del>October 23, 2013</del> <u>October 21, 2015</u>
<b>Course Number:</b>	CT 270
<b>Course Name:</b>	Chiropractic Examination and Patient Education
<b>Semester Credit Hours:</b>	3.00
<b>Prerequisite(s):</b>	CT 120
<b>Corequisite(s):</b>	None
<b>Course Type:</b>	Lecture and Discussion ( <del>15 clock-contact hours per credit</del> ) <u>30 Clock-Contact Hours</u> Lab/Hands-On ( <del>30 clock-contact hours per credit</del> ) <u>30 Clock-Contact Hours</u> Clinical/Practicum ( <del>45 clock-contact hours per credit</del> ) <u>0 Clock-Contact Hours</u> Externship/Internship ( <del>45 clock-contact hours per credit</del> ) <u>0 Clock-Contact Hours</u>

### COURSE DESCRIPTION:

This course investigates the aspects of a chiropractic examination, including vital signs and patient health history. Students will record orthopedic and neurological tests. Other topics include patient education, establishing communication skills, and teaching patients to follow the chiropractic physician's educational goals for health and recovery.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

~~Upon completion of this course, the student will be able to:~~

- ~~1. Discuss what vital signs are and how to obtain them.~~ Apply techniques to obtain vital signs. (3-Applying)
- ~~2. Discuss components of a good health history.~~ Interpret components of a patient health history. (2-Understanding)
- ~~3. Define patient rights.~~ Define patient rights. (1-Remembering)
- ~~4. Obtain vital statistics such as height, weight, blood pressure, and other general procedures.~~
- ~~5. Describe confidentiality issues.~~

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site:  
<http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor



## COURSE OUTLINE

### GENERAL INFORMATION:

<b>Date:</b>	<del>May 24, 2013</del> <u>October 21, 2015</u>
<b>Course Number:</b>	CT 280
<b>Course Name:</b>	Chiropractic Radiographic and Physiologic Therapeutics <u>Internship</u>
<b>Semester Credit Hours:</b>	4.00
<b>Prerequisite(s):</b>	CT 175 and CT 190
<b>Corequisite(s):</b>	None
<b>Course Type:</b>	Lecture and Discussion (15 <del>clock</del> <u>contact</u> hours per credit)
<b>Contact Hours</b>	30 <del>Clock</del>
<b>Hours</b>	Externship/Internship (45 <del>clock</del> <u>contact</u> hours per credit) 90 <del>Clock</del> <u>Contact</u>

### COURSE DESCRIPTION:

Students continue to establish the knowledge in previous coursework of radiography and physiologic therapeutics in the chiropractic healthcare environment. This course provides the student with hands-on experience in the chiropractic office to further develop skills.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

Upon completion of this course, the student will be able to:

1. Understand and utilize appropriate radiographic exposure techniques. Apply appropriate radiographic exposure techniques. (3-Applying)
2. Demonstrate the principles of radiographic protection. (2-Understanding)
3. Understand and utilize appropriate physiological therapeutics. Apply appropriate physiological therapeutics safely. (3-Applying)
4. Apply different forms of physiotherapy safely.

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site:

<http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor



**COURSE OUTLINE**

**GENERAL INFORMATION:**

**Date:** ~~October 23, 2013~~ October 21, 2015

**Course Number:** CT 290

**Course Name:** Chiropractic Insurance Application Internship

**Semester Credit Hours:** 3.00

**Prerequisite(s):** CT 160 and PD 214

**Corequisite(s):** None

**Course Type:** ~~Lecture and Discussion (15 clock-contact hours per credit)~~ 15 Clock-Contact Hours  
~~Externship/Internship (45 clock-contact hours per credit)~~ 90 Clock-Contact Hours  
~~Clinical/Practicum (45 clock-contact hours per credit)~~ 0 Clock-Contact Hours  
~~Externship/Internship (45 clock-contact hours per credit)~~ 0 Clock-Contact Hours

**COURSE DESCRIPTION:**

This internship provides the chiropractic technician student with everyday office experience. Students take part in clinical internship sites and perform entry-level tasks with patients, staff, and doctors. Students will experience various aspects of working in the coding field including CPT-4 and ICD-9/ICD-10 coding.

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will be able to:

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~~Upon completion of this course, the student will be able to:~~

- ~~1. Define principles and secondary diagnostics and procedures. Apply appropriate coding for the billing process. (3-Applying)~~
- ~~2. Identify various errors in coding. Apply appropriate billing procedures for proper reimbursements. (3-Applying)~~
- ~~2. Understand data quality improvement.~~
- ~~3. Apply knowledge of ICD and CPT formats.~~
- ~~4. Apply knowledge of payor billing and reimbursement, payment systems, and fraud and abuse issues.~~
- ~~5. Select appropriate diagnosis and procedure codes for billing process.~~
- ~~6. Prepare to sit for certification.~~

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**REQUIRED TEXT(S):**

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site: <http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS:**

As needed and directed by the instructor



# HERZING UNIVERSITY

## DIPLOMA IN CHIROPRACTIC TECHNICIAN (DCT)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog or on the Herzing Website at [www.herzing.edu/career-programs/downloads](http://www.herzing.edu/career-programs/downloads) for a list of Herzing campuses offering this program.)

### PROGRAM DESCRIPTION

This diploma program prepares students with the necessary skills and academic knowledge for an entry-level position as a chiropractic technician. The foundation for a career as a chiropractic technician is based in the chiropractic management modalities, business skills, and an understanding of anatomy and physiology. Chiropractic technicians will develop an awareness of the integrated relationship between the doctor of chiropractic, the chiropractic technician, and the patient as part of the therapeutic encounter. The curriculum is made up of instruction in subjects necessary for students to succeed as chiropractic technicians and emphasizes and reinforces the need to provide the highest quality service to patients.

### PROGRAM OBJECTIVES/OUTCOMES

Upon completion of this program students should be able to demonstrate the ability to:

1. Demonstrate competence in anatomy and physiology, as it pertains to the chiropractic technician. Apply ethical practices to office procedures, patient documentation and financial accounting.
2. Establish proficiency in ethical practices, office procedures, and managing financial accounts and patient documentation. Select appropriate educational strategies using resources aligned with health needs and cultural settings.
3. Demonstrate competence in wellness and patient education. Perform basic examination procedures and administer therapeutic modalities.
4. Display capability in clinical assessment assistance, including the ability to perform a basic examination procedure and administer therapeutic modalities. Demonstrate radiographic imaging and equipment operation.
5. Exhibit how to operate equipment and complete radiographic imaging.
6. Demonstrate proficiency in the clinical practicum.
7. Display the qualities of the Herzing P.R.I.C.E. of Success (professionalism, respect, integrity, caring, and engagement) model.

### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, chiropractic technician and chiropractic assistant.

### PROGRAM CONTENT

A minimum of 44.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 42.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
CT 120	Introduction to Chiropractic Foundations and Philosophy	None	3.00
CT 160	Chiropractic Office Procedures and Insurance Claims	None	3.00
CT 170	Chiropractic Radiographic Dynamics	None	3.00
CT 175	Chiropractic Radiographic Positioning	CT 120 and CT 170	3.00
CT 180	Chiropractic Office Procedures Internship	CT 160 and PD 214	2.00
CT 190	Chiropractic Physiologic Therapeutics	CT 120	3.00
CT 270	Chiropractic Examination and Patient Education	CT 120	3.00

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
CT 280	Chiropractic Radiographic and Physiologic Therapeutics Internship	CT 175 and CT 190	4.00
CT 290	Chiropractic Insurance Application Internship	CT 160 and PD 214	3.00
HU 225	Fundamentals of Healthcare Law and Ethics	None	3.00
SC 125	Anatomy and Physiology for Therapeutic Massage I	None/Corequisite SC 125L	3.00
SC 125L	Anatomy and Physiology for Therapeutic Massage I Lab	None/Corequisite SC 125	1.00
SC 225	Anatomy and Physiology for Therapeutic Massage II	None/Corequisite SC 225L	3.00
SC 225L	Anatomy and Physiology for Therapeutic Massage II Lab	None/Corequisite SC 225	1.00
TN 120	Massage Theory and Practice I	None	4.00

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#### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 214	AS/AAS/BS/Diploma Internship Preparation	None	0.00

Distribution of Clock-Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Clock Contact Hours	Credits
CT 120	45.00			45.00	3.00
CT 160	45.00			45.00	3.00
CT 170	30.00	30.00		60.00	3.00
CT 175	30.00	30.00		60.00	3.00
CT 180	15.00		45.00	60.00	2.00
CT 190	30.00	30.00		60.00	3.00
CT 270	30.00	30.00		60.00	3.00
CT 280	30.00		90.00	120.00	4.00
CT 290	15.00		90.00	105.00	3.00
HU 225	45.00			45.00	3.00
SC 125	45.00			45.00	3.00
SC 125L		30.00		30.00	1.00
SC 225	45.00			45.00	3.00
SC 225L		30.00		30.00	1.00
TN 120	60.00			60.00	4.00
Personal/Professional Development	30.00			30.00	2.00
<b>Totals</b>	<b>495.00</b>	<b>180.00</b>	<b>225.00</b>	<b>900.00</b>	<b>44.00</b>



## COURSE OUTLINE

### GENERAL INFORMATION:

Date:	<del>May 03, 2013</del> <u>October 21, 2015</u>
Course Number:	TN 120
Course Name:	Massage Theory and Practice I
Credit Hours:	4.00
Prerequisite(s):	None
Corequisite(s):	None
Course Type:	Lecture, Discussion, and Hands-On ( <del>15 clock-contact hours per credit</del> ) <u>60 Clock-contact Ho</u>

### COURSE DESCRIPTION:

This course primarily consists of learning a Swedish massage full-body routine. Additional components include the history of massage, indications and contraindications of massage, the use of oil and creams, client draping, grounding and centering, proper body mechanic techniques, and self care for the massage therapist. Massage terms, directional terms, and medical terminology will also be covered to facilitate professional communication. The course introduces students to safety and sanitation procedures required for client interactions.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

~~Upon completion of this course, the student will be able to:~~

- ~~1. Demonstrate knowledge and skill of performing a Swedish massage routine using five basic strokes of therapeutic massage, proper draping techniques, grounding and centering techniques, and proper body mechanics.~~ Demonstrate proper Swedish massage techniques. (2-Understanding)
- ~~2. Have a basic understanding of the benefits, indications, cautions, and contraindications of therapeutic massage.~~ Identify the indications and contraindications of therapeutic massage. (1-Remembering)
- ~~3. Know and communicate appropriately directional and medical terms related to therapeutic massage.~~ Demonstrate proper body mechanics for career longevity. (2-Understanding)
- ~~4. Demonstrate the ability to recognize and commit to honoring personal and professional boundaries as they may be encountered in the therapist's private and professional life.~~
- ~~5. Demonstrate basic self-care techniques for the massage therapist.~~
- ~~6. Demonstrate knowledge of safety and sanitation practices in the classroom.~~

### REQUIRED TEXT(S):

Please refer to the *Master Textbook List* located on the MyHerzing Intranet site:  
<http://myherzing.herzing.edu/dept/academics/Pages/default.aspx>. See the "Textbook Information" folder in the All Herzing Documents Library.

### SUPPLEMENTAL INSTRUCTIONAL MATERIALS:

As needed and directed by the instructor

One (1) course approved for CT at 8/15/13 CEB meeting:

Patricia Schumacher moved, seconded by John Church, to recognize Herzing University's ASCT Program and DCT Program as a course of study approved by the Board for purposes of Wis. Stat. 446.026 and related rules.

One (1) course approved for CRT at 5/15/14 CEB meeting:

John Church moved, seconded by Jeffrey Mackey, to grant the Request for Program Approval, as written, for Herzing University's Associate of Science in Chiropractic Technician (ASCT) Program and Diploma in Chiropractic Technician (DCT) Program as a Chiropractic Radiological Technician course of study approved by the Board for purposes of Wis. Stat. § 446.025 and related rules.

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant on behalf of Tom Ryan, Executive Director</b>		2) Date When Request Submitted:  <b>12/14/15</b>  <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  12/22/15	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>National Board of Chiropractic Examiners (NBCE) Annual Business Meeting of State Delegates – April 29, 2016 – Phoenix, Arizona</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>Please see attached letter.</b>			
11) Authorization			
<i>Nilajah D. Hardin</i>		12/14/15	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



901 54th Avenue / Greeley, Colorado 80634 / Tel: 970-356-9100 / www.nbce.org

December 8, 2015

**TO:** Thomas Ryan, Executive Director  
Wisconsin Chiropractic Examining Board

**CC:** Patricia A. Schumacher, DC, NBCE 2015 Delegate  
John E. Church, DC, NBCE 2015 Alternate Delegate

**FROM:** Donna L. Craft, DC, President  
National Board of Chiropractic Examiners

**RE:** Call for 2016 NBCE Delegates & Alternate Delegates

The National Board of Chiropractic Examiners' Annual Business Meeting of State Delegates will be held on Friday, April 29, 2016 at the *Renaissance Phoenix Downtown Hotel*, 50 East Adams Street, Phoenix, Arizona. **In order to participate during the business meeting, your state's NBCE delegate and alternate delegate names must be received no later than Monday, February 29, 2016.**

- **NBCE Delegate and Alternate Delegate** – The delegate and alternate delegate must be a chiropractic member of your state licensing board. The delegate and alternate delegate positions are a one-year term beginning 60 days prior to the 2016 NBCE Annual Business Meeting of State Delegates and ending 60 days prior to the 2017 NBCE Annual Business Meeting of State Delegates. In the event the delegate is unable to attend the meeting, the alternate delegate will be given voting privileges.

**When submitting your Designation Letter, please note the following:**

- Designation Letter naming the voting delegate and alternate delegate must be submitted on **official state board letterhead**;
- Full name of the delegate and alternate delegate and current contact information (i.e. mailing address, phone and facsimile numbers and e-mail address) should be included;
- Signature of the Secretary of the state board or other authorized person (e.g. board president or executive director) is required.

**Delivery options for Designation Letter include:**

- 1) **Electronic Communications:** Scan and email to [ExecDept@nbce.org](mailto:ExecDept@nbce.org) **no later than midnight MST, Monday, February 29, 2016; OR**
- 2) **USPS or other delivery service:** Send to the NBCE Executive Office, 901 54<sup>th</sup> Avenue, Greeley, Colorado 80634, **must be postmarked by midnight, Monday, February 29, 2016; OR**
- 3) **Facsimile:** Send to the NBCE Executive Office at 800-867-6578, **must be received by 5:00pm MST on Monday, February 29, 2016.**

Thank you. I appreciate your attention to this important and time sensitive matter.

Officers and Directors:

Donna L. Craft, D.C.  
President

Paul N. Morin, D.C.  
Vice President

Salvatore D. LaRusso, D.C.  
Treasurer

Steven R. Conway, D.C., J.D.  
Secretary

Margaret R. Colucci, D.C.

Daniel M. Côté, D.C.

Farrel I. Grossman, D.C.

H.W. (Hank) Hulteen, D.C.

LeRoy F. Otto, D.C.

Norman E. Ouzts, Jr., D.C.

Ronald B. Tripp, Jr., D.C.

Martin W. Kollasch, D.C., Ph.D. (c)  
Executive Vice President

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted: <b>12/4/2015</b>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date: <b>12/22/2015</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Informational Item – White House Report on Occupational Licensing</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  Item is informational only. If the Board would like to discuss it, it could be added as a separately listed item on a future agenda.  <a href="https://community.nabweb.org/system/files/licensing_report_final_nonembargo.pdf">https://community.nabweb.org/system/files/licensing_report_final_nonembargo.pdf</a>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	