



Arkansas State Board of Chiropractic Examiners

101 East Capitol Ave., Suite 209, Little Rock, Arkansas 72201

P: (501) 682-9015 F: (501) 682-9016

www.arkansas.gov/asbce ASBCE@arkansas.gov

ASBCE Rule & Regulation E(3)

In compliance with provisions of the Arkansas Chiropractic Practices Act, each licensed Doctor of Chiropractic, practicing in this state, must submit to this Board each year evidence of having satisfactorily completed not less than twenty-four (24) hours of continuing education, acquired during the preceding twelve (12) months, at some approved college of chiropractic or at some approved educational seminar. This may include specific courses of instruction, including up to twelve (12) hours of preapproved videotaped education, with on-site Board member supervision, pertinent to the practice of chiropractic, or courses conducted by the Board.

- (a) Courses or seminars conducted by colleges holding status with the Council on Chiropractic Education (CCE), or those courses or seminars sponsored by state or national associations will generally be approved, provided that both the course content and the instructional staff are in compliance with CCE and this Board's criteria.
- (b) Courses or seminars taught in conjunction with, or in association with, and not sponsored and managed by an approved college or association, with their regular faculty and post-graduate instructors, will not be approved.
- (c) Itinerant or for-profit courses or those conducted by commercial enterprises will not be approved unless conducted by an association approved by the Board for the teaching of scientific courses pertaining to the profession.
- (d) Approval of continuing education programs which are not approved by the Council on Chiropractic Education nor conducted by approved Chiropractic Colleges, State or National Organizations, shall meet the following criteria:
 - (1) To allow for a maximum of twelve (12) credit hours.
 - (2) Courses or programs must be approved by the Board in advance.
 - (3) The course, program, or seminar must be conducted by a recognized and reputable school, university, hospital, organization or interdisciplinary organization.
 - (4) Speakers or lecturers must be recognized as having expertise in the field of study.
 - (5) Course work must be at the physician level.
 - (6) Content of the program must be scientific, recognized by reputable authorities as having validity, and related to the practice of Chiropractic.
 - (7) Program or seminar must not be offered by a group or commercial enterprise, which primarily promotes specific products, services or equipment. A commercial enterprise may request approval of a seminar but the course contents and lecturer's expertise would be carefully scrutinized.
 - (8) Approval of a course is for a one-year period and re-application must be made each year. Approval may be withdrawn at any time if intent of the law and regulations of this Board are not complied with.
 - (9) If a commercial enterprise requests approval by this Board, it must consent to permit attendance at the seminar by an investigative committee of this Board at no cost to the Board, including travel and other necessary expenses.
- (e) All continuing education courses must have prior approval by this Board before credit can be given.
- (f) Continuing Education Sponsor Processing Fee. In addition to meeting the requirement set forth for approval of continuing education programs, sponsors shall remit a five dollar (\$5) processing fee per every credit hour of instruction for each seminar per subject material, per calendar year to be submitted with the information required for program approval.
- (g) Distance-based learning courses offered by electronic media in audio and/or visual format, such as through the Internet, which otherwise comply with these rules may be approved by the Board if the course meets the following criteria:
 - (1) The sponsor, organization or participant must have preapproval through the regular continuing education process for the State of Arkansas.
 - (2) The course must be test and time monitored to insure active participation by the licensee. The Internet education provider should provide a mechanism for verifying participation in the course.
 - (3) A maximum of twelve (12) distance-based learning credit hours may be submitted by a licensee during each licensing period.

Webinars will not be approved unless they meet the Distance-based learning criteria above.



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CONTINUING EDUCATION PRE-APPROVAL REQUEST FORM

- Sponsor Name: _____
- Course/Seminar Name: _____
- Payment must be included for processing. The fee is \$5 per every credit hour of instruction offered (60 minute hour) for each seminar per subject material, per calendar year.

- One Course: Hours offered _____ x \$5/credit hour = \$ _____
- Multiple Courses: Hours offered each _____. Total Hours requested _____ x \$5/credit hour = \$ _____.

- Date(s)/Location(s): If there are more than 4 dates/locations, please provide the information on a separate sheet of paper.

<u>Date</u>	<u>On Site (City, State)</u>	<u>Online (Website)</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

- Instructor(s): If there are more than 4 instructors, please provide the information on a separate sheet of paper.

<u>Instructor Name</u>	<u>CCE College Post-Graduate Staff</u>	<u>Curriculum Vitae/Résumé Included</u>
a. _____	___ Yes ___ No	___ Yes
b. _____	___ Yes ___ No	___ Yes
c. _____	___ Yes ___ No	___ Yes
d. _____	___ Yes ___ No	___ Yes

- Outline of course material included. _____ Yes
- Is this course, program or seminar sponsored by, co-sponsored by, or presented under the auspices of a CCE accredited college? _____ Yes ___ No
- Is this course, program, or seminar PACE approved? _____ Yes ___ No If yes, provide PACE course ID _____
- Sample of doctor attendance certificate/transcript included. **(Note: The Arkansas course number must be included on the final form.)** _____ Yes
- Attendance Monitor's Name _____

(Attendance monitor is the individual who is physically present monitoring attendance. If online, entity or person tracking attendance. Please provide explanation of how attendance is monitored and/or tracked)

I hereby certify that all information listed above is correct and all required attachments are provided.

Compliance officer Signature & Title

Date

ASBCE Board Office Use Only

Course No.: AR _____

Check No.: _____

Amount: _____

Receipt No.: _____

Board Reviewer

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(updated October 2020)