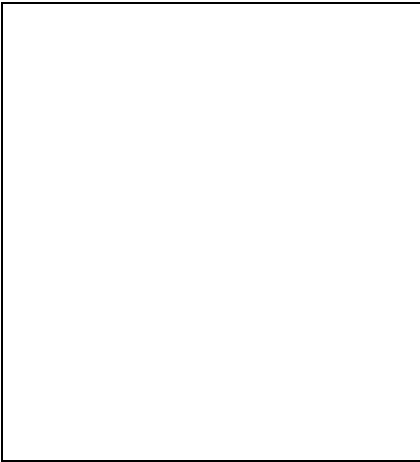




Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Chiropractic Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806
Phone: (907) 465-3811 \* E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ/pchi.htm

BIENNIAL CHIROPRACTIC PHYSICIAN LICENSE RENEWAL
January 1, 2011 – December 31, 2012



Your license to practice chiropractic in the State of Alaska expires on December 31, 2010. It is illegal for you to practice if your license has expired. There is no grace period. For prompt processing, submit this renewal application as soon as possible. Do not submit your application early if you have not completed your continuing education. Renewal processing takes three to four weeks after receipt of a completed renewal application. Plan accordingly and submit your renewal application timely.

Make checks payable to the State of Alaska, or use the attached credit card payment form.

CHECK APPROPRIATE LICENSE STATUS BOX

- Renewal of Active License 1 through 505 \$450.00
Renewal of Active License 506 and above \$225.00
Renew as Inactive Status License (may not practice in Alaska) \$100.00
Renew as Retired Status License (may not practice in Alaska) \$100.00

NAME CHANGE – If you have had a legal name change since your last license was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of your name change.

License #: \_\_\_\_\_

Name: \_\_\_\_\_
Last First Middle

Mailing Address: \_\_\_\_\_  This is a new address

City, State, and ZIP Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(SSN required per AS 08.01.100. If you do not have a Social Security Number, you must submit a Request for Exception from SSN Requirement form available on the division's website www.commerce.state.ak.us/occ/home\_professional\_lic.htm, or you can contact the division for a form.)

PROFESSIONAL/PERSONAL HISTORY QUESTIONS

- 1. Do you have criminal charges pending against you? YES NO
2. Are you aware of any investigations against you in any jurisdiction? YES NO

Since your last Alaska Chiropractic license was issued have you:

- 3. had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you hold in any jurisdiction including Alaska and including that of any military authorities, or is any such action pending? YES NO
4. engaged in illegal chiropractic practice, professional incompetence, lewd or immoral conduct, deceit, fraud, intentional misrepresentation, or false advertising? YES NO
5. had any malpractice settlements or judgments paid on your behalf? YES NO

**PROFESSIONAL/PERSONAL HISTORY QUESTIONS CONTINUED**

**YES NO**

- 6. been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.
- 7. experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, or any other mental or emotional illness?
- 8. been addicted to or excessively or illegally used, or have you undergone treatment for the use of, alcohol, narcotics, or drugs?
- 9. experienced a physical disability or an infectious or contagious disease?

If you answered "yes" to questions 1 through 9, please explain dates, locations, and circumstances on a separate piece of paper and send all supporting documents that are applicable (court records, judgments, investigation notices, etc.) If you answered "yes" to questions 6 through 9, you must also submit a statement from your health care provider indicating your ability to practice chiropractic.

**CONTINUING EDUCATION**

NOTE: Continuing education programs **MUST BE APPROVED BY THE BOARD**. The maximum credit allowable for correspondence, internet, or individual study programs may not exceed one-third of the total credit hours required. Please visit the Board website for a list of approved courses and for approval codes: [www.commerce.state.ak.us/occ/pchi.htm](http://www.commerce.state.ak.us/occ/pchi.htm)

You may earn an optional 2 hours of credit for completing the jurisprudence review covering the Board of Chiropractic Examiners Statutes and Regulations. Please visit the following website for information about the jurisprudence review: <http://akchiroboard.myicourse.com>

- **Licenses 1 through 484** must have completed at least **24 hours** of approved continuing education; at least one-third and no more than one-half must be in x-ray safety or diagnostic imaging.
- **Licenses 485 through 505** must have completed at least **12 hours** of approved continuing education; at least one-third and no more than one-half must be in x-ray safety or diagnostic imaging.
- **Licenses 506 and above** do not need to document continuing education for this renewal only.

**AFFIDAVIT OF COMPLIANCE WITH CONTINUING EDUCATION REQUIREMENTS**

Do you certify that you have complied with the continuing education requirements of 12 AAC 16.280 through 12 AAC 16.390 during the license period from January 1, 2009 through December 31, 2010? **YES**  **NO**

**You must complete this affidavit in its entirety, and include Documentation of Chiropractic Continuing Education (form 08-0094b) with your application or it will be returned as incomplete.**

Total credits from Attachment A:	Clinical	X-ray	Total
Total credits from Section I	_____	_____	_____
Total credits from Section II	_____	_____	_____
Total credits from Section III	_____	_____	_____
Total credits for renewal	_____	_____	_____

**WARNING:** The Board may deny, suspend, revoke, or refuse to renew the license of a person who has obtained or attempted to obtain a license to practice chiropractic in Alaska by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification (AS 11.56.210). In accordance with 12 AAC 16.380, falsification of written evidence submitted to the Board regarding continuing education requirements is unprofessional conduct and constitutes grounds for censure, reprimand, or license revocation or suspension.

By my signature below, I declare that all facts, statements, and answers contained in this application are true and correct. I am not omitting any information that might be of value to this Board in determining my qualifications for renewal of my Alaska Chiropractic license, whether it is called for or not.

**SIGN HERE** 

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature



**DOCUMENTATION OF CHIROPRACTIC  
CONTINUING EDUCATION**

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**Section II:**

Please complete the following if you are claiming **two hours of credit** for completing the jurisprudence review covering the Board of Chiropractic Examiners statutes and regulations:

Do you certify that you have successfully completed the MyiCourse.com jurisprudence review in accordance with 12 AAC 16.290(d) during the license period from January 1, 2009 through December 31, 2010? **YES**  **NO**

Date course completed: \_\_\_\_\_ Score: \_\_\_\_\_ Transcript issued? \_\_\_\_\_

**Section II total credits (0 or 2):** \_\_\_\_\_

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**Section III:**

Please complete the following if you are claiming **up to four hours of credit** for cardiopulmonary resuscitation training (CPR), automated external defibrillator training (AED), or basic life support training (BLS):

Date Course Completed	Approval number	Program Title	Name and Address of Program Sponsor	Hours of credit		
				CPR	AED	BLS

**Section III total credits (up to 4):** \_\_\_\_\_

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**YOU MUST COMPLETE THIS AFFIDAVIT IN ITS ENTIRETY, OR YOUR  
APPLICATION WILL BE RETURNED AS INCOMPLETE.**

**PLEASE MAKE A COPY OF YOUR RENEWAL FOR YOUR FILES  
AND KEEP THE FOLLOWING INFORMATION:**

**CHECKLIST**

- Did you sign your renewal?
- Did you complete the continuing education affidavit in its entirety?
- Did you answer all of the professional and personal questions, and submit complete documentation for any "yes" answers?
- Did you enclose payment? (Please make check payable to "State of Alaska" or use the credit card payment form.)
- Did you make a copy of your renewal for your files?

Mail your renewal to: Alaska State Board of Chiropractic Examiners, PO Box 110806, Juneau, AK 99811-0806

**GENERAL INFORMATION**

- RENEWAL DUE DATE:** The processing time for properly completed renewal applications is three to four weeks after receipt. Plan accordingly and submit your renewal application by December 1, 2010 to ensure processing by the lapse date of December 31, 2010. Do not submit your application early if you have not completed your continuing education. Please allow additional time for processing if you answer "yes" to any of the professional fitness questions.
- EXPIRED LICENSES:** You may not practice chiropractic in the State of Alaska with an expired license. If you choose not to practice, you may renew your license as "inactive" or "retired." If you choose not to renew your license, it may be reinstated at a later date in accordance with AS 08.04.425, AS 08.04.440 and 12 AAC 04.440.
- INACTIVE LICENSES/  
RETIRED LICENSES:** If you do not practice in the state, you may convert your license to inactive status. To renew in inactive status, you must meet the same renewal requirements (including continuing education) that are applicable if you were renewing an active license.
- If you have retired and hold a license in good standing, you may convert your license to retired status. A person holding a retired status license is exempt from continuing education requirements. A person holding a retired status license may not practice in the state. A retired status license is valid for the life of the license holder and does not require renewal.
- NAME CHANGE:** If you had a legal name change since your last renewal was issued, you must complete the name change form. You may obtain the form at the division's website [www.commerce.state.ak.us/occ/home\\_professional\\_lic.htm](http://www.commerce.state.ak.us/occ/home_professional_lic.htm)
- PAYMENT OF CHILD  
SUPPORT AND  
STUDENT LOANS:** If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.
- PUBLIC INFORMATION:** Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. License information, including mailing addresses, is available on the division's website at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "License Search."
- CONTINUING EDUCATION:** Licenses issued on or after January 1, 2010 (license #506 and above) are not required to document continuing education for this renewal only. Licensees renewing for the first time (license #485 through 505) are required to complete 12 hours of approved continuing education during the concluding licensing period. All other licensees are required to complete 24 hours of approved continuing education during the concluding licensing period. At least one-third and no more than one-half of the total required must be devoted to x-ray safety or diagnostic imaging.
- In order to qualify for renewal, programs **must be approved by the Board**. In accordance with 12 AAC 16.320, to be approved by the board, a subject must contribute directly to the professional competency of a person licensed to practice as a chiropractor and be directly related to the concepts of chiropractic principles, philosophy, and practice. The list of approved continuing education courses is available on our web site: [www.commerce.state.ak.us/occ/pchi.htm](http://www.commerce.state.ak.us/occ/pchi.htm)
- RANDOM AUDIT:** The board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.
- BUSINESS LICENSES:** Renewal applications for business licenses will be mailed separately. For more information about business licenses, call (907) 465-2550.
- REGULATION  
INFORMATION:** If you would like to receive notice of proposed regulation changes, please send a written request adding your name to the Board of Chiropractic Examiners Interested Parties List to: Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806.

**ARTICLE 3  
CONTINUING EDUCATION**

**12 AAC 16.280. STATEMENT OF PURPOSE OF CONTINUING EDUCATION.** The purpose of continuing chiropractic education is to insure that the renewal of licenses is contingent upon proof of continued competency and to assure the consumer of an optimum quality of chiropractic health care by requiring licensed chiropractors to pursue education designed to advance their professional skills and knowledge.

**12 AAC 16.290. HOURS OF CONTINUING EDUCATION REQUIRED.** (a) Except as provided in (c) of this section, an applicant for renewal of a chiropractic license shall obtain and document successful completion of 24 credit hours of approved continuing education during the concluding licensing period.

(b) At least one-third and no more than one-half of the total hours required in (a) of this section must be devoted to radiographic safety, radiographic techniques and interpretation, or diagnostic imaging.

(c) An applicant for renewal of a chiropractic license for the first time shall obtain and document successful completion of 12 credit hours of approved continuing education for each complete calendar year the applicant was licensed during the concluding licensing period.

(d) Two of the hours required in (a) of this section will be credited to each applicant for renewal for completing the jurisprudence review prepared by the board, covering the provisions of AS 08.20 and this chapter. An application for renewal must verify, in an affidavit, that the applicant has complied with this subsection before the applicant's license renewal will be processed.

(e) An applicant for renewal of a license to practice chiropractic shall submit, on a form provided by the department, a sworn statement of the continuing education that the applicant completed during the concluding licensing period. The statement must include the following information:

- (1) sponsoring organization;
- (2) title and description of the course;
- (3) dates of attendance or period of correspondence;
- (4) the number of continuing education hours claimed;
- (5) the course approval number issued by the department.

(f) An applicant for renewal of a chiropractic license may receive up to four hours of the credit required in (a) of this section from one or more of the following subject areas:

- (1) cardiopulmonary resuscitation training (CPR);
- (2) automated external defibrillator training (AED);
- (3) basic life support training (BLS).

**12 AAC 16.300. COMPUTATION OF NONACADEMIC CONTINUING EDUCATION HOURS.** (a) For the purposes of 12 AAC 16.280 — 12 AAC 16.390, 50 minutes of instruction constitutes one hour. (b) Credit is given only for class hours and not for hours devoted to class preparation.

**12 AAC 16.310. COMPUTATION OF ACADEMIC CREDIT CONTINUING EDUCATION HOURS.** (a) One quarter hour academic credit from a college or university constitutes 10 hours of continuing education.

(b) One semester hour academic credit from a college or university constitutes 15 hours of continuing education.

(c) Challenged courses are not acceptable for continuing education credit.

**12 AAC 16.320. APPROVED SUBJECTS.** To be approved by the board, a subject must contribute directly to the professional competency of a person licensed to practice as a chiropractor and be directly related to the concepts of chiropractic principles, philosophy, and practice, including the following:

- (1) treatment and adjustment technique, including physiotherapy, nutrition and dietetics;
- (2) examination and diagnosis or analysis including physical, laboratory, orthopedic, neurological and differential;
- (3) radiographic technique and interpretation involving all phases of roentgenology as permitted by law;
- (4) study of the methods employed in the prevention of excessive radiation and safety precautions to the patient; and
- (5) diagnostic imaging.

**12 AAC 16.330. NONACADEMIC PROGRAM CRITERIA.** (a) Nonacademic continuing education programs requiring class attendance are approved by the board if

- (1) the program is at least one hour in length;
- (2) the program is conducted by a qualified instructor;
- (3) a record of registration or attendance is maintained; and
- (4) an examination or other method of assuring satisfactory completion of program by participant is incorporated.

(b) A qualified instructor or discussion leader is anyone whose background, training, education or experience makes it appropriate for the person to lead a discussion on the subject matter of the particular program.

**12 AAC 16.340. APPROVED NONACADEMIC CONTINUING EDUCATION PROGRAMS.** (a) The following programs are approved by the board:

(1) educational meetings of the following associations, if the documentation required by 12 AAC 16.290 demonstrates that the meeting in question meets the requirements of 12 AAC 16.320 and 12 AAC 16.330.

- (A) American Chiropractic Association;
- (B) International Chiropractors Association;
- (C) Canadian Chiropractic Association;

(2) educational classes, if

- (A) they are conducted by any chiropractic college that is accredited by or has accreditation status with the Council on Chiropractic Education; and

(B) the program sponsor or the applicant for renewal of a chiropractic license

(i) requests board approval; and

(ii) demonstrates to the board's satisfaction that the educational classes meet the requirements of 12 AAC 16.320 and 12 AAC 16.330

(3) continuing education programs that are certified by the Providers of Approved Continuing Education through the Federation of Chiropractic Licensing Boards.

(b) The board may approve other continuing education programs under 12 AAC 16.345.

**12 AAC 16.345. APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL.** (a) Except as provided in 12 AAC 16.340(a), to be approved by the board to meet the continuing education requirements of 12 AAC 16.290, 12 AAC 16.320, and 12 AAC 16.330, an applicant for continuing education course approval shall submit to the board, not less than 90 days before the date of the proposed program presentation date,

(1) a completed application on a form provided by the department;

(2) the continuing education course approval fee specified in 12 AAC 02.150;

(3) the name of the course provider;

(4) a complete course description, including the course title and a description of the learning objectives;

(5) a course syllabus; and

(6) an outline of the major topics covered by the course and the number of classroom hours allowed for each topic.

(b) Approval of a continuing education course under this section is valid until December 31 of the next even numbered year.

(c) A sponsor who has a change in a condition required under (a)(3) – (6) of this section during the approval period described in (b) of this section must

(1) reapply to the board for continuing education credit approval; and

(2) submit the continuing education course change approval fee specified in 12 AAC 02.150.

(d) Notwithstanding the provisions of (a) of this section, the board may award continuing education credit for attendance at a course or seminar that has not previously been approved by the board if course or seminar meets the requirements of 12 AAC 16.320 and 12 AAC 16.330 and if the applicant submits supporting documentation to the board with the application for credit. The amount of credit awarded, if any, will be determined by the board on an individual basis.

(e) Falsification of any written evidence submitted to the board under this section is unprofessional conduct and constitutes grounds for censure, reprimand, or license revocation or suspension.

**12 AAC 16.350. INDIVIDUAL STUDY.** The number of hours of continuing education credit awarded for completion of a formal correspondence or other individual study program that requires registration and provides evidence of satisfactory completion will be determined by the board on an individual basis. A request for board approval for credit of hours of continuing education for an individual study program must be made to the board in writing before the applicant begins the individual study program. The board will not award credit under this section that exceeds one-third of the total credit hours of continuing education required for license renewal.

**12 AAC 16.360. INSTRUCTOR OR DISCUSSION LEADER.** (a) One hour of continuing education credit is awarded for each hour completed in preparation for instruction or discussion as an instructor or discussion leader of educational programs meeting the requirements of 12 AAC 16.280—12 AAC 16.390. The number of hours of credit so awarded may not exceed twice the number of hours awarded under (b) of this section.

(b) One hour of continuing education credit is awarded for each hour completed as an instructor or discussion leader of educational programs meeting the requirements of 12 AAC 16.280—12 AAC 16.390. Credit is awarded only for the initial course of instruction of the subject matter unless there have been substantial new developments in the subject since the prior presentation.

(c) The total credit awarded under this section may not exceed one-third of the total hours of continuing education reported in any licensing period.

**12 AAC 16.370. PUBLICATIONS.** Continuing education credit may be awarded for publication of articles or books. The amount of credit so awarded will be determined by the board on an individual basis.

**12 AAC 16.390. RENEWAL AND REINSTATEMENT OF LICENSE.** (a) The department will renew a license that has been lapsed or in retired status for less than two years if the applicant submits

(1) an application for renewal on a form provided by the department;

(2) the applicable fee established in 12 AAC 02.150;

(3) documentation that all continuing education requirements of 12 AAC 16.290 – 12 AAC 16.370 have been met.

(b) Unless the board finds that reinstatement of a license is contrary to AS 08.20.170, the board will reinstate a license that has been lapsed or in retired status for at least two years, but less than five years if the applicant

(1) submits an application for reinstatement on a form provided by the department;

(2) submits the applicable fees established in 12 AAC 02.150;

(3) submits documentation of completion of all continuing education requirements in 12 AAC 16.290 –12 AAC 16.370 that would have been required to maintain a current license for the entire period that the license has been lapsed or in retired status; and

(4) passes the state chiropractic examination under 12 AAC 16.130.

(c) A person may not reinstate a license that has been lapsed or in retired status for five years or more at the time of application for reinstatement, and the former licensee must apply for a new license under AS 08.20 and this chapter.

(d) A licensee unable to obtain the required continuing education hours for renewal of a license due to reasonable cause or excusable neglect, must request exemption status in writing, to the board, accompanied by a statement explaining the reasonable cause or excusable neglect. If an exemption is granted, the board may prescribe an alternative method of compliance to the continuing education requirements as determined appropriate by the board for the individual situation.

(e) In this section, "reasonable cause or excusable neglect" includes

(1) chronic illness;

(2) retirement; or

(3) a hardship, as individually determined by the board.



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

I wish to make payment by credit card for the following (check all that apply):

	Amount
<input type="checkbox"/> Application fee	_____
<input type="checkbox"/> License (or renewal) fee	_____
<input type="checkbox"/> Fine	_____
<input type="checkbox"/> Other (specify): _____	_____
<b>Total:</b>	_____

Print Name on Credit Card: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Credit Card Type (check one):       VISA                       MASTERCARD

**Signature of Credit Card Holder:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

*The bottom section of this form will be destroyed upon processing of the payment.*