



STATE OF ALASKA  
ALASKA 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  
(907) 465-3811 Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ/pchi.htm](http://www.commerce.state.ak.us/occ/pchi.htm)

## **CHIROPRACTIC LICENSE REINSTATEMENT APPLICATION**

**In accordance with AS 08.20.100(a), a person may not practice chiropractic or use chiropractic core methodology in the state without a license. A person holding an inactive or retired status license may not practice in the state.**

**NOTE:** Please read the application, statutes, regulations, and all instructions carefully. It is your responsibility to be aware of licensing requirements and provide all necessary documentation. No license will be issued until your application file is complete.

### **TO REACTIVATE AN INACTIVE STATUS LICENSE**

Do not use this application. To reactivate an inactive status license you must submit the completed renewal application (form #08-0094, Biennial Chiropractic License Renewal application) along with the \$450 license fee.

### **TO REACTIVATE A LICENSE THAT HAS BEEN IN RETIRED STATUS FOR LESS THAN TWO YEARS**

Do not use this application. Please review the Instructions to Reactivate an Inactive or Retired Chiropractic Physician License (form #08-4563) and submit the completed renewal application (form #08-0094 Biennial Chiropractic License Renewal application) along with the \$450 license fee and documentation of the required continuing education requirements.

### **TO REACTIVATE A LICENSE THAT HAS BEEN LAPSED OR IN RETIRED STATUS FOR TWO TO FIVE YEARS**

The following must be submitted before the Board will consider an application to reactivate a lapsed or retired license:

1. Completed application for reinstatement
2. Fees payable to the State of Alaska as follows:
  - \$450 license fee
  - \$100 Alaska State Chiropractic Examination fee
3. Documentation that all continuing education requirements of 12 AAC 16.290 through 12 AAC 16.370 have been met for the entire period that the license has been lapsed or in retired status.

Please be advised that passing an exam in another state does not qualify an applicant for an Alaska license. Applicants are required to pass the Alaska State Chiropractic Examination, and all requirements under Alaska Statutes and regulations must be met.

**A PERSON MAY NOT REINSTATE A LICENSE THAT HAS BEEN LAPSED OR IN RETIRED STATUS FOR FIVE YEARS OR MORE. THE LICENSEE MUST APPLY FOR A NEW LICENSE AND MEET THE CURRENT LICENSING REQUIREMENTS.**

### **THE ALASKA STATE CHIROPRACTIC EXAMINATION**

The Alaska State Chiropractic Examination is administered by the Alaska State Board of Chiropractic Examiners three times a year. Applications to sit for the examination must be received **45 days before** the scheduled exam date. Incomplete applications will be processed for the subsequent examination - no exceptions.

Information regarding exam dates and deadlines is available on the Division's website at: [www.commerce.state.ak.us/occ/pchi.htm](http://www.commerce.state.ak.us/occ/pchi.htm)

The Alaska State Chiropractic Examination consists of two parts:

1. A written exam covering information in the statutes and regulations booklet published by the Division of Corporations, Business and Professional Licensing and available on the Divisions' website at: [www.commerce.state.ak.us/occ/pchi.htm](http://www.commerce.state.ak.us/occ/pchi.htm)
2. An oral exam with questions of a general nature.

In addition, the exam may cover any other subjects that are deemed necessary to demonstrate knowledge of chiropractic as defined in AS 08.20.230. A score of 75 percent or higher is required to receive a passing score on the examination.

## GENERAL INFORMATION

- 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 application 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:** To qualify for license reinstatement, you must document that you have completed all of the continuing education that would have been required to maintain a current license for the entire period that the license has been lapsed or in retired status. Licensees are required to complete 24 hours of approved continuing education for each 2-year 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.
- To qualify for reinstatement, 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)
- BUSINESS LICENSES:** Applications for business licenses are considered 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.



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**CHI**

FOR OFFICE USE ONLY

**CHIROPRACTIC LICENSE REINSTATEMENT APPLICATION**

**THIS APPLICATION MUST BE COMPLETED IN FULL. TYPE OR PRINT ALL INFORMATION IN INK.**

**Fees due with application:**

- \$450.00 License Fee
- \$100.00 Examination Fee

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

I HEREBY MAKE APPLICATION for reinstatement of my Chiropractic Physician's license in the State of Alaska.

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

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

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

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

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**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.**

**DISCIPLINARY / INVESTIGATION / PRACTICE QUESTIONS**

**YES NO**

1. Do you have criminal charges pending against you? .....
2. Are there any unsatisfied judgments against you resulting from the practice of chiropractic? .....
3. Are you aware of any investigations against you, in any state, jurisdiction, or foreign country? .....

**Have you ever:**

4. practiced chiropractic illegally? .....
5. secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation? .....
6. engaged in deceit, fraud, or intentional misrepresentation in the course of providing professional services or engaging in professional activities? .....
7. advertised professional services in a false or misleading manner? .....
8. been convicted, including a conviction based on a guilty plea or plea of nolo contendere, of a felony or misdemeanor (other than a minor traffic violation)? .....
9. been convicted, including a conviction based on a guilty plea or plea of nolo contendere, of a crime involving the unlawful procurement, sale, prescription, or dispensing of drugs? .....
10. intentionally or negligently engaged in or permitted the performance of patient care by persons under your supervision that does not conform to minimum professional standards (regardless of whether actual injury to the patient occurred)? .....
11. failed to comply with a board order? .....
12. continued or attempted to practice after becoming unfit due to professional incompetence? .....
13. engaged in lewd or immoral conduct in connection with the delivery of professional services to patients? .....
14. failed to satisfy board-adopted continuing education requirements? .....
15. had any malpractice settlements or judgments paid on your behalf? .....
16. held an Alaska license to practice chiropractic? .....

YES NO

17. had your Chiropractic license denied, revoked, suspended, surrendered, recalled, cancelled, placed on probation, or been the subject of any restriction, censure, reprimanded, or other disciplinary action in any jurisdiction or foreign country? .....

**PERSONAL HISTORY QUESTIONS:**

18. Are you now, or within the last five years have you been addicted to, or have you undergone treatment for the use of narcotics or drugs or excessive use of intoxicating liquors? .....

19. Are you now experiencing, or have you within the last five years experienced a physical or mental disability? .....

**Within in the last five years have you:**

20. been adjudicated an incompetent or an insane person by any court? .....

21. been a patient in any sanitarium, hospital, or mental institution for mental illness? .....

22. continued or attempted to practice after becoming unfit due to addiction or severe dependency on alcohol or a drug that impairs your ability to practice safely? .....

23. continued or attempted to practice after becoming unfit due to physical or mental disability? .....

A "Yes" answer may not prejudice your application, failure to report honestly may.

**If you answered "Yes" to any of the above questions (1 – 23), please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices etc.).**

**If you answered "yes" to questions 18 – 23 you must also submit a statement from your health care provider indicating your ability to practice the chiropractic profession.**

**AFFIDAVIT OF COMPLIANCE WITH CONTINUING EDUCATION REQUIREMENTS**

A. Do you certify that you have complied with the continuing education requirements of 12 AAC 16.280 through 12 AAC 16.390 for the entire period that the license has been lapsed or in retired status? YES  NO

Date Course Completed	Approval number	Program Title	Name of Program Sponsor	Hours of credit		Check if distance or internet ✓
				Clinical	X-ray	

B. 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:

Date Course Completed	Program Title	Score	Transcript issued?	Hours of credit
	Jurisprudence Review at Mycourse.com			2

Note: Please visit the following website for information about the jurisprudence review: <http://akchiroboard.mycourse.com>

C. 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	Program Title	Name and Address of Program Sponsor	Hours of credit		
			CPR	AED	BLS

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

**WARNING:** 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.

**You must attach forms A and B to this application.**

**I certify under penalty of perjury that the information furnished in this application and on forms A and B is true and correct.**

**CONFIDENTIALITY**

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

**Pursuant to AS 08.20.170, the board may refuse to issue a license to, or impose a disciplinary sanction on, a person who has obtained or attempted to obtain a license to practice as a chiropractor by fraud, deceit or intentional misrepresentation. The person may also be subject to criminal charges for perjury (AS 11.56.200).**

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

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me, a Notary Public, in and for the State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_

NOTARY SEAL

(or postmaster stamp if notary is not available)

**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** credit card information. Fax or mail this form 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):

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Application fee          | Amount              |
| <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.*