

APPLICATION INSTRUCTIONS

Information relating to licensure as a chiropractic physician in Missouri includes the following ---

- ❑ Application for Licensure
- ❑ Verification of Licensure in another state [if licensed as a chiropractor in another state(s)]
- ❑ Missouri State Board of Chiropractic Examiners law and regulations (available online at pr.mo.gov/chiropractors click on the icons “Regulations” and “Statutes” or contact board office for printed version)
- ❑ Information regarding sending National Board of Chiropractic Examiners (NBCE) <http://www.nbce.org> test results to state board

- ❑ If an applicant is interested in certification in MTAA (acupuncture) – An applicant must complete at least 100 hours of credit in the use and administration of meridian therapy/acupressure/acupuncture that has been approved by the State Board. Contact the board office or access the application form for MTAA certification online,
- ❑ Application for Insurance Consultant – An applicant must complete at least 100 hours of postgraduate credit in insurance claims consulting in a course of study approved by the State Board to apply. Contact the board office or access the application form for MTAA certification online,

An applicant that has never been licensed in another state must pass Part I, II, III, Physiotherapy, and Part IV of the national exams administered by the National Board of Chiropractic Examiners. All applicants must pass the open book jurisprudence examination of the law and regulations for licensure as a chiropractic physician in Missouri. All applicants for licensure are required to submit to a background check. Please see instructions for fingerprinting in the section **Background Check**.

ADDITIONAL INFORMATION

All applications must be typewritten or printed in BLACK ink. Applications using a different color ink or written illegibly will be returned with a new application form to complete. The application fee is \$200. A check must be made payable to the Missouri State Board of Chiropractic Examiners and accompany the application when submitted to the Board. All fees are non-refundable. The fingerprint fee is paid to the statewide vendor providing digital fingerprinting. For additional information regarding fingerprinting see detail at the end of these instructions.

SECTION I

1. Questions 1 through 7 – complete all areas. Do not use initials or nicknames on the application. If you are a married female candidate, place your maiden name as the maiden name or as the last name, but do not indicate it as both. If you have no middle name, indicate this by placing “NMN” in the place where this information is requested. If you have an initial for first or middle name place the initial in the correct place and add the “ONLY”. Use your complete legal signature. Do not print your name where the signature is indicated. The applicant’s social security number is required as stated in the social security number disclosure notice. Question number 7 – if applicable; indicate where you will be practicing upon licensure.

2. Questions 8, 9 and 10 are for demographic information only and are voluntary.

3. Questions 11 and 11A. – The applicant must indicate if applying for licensure by examination or reciprocity. Applicants applying for licensure by reciprocity must list states in which applicant is licensed as a chiropractic physician or any other profession requiring a state license, and have each state submit the verification of licensure form directly to the Board office. The State Board compares the education and examination requirements of the state of original licensure as a chiropractor with Missouri requirements. Applicants are discouraged from filing an application with the Board for licensure by reciprocity, unless the applicant is confident that he/she meets these requirements.

4. Questions 12a through 12j – All questions must be answered. If an applicant answers yes to any of the questions, a written explanation of the arrest or conviction and all supporting documentation such as court documents and police reports must accompany the application.

5. Questions 12k through 12m – An applicant qualifying for certification in meridian therapy/acupressure/acupuncture and/or insurance consulting must complete the appropriate application, provide a transcript of obtaining the 100 hours training directly from the college or board approved program of the 100 hours of certification, and submit the fee of \$100 to the Board to obtain certification. Applicants qualifying to perform manipulation under anesthesia must also provide a transcript of not less than 24 hours didactic academic hours and six proctored MUA procedure from the school or program.

SECTION II

6. Question 13 – List all preceptorship experience if applicable.

SECTION III

7. Question 14 and 14a – Education – All applicants must provide transcripts from the pre-professional colleges for which credits were used to enter a chiropractic college sent directly from the institution to the Board office. If you are a graduate from a chiropractic college, have the college transcript(s) sent directly to the Board office. If an applicant is applying prior to the completion of the chiropractic degree, a license will not be issued until the State Board receives an official transcript from the chiropractic college that includes the date the degree was awarded.

SECTION IV

8. Examination Information – All applicants must have National Board transcripts (Parts I, II, III, Physiotherapy and Part IV) sent directly to the Board office. If the state from which an applicant applying for licensure by reciprocity does allow equivalent reciprocal licensing of Missouri licensees, or if that state's requirements for licensure are not equivalent with Missouri's, the State Board may, in its discretion, require the applicant to successfully complete the Special Purpose Examination for Chiropractors (SPEC) administered by the National Board of Chiropractic Examiners.

SECTION V

9. Applicants Oath – All applicants must read and complete the applicant's oath. All applicants must sign and have the application notarized. Send with the application one (1) photograph of the applicant, approximately 2" x 2", front view of head and shoulders taken within the last six (6) months. POLAROID pictures are NOT acceptable.

If you have any questions regarding licensure in Missouri, please do not hesitate to contact the Board office at 573/751-2104 or send an email to chiropractic@pr.mo.gov

BACKGROUND CHECK

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at <https://www.machs.mshp.dps.mo.gov/MACHSFP/wizard.html> to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. For chiropractic physicians, this registration number is **0011**. The registration number ties all agency/licensure entity identifying information together to insure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the state board office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED BY THE BOARD, A LICENSE WILL NOT BE ISSUED.