



Mike Kehoe
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Missouri Department of
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STATE BOARD OF CHIROPRACTIC EXAMINERS

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Gloria Lindsey
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Memo

TO: Continuing Education Providers
FROM: Missouri State Board of Chiropractic Examiners
DATE: October 25, 2019
RE: Changes to Continuing Education Application Forms

Attached please find revisions to the application to submit for continuing education course approval. Please review this material carefully as it includes information that is important to the CE sponsorship process. The continuing education categories have changed effective 10/31/2019. The regulations that have changed are attached, along with the updated application forms. The forms will be accessible from the website after October 31, 2019. All applications that have already been submitted and/or approved will remain, but any applications submitted as of October 31, 2019 will need to include only the categories stated in the regulations.

When submitting an application for continuing education approval, please assemble the materials as follows:

- Application for Continuing Education Course Approval
- Application for CE Session Content Review
- Seminar Outline

The outline/syllabus document needs to be included in the same order as provided on the Seminar Outline application form and the instructor vitae inserted behind each session outline/syllabus.

The Board makes every attempt to process applications as quickly as possible. If you do not receive correspondence from the Board within 60 days, please contact the Board office. Also, if you fail to submit an application within the 30 day requirement of the Board, please submit a letter of explanation with regard to the delay in submission.

Please keep your primary and second contact information up to date with the Board office.

Please do not hesitate to contact the Board office at 573/751-2104 with any concerns or questions that you may have.



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MEMORANDUM

TO: Continuing Education Providers

FROM: Missouri State Board of Chiropractic Examiners

SUBJECT: Continuing Education Application Forms

There are three forms a continuing education provider must submit for approval of continuing education hours by the Missouri State Board of Chiropractic Examiners. One form focuses on the CE provider and corresponding contact information, the second form focuses on the seminar, instructor and category, and the third form focuses on the outline or breakdown of category and hours.

The application fee will be calculated by the state board staff. An invoice will be emailed to the primary contact person listed on the Application for Continuing Education Approval form. **When primary contact information changes, please update the state board accordingly.** A copy of the invoice and fee is to be returned to the state board office via regular mail, as there is not a system in place to process electronic payment. The continuing education fee is \$5 per session. If the provider opts to send a \$500 continuing education fee for the current biennial renewal cycle, please contact the board office to insure the payment is properly credited. If clarification is needed regarding biennial payments for the current cycle, please contact the board office. If additional information is required to complete the review of the application, the Board will send an email to the primary person. Correspondence will be emailed to the provider regarding the outcome of the state board's final review of the application.

Please review regulation 20 CSR 2070-2.080 (3) (A) Biennial License Renewal regarding continuing education category changes. **There are changes in the regulations effective 10/31/2019.** Applications submitted and approved prior to 10/31/2019 for the current cycle, will not require revisions. All applications submitted after 10/31/2019 must meet the current continuing education requirements. In addition, regulation 20 CSR 2070-081, Application for Continuing Education, defines the requirements for sponsors for continuing education. Both regulations have been enclosed for your convenience. Certificate of Completion to be provided to attendees of the approved seminar must be in accordance with 20 CSR 2070-2.081 (8). A copy of Board approval letter is not acceptable as the certificate of attendance.

If you have questions or experience difficulty downloading the forms, please call or email the board office. The contact information is chiropractic@pr.mo.gov (email), 573/751-2104 (telephone), and fax 573/751-0735.



APPLICATION FOR CONTINUING EDUCATION APPROVAL

Continuing Education application forms and documentation must be received in the board office at least **thirty (30) days** in advance of the seminar. Applications can be emailed, sent via regular or overnight mail, or hand delivered to the state board office. Providers are reminded that upon receipt of the application packet, the provider **will be sent an invoice** indicating the amount owed.

Along with the completed forms, the provider shall include the instructor's resume/vitae documenting education, training, experience, and specialty certifications.

Missing information or an incomplete application may result in the entire application being returned to the provider.

SECTION I - APPLICATION TYPE

- New Application \$500 Fee Paid (Month/Year) _____
- Amended Application (Approval Number If Applicable) _____
- Application Previously Approved in Missouri (Approval Number(s) if Applicable) _____
- See instructions for requirements concerning previously approved application.**

SECTION II - SPONSOR/PROVIDER INFORMATION

1. PROVIDER ORGANIZATION NAME		
2. SEMINAR NAME		
3. PROVIDER ORGANIZATION ADDRESS		
4. CITY	5. STATE	6. ZIP
7. PRIMARY CONTACT PERSON		8. PRIMARY CONTACT PERSON TELEPHONE NUMBER (INCLUDE AREA CODE)
7B. Is this a new primary contact person? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. PRIMARY CONTACT PERSON FAX NUMBER		10. PRIMARY CONTACT PERSON EMAIL
11. SECONDARY CONTACT PERSON (If applicable)		12. SECONDARY CONTACT PERSON TELEPHONE NUMBER (INCLUDE AREA CODE)
11B. Is this a new secondary contact person? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13. SECONDARY CONTACT PERSON FAX NUMBER		14. SECONDARY CONTACT PERSON EMAIL

APPLICATION FOR CONTINUING EDUCATION APPROVAL INSTRUCTIONS

SECTION I - APPLICATION TYPE

Mark the box indicating if the application is a new application, an amendment to an approved application or if the seminar has previously been approved by the state board. Examples:

- New Seminar – Seminar not previously approved by the state board.
- Amended Application – Board approved or pending board approval of a seminar during the current cycle where the instructor has changed. If approved, please provide the approval number.
- Application Previously Approved – Seminar approved during the current or prior seminar where the instructor, category and content remains the same. Please provide the previous approval number, or copy of the previous approved letter.

SECTION II – SPONSOR/PROVIDER & WEB INFORMATION

Fields 1-10 – These section MUST be completed as the detail will be listed on the state board's website.

Field 1 - Enter the name of the organization, individual, or entity that is sponsoring the continuing education. Examples of provider organizations include: chiropractic colleges, professional associations, or individual chiropractors.

Field 2 - Enter the name of the seminar to be presented by the provider/sponsor. This is the name that is listed on promotional materials, agendas, website, and handouts.

Fields 3-6 - Relate to the provider sponsor/provider contact information. This address needs to correspond with the primary contact person. The primary contact person will receive approval letters, and notices of incomplete CE application at this address. *If a general mailing address is listed for the provider and the contact person does not receive the information needed to complete the application process, the approval process will be delayed.*

Field 7 – Enter the primary contact person the state board or a licensee can contact in the event there are questions concerning this seminar. *NOTE: Item 7B if the primary contact person changes, please check “yes indicating this is new information. Board staff will update the sponsor/provider information accordingly.*

Field 8 - Enter a telephone number for the primary contact person.

Field 9 - Enter the fax number for the primary contact person.

Field 10 – Enter the email for the primary contact person. Communication from the state board office will be addressed to the attention of the primary contact person whether it is by telephone, email or fax. Invoices will be sent to the primary contact person.

Field 11-14 – Optional data entry fields. The CE provider may designate a secondary contact person, telephone number and email for that secondary contact. *NOTE: Item 11B if the secondary contact person changes, please check “yes” indicating this is new information. Board staff will update the sponsor/provider information accordingly. Providing a secondary contact is the CE provider's option and not mandatory. Information regarding the secondary contact will not be included on the state board's website.*



APPLICATION FOR CE SESSION CONTENT REVIEW

INSTRUCTIONS

1. This form must be accompanied by an Application for Continuing Education Approval.
2. A copy of a resume or vitae is required. Please review resume guidelines below for instructors.
3. Please submit application, syllabus/outline and supporting documents via email.
4. Document can be sent via regular mail, express delivery, or hand delivered, however email is preferred.
5. An invoice, calculating fees for the seminar, will be sent to the provider by the board office. The provider has the option of paying a one-time \$500 fee that allows the provider to submit continuing education applications throughout the entire biennial licensure period.

GENERAL INFORMATION

1. Provider Organization Name	
2. Session Title	
3. Delivery Method <input type="checkbox"/> Classroom <input type="checkbox"/> Online (See seminar outline for detailed listing of dates and times)	4. Location (City & State)
5. Instructor/Presenter Name	
6. Category (refer to instructions)	7. Number of CE Hours
8. Please Send in a Copy of the Resume or Vitae of the above presenter(s). Please review the guidelines below regarding the format to be submitted for the instructor(s).	
1. Speaker name 2. Address 3. Education: A. Pertinent Degree (s) B. Name(s) of the above educational college(s)/university(s). C. Date of above graduation(s) D. List of certificates (s) if applicable E. Diplomat status if applicable F. Studies or experiences that the speaker feels is relevant to qualify for their presentation 4. Prefer that all of the above information be on one page (first and only page) 5. Any other information should the speaker feel is relevant to the Board can be placed on the second and following pages	

THIS FORM IS FORMATTED AS A WORD DOCUMENT. IF ENTERING INFORMATION FROM A LAPTOP, IPAD ETC. PLACE CURSOR IN SHADED BOX AND BEGIN TYPING. TEXT WILL AUTOMATICALLY WRAP AND EXPAND CELL AS NEEDED. THIS FORM MUST BE COMPLETED FOR EACH CATEGORY PRESENTED AT THE SEMINAR AND MATCH THE CONTENT OUTLINE/BREAKDOWN. WHEN ASSEMBLING THE MATERIALS, INCLUDE THE INSTRUCTOR/PRESENTER NAME AND OUTLINE FOR THE SESSION/CATEGORY WITH EACH CONTINUING EDUCATION SESSION CONTENT REVIEW FORM.

IF NOT ENTERING INFORMATION FROM A LAPTOP ETC. IT MUST BE LEGIBLY PRINTED IN BLACK INK.

Field 1- The Provider Organization Name must be the same as the name listed on the Application for Continuing Education Approval.

Field 2- The session title is the name of the session being presented.

Field 3 - Enter how the continuing education will be delivered to licensees. A classroom setting example would be a face to face seminar or workshop that might be held in a chiropractic college classroom, hotel conference room or meeting room. On-line continuing education courses are offered via the internet.

Field 4 – Location of the Seminar. The location should be the city and state, not the hotel or conference center name. If the delivery method is online, please leave this field blank.

Field 5 - Enter the first and last name of the seminar instructor/presenter. If multiple speakers are presenting the same category, you may enter “multiple speakers see attached” and provide a list of all instructors teaching the specific category. If multiple speakers are presenting at the same time, the same session, the breakout, if applicable, must be completed in a minimum of 15 minute increments.

Field 6 – Enter the category of formal continuing education (see list above). If the category is left blank, the application will be considered incomplete and returned to the CE provider with an invoice. The state board does not determine category.

FORMAL CONTINUING EDUCATION CATEGORIES

**These categories must be used in response to item 6 on the CE Seminar Content Review Form
Do not enter a number in item 6 of the Content Review Form.**

- Diagnostic imaging (XRAY)
- Differential diagnosis, physical diagnosis, or differential/physical diagnosis (DIFDI)
- Recordkeeping and/or Subjective Objective Assessment Plan (SOAP) notes (RK) or (SOAP)
- Principles, technique and/or adjunctive procedures (PTAP)
- Meridian Therapy/Acupressure/Acupuncture (MTAA)

Field 7- Enter the number of hours for the particular session. The state board does not determine hours.

Field 8 – Instructions for submission of instructor/speaker resume/vitae.

REMINDER: ENTERING “GENERAL” AS A CATEGORY IS NOT APPLICABLE TO ANY OF THE FORMAL CATEGORIES LISTED ABOVE.

SEMINAR OUTLINE INSTRUCTIONS

This form will include the breakout sessions for the entire seminar. This form is required for entering the instructor, session title, category, hours, begin/end times and date as completed for each Application for CE Session Content Review form. List topics sequentially according to date and begin/end times. The total number of hours for the entire seminar should be totaled at the bottom of this section. **The timeframes on this form must coincide with the outline.**

As a reminder, 50 minutes constitutes an hour of continuing education. Sessions are broken down in no less than 15 minute increments.



10, 1986, effective July 11, 1986. Moved to 20 CSR 2070-2.066, effective Aug. 28, 2006. Rescinded: Filed March 29, 2019, effective Oct. 30, 2019.

20 CSR 2070-2.070 Reciprocity (Rescinded October 30, 2019)

AUTHORITY: sections 331.030, RSMo Supp. 2006 and 331.100.2, RSMo 2000. This rule originally filed as 4 CSR 70-2.070. This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed March 8, 1984, effective July 12, 1984. Amended: Filed Aug. 14, 1986, effective Nov. 13, 1986. Rescinded and readopted: Filed April 18, 1989, effective July 13, 1989. Amended: Filed April 18, 1990, effective June 30, 1990. Amended: Filed Aug. 13, 1990, effective Dec. 31, 1990. Amended: Filed Dec. 3, 1991, effective April 9, 1992. Amended: Filed March 30, 1998, effective Sept. 30, 1998. Amended: Filed Aug. 12, 1999, effective Feb. 29, 2000. Amended: Filed July 31, 2003, effective Jan. 30, 2004. Amended: Filed April 1, 2005, effective Oct. 30, 2005. Moved to 20 CSR 2070-2.070, effective Aug. 28, 2006. Amended: Filed June 27, 2007, effective Jan. 30, 2008. Rescinded: Filed March 29, 2019, effective Oct. 30, 2019.

20 CSR 2070-2.080 Biennial License Renewal

PURPOSE: This rule establishes the licensure renewal requirements.

(1) A license shall be renewed biennially contingent upon the licensee completing the required hours of continuing education as defined in section (2)—

(A) For the purpose of this regulation one (1) hour of continuing education shall consist of at least fifty (50) minutes of instruction or study;

(B) A chiropractic physician issued a license within one (1) year of graduation from an approved chiropractic college shall be exempt from the continuing education requirements until the end of the first biennial licensure cycle following initial license issuance; and

(C) A chiropractic physician at least sixty-five (65) years old and licensed in this state for at least thirty-five (35) years shall complete at least twenty-four (24) hours of formal continuing education biennially as defined in

section (4) of this rule. The remaining biennial hours of continuing education shall be waived.

(2) Every two (2) years (hereinafter referred to as biennially) and prior to the expiration date of a license, a licensee shall complete forty-eight (48) hours of continuing education as defined in sections (3) and (5) of this rule. If a licensee is unable to complete the required biennial continuing education, prior to the expiration date of the license, the licensee may submit a written request to the board for an extension in order to comply with the continuing education requirement and shall pay the required late continuing education fee.

(3) At least twenty-four (24) hours of the required forty-eight (48) hours of continuing education shall be earned by attending formal continuing education programs, seminars, and/or workshops that have been approved by the board.

(A) A licensee shall obtain the required formal continuing education hours from no less than two (2) of the following formal categories:

1. Diagnostic imaging (X ray);
2. Differential or physical diagnosis or both;
3. Record keeping and/or Subjective Objective Assessment Plan (SOAP) notes;
4. Principles, techniques, and/or adjunctive procedures; or
5. Meridian Therapy/acupressure/acupuncture.

(4) Continuing education hours in compliance with 20 CSR 2070-2.080(3) may be obtained via the Internet pursuant to 20 CSR 2070-2.081(2)(B) and board approval.

(5) The remaining required continuing education hours, which shall be deemed "general" continuing education hours, may be obtained from one (1) or more of the following areas:

(A) Continuing education programs, seminars, and/or workshops approved by the board pursuant to 20 CSR 2070-2.080(3);

(B) Continuing education programs, seminars, and/or workshops related to the practice of chiropractic and not approved by the board for formal continuing education hours;

(C) Attending relevant professional meetings. Such meetings can be international, national, regional, state, or local and must be related to the practice of chiropractic;

(D) Reading scholarly material relating to the practice of chiropractic to include books, journals, periodicals, and articles whether printed, provided via the Internet, or other

electronic means;

(E) Writing articles for scholarly publications such as books, national or international journals, and periodicals. Articles must be relevant to the practice of chiropractic; and

(F) Chiropractic physicians teaching an approved postgraduate course may receive continuing education credits for teaching the course providing the instructor's name was submitted with the course content when requesting approval of the course.

(6) Chiropractic physicians who are faculty members at a CCE-accredited college may receive up to a maximum of forty-eight (48) hours biennially of continuing education credit for teaching or attending course(s) at a CCE-accredited chiropractic college:

(A) The areas of study shall be in compliance with 20 CSR 2070-2.080(3);

(B) For the purpose of this rule, the faculty member must either teach or attend a course at a CCE-approved chiropractic college for a minimum of four (4) clock hours as defined in 20 CSR 2070-2.080(3);

(C) Any remaining continuing education study required for licensure renewal may be obtained by teaching or attending course(s) relevant to chiropractic provided by a CCE-approved chiropractic college; and

(D) The chiropractic college shall be responsible for submitting course(s) to the board for approval and for verifying attendance by the teacher or faculty member.

(7) Chiropractic physicians who teach continuing education approved by the board may receive up to a maximum of four (4) hours per year of continuing education credit for teaching board-approved courses as defined in 20 CSR 2070-2.080(3)(A).

(8) Chiropractic physicians certified by the board in Meridian Therapy/acupressure/acupuncture (MTAA) or insurance consulting who teach continuing education approved by the board may receive up to twelve (12) hours biennially of continuing education for teaching courses pursuant to 20 CSR 2070-2.031 MTAA or 20 CSR 2070-4.010 insurance consulting.

(9) A licensee acting as an associate examiner for Part IV of the national examination administered by the National Board for Chiropractic Examiners (NBCE) is eligible to receive a maximum of ten (10) hours of continuing education as follows:

(A) Four (4) hours of formal continuing education;

(B) Six (6) hours of general continuing education; and



(C) To obtain the continuing education, the associate examiner must attend the orientation and administer the Part IV examination for the day(s) scheduled.

(10) If the licensee pays the continuing education penalty fee for continuing education credits earned late, those hours shall be applied to the requirements to renew the license and not be applied to the next renewal cycle. A licensee who has failed to obtain and document the requisite number of continuing education credits shall be subject to disciplinary action by the board at the board's discretion, pursuant to the authority granted in section 331.060, RSMo.

(11) A licensee shall be responsible for maintaining all documentation of continuing education compliance for the previous and current biennial licensure cycles. In the event the licensee is selected for a compliance audit, the licensee shall provide the required documentation of compliance within sixty (60) days of the written request from the board. Failure to comply with a board audit or other request for such documentation shall be a basis for disciplinary action against the licensee, pursuant to section 331.060, RSMo.

(12) If a licensee requires a waiver or an extension of time to complete the continuing education requirements, a written request, explaining the reason for the request for an extension, must be submitted to the board in advance of the license expiration date. Any extension of time to complete the continuing education requirements or waiver of the continuing education requirements shall be granted solely at the discretion of the board and based upon terms and conditions deemed appropriate by the board.

(13) A Missouri licensed chiropractor that practices in another state and is not practicing in Missouri may use the approved continuing education hours required of the state in which they practice for biennial renewal of the Missouri license, without prior approval by the board. If the state in which the chiropractic physician is practicing does not have continuing education requirements for renewal or licensure reinstatement, the out-of-state chiropractic physician must earn the requisite number of continuing education hours required in Missouri as defined in sections (2), (3), and (5) of this rule.

(14) Within two (2) years of the expiration date, a license may be reinstated upon submission of the following:

(A) A completed reinstatement form avail-

able from the board;

(B) Renewal and reinstatement fees as defined in 20 CSR 2070-2.090(1)(B) and (D); and

(C) Proof of compliance with continuing education requirements pursuant to sections (2), (3), and (5) of this rule. If licensed in another state and not practicing in Missouri, the continuing education required to maintain the license in that state may be used in lieu of meeting the requirements of 20 CSR 2070-2.080(2), (3), and (5).

(15) A license that is expired or inactive for more than two (2) years and less than five (5) years from the expiration or inactive date may be reinstated upon submission of the following:

(A) A completed reinstatement form available from the board;

(B) Reinstatement fee as defined in 20 CSR 2070-2.090(1)(D);

(C) A criminal history background check from the Missouri State Highway Patrol's approved vendor(s) for both the Missouri State Highway Patrol and Federal Bureau of Investigation. Any fees for the background check are the applicant's responsibility; and

(D) Proof of compliance with 20 CSR 2070-2.080(2), (3), and (5). If licensed in another state and not practicing in Missouri, the continuing education required to maintain the license in that state may be used in lieu of meeting the requirements of sections (2), (3), and (5) of this rule.

(16) A license that is expired or inactive for more than five (5) years and the applicant is not licensed in another state, the following shall be submitted:

(A) A completed reinstatement form available from the board;

(B) Reinstatement fee as defined in 20 CSR 2070-2.090(1)(D);

(C) A criminal history background check from the Missouri State Highway Patrol's approved vendor(s) for both the Missouri State Highway Patrol and Federal Bureau of Investigation. Any fees for the background check are the applicant's responsibility;

(D) An official transcript from a Council on Chiropractic Education accredited chiropractic college documenting completion of the following:

1. Four (4) semester hours in chiropractic clinical reasoning;

2. Four (4) semester hours clinical diagnosis;

3. Four (4) semester hours of diagnostic imaging; and

(E) Completion of the jurisprudence examination regarding Missouri statutes and regu-

lations; with a minimum composite score of seventy-five percent (75%) on the jurisprudence examination.

(17) Prior to the expiration date of the license, an application for renewal of the license shall be postmarked and sent via regular or overnight mail to the state board office, or electronically renewed by the licensee. The licensee shall verify the number of continuing education hours completed during the renewal cycle on the renewal form mailed to the board office or submitted online.

(18) A license may be placed on inactive status upon submission of a written request and payment of the required fee pursuant to 20 CSR 2070-2.090(1)(C).

AUTHORITY: sections 331.050 and 331.100.2, RSMo 2016. This rule originally filed as 4 CSR 70-2.080. This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Rescinded and readopted: Filed Dec. 9, 1981, effective March 11, 1982. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed Dec. 10, 1984, effective April 11, 1985. Amended: Filed April 10, 1986, effective July 11, 1986. Amended: Filed Aug. 14, 1986, effective Nov. 13, 1986. Amended: Filed April 18, 1990, effective June 30, 1990. Amended: Filed April 30, 1991, effective Oct. 31, 1991. Amended: Filed July 7, 1992, effective Feb. 26, 1993. Amended: Filed July 22, 1993, effective Jan. 31, 1994. Amended: Filed March 4, 1994, effective Aug. 28, 1994. Amended: Filed Dec. 18, 1995, effective June 30, 1996. Amended: Filed July 23, 1998, effective Feb. 28, 1999. Amended: Filed April 14, 2000, effective Oct. 30, 2000. Amended: Filed July 31, 2003, effective Jan. 30, 2004. Amended: Filed April 1, 2005, effective Oct. 30, 2005. Moved to 20 CSR 2070-2.080, effective Aug. 28, 2006. Rescinded and readopted: Filed June 27, 2007, effective Jan. 30, 2008. Amended: Filed Aug. 15, 2008, effective Feb. 28, 2009. Amended: Filed Aug. 27, 2009, effective Feb. 28, 2010. Amended: Filed March 29, 2019, effective Oct. 30, 2019.*

**Original authority: 331.050, RSMo 1939, amended 1945, 1947, 1969, 1981, 1987, 1999, 2001, 2004 and 331.100, RSMo 1939, amended 1949, 1969, 1980, 1981, 2008, 2013.*



20 CSR 2070-2.081 Application for Continuing Education

PURPOSE: This rule defines continuing education, sets out the requirements for sponsoring organizations.

(1) The term postgraduate study may be used interchangeably with the terms continuing education or CE.

(2) For board approval of formal continuing education courses or seminars a sponsor or provider shall forward to the board one (1) copy of the completed application and applicable fee pursuant to 20 CSR 2070-2.090(1). This material must be received in the board office at least thirty (30) days prior to the seminar to receive board approval.

(A) The board may consider a request for formal continuing education after the seminar has occurred by submitting an application and fee, along with a written explanation regarding why the application was not submitted at least thirty (30) days prior to the seminar.

(B) For continuing education obtained via the Internet, the sponsor or provider shall submit along with the application and fee, a detailed explanation of the following:

1. Delivery format explaining how the continuing education material is presented to include applicable security safeguarding the licensee's identity;

2. Process used for gathering information for the continuing education course, to include if course material is updated, how often, and who determines when such update is required;

3. Method used for monitoring attendance;

4. Time a licensee is allowed to complete the online continuing education course. The explanation must specify if a licensee has unlimited time and unlimited number of attempts to complete the continuing education course and if multiple attempts to complete the course are monitored;

5. Whether a test is required and, if so, how the results are reported to the licensee;

6. How a licensee communicates with the sponsoring organization in the event there are questions or problems;

7. Documentation provided to the licensee when a course is completed;

8. Amount of time a sponsoring organization maintains records of a licensee completing a course of study; and

9. Names and credentials of individuals responsible for the content of the continuing education course.

(C) A sponsor or provider wishing to provide continuing education via the Internet

shall provide the board access to the online course for the purpose of reviewing areas such as content and delivery method.

(3) All postgraduate education programs shall be subject to the following criteria:

(A) The program shall meet the definition of postgraduate education as defined in section (1) of this rule;

(B) The sponsor or provider shall properly monitor the attendance of the chiropractic physician at the program;

(C) The sponsor shall notify the board of the date, title, hours, names of speakers, and location of seminar and contact person; and

(D) The sponsor shall provide a certificate of completion to the licensee no later than thirty (30) days after completion of the continuing education.

(4) An application for formal continuing education that is not approved by the board or is incomplete, will be returned to the continuing education sponsor with a written explanation regarding why the application was not approved or was incomplete. Upon correcting any deficiencies or omissions on the application or documentation, the sponsor may resubmit the application and shall pay the applicable per session fee pursuant to 20 CSR 2070-2.090(1).

(5) Continuing education addressing diagnostic imaging in the areas of anatomy and physiology, diagnosis, or condition and pathology shall be taught by a Diplomate, American Board of Chiropractic Radiology (DACBR), or a medical radiologist.

(6) A continuing education program addressing a topic, or combination of topics, pursuant to 20 CSR 2070-2.080 shall be taught by an instructor with a doctor of chiropractic degree and expertise in the subject matter to be presented.

(A) Instructors for continuing education programs addressing a topic, or combination of topics, pursuant to 20 CSR 2070-2.080 that do not have a doctor of chiropractic degree shall document training and expertise in the subject matter to be presented. Such documentation shall include:

1. Undergraduate or graduate course work verified with a transcript; and/or

2. Work experience, seminars, workshops, or training verified with a resume or *vitae*.

(B) Continuing education sponsored totally or in part by a product distributor, product line, or company or demonstrating, promoting, or endorsing a product or service must utilize instructors in compliance with 20 CSR

2070-2.080. The subject matter of the continuing education must address the diagnosis and treatment of conditions as authorized by section 331.010.1, RSMo. Product information shall not be the primary focus relating to diagnosis and/or treatment and shall be presented only as an adjunct to the course material.

(7) Any postgraduate program offered for license renewal must carry the following disclaimer: "Approval of this course is not an acknowledgement or ruling by the board that the methods taught in this course are recognized and approved by the board as the appropriate practice of chiropractic as defined in section 331.010, RSMo." This disclaimer shall be on all brochures and handouts or on a separate piece of paper distributed at each program.

(8) All postgraduate education sponsors shall provide each licensee with a certificate verifying his/her attendance at an approved postgraduate education seminar. The certificate shall be provided to the licensee by the sponsor within thirty (30) days from the date of the licensee's attendance at the seminar and contain, at a minimum, the following information:

(A) Name, address, and telephone number of the sponsoring organization;

(B) Name, address, and license number of the licensee in attendance at the approved seminar;

(C) Course approval number which will be provided to the sponsor at the time the sponsor is notified by the board of its approval of the seminar;

(D) Title, date(s), and location of the seminar; and

(E) The total number of hours that the licensee was in attendance at the seminar. These hours must be reflected according to the categories defined in 20 CSR 2070-2.080(3).

AUTHORITY: sections 331.050 and 331.100.2, RSMo 2016. This rule originally filed as 4 CSR 70-2.081. Original rule filed April 16, 1990, effective June 30, 1990. Amended: Filed Aug. 26, 1993, effective April 9, 1994. Amended: Filed March 4, 1994, effective Aug. 28, 1994. Amended: Filed Dec. 18, 1995, effective June 30, 1996. Amended: Filed July 23, 1998, effective Feb. 28, 1999. Amended: Filed July 31, 2003, effective Jan. 30, 2004. Moved to 20 CSR 2070-2.081, effective Aug. 28, 2006. Amended: Filed June 27, 2007, effective Jan. 30, 2008. Amended: Filed Aug. 15, 2008, effective Feb. 28, 2009. Amended: Filed Aug. 27, 2009, effective Feb. 28, 2010. Amended: Filed March 29, 2019, effective Oct. 30,*