Candidate Handbook

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The policies and procedures for the CCCA program are established by the FCLB Board of Directors, and may be updated from time to time. Please visit the FCLB website at [www.fclb.org](http://www.fclb.org) to ensure that you are accessing the most recent documents.

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About FCLB

The Federation of Chiropractic Licensing Boards (FCLB) is a non-profit, 501 ( c ) 3 organization composed of government agencies that license or register chiropractors. The organization started in 1926. Members include regulatory boards from Australia, New Zealand, United Kingdom, Canada, and the United States.

FCLB’s chartered purpose is to assist member chiropractic boards that regulate the profession in the interest of public protection and to lessen the burdens on government.

FCLB provides programs and services that promote uniform standards among licensing boards through chiropractic education, examination and testing services, and certification programs.

Among many other services, FCLB offers educational conferences on regulation, hosts a databank of public license and disciplinary status, and approves providers of continuing education for relicensure purposes.

Why CCCA?

The FCLB Certified Chiropractic Clinical Assistant (CCCA) program establishes a cost-effective, practical standard for individuals who assist doctors in delivering supportive therapies within a chiropractic setting.

CCCA certification is granted exclusively by FCLB.

The CCCA program benefits a wide array of individuals and institutions including chiropractic patients, educational institutions, employers, governmental regulators, the insurance industry, career seekers and the public at large.

Doctors may delegate certain tasks to assistants according to the law in each jurisdiction. At no time does a chiropractic clinical assistant have the authority or autonomy to provide clinical services independent from the supervising chiropractor.

The CCCA program objectives are to:

- Identify those tasks which carry clinical implications from the wide variation of chiropractic assistant duties within the chiropractic setting;
- Establish consistent and uniform standards for chiropractic assistants who help with administering supportive therapies;
- Enhance the knowledge base of chiropractic assistants;
- Provide insurance regulators with verifiable credentials and accountability; and
- Improve public protection.
CCCAs must complete at least six hours of continuing education every two years in relevant topics to maintain certified status.

APPLICATION

CCCA candidates must submit a completed online application to FCLB using its website at www.fclb.org. Incomplete or paper applications will not be considered. Incomplete, pending applications where no payment has yet been made may be deleted from the system after 90 days from the data of initial submission.

Falsification of application information, whether intentional or not, may result in dismissal from the CCCA program and revocation of CCCA certification.

Among other information, the application asks for date of birth, contact information, the last four digits of the social security number (or other national identifier if non-US), and a color .jpg photo of the candidate’s face (no larger than 200 KB). Other fields include educational background, previous experience, licensure, and/or certification as a therapy / clinical chiropractic assistant, and criminal background history regarding felony convictions.

Candidates are encouraged to log in regularly to maintain accurate contact information.

Once the first page of the application with contact information has been completed and submitted, the candidate may log in and out as often as needed to finish the application. It does not have to be completed in one sitting.

ELIGIBILITY

Candidates must demonstrate they comply with the following eligibility criteria:

- Eighteen years of age or older;
- High school graduate or equivalent;
- Possess good moral character;
- Complete required education;
• Pass the examination; and
• Complete required supervised practical clinical experience.

GOOD MORAL CHARACTER

Eligibility for the CCCA program is contingent upon showing good moral character, including an assessment of criminal history. Candidates may be required to submit a criminal background check at their expense.

Those with a history of felony convictions will have their applications reviewed by FCLB on a case-by-case basis, and may or may not be approved. Fees are not refundable if the application is denied.

FCLB will consider many factors, including (but not limited to) the nature of the felony(ies), how long ago they took place, the punishment determined by the court, and what rehabilitative actions have been undertaken since the conviction.

Failure to disclose criminal background history accurately and completely may result in denial of the application, removal of recognition, or other sanctions as determined by FCLB.

EDUCATION

In order to qualify to take the examination, candidates must demonstrate they have education in four areas:

- Foundational Knowledge
- Patient Safety and Procedures
- Documentation
- Ethics and Boundaries

The educational requirement must be met before the examination can be taken.

CCCA’s educational requirement is met through either of two pathways:

A. 24 hours of course work- 3 options

1. Education received as part of getting a license or registration (issued by a government agency such as a chiropractic regulatory board), provided it equals at least 24 hours; or

2. Education from an FCLB PACE Recognized Provider - at least 24 hours; or

3. Education from an Other Provider, whose program of at least 24 hours has been reviewed by FCLB and found to meet CCCA standards. Examples may include medical assistant training or programs offered by non-PACE approved providers. An administrative review fee will be charged, and digital transcripts (.pdf or .jpg) must be attached that provide evidence of compliance with the educational requirements;
Education via course work can be offered as distance learning, in person, or a combination. The course work must be offered by a qualified provider as determined by FCLB. All education providers must provide the following information:

- Program name, address, phone, email, and website
- Number of contact hours (must be at least 24)
- Student name and completion date
- Format (in person, distance learning)
- Instructor(s)
- Subject matter must address these areas:
  - Foundational Knowledge
  - Patient Safety and Procedures
  - Documentation
  - Ethics and Boundaries
- Attendance must be verified through a sound and accurate method
- Instructors must be qualified to teach the subject matter

NOTE: Programs that are offered by or sponsored by an FCLB PACE Recognized Provider have already been reviewed and comply with these requirements.

B. Supervised practical clinical experience totaling at least 2,000 hours

This is experience as a therapy / clinical assistant (approximately one year if full time, two years if half-time, etc. This must be supervised and certified by a chiropractor whose license or registration is in good standing. Hours spent on administrative duties do not qualify.)

PREVIOUS LICENSE AS A CHIROPRACTIC ASSISTANT

Some candidates may already have a license or registration as a chiropractic assistant from a government agency, such as a chiropractic licensing board.

Truthful and complete disclosure of board actions involving this credential is required. Those with a history of board actions will have their applications reviewed by FCLB on a case-by-case basis, and may or may not be approved. Fees are not refundable if the application is denied.

Failure to disclose board actions may result in denial of the application, removal of recognition, or other sanctions as determined by FCLB.

If a board's requirements for licensure or registration as a chiropractic assistant are substantially similar to those of the CCCA as determined by FCLB, candidates will receive credit for meeting the CCCA educational or practical clinical requirements.
PREVIOUS CERTIFICATION AS A CHIROPRACTIC ASSISTANT

Candidates already certified as a chiropractic assistant by another, non-governmental program may meet the CCCA requirements related to education and experience.

EXAMINATION

Every candidate for CCCA certification must take and pass the CCCA program’s comprehensive online examination. **There are no exceptions to this requirement.**

The CCCA examination is provided and administered online by the National Board of Chiropractic Examiners as part of the CCCA program. Instructions and a unique, personal examination authorization code are emailed to the candidate by the CCCA program after the application has been processed and eligibility has been verified. The examination authorization code is good for one single administration. The code expires if not used within 90 days and the exam fee is forfeited. A new exam code may be obtained by paying a new exam fee. Reapplication is not required.

The examination must be proctored by a chiropractor whose license or registration is in good standing.

An examinee may arrange with the chiropractor to take the examination at the chiropractic clinic, although it is accessible from any computer (including iPads or other tablets) with reliable Internet access. The chiropractor who is the proctor is responsible for protecting the integrity of the CCCA program and its examination.

Preparing for the examination:

The candidate must find a chiropractor whose license is in good standing to be the examination proctor. When the candidate is ready to take the examination, the chiropractor must sign in on the online screen.

The candidate should schedule a time and quiet place convenient for the proctor. Reliable Internet access is required. The workspace must be clear, with no papers or electronic devices. The candidate is not allowed to speak with anyone or refer to any information once the examination has begun.

The candidate should allow up to 90 minutes. After the on-screen registration, 75 minutes are allowed for the actual examination. Some people finish more quickly than others.

Examination Instructions:

The CCCA multiple choice examination consists of 100 questions. Each question has three choices. The candidate decides which answer is **MOST** correct and clicks on it to record the answer.

Credit will NOT be given for unanswered questions; therefore, it is wise to ANSWER ALL QUESTIONS.
If the candidate thinks an examination question is inaccurate, he or she should answer the question as well as possible and note it in the "Comments" box. Comments ARE read, and appropriate suggestions are considered.

If needed, the type may be enlarged by holding down the **CONTROL** key and pressing the + (plus) key.

The examination will time out and the screen will go blank after 10 minutes of no keyboard or mouse activity. If this happens, the candidate must log back in. The “time clock” still runs and the examination session will close after 75 minutes.

Until the examination is submitted, the candidate can move back and forth freely among the pages and questions, and can change answers.

Scrolling back and forth throughout the examination is permitted using the navigation links (First, Previous, Next, Last) at the bottom of each screen. These links must be used to ensure that answers are recorded properly.

The BACK and FORWARD buttons in the browser must not be used to navigate within the exam, or proper credit may not be received.

Immediately upon concluding the examination, candidates are notified of their results. Those who pass will be told how to print the certificate, and also how to renew CCCA certification in the future.

Instructions for maintaining and renewing CCCA certification are also provided at that time, and are described on the FCLB website.

Those who do not pass are provided with an analysis of content knowledge. They may retake the CCCA examination by logging back in to the CCCA website and paying the required retake fee. Candidates may retake the examination as often as they wish until they pass; however, there is a seven day waiting period between examination attempts.

**EXAMINATION ACCOMMODATIONS**

FCLB will comply with all applicable laws, including the Americans with Disabilities Act (ADA).

If candidates are otherwise qualified and entitled to accommodations, a section on the online application is provided to describe the request. The candidates will be contacted individually and asked to provide certain documentation.

Those who require enlarged print on the examination can hold down the **CONTROL** Key and press + (plus) during the online examination process.
PROTECTION OF THE CCCA PROGRAM AND ITS EXAMINATION

Candidates are required to agree to the following terms during the application process:

I understand that the policies and procedures for FCLB Certified Chiropractic Clinical Assistant (CCCA) program are available at www.fclb.org, and I agree to comply with these requirements. If I provide false or misleading information to FCLB, I understand this can be grounds for denial of my application, denial or revocation of my certification, or other discipline at the discretion of FCLB, and that no refunds will be provided. I also understand that FCLB may report any such actions to the applicable chiropractic regulatory agency(ies) and that this information may be made publicly available on the FCLB website.

Candidates are required to agree to the following terms when they log in to the actual examination site:

I acknowledge that the FCLB CCCA examination is subject to copyright protections and subject to enforcement under federal and state laws. I agree not to engage in any act or conduct that may threaten the integrity of FCLB CCCA program or engage in conduct that violates or threatens to violate the copyright protections of the CCCA examination, including but not limited to:

- misrepresentation on the application and/or renewal application
- cheating;
- memorizing, reproducing, disclosing, distributing, obtaining or discussing with anyone else the examination questions and/or answers;
- giving or receiving aid during the examination;
- accessing or referring to notes, text books, the Internet, or other sources of information during the examination;
- taking the examination for another person or having another person take the examination in my place.

FCLB reserves the right to withhold and cancel my examination results if presented with sufficient evidence of infringement on the integrity of the CCCA program, including any action(s) that may compromise the security, validity, or legal defensibility of its examination, notwithstanding the absence of evidence of my personal involvement in such compromise. The examination and all questions are the exclusive property of NBCE and are protected by copyright and other applicable laws.
By clicking YES, I acknowledge that I have read, understand and agree to be bound by the above-stated terms and conditions. I also understand that if I do not agree to these terms, I will not be allowed to take the examination.

☐ YES. “I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH ALL OF THESE TERMS AND CONDITIONS.”

☐ NO. “I DO NOT AGREE. I REALIZE THAT FAILURE TO AGREE WILL TERMINATE THIS EXAMINATION.”

**Proctor:**

The examination must be proctored by a chiropractor whose license or registration is in good standing. The chiropractor who is the proctor is responsible for protecting the integrity of the CCCA program and its examination.

The proctor must enter his or her own name, individual US NPI number (if registered), license number, and jurisdiction.

The proctor must agree to the following:

**As examination proctor for this candidate, I agree to ensure that the candidate:**

- Has a quiet, well-lighted area, free from noise and distraction and within supervisory proximity to me;
- Has available a functioning computer with Internet access;
- Receives no assistance of any type and does not communicate with anyone during the examination;
- Has no access to electronic equipment other than the computer and peripherals required to take the examination;
- Does not leave the examination website during the examination process.

**I further agree:**

- To ensure that no other persons have access to the examination;
- To ensure that the questions are not copied, memorized, or reproduced in any way, and that no notes are taken;
- To inform the Federation of Chiropractic Licensing Boards (970) 356-3500 if there have been any irregularities in the examination process that could compromise the integrity of the CCCA program, including its examination;
- That this is a voluntary duty and that there will be no compensation by the Federation of Chiropractic Licensing Boards or the National Board of Chiropractic Examiners for providing this proctoring service.
INITIAL CERTIFICATION AND ID BADGE

When the candidate passes the examination, instructions are provided to log back into the website, where a new option will appear on the navigational menu: Print Certificate.

Clicking this option generates a personalized certificate with the individual’s name and CCCA expiration date. This can be printed at no additional charge directly from the website using any Internet browser. Multiple copies can be printed any time until the certificate expires.

High quality certificates, suitable for framing, can be ordered from the FCLB website for an additional fee.

In addition, FCLB will mail a photo ID badge that identifies the assistant and assures the public that the Certified Chiropractic Clinical Assistant has met the requirements of the CCCA program.

Certified Chiropractic Clinical Assistants are encouraged to display their certificates and wear their photo ID badges while engaging in clinical services.

INITIAL RENEWAL: SUPERVISED PRACTICAL CLINICAL EXPERIENCE

Once candidates are initially certified, they have one year to notify the CCCA program that they have completed 300 hours of supervised practical clinical experience. (This is approximately eight weeks if full time.)

Clinical experience does not include duties of a strictly administrative nature. Candidates are encouraged to maintain a daily log listing dates, times, and clinical duties. To qualify, supervision must be on-site at all times.

Some candidates may already have the supervised practical clinical experience if they have been licensed or registered, or have been working previously as a therapy / clinical assistant. This experience is allowed to be registered with CCCA; it does not need to be duplicated.

The supervisor must be one individual chiropractor whose license or registration is in good standing; he or she must attest to the completion of the hours.

A sample log to track supervised clinical experience is included in this Candidate Handbook.

When the hours have been completed, the candidate or CCCA logs back into his or her personal account on the FCLB website; the supervisor attests directly on the website that the requirement is complete. When the supervisor is not physically present, a separate form may be submitted but requires additional processing time.

The fee for the initial renewal covers certification for two years. Continuing education is not required during this initial renewal period.
SUBSEQUENT RENEWAL OF CERTIFICATION

Subsequent renewal fees also cover a two-year period. During those two years, the Certified Chiropractic Clinical Assistant must complete at least six hours of continuing education in any of the following four areas:

• Foundational Knowledge
• Patient Safety and Procedures
• Documentation
• Ethics and Boundaries

The continuing education must be provided by a qualified program as determined by FCLB. There are two options:

1. Education from an FCLB PACE Recognized Provider (attendance is reported by the provider directly to FCLB); or
2. Education from an Other Provider, whose program has been reviewed by FCLB and found to meet CCCA standards (an administrative review fee will be charged).

Lapse in certification:

Certified Chiropractic Clinical Assistants who fail to continuously maintain their CCCA certification after a lapse of more than two years are required to reapply and meet all CCCA requirements in effect at the time of reapplication, including passing the examination again.

Late renewal:

Renewals after the expiration date (but before considered “lapsed”) are assessed a late fee. CCCAs are still responsible for all CE hours for the time period involved.

FEES

All fees must be paid electronically via credit or debit card in US dollars on the FCLB secure website. No refunds will be given under any circumstances.

$150 Initial application, includes one examination attempt within 90 days, also photo ID badge
$100 Retake examination or replace expired examination code
$50 Late renewal fee (after the expiration date)
$35 Certification renewal fee – good for two years
$25 Other Provider administrative fee - to review non-PACE educational programs for either initial or renewal certification
$25 Replacement photo ID badge
$20 Certificate suitable for framing (no charge to print the online version)
DISCIPLINE

CCCA certification is granted under the auspices of FCLB, and may be limited, suspended, or revoked for cause as determined by FCLB.

If allegations arise that may result in discipline of a Certified Chiropractic Clinical Assistant, the individual will be provided with notice and an opportunity to respond to any allegations of wrongdoing.

The CCCA Committee will review all relevant documents and forward its recommendation to the FCLB Board of Directors.

The FCLB Board of Directors will make a final determination regarding the discipline, and will notify the individual. The decision of the Board is not subject to appeal.

At the discretion of FCLB, electronic communication may be used. While FCLB will make good faith efforts to connect with the individual, the Federation is not responsible for delivery failures.

PUBLIC NATURE OF THE PROGRAM

FCLB may publicize CCCA certificate holders, including those with active, expired, or disciplined status.

The CCCA is a private certification program intended to support, not to replace or usurp, the authority of government agencies that may regulate chiropractic assistants in accordance with their laws.

Governance and Administration

The CCCA program is overseen by the following:

FCLB BOARD OF DIRECTORS

The FCLB Board of Directors is responsible for the design, policies, procedures, and administration of the CCCA program. The board approves the examination contractor, adjudicates all grievances and appeals, and sets the program fees.

The Board has the vested authority and right to modify the CCCA program as necessary to achieve the program’s objectives.
**CCCA COMMITTEE**

The CCCA Committee consists of three people appointed by the FCLB President subject to the approval of the Board of Directors. The CCCA Committee oversees the administration of the program.

The CCCA Committee has the specific responsibility to:

- Monitor program policies on a regular basis and recommend updates when indicated;
- Authorize any criminal history waiver;
- Review complaints and recommend sanctions up to and including certificate revocation;
- Conduct an audit of the program no less than every five years; and
- Develop and recommend marketing strategies to the BOD to promote the CCCA program.

**FCLB EXECUTIVE DIRECTOR**

The FCLB Executive Director, or assignee, manages the operations of the CCCA program in coordination with the CCCA Committee and under the guidance and authority of the Federation’s Board of Directors.
Frequently Asked Questions

**Q** Can I use my certification everywhere?

If you move, you can take your certification with you. It is not limited to the state or province where you achieved it. Some insurance companies and regulatory boards recognize the certification as applicable to their requirements. You will need to check with them individually to determine the level of recognition and the benefits that may result from your CCCA certification.

**A**

**Q** I have not worked a year as a therapy assistant, so I need formal educational course work to apply for my initial certification. Where can I take these classes?

The number of educational providers is increasing steadily. Please visit [www.fclb.org](http://www.fclb.org) for the most current list of PACE Recognized Providers. You may also take the course work from Other Providers who are not pre-approved, but a $25 administrative review fee will be charged for FCLB to review those programs.

**A**

**Q** What does the ID Badge look like?

The badge is heavy white PVC plastic and features the CCCA logo and the color photo you have submitted. Your name and the expiration date are printed on it. It is pre-punched to allow you to attach your choice of lanyard or pocket clip.

**A**

**Q** What does the Certificate look like?

After you meet the CCCA program requirements, including passing the examination, you will be authorized to print your own Certificate.

There is no charge, and you can print as many copies as you wish until the certification date expires.

If you would like to purchase a high quality certificate suitable for framing, please go on line to [www.fclb.org](http://www.fclb.org) to order one.

**A**
**Q** My supervising chiropractor’s license or registration must be in “good standing.” What does this mean?

**A** “Good standing” is determined by the governmental agency that issues the license or registration. FCLB honors that Board’s definition.

**Q** I don’t like the picture on my ID Badge (or the dog ate it).

**A** Remember that FCLB prints whatever picture you have uploaded. You can wait until the next renewal cycle and upload a new one – that’s included at no extra charge in the certification renewal fee. Or you can order a replacement badge any time for $25.

**Q** Why can’t I decide what therapies are best for the patient? I’ve been doing this a long time and I know the patients better than the chiropractor does.

**A** Chiropractic assistants work as what are called “physician extenders.” This means you are the extra hands of the doctor. You must not make decisions or perform tasks for which a license is required. Certification is not a license.

What can legally be done in the chiropractic setting, and by whom, is controlled by the law in each jurisdiction, You should know the authority and limits of the law where you are located. Easy links to the laws are on the FCLB website at [www.fclb.org](http://www.fclb.org) under “Boards.”
Sample Application with Tips for Success

Following are pictures of the actual application screens.

Once the candidate completes the first page (Contact Information) for the first time, an email is sent to confirm that registration is started in the system.

Candidates may then finish the application or log in and out as often as needed.

FCLB does not start processing an application until the last step, when payment is submitted. Please allow up to two weeks for application processing.
**CONTACT INFORMATION**
This creates your account in the FCLB system.

**NAVIGATION**
After you complete a Step, you will be able to go back and forth among those you have finished.
You cannot skip ahead.

**FIRST STEP:**
**UPLOAD PHOTO**
**TIP:** This is easy – just save a photo on your computer and follow the steps.
YOU MUST UPLOAD YOUR PHOTO BEFORE COMPLETING THE REST OF YOUR APPLICATION.

**PHONE NUMBERS**
It doesn’t matter if you use hyphens or not.

**CONTINUE**
Remember to click this at the bottom of every page. If needed, you can come back and change your information later.
Step 2
GENERAL EDUCATIONAL BACKGROUND
An email was just sent to your preferred address. This will help you remember how to log in.
Now tell us about your background.

TIP: Each time you complete a step for the first time, that accomplishment is noted in red on the next step.

REMEMBER
Click Continue
Step 3
PREVIOUS LICENSE
…as a chiropractic clinical assistant
Have you ever had a license or registration issued by a government agency?
You may qualify for credit for your educational and / or practical clinical experience.

REMEMBER
Click Continue
Step 4
PREVIOUS CERTIFICATION

...as a chiropractic clinical assistant

Have you ever been certified as a chiropractic clinical assistant? (This is private certification, NOT the same as a government-issued license or registration.)

You may qualify for credit for your educational and/or practical clinical experience.
Step 5

CCCA EDUCATION

This is where you tell us about your education plan.

1. You might not have any education yet. This is OK. You can work on this application now. Just come back later when you finish your course work and enter it then.

2. You might be ready to record course work you have taken. It must have been at least 24 hours.

3. If you have already worked as a chiropractic clinical assistant for at least 2,000 hours, this satisfies the educational requirement.

Enter your plan here

TIP: Do you have BOTH 2,000 hours of experience and at least 24 hours of education? Choose the 2,000 hours to save money.
If you are ready to record course work you have taken:

**OPTION 1** - if you got your course work when you got your government license or registration. (Only a few agencies qualify – if yours is not on the list, you did not get enough hours of education.)

**OPTION 2** – if you got education from either an Approved Provider on the list or an Other Provider.

**TIP:** This screen pops up. Upload your transcript the same way you uploaded your photo earlier.

An additional fee applies to use an Other Provider.
Step 6
SUPERVISED PRACTICAL CLINICAL EXPERIENCE

You do not have to complete this step until you apply for your first renewal. Many CCCA candidates will get their experience AFTER they pass the examination.

However, if you already have this experience, go ahead and register it now to save time later.

REMEMBER
Click Continue
SUPERVISOR ATTESTATION

This is to be completed by the supervisor, who must be a chiropractor whose license is in good standing.

Complete this section to document either or both of the following:

1. The candidate is satisfying the CCCA educational requirement through 2,000 hours of supervised practical experience (instead of 24 hours of course work).

2. The candidate has completed the required 300 hours of supervised clinical experience to be able to qualify for CCCA renewal in the future.

TIP: Candidates who already have 2,000 hours of supervised practical clinical experience obviously already have 300 hours! There is no need to repeat the experience. Just attest to both.

TIP: If the supervisor is not readily available to complete this section online, a separate attestation form can be obtained from the FCLB website at www.fclb.org – please allow 30 days for processing if this alternative is used.
**SUPERVISOR ATTESTATION**

Contact and licensure information for the supervisor.

---

**REMEMBER**

Click Continue
If you select "One or more felony convictions," a screen pops up that allows you to tell more about what happened. Please be very detailed.
TESTING ACCOMMODATIONS

FCLB will comply with all applicable laws, including the Americans with Disabilities Act (ADA).

Describe the request in detail here. You will be contacted individually and asked to provide certain documentation.

TIP: If you require enlarged print on the examination, you do NOT need to ask for testing accommodations.

You will be able to hold down the CONTROL Key and press + (plus) during the online examination process.

This makes the type bigger.
AGREEMENT

You must comply with all of the policies and procedures.

They are available at all times on the FCLB website.

Tell the truth.

You can print a copy of your application at this point.

See the next page in this Handbook to see what the printout looks like.

TIP: After you complete the finances, you can print a copy of your finances also.
<table>
<thead>
<tr>
<th>Category</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Birth</strong></td>
<td>1/1/1994</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:moe@somepace.com">moe@somepace.com</a></td>
</tr>
<tr>
<td><strong>Requested I/surname</strong></td>
<td>APerson</td>
</tr>
<tr>
<td><strong>Requested Password</strong></td>
<td>12346</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>1234 Main St, Apt 402, Some City, CO, 12346</td>
</tr>
<tr>
<td><strong>City / State / Zip (Postal code)</strong></td>
<td>Some City, CO, 12346</td>
</tr>
<tr>
<td><strong>Business Phone</strong></td>
<td>877-566-9853</td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
<td>877-566-7777</td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td>877-566-4444</td>
</tr>
<tr>
<td><strong>Secondary Education</strong></td>
<td>High School Graduate</td>
</tr>
<tr>
<td><strong>Grad Year</strong></td>
<td>2014</td>
</tr>
<tr>
<td><strong>Previous Experience as therapy CA</strong></td>
<td>Not Specified</td>
</tr>
<tr>
<td><strong>Previous CA License or Registration</strong></td>
<td>Government issued: IN 1254, 11/08/2012, Exp 1/09/2016</td>
</tr>
<tr>
<td><strong>Previous Non-Governmental Certification</strong></td>
<td>Provider, Number, Issue &amp; Exp Date</td>
</tr>
<tr>
<td><strong>Required Course Work</strong></td>
<td>Your Course Work Plan: I want credit for other course work I have already taken. Must be at least 24 hours.</td>
</tr>
<tr>
<td><strong>Supervised Practical Clinical Training</strong></td>
<td>Your Clinical Training Plan: I would like credit because I have already completed at least 200 hours of practicum training involving therapy, supervised by a chiropractor whose license is in good standing.</td>
</tr>
<tr>
<td><strong>Supervising Chiropractor Information</strong></td>
<td>Course Work Credit: 2,000 hours (All but)</td>
</tr>
<tr>
<td><strong>Doctor's Name</strong></td>
<td>Dr. King Outer Doctor</td>
</tr>
<tr>
<td><strong>Doctor's Individual NPI</strong></td>
<td>887684219</td>
</tr>
<tr>
<td><strong>Doctor's Jurisdiction, License # &amp; Exp Date</strong></td>
<td>CO 1254, 12/2/2016</td>
</tr>
<tr>
<td><strong>Doctor's Mailing Address</strong></td>
<td>887 Cell Ave, Suite 120, Another City, CO, 12346</td>
</tr>
<tr>
<td><strong>Doctor's Business Phone</strong></td>
<td>887-566-0333</td>
</tr>
<tr>
<td><strong>Doctor's Email</strong></td>
<td><a href="mailto:doctor@email.com">doctor@email.com</a></td>
</tr>
<tr>
<td><strong>Good Moral Character</strong></td>
<td>Felony History: One or more felony convictions. Agree</td>
</tr>
<tr>
<td><strong>Test accommodation</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Agree to Comply with CCCA Policies &amp; Procedure</strong></td>
<td>Agreement: Agree. If your application has been processed, you will receive further instructions.</td>
</tr>
</tbody>
</table>
CREDIT CARD INFORMATION

FCLB is very careful to protect your private information.

Your card number is processed on a secure site that complies with the necessary standards for financial safety. Our staff only sees the last four digits of your card.

Your payment is not sent until you click MAKE PAYMENT.

Please allow up to a week for your application to be processed by FCLB staff.

PRINT FINANCES

You will see a screen like this.

You can print the screen in your browser if you like.

You will also get an email confirmation sent to the email address you typed on the previous page with the credit card information.

TIP: To save you time, the program puts your name and address in the boxes. If you are using someone else’s card, just type over the fields you want to correct.
Retake Examinations

The option to APPLY FOR EXAM RETAKE appears as a choice in the navigation bar after seven days have passed.

You may retake the examination as many times as you need to until you pass. Each examination attempt costs $100. You do not need to reapply.

APPLY FOR EXAM RETAKE
This step will not appear until seven days have passed from your last examination retake.

TIP: Choose YES from the dropdown choices. Remember to CONTINUE APPLICATION.

The next three steps (agreement, payment, printing) are the same as those you saw in your initial application.
1. FOUNDATIONAL KNOWLEDGE (30%)

**Competency Description:** The successful examinee has the general entry-level knowledge necessary for working in a chiropractic office.

**Examples of areas requiring basic knowledge include:**
- Human anatomy – e.g., being able to identify large muscle groups and common bones
- Human physiology – e.g., knowing the basic function of the major organs such as the heart and lungs, and that ovaries are classified as reproductive organs
- Clinical terminology – e.g., knowing flexion v. extension, superior v. inferior, and anterior v. posterior
- Treatments & conditions – that is recognizing common diagnostic and treatment terminology, e.g., sprain, strain, tendinosis, low back pain

2. PATIENT SAFETY AND PROCEDURES (40%)

**Competency Description:** The successful examinee has the entry-level knowledge and ability to complete tasks related to patient treatment and recognize and appropriately respond to situations that may compromise patient safety.

**Examples of these knowledge and ability areas, functions, or duties may include:**
- Recognizing and preventing office hazards – e.g., turning off therapy equipment after use and assuring it is turned off prior to beginning treatment
- Therapeutic modalities and procedures – e.g., safe therapy set up and use, how to apply ice and heat
- X-ray safety – e.g., ask females about pregnancy
- Responding to health and office emergencies – e.g., knowing general adverse reactions to common treatments, CPR, and types of safety equipment
- Recognize indications and contraindications for common modalities – e.g., knowing indications such as tight muscles and swelling and contraindications such as pregnancy and cancer
- Vital statistics (height, weight, blood pressure, etc.) – e.g., knowing basic terminology and general procedures for obtaining vitals

3. DOCUMENTATION (15%)

**Competency Description:** The successful examinee has the entry-level knowledge and ability to complete tasks related to the proper creation, handling and storage of patient data, including activities associated with the billing of patient services.

**Examples of these tasks may include:**
- Use of appropriate forms – e.g., intake and informed consent forms
- HIPAA compliance – e.g., understanding that there must be no discussion of patients outside of office
- Red flags of fraud – e.g., understanding that taking money or billing for therapies not performed is unethical and illegal
- Use of billing codes – e.g., knowing those commonly used on CMS 1500
- Use of procedure codes – e.g., knowing those used to identify common chiropractic procedures
- Record keeping – e.g., knowing the basic SOAP format and common medical and chiropractic abbreviations

4. ETHICS & BOUNDARIES (15%)

**Competency Description:** The successful examinee exhibits entry-level ethical decision-making ability and recognition of appropriate interpersonal boundaries.

**Examples may include:**
- Sexual boundaries/harassment
- Patient-staff relations
- Doctor-staff relations
- Finances and billings
- Confidentiality issues
- Confrontational patients

This section contains very basic scenarios pertaining to appropriate behavior and ethical judgment.

DRAFT TEST PLAN subject to change. Information provided courtesy of NBCE.
**Sample Daily Log: Supervised Practical Clinical Experience**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Time</th>
<th>Brief description of Clinical Duties</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total hours this page

<table>
<thead>
<tr>
<th>Initial – CCCA</th>
<th>Initial - Chiropractor</th>
</tr>
</thead>
</table>
Boards that Regulate Chiropractic Clinical Assistants

Arizona
Florida
Maine
Maryland
Mississippi
Nevada
North Carolina
Oklahoma
Oregon
South Dakota
Tennessee
Wisconsin

Links to the boards’ statutes and regulations can be found on the FCLB website:
www.fclb.org

Click on “Boards”

As of 7/31/2014
Registered Chiropractic Clinical Assistants

Approved 1/18/2013

STATUTE

Article I. Title, Definitions and Declaration

Section 102. Statutory Definitions
For the purpose of this Act, the following terms shall have the following meanings:
“Registered Chiropractic Clinical Assistant” means a person registered under the provisions of this Act.
“Supervision” means the oversight provided by a Chiropractor over the clinical services performed by a Registered Chiropractic Clinical Assistant and requires the Chiropractor to be on the premises at all times and readily available to instruct the Registered Chiropractic Clinical Assistant throughout the performance of the clinical services.

REGULATIONS

1.00 Regulatory Definitions

Section 1.01 Definitions
For purposes of Regulations Sections 1.00 through 10.00, the following terms shall have the following meanings:

Certified Chiropractic Clinical Assistant (CCCA), means a person who has been duly certified and maintains active certification in good standing as a “Certified Chiropractic Clinical Assistant” by the Federation of Chiropractic Licensing Boards.

FCLB, means the Federation of Chiropractic Licensing Boards.
Registered Chiropractic Clinical Assistants

STATUTE

Article II. Board of Chiropractic

Section 214. Powers and Responsibilities

(A) The Board shall have the authority control and regulate the practice of chiropractic in [Name of Jurisdiction] including, but not limited to, the following:

(7) Establish qualifications for Chiropractic Clinical Assistant registration;

Section 216. Regulations

The Board shall make, adopt, amend, and repeal regulations as deemed necessary by the Board for the proper administration and enforcement of this Act. All regulations shall be promulgated in accordance with the applicable administrative procedures specified elsewhere in applicable law.

STATUTE

Article V. Registered Chiropractic Clinical Assistants

Section 501. Regulatory Authority

(A) The Board shall have the authority to register and regulate Chiropractic Clinical Assistants in [Name of Jurisdiction].

(B) The Board shall have the authority to establish minimum requirements for education, examination, clinical training, and continued competence for Registered Chiropractic Clinical Assistants and to approve programs that meet these requirements.

(C) The Board shall have the authority to establish fees relating to the registration of Registered Chiropractic Clinical Assistants through the promulgation of regulations.

Section 502. Scope of Services

(A) A Registered Chiropractic Clinical Assistant may only provide clinical services on the orders and instructions of a supervising Chiropractor.

(B) The scope of services for a Registered Chiropractic Clinical Assistant shall include assisting a Chiropractor with providing certain clinical procedures common and customary to the chiropractic setting which include, but are not limited to, the following:

(1) collecting general health data, such as the taking of an oral history or vital sign measurements;

(2) applying thermal, sound, light, mechanical and electrical modalities; hydrotherapy; and

(3) monitoring prescribed rehabilitative activities.
(C) A Registered Chiropractic Clinical Assistant must be adequately trained in the proper operation of any device or equipment and knowledgeable of the appropriate safety procedures with respect to the clinical services he or she is directed to provide.

(D) Nothing in this section shall be construed to allow a Registered Chiropractic Clinical Assistant to provide a chiropractic adjustment; manual therapy; nutritional instruction; counseling or other therapeutic service or procedure which requires individual licensure in [Name of Jurisdiction].

(E) Registration as a Registered Chiropractic Clinical Assistant is not required for individuals who perform administrative activities of a non-clinical nature.

Section 503. Required Supervision
A Registered Chiropractic Clinical Assistant may only provide clinical services while under the Supervision of a Chiropractor.

Section 504. Unlawful Practice
(A) Except as otherwise provided in this Act, it shall be unlawful for any person to practice as a Registered Chiropractic Clinical Assistant unless duly registered under the applicable provisions of this Act.

(B) No person shall use the title “Registered Chiropractic Clinical Assistant” or any other designation indicating registered status, including abbreviations, or hold themselves out directly or indirectly as a Registered Chiropractic Clinical Assistant, unless registered under the applicable provisions of this Act.

(C) A person enrolled in an educational program recognized by the Board that leads a diploma or certification as a chiropractic clinical assistant shall be allowed to lawfully provide clinical services under the Supervision of a Chiropractor to gain the necessary practical clinical experience.

Section 505. Qualifications for Registration
To be registered to practice as a Registered Chiropractic Clinical Assistant, an applicant must provide evidence satisfactory to the Board that the applicant:

(A) Has completed an application in a manner and form provided by the Board;

(B) Has paid all applicable fees relative to the registration process as determined by the Board through the promulgation of regulations;

(C) Is at least eighteen (18) years of age and has graduated high school or equivalent;

(D) Is of good moral character and submits such documentation thereto as prescribed by the Board, including, but not limited to, criminal records review;

(E) Has completed a Board-approved education program suitable for Registered Chiropractic Clinical Assistants;

(F) Has passed a competency examination approved by the Board; and

(G) Has completed practical clinical experience as determined by the Board.
Section 506. Qualifications for Registration by Endorsement

To be registered as a Registered Chiropractic Clinical Assistant by endorsement, an applicant must provide evidence satisfactory to the Board that the applicant:

(A) Has complied with Section 505 (A) through (D) above; and

(B) Has current practice privilege in good standing as a chiropractic clinical assistant or equivalent granted by at least one jurisdiction whose requirements are substantially similar to or greater than the requirements of this Act; and

(C) Has presented to the Board current documentation that any practice privilege granted by another jurisdiction as a chiropractic clinical assistant or equivalent has not been suspended, revoked, or otherwise restricted for any reason except non-renewal.

Section 507. Acceptable Sources of Information

The Board shall be empowered to rely upon the expertise, documentation and data gathered and stored by not for profit organizations that share in the public protection mission of this Board when making determinations under this Act so as to promote inter-jurisdictional uniformity and administrative efficiencies.

Section 508. Renewal of Registration

(A) Renewal of registration as a Registered Chiropractic Clinical Assistant shall be in a time and manner established by the Board. Under no circumstances, however, shall the renewal period exceed two (2) years.

(B) As a requirement for registration renewal, a Registered Chiropractic Clinical Assistant shall provide evidence satisfactory to the Board of completion of continuing competence training. The number of credit hours, acceptable course content and approved providers for continuing competence shall be determined by the Board.

Section 509. Grounds for Discipline, Penalties and Reinstatement

The Board may refuse to issue, refuse to renew, or may suspend, revoke, censure, reprimand, restrict, or limit the registration of, or fine any person pursuant to the laws of [Name of Jurisdiction] or the procedures set forth herein, upon one or more of the grounds for discipline set forth in Article VIII of this Act.
Registered Chiropractic Clinical Assistants

REGULATIONS

7.00 Standards for Registered Chiropractic Clinical Assistants

Section 7.01 Board Approved Education, Training, and Examination for Registered Chiropractic Clinical Assistants

(A) To establish compliance with the requirements set forth in Article V, Section 505 of the Chiropractic Practice Act, an applicant must provide evidence satisfactory to the Board of the following:

1. Complete at least 24 hours of a Board-approved educational program; and
2. Complete at least 300 hours of clinical training as a chiropractic clinical assistant, supervised by a Chiropractor; and
3. Obtain a passing score on a competency examination approved by the Board.

(B) An applicant seeking registration by endorsement as a Registered Chiropractic Clinical Assistant must comply with the requirements set forth in Article V, Section 506 of the Chiropractic Practice Act.

Statutory authority: Article II Section 214 (A)(7) and Section 216; and Article V, Section 501 (A) and (B); Section 505; Section 506

Section 7.02 Acceptable Certification Entity

Based upon the statutory authority set forth in Article V, Section 507 of the Chiropractic Practice Act, the Board recognizes the FCLB Certified Chiropractic Clinical Assistant (CCCA) program as providing acceptable documentation of candidate qualifications under Article V, Section 505 of the Chiropractic Practice Act, and Section 701 (A) through (C) of these regulations for purposes of initial registration.

Statutory authority: Article II Section 214 (A)(7) and Section 216; Article V, Section 504 (C); and Article V, Section 507

Section 7.03 Approved Education

A Registered Chiropractic Clinical Assistant educational program must provide evidence satisfactory to the Board of the following:

(A) Submits a complete application in a form and manner provided by the Board;

(B) Pays fees as determined by the Board;

(C) Provides adequate instruction on each of the following topics: foundational knowledge, patient safety and procedures, therapeutic modalities and procedures, documentation, and ethics and boundaries;

(D) Uses competent instructors as documented by appropriate academic training, professional licensure or certification, or professionally recognized experience;

(E) Employs a reputable process for documenting attendance; and

(F) Includes a minimum of twenty-four (24) hours of didactic study.

Statutory authority: Article II Section 214 (A)(7) and Section 216; and Article V, Section 501 (B)
Section 7.04 Renewal of Registration

(A) Registration for Registered Chiropractic Clinical Assistants is biennial and shall expire on his or her birthdate.

(B) The first registration period may be less than two years but not less than one year, which reflects the difference between the registrant’s birth date and the two-year anniversary of initial registration. No proration of registration fees will be applied.

(C) Renewal shall be in a form and manner provided by the Board.

(D) To renew registration on or before the renewal date, the Registered Chiropractic Clinical Assistant shall provide evidence acceptable to the Board of having completed the requirements for continuing competence.

(E) Payment must be received by the Board for all renewal fees and any other applicable fee relative to registration before a renewal registration is issued.

Statutory authority: Article II Section 214 (A)(7) and Section 216; Article V, Section 501; and Article V, Section 506 (A)

Section 7.05 Continuing Competence

Applicants for registration renewal as a Registered Chiropractic Clinical Assistant must provide evidence satisfactory to the Board of completion of the following:

(A) No less than six (6) hours of continuing competence education during each renewal period in courses or programs approved by the Board.

(B) The Board may grant a waiver from the continuing competence requirement due to unforeseeable emergency or other extraordinary circumstances. The burden of substantiating proof shall rest with the registrant.

Statutory authority: Article II Section 214 (A)(7) and Section 216; Article V, Section 501; and Article V, Section 508.

Section 7.06 Improper Conduct

Registered Chiropractic Clinical Assistants shall conduct themselves within the boundaries of proper ethical behavior.

(A) A Registered Chiropractic Clinical Assistant shall adhere to acceptable standards of conduct regardless of whether a supervising Chiropractor or person in a position of authority may order, impart or condone behavior or conduct which is improper.

(B) “Improper Conduct”, under the meaning of this section, shall include conduct delineated under the Chiropractic Practice Act, Regulations, and such other [Name of Jurisdiction] laws that may apply.

Statutory authority: Article II Section 214 (A)(7) and Section 216; Article V, Section 507; and Article VIII
As appropriate study resources come to the Federation’s attention, they will be added to this section of the Candidate Handbook.

At this time, the FCLB is aware of only one hardbound textbook:

*Chiropractic Therapy Assistant: A Clinical Resource Guide*

This 10 chapter book features over 300 pages of detailed information. It is available from the Tennessee Chiropractic Association for $85 plus shipping and handling.

Please contact the TCA at 615-383-6231 or visit the FCLB website at [www.fclb.org](http://www.fclb.org) and click on “Chiro Assistants” for an order form.