

CCCA

Candidate Handbook



Certified **Chiropractic
Clinical Assistant**

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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 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.

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.

CCCA at a Glance

FCLB's CCCA program includes:

- Educational Course of Study
- Independent Examination
- Supervised Practical Clinical Experience

Candidates who meet and complete these requirements earn certification as a CCCA: **Certified Chiropractic Clinical Assistant**.

CCCA's must complete at least six hours of continuing education every two years in relevant topics to maintain certified status.

Please note: Certification is not licensure. Please check with your jurisdiction's rules for registering CAs.

Policies & Procedures

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 date of initial submission.

Incomplete applications where a payment has been made may be deleted after six months. Application and exam fees are non-refundable. Candidates will be notified at least 30 days prior to deletion.

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, 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 contact information has been completed, the candidate may save and return later 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 of \$100. 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.

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 best they can 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 into the website and print 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.

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 complete 300 hours of supervised practical clinical experience. (This is approximately eight weeks of 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 on page 23 in this *Candidate Handbook*.

At the first year renewal, the CCCA will receive a reminder email instructing him or her to complete a short online renewal application (via www.fclb.org, under the Chiro Assistants tab). In this renewal application, the CCCA's supervisor must attest the 300 hours clinical experience requirement is complete.

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 and 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

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?

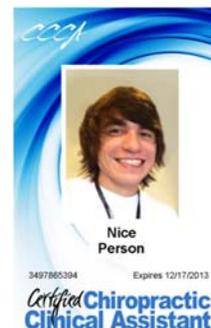
A If you move, you can take your certification with you. It is not limited to the state or province where you achieved it. Some insurance companies and regulatory boards recognize the certification as applicable to their requirements. You will need to check with them individually to determine the level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

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?

A The number of educational providers is increasing steadily. Please visit www.fclb.org for the most current list of PACE Recognized Providers. For a \$25 administrative review fee, you may also take the course work from other providers who are not pre-approved.

Q What does the ID Badge look like?

A 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.



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 under “Boards.”

Q My licensing board has its own certification or licensure program for CAs. Can I use CCCA instead?

A Some boards license, register, or certify CAs through their own rules and regulations. The CCCA program DOES NOT replace individual board programs. Please check with your licensing board to determine whether they accept the CCCA.

Sample Application with Tips for Success

Following are pictures of the actual application screens.

Once the candidate completes the contact information, he or she may select “save and continue later” at the bottom of the form. An email is sent with a link to access the application at a later time.

Candidates may then finish the application save and return as often as needed.

Once the application is submitted, you will receive an invoice via email. The FCLB will not begin processing applications until that invoice is paid. Please allow up to two weeks for application processing.

Visit www.fclb.org and click the Chiro Assistants tab. To begin your application, click the **New Applicants: REGISTER** link.

STEP 1: ENTER YOUR CONTACT INFORMATION

Prefix:	<input type="radio"/> Ms.		
	<input type="radio"/> Mr.		
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
Email Address:	<input type="text"/>	Re-enter Email:	<input type="text"/>
Mailing Address:	<input type="text"/>	Unit, Suite, Apt. Etc.:	<input type="text"/>
City:	<input type="text"/>		
State or Province:	<input type="text"/>	Postal Code:	<input type="text"/>
Telephone:	<input type="text"/>	Birthdate:	<input type="text"/>

NAVIGATION

Once you have completed this portion, if you need to complete your application later, you may scroll to the bottom of the screen and click [Save and continue later](#)

You will receive an email with instructions and a link to access your incomplete application at a later time.

Please do not start over as a new applicant.

STEP 2: GENERAL EDUCATION

General Education

Secondary Education:	<input type="radio"/> High School Graduate	Graduation year:	<input type="text"/>
	<input type="radio"/> GED		
Post Secondary Education:	<input type="radio"/> Trade School	Graduation year:	<input type="text"/>
	<input type="radio"/> Associate's Degree		
	<input type="radio"/> Bachelor's Degree		
	<input type="radio"/> Master's Degree or above		

STEP 3: PREVIOUS CERTIFICATION

If you have ever held a **chiropractic assistant certification or license** from a **state** chiropractic licensing board, click “Yes.”

If not, click “no.”

Do you hold a chiropractic assistant license, certification, or registration issued by a chiropractic state licensing board?:

- Yes
- No

If you clicked “yes,” you’ll have a few more questions to answer:

Do you hold a chiropractic assistant license, certification, or registration issued by a chiropractic state licensing board?:

- Yes
- No

Please list the license, certification, or registration information below.

Issuing jurisdiction:

Previous License Number:

Issue date:

Have there ever been any actions by any person or agency involving your credentials?:

- Yes
- No

If so, please provide a detailed explanation:

Just let us know what state you have your CA certification or license in, what your certification or license number is (if you were given one – not all states use a number), and the date you received that certification or license.

Then, let us know if the state that issued your certification or license ever disciplined you for any reason (for example: you may have been fined for failure to obtain continuing education)

STEP 4: CA EDUCATION OR EXPERIENCE

To qualify for CCCA, you must have either

- 2,000 hours of experience as a chiropractic assistant. These 2,000 hours must be in assisting with patients and therapies. Hours spent on administrative duties do not apply. OR
- 24 hours of formal education specific to the skills and knowledge needed to be a chiropractic assistant.

If you select the 2,000 hours of experience option, the DC who supervised that experience will need to verify it:

To qualify for CCCA certification, you must have either 2,000 hours of experience or 24 hours of education.

I have: 2,000 hours of experience
 24 hours of education

Please have your supervising DC complete the following questions.

I verify that this candidate has worked at least 2,000 hours assisting with therapies in my clinical setting.:

Doctor's Name:	<input type="text"/>	License Number:	<input type="text"/>
Jurisdiction:	<input type="text"/>	License Status:	<input type="text"/>
Expiration date:	<input type="text"/>		
Doctor's mailing address:	<input type="text"/>		
Doctor's city:	<input type="text"/>	Doctor's state or province:	<input type="text"/>
Doctor's postal code:	<input type="text"/>		
Doctor's phone:	<input type="text"/>	Doctor's email:	<input type="text"/>


 Complete this section with your supervising DC's information.

If you select the 24 hours of education option, you will need a copy of your certificate of completion:

To qualify for CCCA certification, you must have either 2,000 hours of experience or 24 hours of education.

I have:

- 2,000 hours of experience
- 24 hours of education

Approved provider:

Canham College
CCCAOnline
ChiroCredit.com
Chiropractic Therapy Assistar

Other: Please specify:

Hours:

Use the link below to upload a pdf or jpg scan of your certificate or transcript verifying education. Must include your name, the provider's name, completion date, and number of hours earned.

Upload Certificate:

Choose File

Some educational providers have already been approved for CCCA certification training. You may select one of those from the list, or enter another educational provider. Please note that educators who are not pre-approved will be reviewed by the FCLB and an administrative review fee of \$25 will be added to your application.

STEP 5: GOOD MORAL CHARACTER

You will next be asked about criminal background. If you select “yes,” indicating that you have one or more felony convictions, additional questions will appear, asking for further information. Please be very detailed.

Criminal Background: A criminal background check may be conducted. If you mark that you have a felony conviction, your application will be examined on a case-by-case basis. If you falsify this information, your application will be rejected and no refunds of any fees will be given.

Do you have any felony convictions?:

- Yes
- No

Request for special consideration: If you have one or more felony convictions, please check to indicate that you agree to have your application reviewed for special consideration and that you understand that the FCLB's decision is not subject to appeal:

Please explain any felony convictions in detail:

STEP 6: TEST 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.

A sample documentation of disability form follows the study resources at the end of this handbook.

Test Accommodations 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 larger.

Are you requesting any accommodations for the exam: Yes No

If so, please detail your request. You will be contacted:

STEP 7: ID PHOTO

Once you have successfully earned CCCA certification, we will mail you a photo ID badge. In this step, please upload a clear, current photo of yourself. Please be facing the camera and close enough that you are easily identifiable. Additionally, we recommend checking the background of your photo for inappropriate items.

Click "Choose File," then navigate to the location of your photo on your computer or tablet. Click on the photo file and then click "Open." Your photo will automatically attach to your application when you submit it.

ID Photo: Please upload a current photo for your CCCA ID badge. Please use a .jpg format file. For best results, your image should be 300 pixels (1.5 inches) wide by 400 pixels (2 inches) high. Your face should be clearly visible, as this will serve as identification.

Please upload your photo:

Choose File

Please upload your photo:

Choose File

STEP 8: AGREEMENT

You must comply with all of the policies and procedures. They are available at all times on the FCLB website.

Agreement to Comply with CCCA Policies and Procedures: I understand agree to comply with the [Policies and Procedures of the FCLB Certified Chiropractic Clinical Assistant \(CCCA\) Program](#). 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.

I agree:

I agree:

STEP 9: SUBMIT

If all of the information on your application is correct, click “Submit.”



Once you submit your application, you will receive a confirmation email from CCCA@fclb.org. You may print and save this email for your records. If you don't receive your confirmation within an hour of submitting, please check your SPAM folder.



Diana

Thank you for submitting your application for the FCLB's Certified Chiropractic Clinical Assistant (CCCA) program.

Once your application has been reviewed, you will receive an invoice for the \$150 application and testing fee.

Please review the information below to ensure it is accurate. If there are any changes, contact the FCLB directly at (970) 356-3500 or CCCA@fclb.org.

Please save the information below for your records. It is a copy of your submitted application.

Contact Information	
Prefix	Ms.
First Name	Diana
Middle Name	L.
Last Name	Prince
Suffix	
Email Address	
Mailing Address	123 Paradise Way
Unit, Suite, Apt. Etc.	
City	Paradise Island
State or Province	District of Columbia
Postal Code	00253
Telephone	(123)456-7890
Secondary Education	High School Graduate
Graduation year	2012
Post Secondary Education	
Graduation year	2012
Previous Chiropractic Assistant License or Certification	
Issuing organization	
Number	
Issue date	
Adverse actions	
Qualifications - 2,000 hours experience or 24 hours education	

Within five business days of submitting your application, you will be invoiced for the CCCA application fee. Once you have paid that fee, we will send you an exam code.

TEST PLAN

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

1. 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.

TEST PLAN subject to change.

Information provided courtesy of NBCE.

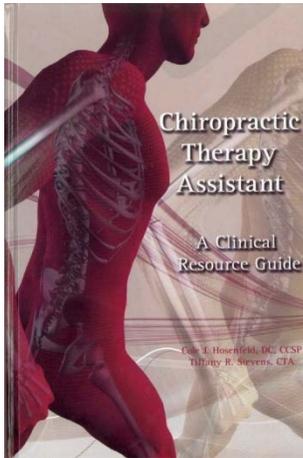
Sample Daily Log: Supervised Practical Clinical Experience

CCCA Name				Supervising Chiropractor	
Date	Start Time	End Time	Total Time	Brief description of Clinical Duties	
Total hours this page				Initial – CCCA	Initial - Chiropractor

Study Resources

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.

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

Documentation of Disability-Related Needs

Licensed health care provider or educational testing professional completing this form:

Name	_____
Professional Title	_____
Certifying or Licensing Board	_____
Certificate or License Number	_____
Phone Number	_____
Email Address	_____
Date	_____

Applicant information

Name	_____
Known since	_____
Nature of Disability	_____
Test(s) Used to Determine Disability	_____
Past Accommodations	_____
Accommodations Requested	_____

Candidate Instructions: Return this form to ccca@fclb.org.