

MODEL PRACTICE ACT FOR CHIROPRACTIC REGULATION

A Reference Guide for Regulatory Language

FEDERATION OF CHIROPRACTIC LICENSING BOARDS



Registered Chiropractic Clinical Assistants

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 training 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

