

FCLB Certified Clinical Chiropractic Assistant: CCCA

A Certification Program for Chiropractic Assistants Who Assist with Therapies

Initial Eligibility Requirements

- Application (includes first year's certification fee)
- At least 18 years of age
- High school graduate or equivalent
- Good moral character
 - *Criminal background check, no felony convictions*
- Didactic education (on-line or in-person) -- from qualified program
 - *Initial didactic training may be waived for qualified applicants*
- Pass FCLB approved examination
 - *NBCE, on-line format, continuously available*



Initial Renewal Requirements (1-year)

- 300 hours of practical experience (clinical internship) during initial 12-months following passing exam
 - *CCCA is certified, so all services are billable*
 - *Ensures sufficient exposure to a variety of clinical conditions*
 - *Equates to 7.5 weeks of full time work*
 - *Direct supervision provided by qualified Doctor of Chiropractic*
 - *On-line attestation by both CCCA and supervising doctor*

Subsequent Renewal Requirements (Biennial)

- 2-year renewal-period
- 3-6 hours of qualifying continuing education every 2-years (TBD)

Seamless Transition to Jurisdictional Registration of CAs

- Requirements match FCLB Model Practice Act language for CA registration
- CCCA certification serves as a precursor to state or provincial based registration
- For jurisdictions that do not have regulation, certification program provides necessary credentials for public protection and third party payor reimbursement for services.

Qualified didactic educational program or continuing education

- Minimum 24-hours of study
- Educational provider has PACE approved status or partners with PACE approved program
- Variety of potential provider groups to offer programs: colleges; national, state or provincial associations; private vendors
- Variety of educational platforms: in-person, on-line, combination

Required educational components for didactic course*:

- *General Roles, Duties and Responsibilities of the CCCA*
- *Anatomy, Physiology, and Medical Terminology*
- *Patient Historical and Clinical information*
- *Examination of Vitals*
- *Emergency care*
- *Record-keeping and Documentation*
- *Ethics and Boundaries*
- *Physiological Therapeutics and Rehabilitation*

*Based on modified Delphi study by the postgraduate deans of the accredited chiropractic colleges

Qualified examination

- Required of all applicants
- Eligible only after completing didactic training or obtaining experience waiver
- Successful passing of exam includes award of initial 12-month certification

Qualifications for waiver of didactic training

- Provides evidence of other qualifying training
- Chiropractic assistant program at least equivalent to CCCA requirements
- Some existing regulated programs will automatically qualify
- Documented recent practical experience (600 hours within the past 24 months, exposure to all minimal competencies outlined in CCCA program)

Qualifications for waiver of felony criminal history

- FCLB CCCA Committee reviews requests for felony history waivers
- Appeals are considered by FCLB Board of Directors
- Criteria in considering waiver:
 - *Age at which the crime was committed*
 - *Circumstances surrounding the crime*
 - *Nature of the crime committed*
 - *Length of time since the conviction*
 - *Individual's criminal history since the conviction*
 - *Individual's current employment references*
 - *Individual's character references*
 - *Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients*

Supervisor duties and qualifications (for clinical internship)*

*Regulated jurisdictions may also have registration requirements

- Doctor of chiropractic
- Registered with FCLB to participate in CCCA program
- Active, unrestricted license (in jurisdiction where supervision occurs)
- Doctor attests to understanding his/her supervisory responsibilities
- Doctor attests to accuracy of CCCA's documented hours and exposure to clinical services

Conditions for termination/suspension or reinstatement of CCCA certification

- CCCA committee charged with making recommendation for sanction to FCLB BOD
- FCLB BoD issues any actual sanction
- Criteria in considering sanction:
 - *Felony conviction (recommended termination, but may appeal)*
 - *Failure to complete CE (possible probation)*
 - *Inactive status beyond one 2-year renewal period (24 months)*
 - *Action taken by regulated jurisdiction to restrict or remove CA's practice privilege – same sanction to certification*
 - *Board action resulting in suspension or revocation of supervising chiropractor's license) – need further discussion on this point*
- Criteria for reinstatement:
 - *Address felony convictions under the same guidelines as initial waivers*
 - *Compliance with CE requirements*
 - *Inactive practice beyond 24 months requires re-examination*

FCLB Responsibilities

- PACE Program
 - *Approve providers of didactic education/ course material*
 - *Assure that course material meets standard*
 - *Monitor for compliance*
- CCCA Committee
 - *Review criminal HX waivers*
 - *Review didactic training waivers*
 - *Approve supervisory intern arrangements*
 - *Review any complaints (public, member boards, etc.)*
 - *Recommend updates to program policies*
 - *Market program to profession*
- Board of Directors
 - *Adopt CCCA program*
 - *Approve program policies*
 - *Approve testing contractor*
 - *Ensure psychometric validity & reasonable cost*
 - *Establish fees*
 - *Review all appeals*