

Federation of Chiropractic Licensing Boards

Chiropractic Passport Program

Policy Booklet

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Foreword

The demand for and utilization of chiropractic services within a sovereign country or jurisdiction by the public almost always precede the establishment of chiropractic licensure and regulatory oversight of the profession. This evolutionary model is likely to continue as governments across the globe enact chiropractic regulation. In the meantime, it is important that the recipients of chiropractic services and public officials in unregulated regions have the ability to access basic information about the chiropractic professionals who would practice in their communities. Whether these chiropractic health services are tied to formally sanctioned sporting events, humanitarian missions, educational conferences, disaster relief efforts, or not, a more informed public serves to protect the public's interest.

The Federation of Chiropractic Licensing Boards (FCLB) Chiropractic Passport program is built around a web-based portal of chiropractic provider information. The FCLB is a multi-national regulatory organization comprised of governmental chiropractic licensing boards from across the globe. While any chiropractic professional may apply for a Chiropractic Passport, acceptance into this informational databank is limited to chiropractic professionals duly licensed in an FCLB member jurisdiction who have been additionally vetted to meet the standards of the Passport program. It is important to remember that a Chiropractic Passport, in and of itself, is not a legal license to practice chiropractic. It is the responsibility for any person seeking to practice as a chiropractor to determine the legal allowances, prohibitions and processes required by the government jurisdiction where the practitioner would like to provide services. The FCLB Chiropractic Passport program is simply an informational and educational tool to assist the public and governments worldwide better understand the chiropractic profession and the professionals who practice it.

FCLB Chiropractic Passport Program Policy Manual

I. Purpose

The FCLB chartered purpose is to assist its member chiropractic licensing boards regulate the profession in the interest of public protection and lessen the burdens on government. Included within this purpose is the directive to provide programs and services that assist its member boards in regulating the profession.

II. Program Objective

The FCLB Chiropractic Passport program is a publically accessible credentialing service and database of licensed chiropractic professionals from FCLB member jurisdictions who wish to provide health services across foreign jurisdictions and unregulated environments.

The objectives of the Chiropractic Passport program are to:

- Promote uniform standards in regulating the chiropractic profession;
- Identify essential characteristics that comprise a chiropractic professional's core credentials;
- Provide a reliable public platform for verifying the credentials of chiropractic professionals;
- Improve the mobility of chiropractic professionals across all jurisdictions and the globe;
- Assist jurisdictions toward enacting chiropractic regulation, and
- Enhance public protection.

III. Program Design:

The Chiropractic Passport program is a voluntary credentialing service and databank of chiropractic professionals who possess certain standards of legal licensure, good moral character, postgraduate specialty training, and public accountability.

A Chiropractic Passport certificate is not equivalent to a license to practice chiropractic but rather serves as a valuable tool to enhance public awareness of chiropractic professionals.

A. Licensure and Scope of Practice

A Chiropractic Passport participant must be a licensed chiropractor under the regulatory oversight of an FCLB member licensing board. A participant possessing more than one chiropractic license must identify a particular license which will serve as his or her “home” chiropractic license for the purpose of the Passport program.

A Chiropractic Passport participant agrees to practice within the scope and limitations of his or her “home” chiropractic license.

B. Good Moral Character

In addition to possessing an unrestricted license to practice chiropractic, a Chiropractic Passport participant must possess a personal background absent criminal conviction, sexual-related conviction, or other significant violation of moral turpitude.

C. Professional Liability Protection

A Passport participant must possess professional liability insurance commensurate with the requirements for maintaining his or her particular “home” chiropractic license.

D. Post-graduate Specialty Training

A Chiropractic Passport participant may submit information on possessing certain post-graduate specialty training, residency, certification, or diplomat program achievement. This information shall be verifiable and include the current status of this training, residency, certification or achievement.

E. Public Identification

A Chiropractic Passport participant agrees to be listed in a conspicuous manner on a publicly accessible database.

A Chiropractic Passport participant is provided a pictorial identification badge, and agrees to display this identification while engaged in clinical practice during applicable venues.

IV. Governance:

The Chiropractic Passport program has the following governance structure to oversee the program.

A. Board of Directors

The FCLB, through its Board of Directors (BoD), owns the intellectual property and copyright of the Chiropractic Passport program and the “Chiropractic Passport” trademark. The BoD has the authority to modify the Chiropractic Passport program as necessary to achieve the program’s objectives. The BoD may also dissolve the Chiropractic Passport program by subsequent majority vote.

The BoD has the general responsibility to:

- Approve all Passport program policies;
- Adjudicate any grievance or appeal; and
- Suspend, place limitations upon, or revoke a Chiropractic Passport.

B. Passport Credentialing Committee

The Passport Credentialing Committee consists of a three (3) member committee appointed by the FCLB President subject to the approval of the BoD. The Passport Credentialing Committee is charged with overseeing the administration of the Chiropractic Passport program.

The Passport Committee has the specific responsibility to:

- Review Chiropractic Passport applications;
- Assess good moral character;
- Review and assess any request to waive the one-year experience requirement based on an applicant possessing a comparable degree of experience;
- Review and assess any request to waive the government-issued travel passport requirement due to reasonable circumstances;
- Review and assess any grievance or complaint;

- Monitor Passport program policies on a regular basis and recommend updates to the BoD when indicated;
- Assess post-graduate specialty training programs, subject to BoD acceptance, for association with the Passport program;
- Review requests from agencies or event organizers seeking to publicize and/or employ the Chiropractic Passport program;
- Conduct an audit of the program no less than every five-years; and
- Develop and recommend marketing strategies to the BoD on promoting the Passport program.

C. **FCLB Executive Director**

The FCLB Executive Director, or its assignee, will manage the operations of the Chiropractic Passport program in coordination with the Passport Credentialing Committee and under the guidance of the BoD.

V. **Policies & Procedures:**

Operating procedures for administering the Chiropractic Passport program are derived from the general policies and directives established by the BoD. Accordingly, these procedures are subject to periodic update and potential changes.

A. **Application**

Each Chiropractic Passport candidate is required to submit a completed application to the FCLB. General parameters of the application process include the following.

1. **Licensure & Passport**

An applicant must meet the following eligibility criteria:

- Licensed chiropractor from a FCLB member jurisdiction whose license is not under probation, suspension or other restrictive sanction;
- At least one-year's experience as a licensed chiropractor in the applicant's "home" jurisdiction;

- Current professional liability insurance (if required as a condition of licensure in the applicant’s “home” jurisdiction); and
- Possession of a travel passport issued by a government agency.

2. Background Check & Good Moral Character

A background check will be required for each applicant and its cost borne by the applicant. Grounds for assessing an applicant’s good moral character will principally center on a review of the FCLB’s CIN-BAD database, and a technology-based search for history of criminal conviction or other serious violation of moral turpitude.

3. Form

All applications must be submitted on an approved form. Incomplete or partial information will result in the application being deemed incomplete. An applicant may update any incomplete application for up to ninety (90) days from its initial submission, prior to the application being denied.

4. Fees

A non-refundable application fee is due at the time of application.

B. Chiropractic Passport

1. Passport Certificate

To be issued a FCLB Chiropractic Passport and applicant must have:

- Submitted a true and accurate application;
- Provided evidence of unrestricted chiropractic licensure from an FCLB member jurisdiction;
- Paid the appropriate application fee;
- Determined to be of good moral character; and
- Agreed to all required attestations.

A Chiropractic Passport will contain the following information:

- Identifying FCLB trademark logo;
- Passport participant's first and last name;
- Passport participant's "home" FCLB member jurisdiction;
- Identifying photo;
- Post-graduate specialty training information; and
- The Passport's expiration date.

A Chiropractic Passport is supplied with a lanyard for personal display purposes. It is recommended that a Chiropractic Passport participant conspicuously display his or her Passport on their person while engaging in clinical services at appropriate venues for the benefit of the patient and public.

2. **Required Attestations**

A Chiropractic Passport participant shall attest to the following conditions:

- Agree to promptly notify the FCLB of any lapse, inactive status, or non-renewal of the Passport participant's "home" chiropractic license;
- Agree to promptly notify the FCLB of any known governmental investigation of any chiropractic license held by the Passport participant;
- Agree to promptly notify the FCLB of any adverse action imposed on any chiropractic license held by the Passport participant;
- Agree to promptly notify the FCLB of any malpractice judgment or settlement involving the Passport participant;
- Agree to promptly notify the FCLB of any criminal or civil investigation involving the Passport participant, if known, including any subsequent finding of fault or guilt;
- Agree to adhere to the scope of practice standards associated with the Passport participant's "home" chiropractic license; and

- Agree to publicly display the Chiropractic Passport identification while engaged in clinical practice at applicable venues.

3. Good Moral Character Assessments

A Chiropractic Passport participant may be subject to random background checks during his or her participation in the Passport program, and accepts this stipulation as a condition for participation.

4. Post-graduate Specialty Training Information

A Chiropractic Passport holder is encouraged to provide any pertinent post-graduate specialty training information the professional has completed. Examples of such specialty training could include accredited examiner status, residency, certification, or specialty board diplomat program achievement. All provided information must be current and verifiable.

5. Clinical Practice Limitations

A Chiropractic Passport participant may only practice to the extent that his or her “home” chiropractic license allows. This adherence to a particular defined legal scope is regardless of whether the practitioner may be licensed in a different jurisdiction whose scope of practice allowances and restrictions materially differ.

Extraordinary circumstances that could warrant emergency services or management of individuals in imminent risk of serious morbidity or mortality shall be governed by the applicable laws and allowances of the host jurisdiction.

6. Clinical Recordkeeping Practices

A Chiropractic Passport participant should employ standard documentation and recordkeeping practices that are appropriate and applicable to the clinical, cultural, environmental and situational setting.

7. Global Ambassadorship

A Chiropractic Passport participant must remain mindful that his or her actions frame the public’s perception of the Passport

program and the FCLB. Inappropriate behavior or actions deemed detrimental to the Passport program may result in a participant's suspension or termination from the Passport program and include other legal remedies available to the FCLB.

8. **R**enewal

The renewal period of a Chiropractic Passport is at the expiration of the Passport participant's "home" chiropractic license or one-year from when the Passport was issued, whichever occurs first.

A Chiropractic Passport may be renewed if the following criteria have been met:

- Completion of an appropriate renewal form;
- Evidence the renewal applicant has an unrestricted chiropractic license from their "home" FCLB member licensing board;
- Payment of a renewal fee; and
- Documentation of active professional liability insurance (if applicable).

The responsibility of renewal rests with the Chiropractic Passport participant.

C. **S**anctions and **R**evocation

A Chiropractic Passport is granted under the auspices and authority of the FCLB. A Chiropractic Passport may be suspended, have limitations placed upon it, or revoked.

D. **G**rievance **P**rocedures

All complaints or grievances will be forwarded to the Passport Committee for investigation, assessment and recommended action.

The process of redress includes the following steps:

- The Passport Committee will investigate any complaint or grievance and issue a recommended action regarding a Chiropractic Passport participant or any organization promoting and/or employing the Passport program.

- After proper notification, the Chiropractic Passport participant will have up to thirty (30) days to respond to the Passport Committee’s recommendation.
- The Passport Committee will have up to thirty (30) days to reconsider their preliminary recommendation and forward a final recommendation to the BoD.
- The FCLB BoD will render final adjudication including the issuance of any sanctions of a Chiropractic Passport.

VI. Public Information:

The FCLB maintains a “Chiropractic Passport” tab on the FCLB website (www.FCLB.org) for information about the Passport program, including a listing of active Chiropractic Passport participants and post-graduate specialty training information.

A. Publicity

The FCLB may publicize the participants and benefits of the Chiropractic Passport program to the chiropractic profession, governments, regulatory agencies, educational institutions, applicable organizations and the public at large.

The FCLB strives to ensure that all publicized information about the Passport program and Chiropractic Passport holders is accurate, serves to assist FCLB member jurisdictions, and enhances public protection.

B. Jurisdictional Authority

The FCLB is charged with providing accurate information about the educational, practical and legal aspect of chiropractic practice for the purpose of public protection in service to our member chiropractic licensing boards. The Chiropractic Passport program does not usurp the authority of any governmental jurisdiction to regulate any practitioner or individual purporting to practice chiropractic within their jurisdiction as it sees fit. The “home” FCLB member chiropractic licensing board has the authority to sanction any licensee who participates in the Chiropractic Passport program. The FCLB defers to the “home” licensing board on whether their licensee should be prohibited from participating in the Passport program.

The FCLB Chiropractic Passport program and its policies and provisions should never be construed as justification for anyone to violate any existing pertinent statute or regulation concerning the practice of chiropractic and chiropractic professionals located in any legal jurisdiction.

C. Passport Listings

The FCLB maintains a public posting of Chiropractic Passport holders by:

- (1) Name;
- (2) Specialty training category; and
- (3) Passport holder's "home" FCLB-member jurisdiction.

VII. Benefits:

The Chiropractic Passport program benefits a wide array of individuals and institutions including chiropractic patients, governments, regulatory agencies, educational institutions, sports athletic groups and teams, humanitarian and disaster relief organizations, and the public at large.

A. Passport Login

Chiropractic Passport participants are provided with a secure login on the FCLB website.

The benefits of individual login include the ability to:

- Update personal information;
- Upload any post-graduate specialty training;
- Search for applicable international events that have been submitted to the FCLB; and
- File renewal applications and payment of fees.

B. Global Humanitarian Assistance

The Chiropractic Passport program serves as a volunteer humanitarian network to assist in providing relief efforts and chiropractic services throughout the globe when most needed.

C. Employment Opportunities

The FCLB website may contain classified listings from global employers regarding available job opportunities for chiropractic professionals.

VIII. **C**redentialing **A**ssistance for **FCLB Member Board**

Temporary **L**icensing:

The FCLB is a government-service organization whose chartered purpose is to assist its member licensing boards carry out the functions of chiropractic licensure and regulation. Similar to the FCLB *Providers of Approved Continuing Education – Chiropractic (PACE)* program’s extensive credentialing process of continuing education providers, the FCLB Chiropractic Passport program’s credentialing process of chiropractic practitioners can be easily used by chiropractic licensing boards that grant ‘temporary’ chiropractic licenses for travel-to-treat, demonstrative teaching, and disaster relief purposes.

IX. **A**ppendices:

- * Chiropractic Passport application form
- * Background check authorization form
- * Sample PASSPORT identification card
- * Sample web-listing of Chiropractic Passport participant
- * Chiropractic Passport web portal
- * Listing of post-graduate specialty training programs
- * Chiropractic Model Practice Act (MPA) section on Temporary Licensure

(updated draft 1-7-17)