

## Chiropractic License Renewal/Continuing Education F.A.Q.

The Board's website is a great resource for information regarding license renewal and continuing education. Please visit it at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov).

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**Q: When will license renewal applications be mailed out?**

A: Renewal applications will be mailed by February 1, 2012.

**Q: What is the time period for earning CE credits for the 2012 license renewal?**

A: April 1, 2010 – March 31, 2012.

**Q: What is the renewal fee?**

A: \$500

**Q: What are the accepted methods of payment for license renewal?**

A: Check, money order, Visa or MasterCard

**Q: Who do I make my check payable to?**

A: Treasurer, State of Ohio

**Q: I just received my chiropractic license; do I have to submit continuing education for license renewal?**

A: No, as long as this is your first license renewal. Licensees applying for their *first initial renewal* are exempt from earning CE for their *first initial renewal only*. You are still required to complete the renewal application and submit it along with the \$500 renewal fee by April 1, 2012.

**Q: How many continuing education hours are required to renew my chiropractic license?**

A: You are required to earn 36 hours of chiropractic continuing education over the biennium. Within the 36 hours you must earn 1.5 hour of continuing education on the topic of ethics and/or professionalism.

**Q: Can I use publications and journals for CE?**

A: No, you can no longer use publications and journals for CE credit.

**Q: Are there still Categories 1, 2, & 3 for continuing education?**

A: No, there are no longer categories for CE.

**Q: I live and practice in Ohio...how many out of state CE hours can I take for license renewal?**

A: If you reside AND practice in Ohio, you must earn at least 24 hours of CE in Ohio. The remaining 12 hours of CE may be earned within the state of Ohio, outside of Ohio, or via supervised self-instruction. The required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside of Ohio, or via supervised self-instruction. All programs held in Ohio for CE credit must be registered with the Board and posted on our Board approved seminar list. If a program is not registered on this list it will not be accepted for license renewal.

**Q: I live and practice out of state...do I have to come to Ohio to do my CE?**

A: No, if you reside AND practice outside Ohio, you may earn all required 36 hours of CE, including the 1.5 hours on the topic of ethics and/or professionalism, within the state of Ohio, outside of Ohio, or via supervised self-instruction.

**Q: I live in Ohio but I practice in Kentucky...do I still have to earn 24 hours of CE in Ohio?**

A: Yes, if either your work or home address is in Ohio you must earn at least 24 hours of CE in Ohio. The remaining 12 hours of CE may be earned within the state of Ohio, outside of Ohio, or via supervised self-instruction. The required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside of Ohio, or via supervised self-instruction.

**Q: Can the 1.5 hours of ethics and/or professionalism be earned online?**

A: Yes, regardless of where you live and/or practice, the required 1.5 hours of CE on the topic of ethics and/or professionalism may be earned within the state of Ohio, outside of Ohio, or via supervised self-instruction.

**Q: What is supervised self-instruction?**

A: Supervised self-instruction is defined as audio/video or internet programs.

**Q: Who can sponsor an out of state seminar or supervised self-instruction seminar?**

A: Out of state CE or CE via supervised self-instruction must be sponsored by a Board-approved chiropractic educational institution, non-profit association, accredited academic health institution or hospital. If you aren't sure if your sponsor qualifies please contact them directly to see if they are considered a non-profit association, accredited academic health institution or hospital. A list of all Board-approved chiropractic educational institutions is listed on the Board's website.

**Q: Does the Board maintain a list of approved out of state and/or online CE programs?**

A: No, as long as the program is sponsored by a Board-approved chiropractic educational institution, non-profit association, accredited academic health institution, or hospital AND is comprised of one or more of the topics outlined in Board Rule **4734-7-03 (B)**, it will be accepted for license renewal.

**Q: I went to a seminar in Ohio but I don't see it on the Board's approved list...can I still use it for CE?**

A: If it is not listed then it has not been approved. If you have further questions you may email the Board at [oscb.chirobd@chr.state.oh.us](mailto:oscb.chirobd@chr.state.oh.us)

**Q: What topics are acceptable for continuing education?**

A: As outlined in Board rule 4734-7-03 (B) - Chiropractic continuing education is defined as programs comprised of one or more of the following subjects: Clinical diagnosis and examination procedures; diagnostic imaging; neurology; nutrition; public health, hygiene, sanitation; manipulation and adjusting procedures; physiological therapeutics; orthopedics; emergency procedures; principles and practice; philosophy; laboratory procedures; anatomy; physiology; rehabilitative procedures/exercise; ethics/boundaries; staff development and training; documentation; risk management; ethics/professionalism; laws and rules of the board; and other subjects related to the practice of chiropractic as deemed appropriate by the Board. Programs shall be based upon scientific evidence generally accepted by the profession and be of academic and ethical quality to enhance professional knowledge, skills and ability.

**Q: I went to a 12 hour practice building seminar sponsored by a Board-approved chiropractic college...can I use it for CE credit?**

A: No, practice building is not a Board-approved CE topic.

**Q: I taught a Board-approved continuing education program, can I use those hours towards my CE credit for license renewal?**

A: You may submit your request to the Board office in writing and include the name, date, location and course outline of the seminar. You will receive a written response regarding your approval. You cannot use the same seminar more than once.

**Q: I have an illness that prevents me from completing my required CE requirements. Can my CE be waived?**

A: A waiver, extension, or reduction of CE hours may be granted due to illness, disability, or other good cause shown if it affected a reasonable opportunity and precluded you from participating in CE activities. A request for a waiver, extension, or reduction of CE hours must be made to the Board office in writing no less than sixty days prior to the expiration of your license.

**Q: Do I have to submit proof of CE with my renewal application?**

A: No, you only have to attest to the CE hours earned on your renewal application. The Board will conduct random CE audits to verify that CE was earned. If your application is selected for audit, you will then be required to submit the actual documentation of the CE you attested to on your renewal application.

**Q: Do I still need to get proof of CE from the seminars that I attend?**

A: Yes, you must maintain proof of CE attendance for three years from the conclusion of each program. You will also need your proof of CE in case you are chosen for CE audit.

**Q: I am working towards getting my acupuncture certificate with the Board and I took a 300 hour Board-approved acupuncture course. Can I use those hours to satisfy all of my required CE for license renewal?**

A: Yes, but you can only use the hours for one renewal cycle only and you are still required to earn 1.5 hours of ethics and/or professionalism.

**Q: I don't have an acupuncture certificate but I went to a board-approved acupuncture seminar. Can I use it for license renewal credit?**

A: No, you cannot take acupuncture CE to renew your chiropractic license. Acupuncture seminars can only be used to renew your acupuncture certificate.

**Q: I want to sponsor a CE program. How do I get approved?**

A: You must be a Board-approved CE sponsor in order to register a CE program. Visit the Board's website at [www.chirobd.ohio.gov](http://www.chirobd.ohio.gov) and click on "CE Sponsors" for complete details.