



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

BOARD OF CHIROPRACTIC EXAMINERS

P.O. Box 110806  
Juneau, AK 99811-0806  
Main: 907.465.2550  
Fax: 907.465.2974

**GENERAL INFORMATION:**

**SOCIAL SECURITY NUMBERS** – In accordance with AS 08.01.100, the department is not authorized to renew a license unless the applicant's social security number has been provided to the department. If you do not have a social security number, you may download the Request for Exception from Social Security Number Requirement form at <http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing.aspx> or contact the division. If you previously qualified for a waiver to this requirement, you must still requalify to renew.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOAN** - If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**PUBLIC INFORMATION** – Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Licensee information, including mailing addresses, is available on the division's website at: <http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing.aspx> under License Search.

**BUSINESS LICENSES** – Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550 or go to <http://commerce.alaska.gov/dnn/cbpl/BusinessLicensing.aspx>.

**CHIROPRACTIC RENEWAL:**

**12 AAC 16.280. STATEMENT OF PURPOSE OF CONTINUING EDUCATION –**

The purpose of continuing chiropractic education is to insure that the renewal of licenses is contingent upon proof of continued competency and to assure the consumer of an optimum quality of chiropractic health care by requiring licensed chiropractors to pursue education designed to advance their professional skills and knowledge.

**12 AAC 16.290. HOURS OF CONTINUING EDUCATION REQUIRED –**

(a) Except as provided in (b) of this section, an applicant for renewal of a chiropractic license must obtain and document successful completion of the following:

(1) for an applicant who files a complete renewal application with the department for a license period that concludes on or before December 31, 2012, 24 credit hours of approved continuing education during the concluding licensing period; at least one-third and no more than one-half of the total hours required under this paragraph must be devoted to

- (A) radiographic safety;
- (B) radiographic techniques and interpretation; or
- (C) diagnostic imaging;

(2) for an applicant who files a complete renewal application with the department for a license period that concludes after January 1, 2013, 32 credit hours of approved continuing education during the concluding licensing period, as follows:

(A) eight hours of the total hours required under this paragraph must be devoted to

- (i) radiographic safety;
- (ii) radiographic techniques and interpretation; or
- (iii) diagnostic imaging;

(B) two hours of the total hours required under this paragraph must be devoted to coding and documentation;

(C) two hours of the total hours required under this paragraph must be devoted to ethics and boundaries;

(D) two hours of the total hours required under this paragraph must be devoted to cardiopulmonary

resuscitation (CPR) training.

(b) An applicant for renewal of a chiropractic license for the first time must obtain and document successful completion of the following:

(1) for a license period that concludes on or before December 31, 2012, 12 credit hours of approved continuing education for each complete calendar year the applicant was licensed during the concluding licensing period;

(2) for a license period that concludes after January 1, 2013, 16 credit hours of approved continuing education for each complete calendar year the applicant was licensed during the concluding licensing period.

(c) Two of the hours required under

(a) of this section will be credited to each applicant for renewal for completing the jurisprudence review prepared by the board, covering the provisions of AS 08.20 and this chapter. An applicant for renewal must verify, in an affidavit, that the applicant has complied with this subsection before the applicant's license renewal will be processed.

(d) An applicant for renewal of a license to practice chiropractic must submit, on a form provided by the department, a sworn statement of the continuing education that the applicant completed during the concluding licensing period. The statement must include the following information:

(1) the sponsoring organization;

(2) the title and description of the course;

(3) the dates of attendance or period of correspondence;

(4) the number of continuing education hours claimed;

(5) the course approval number issued by the department.

(e) An applicant for renewal of a chiropractic license may receive up to four hours of the credit

(1) required under (a)(1) of this section from one or more of the following subject areas:

(A) cardiopulmonary resuscitation training (CPR);

(B) automated external defibrillator training (AED);

(C) basic life support training (BLS);

(2) required under (a)(2) of this section from one or more of the following subject areas:

(A) automated external defibrillator training (AED);

(B) basic life support training (BLS).

(f) No more than 16 credit hours of the credit hours required under (a)(2) of this section for a renewal of a chiropractic license may be obtained over the Internet or by distance learning

#### **AS 08.20.165. INACTIVE LICENSE STATUS –**

(a) A licensee who does not practice in the state may convert a license to inactive status when renewing the license. A person who practices in the state, however infrequently, shall hold an active license. A person renewing an inactive license shall meet the same renewal requirements that would be applicable if the person were renewing an active license.

(b) A person who has an inactive license certificate under (a) of this section may reactivate the license by applying for an active license and paying the required fees.

#### **AS 08.20.167. RETIRED LICENSE STATUS –**

(a) Upon retiring from practice and upon payment of an appropriate one-time fee, a licensee in good standing with the board may apply for the conversion of an active or inactive license to a retired status license. A person holding a retired status license may not practice chiropractic in the state. A retired status license is valid for the life of the license holder and does not require renewal. A person holding a retired status license is exempt from continuing education requirements adopted by the board under AS 08.20.170 (d).

(b) A person with a retired status license may apply for active licensure. Before issuing an active license under this subsection, the board may require the applicant to meet reasonable criteria, as determined under regulations of the board, that may include submission of continuing education credits, reexamination requirements, physical and psychiatric examination requirements, an interview with the board, and a review of information in the national licensee database of the Federation of Chiropractic Licensing Boards

#### **AS 08.20.170. DISCIPLINARY SANCTIONS; REFUSAL TO ISSUE OR RENEW LICENSE –**

(a) The board may impose a disciplinary sanction on a person licensed under this chapter or refuse to issue a license under this chapter when the board finds that the person

(1) secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation;

(2) engaged in deceit, fraud, or intentional misrepresentation in the course of providing professional services or engaging in professional activities;

(3) advertised professional services in a false or misleading manner;

(4) has been convicted, including a conviction based on a guilty plea or plea of nolo contendere, of

(A) a felony or other crime that affects the person's ability to practice competently and safely; or

(B) a crime involving the unlawful procurement, sale, prescription, or dispensing of drugs;

(5) intentionally or negligently engaged in or permitted the performance of patient care by persons under the licensee's supervision that does not conform to minimum professional standards established by regulation regardless of whether actual injury to the patient occurred;

- (6) failed to comply with this chapter, with a regulation adopted under this chapter, or with an order of the board;
- (7) continued or attempted to practice after becoming unfit due to
  - (A) professional incompetence;
  - (B) addiction or severe dependency on alcohol or a drug that impairs the person's ability to practice safely;
  - (C) physical or mental disability or an infectious or contagious disease;
- (8) engaged in lewd or immoral conduct in connection with the delivery of professional service to patients;
- (9) failed to satisfy continuing education requirements adopted by the board.
- (b) AS 44.62 (Administrative Procedure Act) applies to any action taken by the board for the suspension or revocation of a license.
- (c) A person whose license is suspended or revoked may within two years from date of suspension apply for reinstatement, and if the board is satisfied that the applicant should be reinstated, it shall order reinstatement.
- (d) The board shall adopt regulations which ensure that renewal of license is contingent on proof of continued competency by a practitioner.

### **AUDIT REQUIREMENTS:**

#### **12 AAC 02.960. AUDIT OF COMPLIANCE WITH CONTINUING COMPETENCY REQUIREMENTS –**

(e) A licensee selected for audit under (c) or (d) of this section will be notified by the department. Within 30 days of notification, the licensee shall submit to the department, documentation to verify completion of the continuing competency activities claimed on the statement submitted with the application for license renewal. The documentation must include a valid copy of a certificate or similar verification of satisfactory completion of the continuing competency activities claimed that provides

- (1) the name of the licensee;
  - (2) the amount of continuing competency credit awarded;
  - (3) a description of the continuing competency activity;
  - (4) the dates of actual participation or successful completion; and
  - (5) the name, mailing address and signature of the instructor, sponsor, or other verifier.
- (f) A licensee subject to audit under (a) of this section is responsible for maintaining adequate and detailed records of all continuing competency activities completed and shall make the records available to the department on request. A licensee shall maintain the records until the later of
- (1) four years from the date of completion of the continuing competency activity; or
  - (2) if the licensee was selected for audit, the date that the department notifies the licensee that the audit is completed.
- (g) The department will extend the period for providing documentation of completion of continuing competency activities if the department finds that the licensee has good cause for the need for additional time to submit the documentation required in (e) of this section.
- (h) The department will notify the respective board of a licensee's failure to comply with the department's request for records under (e) of this section.
- (i) For professions licensed by the department, the department will consider the licensee's failure to comply with the department's request for records under (e) of this section as grounds for imposition of disciplinary sanctions to the extent allowed under AS 08 and this title.
- (j) In this section, "successful completion" means the date that credit for the continuing competency activity is awarded by the instructor, sponsor, or other verifier for completion of the activity.

#### **12 AAC 02.965. FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS FOR RENEWAL AND REINSTATEMENT OF LICENSE –**

- (a) Except as otherwise provided in AS 08 or this title, a license issued under AS 08 will not be renewed or reinstated if the applicant for renewal or reinstatement has not earned the required number of continuing education credits. The applicant may earn the required number of credits after the expiration date of the license. Continuing education credits earned to reinstate or renew an expired license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement. Credits submitted to satisfy the continuing education requirements under this section must be approved under AS 08 and this title by the department or the applicable board.
- (b) For the purposes of this section, "continuing education credits" includes continuing competency, contact hours, continuing education units (CEU's), and credit hours.