



**Continuing Education (CE)
Hand-Out**

Biennial Renewal Period	License Expiration Date After Renewal	*When You Should Complete CE Activity	Required Topics (Unless amended in regulation)
12/31/2014 - 12/31/2016	12/31/2016	01/01/2013 to 12/31/2014	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR
12/31/2016 - 12/31/2018	12/31/2018	01/01/2015 to 12/31/2016	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR
12/31/2018 - 12/31/2020	12/31/2020	01/01/2017 to 12/31/2018	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR
12/31/2020 - 12/31/2022	12/31/2022	01/01/2019 to 12/31/2020	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR
12/31/2022 - 12/31/2024	12/31/2024	01/01/2021 to 12/31/2022	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR
12/31/2024 - 12/31/2026	12/31/2026	01/01/2021 to 12/31/2022	X-Ray, Coding/Documentation, Ethics/Boundaries, CPR

*If an audit of your continuing education activity shows you are missing credits, you can use credits earned after this period to make up the credits, however, credits completed during prior renewal periods cannot be applied to satisfy the hours. The activity must be Board-approved; see FAQ's on reverse for questions regarding CE applications.

Length of Licensure	Minimum Hours Required	Allowable Online Hours
Licensed < 1 Year	0; See FAQ #3	-
Licensed ≥ 1 Year, < 2 Years	16 total, including: X-Ray = 8 Coding/Documentation = 2 Ethics/Boundaries = 2 CPR = 2	All can be online
Licensed ≥ 2 Years	32 total, including: X-Ray = 8 Coding/Documentation = 2 Ethics/Boundaries = 2 CPR = 2	Up to 16 can be online

Fees Related to Continuing Education/Renewal	
Renewal Fee	\$600
Prorated Renewal Fee (If licensed < 1 year)	\$300
Continuing Education Course Fee	\$125
Continuing Education Course Change Fee	\$50
Delayed Renewal Penalty Fee	\$100

(Frequently Asked Questions on Reverse Side)

FAQ's:

- 1.) **Q: Am I required to submit continuing education certificates with my renewal application?**
A: No, please only submit certificates if you have been notified of an audit of your continuing education activity.
- 2.) **Q: What if I am audited?**
A: If selected for an audit of your continuing education activity, you will be sent a letter requesting certificates of all the activity used to satisfy the renewal requirements. The certificates must be received by our office within 30 days subsequent to the date of the notice.
- 3.) **Q: I have been licensed for less than one year. Am I required to submit continuing education activity?**
A: No, you are not required to complete any hours of continuing education. Please refer to the first table on the reverse side of this document for guidance on when to participate in continuing education activity.
- 4.) **Q: How do I search for Board-approved continuing education activity?**
A: Google, "Alaska Board of Chiropractic Examiners" (Department of Commerce, Community, and Economic Development) and click on the "Continuing Education Courses" link, or Visit the Board's homepage at: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofChiropracticExaminers.aspx>. You can search by course provider, title, or course number. There are a few kinks in the website functioning, but we are working on getting these fixed!
- 5.) **Q: I participated in a course approved by the Providers of Approved Continuing Education through the Federation of Chiropractic Licensing Boards (PACE), but it is not listed on the website of Board-approved courses. Are PACE courses acceptable?**
A: Yes, the Board accepts PACE-approved courses, so long as the continuing education certificate provided to you indicates that it is a PACE course.
- 6.) **Q: I am interested in taking a course, but it is not listed on the website of Board-approved courses. How can I participate in this course and earn credit?**
A: There is a separate continuing education application for *chiropractors*, which requires a \$125.00 fee. You may also contact the provider of the course/seminar/conference, and request that they submit a continuing education application on the form for *providers*.
- 7.) **Q: I prepared for and/or instructed a course and would like to earn credit for this—is this possible?**
A: Yes, the Board—on an individual basis—will approve hours earned as an instructor or discussion leader. You must submit a continuing education application for *chiropractors*, as well as a \$125.00 payment.
- 8.) **Q: I participated in a formal correspondence program—are individual study programs acceptable for continuing education?**
A: Yes, the Board—on an individual basis—will approve hours earned for completing an individual study program from a university, organization, or other institution, so long as the program requires registration and provides a certificate of completion. You must submit the request in writing.
- 9.) **Q: I published an article—can I earn credit for continuing education?**
A: Yes, the Board will approve the amount of credit to be awarded for publication of articles or books on an individual basis.
- 10.) **Q: If I mail out my renewal application on December 31st, but it doesn't arrive to the office of the Board until January 5th, will my renewal form be considered late?**
A: As long as the postmark date of your renewal application is on or before December 31st, your renewal form will not be considered late.
- 10.) **Q: If my renewal application is late, will I be disciplined?**
A: No, you will not be disciplined; however, if the postmark date of your application is on or after March 2nd, you will be required to submit a delayed renewal penalty fee of \$100.00.