



State of Arizona Board of Chiropractic Examiners

5060 North 19th Avenue Suite 416 • Phoenix, Arizona 85015
Voice: (602) 864-5088 FAX (602) 864-5099
Website: www.azchiroboard.us

Janice K. Brewer
Governor

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P. Dianne Haydon, D.C.
Chairperson

Susan Wenberg, D.C.
Vice-Chairperson

James Badge, D.C.
Member

Norris Nordvold
Member

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Patrice A. Pritzl
Executive Director

Chiropractic Assistant Registration

Registering the Chiropractic Assistants (C.A.) in your office with the Board of Chiropractic Examiners is a simple process. Review the requirements and follow the instruction on this page.

C.A. Course Work Requirements

1. Basic: 24 hours of C.A. course work from Board approved instructor and course.
2. Specialty 12 hours physiotherapy course work from Board approved instructor and course.
3. Specialty 2 hours acupuncture course work from Board approved instructor and course.

Course work must be started within three (3) months of hire and completed within one (1) year of hire.

If the supervising doctor has a specialty certificate in either physiotherapy or acupuncture or both, additional course hours are required.

If the supervising doctor does not have any specialty certificates, the C.A. cannot assist in those areas, even if they took the additional hours in those specialty areas.

Registration Instructions for C.A.:

Please print or type the information on the C.A. Registration and Coursework Completion form.

1. Once the chiropractic assistant training is completed, fill out the *C.A. Registration and Coursework Completion* form and send to the Board office.
 - a. Make sure the form is filled out completely.
 - b. The instructor will provide their Board approved Course ID number and other necessary information.
 - c. All signatures must be originals.
 - d. Attach a copy of the CPR Card to the Registration form.

If the C.A. has not yet taken the additional 12 hours of approved course work in the specialty area of physiotherapy or acupuncture, write, "none".

2. The approved C. A. Registration and Coursework Completion form will be returned to you with a signature and seal. You must keep this approved form at the C.A.'s place of employment, per law and rule.
3. If a CA works for a new supervising doctor, a Chiropractic Assistant Registration Transfer form needs to be filled out and sent to the Board office. The approved C.A. Registration and Coursework Completion form will be sent to the new supervising doctor to be kept on file as proof of CA Registration.



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Chiropractic Assistant Registration And Coursework Completion

Type or print in blue or black ink. Answer ALL questions. Answer "None" or "N/A" if it is the correct response.

Chiropractic Assistant:

Name: _____
Address: _____
City/State/Zip: _____
Telephone: () _____

Date of Initial Employment: _____

Supervising Doctor:

1st Doctor Name: _____ Lic. #: _____ PT #: _____ Acup. #: _____
2nd Doctor Name: _____ Lic. #: _____ PT #: _____ Acup. #: _____
Clinic Name: _____
Address: _____
City/State/Zip: _____
Telephone: () _____

Coursework Completion:

	<i>Course Name</i>	<i>Hours</i>	<i>Course ID</i>	<i>Dates Attended</i>
1.	Chiropractic Principles	_____	_____	_____
2.	Management of Common Diseases	_____	_____	_____
3.	History Taking	_____	_____	_____
4.	Record Keeping	_____	_____	_____
5.	Professional Standards of Conduct	_____	_____	_____
6.	CPR	_____	_____	_____

Specialty Coursework Completion:

7. Physiotherapy (12 hours) _____
8. Acupuncture (2 hours) _____

Signatures:

Chiropractic Assistant Date

Supervising Doctor Date

Supervising Doctor Date

ARTICLE 11. CHIROPRACTIC ASSISTANTS

R4-7-1101. Use of the Term "Chiropractic Assistant"

Only a chiropractic assistant as defined in A.R.S. § 32-900 who assists a chiropractor by performing basic health care duties, shall use the term "chiropractic assistant" or "C.A."

R4-7-1102. Chiropractic Assistant Training

- A. A C.A. shall complete 24 clock hours of coursework, with a minimum of four hours in each of the following subjects: chiropractic principles, management of common diseases, history taking, recordkeeping, professional standards of conduct, and CPR. If a chiropractor supervising a C.A. is certified in physiotherapy under A.R.S. § 32-922.02, the C.A. shall complete 12 hours of training in physiotherapy in addition to the 24 hours of coursework. If a chiropractor supervising a C.A. is certified in acupuncture under A.R.S. § 32-922.02, the C.A. shall complete two hours of training in acupuncture in addition to the 24 hours of coursework.
- B. A C.A. shall take coursework from a Board-approved facility or chiropractor. The facility or chiropractor providing coursework shall submit documentation that describes each subject listed in subsection (A) to the Board for approval prior to offering the course.
- C. A chiropractor shall inform the Board, in writing, that the chiropractor has employed a chiropractic assistant within seven days of hiring the C.A. by submitting the name of the C.A., the name and license number of the supervising chiropractor, the address and phone number where the C.A. is employed, and the initial date of hire. A C.A. shall begin Board-approved coursework within three months of initial employment with a supervising chiropractor, and shall complete the coursework within one year of initial employment with the supervising chiropractor.
- D. A C.A. shall register with the Board upon completing required coursework. A C.A. shall submit a separate registration form for each place of employment and each supervisor. A C.A. shall register by submitting documentation to the Board on a Board-approved form, signed by the supervising chiropractor, showing the date that the C.A. completed each required subject. The Board shall issue the C.A.'s registration upon approval of the registration form.
- E. A chiropractor supervising a C.A. shall maintain at the C.A.'s place of employment a copy of the C.A.'s registration.

R4-7-1103. Scope of Practice

- A. A C.A. may only perform clinical duties that are:
 - 1. Consistent with a supervising chiropractor's licensure and certification; and
 - 2. Delegated by the supervising chiropractor.

- B. Clinical duties that a chiropractic assistant may perform as directed by the supervising chiropractor under subsection (A) include, but are not limited to:
1. Asepsis and infection control,
 2. Taking patient histories and vital signs,
 3. Performing first aid and CPR,
 4. Preparing patients for procedures,
 5. Assisting the supervising chiropractor with examinations and treatments, and
 6. Collecting and processing specimens.
- C. A chiropractic assistant who meets the education requirements for physiotherapy under R4-7-1102(A) may administer, under the direct supervision of a chiropractor certified in physiotherapy, but is not limited to administering:
1. Whirlpool treatments,
 2. Diathermy treatments,
 3. Electronic galvanization stimulation treatments,
 4. Ultrasound therapy,
 5. Massage therapy,
 6. Traction treatments,
 7. Transcutaneous nerve stimulation unit treatments, and
 8. Hot and cold pack treatments.
- D. A chiropractic assistant that meets the education requirements for acupuncture under R4-7-1102(A) may prepare and sterilize instruments and may remove acupuncture needles under the direct supervision of a chiropractor certified in acupuncture.
- E. A C.A. shall not:
1. Take an x-ray,
 2. Perform an independent examination,
 3. Diagnose a patient,
 4. Determine a regimen of patient care,
 5. Change the regimen of patient care set by the supervising chiropractor,
 6. Perform an adjustment, or
 7. Perform acupuncture by needle insertion.
- F. A person who has had a license to practice chiropractic or any other health care profession suspended, revoked, or denied for any reason other than failing to meet education or licensing examination requirements in this or any other jurisdiction shall not perform the clinical duties of a chiropractic assistant.
- G. As per A.R.S. § 32-900(3), a chiropractic assistant shall not be licensed to practice chiropractic in this or any other jurisdiction.
- H. A supervising chiropractor shall be responsible for all acts or omissions of a C.A.
- I. A person who does not meet the requirements of R4-7-1102 shall perform only clerical or administrative duties.