

## State of Arizona Board of Chiropractic Examiners

5060 North 19<sup>th</sup> Avenue Suite 416 • Phoenix, Arizona 85015  
Voice: (602) 864-5088 FAX (602) 864-5099  
Website: [www.azchiroboard.us](http://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

#### Chiropractic Assistant Coursework Requirements:

- **Basic:** 24 hours of coursework from a Board-approved facility or chiropractor. (Required for all Chiropractic Assistants.)
- **Physiotherapy:** 12 hours of physiotherapy coursework from a Board-approved facility or chiropractor. (Required if supervising chiropractor is certified in physical medicine modalities and therapeutic procedures.)
- **Acupuncture:** 2 hours of acupuncture coursework from a Board-approved facility or chiropractor. (Required if supervising chiropractor is certified in acupuncture.)

Chiropractic assistants must begin Board-approved coursework within three months of initial employment and complete the coursework within one year of initial employment.

If their supervising doctor holds a specialty certificate in physical medicine modalities and therapeutic procedures and/or acupuncture, additional coursework is required in those specialties.

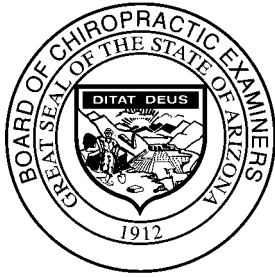
#### Registration Instructions:

Once all of the required chiropractic assistant coursework has been completed, you must complete the *Chiropractic Assistant Registration and Coursework Completion* form and send it to the above address. When submitting the registration form, please remember to:

- Write legibly. Forms with illegible handwriting will be returned, causing delays in registration.
- Write in the number of hours completed, the course identification number, and the completion dates for each of the courses completed by the C.A. The course instructor should provide you with the Course ID number.
- Attach a copy of the C.A.'s CPR Card to the registration form.

A copy of the approved Chiropractic Assistant Registration and Coursework Completion form will be mailed to you stamped "registered effective." You must maintain this copy of the C.A.'s registration at the C.A.'s place of employment.

If you employ a previously registered chiropractic assistant, you must complete a Chiropractic Assistant Registration Transfer form and send it to the Board office. A copy of the approved Chiropractic Assistant Registration Transfer form will be mailed to you stamped "registered effective." You must keep this copy on file at the C.A.'s place of employment.



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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: \_\_\_\_\_

Date of Initial Employment: \_\_\_\_\_

### Supervising Doctor:

1<sup>st</sup> Doctor Name: \_\_\_\_\_ Lic. #: \_\_\_\_\_ PMMTP #: \_\_\_\_\_ Acup. #: \_\_\_\_\_

2<sup>nd</sup> Doctor Name: \_\_\_\_\_ Lic. #: \_\_\_\_\_ PMMTP #: \_\_\_\_\_ Acup. #: \_\_\_\_\_

3<sup>rd</sup> Doctor Name: \_\_\_\_\_ Lic. #: \_\_\_\_\_ PMMTP #: \_\_\_\_\_ Acup. #: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

### Coursework Completion:

<i>Course Name</i>	<i>Hours</i>	<i>Course ID</i>	<i>Dates Completed</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:

<i>Course Name</i>	<i>Hours</i>	<i>Course ID</i>	<i>Dates Completed</i>
7. Physiotherapy	_____	_____	_____
8. Acupuncture	_____	_____	_____

### Signatures:

\_\_\_\_\_  
Chiropractic Assistant Date

\_\_\_\_\_  
Supervising Doctor 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.