



# 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 Training Course Application

### Eligibility Requirement:

1. Applicants must not currently be the subject of a disciplinary action. Licensees subject to disciplinary sanction do not qualify for approval as an instructor of a chiropractic assistant training course for three years from the date their order was terminated.

### Application Requirements:

1. Submit a completed Application for Approval of a Chiropractic Assistant Training Course.
2. Attach the course syllabus and printed instructional material. All chiropractic assistants must complete a minimum of four hours of education in each of the following:

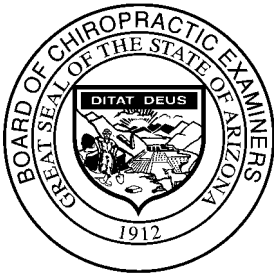
Chiropractic Principles:	<i>(minimum 4 hours)</i>
Management of Common Diseases:	<i>(minimum 4 hours)</i>
History Taking:	<i>(minimum 4 hours)</i>
Record Keeping:	<i>(minimum 4 hours)</i>
Professional Standards of Conduct:	<i>(minimum 4 hours)</i>
CPR:	<i>(minimum 4 hours)</i>

Chiropractic assistants supervised by chiropractic physicians with specialty certifications must complete additional education in those specialties.

Physiotherapy	<i>(minimum 12 hours)</i>
Acupuncture	<i>(minimum 2 hours)</i>

2. Submit a Curriculum Vita for each instructor.
3. Attach a sample attendance sheet.
4. Receive Board approval. The Board must approve your training course before you can provide it to chiropractic assistants. Once approved, the Board will issue a course identification number to you. Chiropractic assistants will be required to provide this number to the Board, on the Chiropractic Assistant Registration form, upon completion of their training.

You may download the chiropractic assistant registration and other forms from our website, [www.azchiroboard.us](http://www.azchiroboard.us)



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## Application for Approval of a Chiropractic Assistant Training Course

1. Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_
4. Main Instructor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_
5. Course Title: \_\_\_\_\_
6. Topics: \_\_\_\_\_

*Fill in the number of hours per subject that apply to your training course. Attach a syllabus and any printed brochure for the training course.*

<i>Course Name</i>		<i>Hours</i>
Chiropractic Principles:	<i>(minimum 4 hours)</i>	_____
Management of Common Diseases:	<i>(minimum 4 hours)</i>	_____
History Taking:	<i>(minimum 4 hours)</i>	_____
Record Keeping:	<i>(minimum 4 hours)</i>	_____
Professional Standards of Conduct:	<i>(minimum 4 hours)</i>	_____
CPR:	<i>(minimum 4 hours)</i>	_____
Physiotherapy	<i>(minimum 12 hours)</i>	_____
Acupuncture	<i>(minimum 2 hours)</i>	_____

7. Will this course be available to C.A.'s outside of your office?    Yes                       No

8. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Board Use Only**

Course Approval #: \_\_\_\_\_ Date Approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

# Sample Course Outline

## Chiropractic Assistant Training

### Basic Coursework (24 hours required)

**1. Chiropractic Principles** (4 hours)

Chiropractic Philosophy; Basic Spinal Anatomy; Musculoskeletal and Nervous Systems; Subluxation Complex; Spinal Pain Syndromes.

**2. Management of Common Diseases** (4 hours)

Common Disorders treated by chiropractic; Common diseases not treated by chiropractic but affected by chiropractic care; Common diseases not treated by chiropractic.

**3. History Taking** (4 hours)

What is involved in proper history taking; Types of history eg., worker compensation, auto; Interviewing principles; diagnostic tools.

**4. Record Keeping** (4 hours)

Definition of medical records; Patient information; SOAP notes; Privacy and Confidentiality; Role of insurance; Consents and legal requirements; Legal Ramifications; Filing and records maintenance requirements; Reports and financial records.

**5. Professional Standards of Conduct** (4 hours)

Doctor-patient relationship; Doctor-to-doctor conduct; CA- to-patient conduct; Office etiquette; Informed consent; Unprofessional conduct.

**6. CPR** (4 hours)

Certification can be through Red Cross, fire departments, or comply with American Heart Association curriculum.

### Specialties Coursework

**7. Physiotherapy** (12 hours)

Physiology of healing and repair; Instrumentation; Indications/contraindications; Exercise, ROM, stretching. General scope of physiological therapeutics.

**8. Acupuncture** (2 hours)

Twelve pain meridians plus *Du* and *Ren*; course and flow of the meridian; Yin and yang characteristics; points of command; the Five Elements; Circadian rhythm; Theories of Clean Needle Technique.

### \*\*\* INSTRUCTIONS\*\*\*

When developing your training program, please specify the course content by the hour or fraction of an hour.

Example:	<b>Chiropractic Principles</b>	<b>4 hours</b>
	Chiropractic Philosophy:	.5 hour
	Anatomy; muscular and nervous systems:	1.5 hour
	Subluxation Complex:	1.0 hour
	Spinal Pain Syndromes	1.0 hour