



# State of Arizona Board of Chiropractic Examiners

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## CONTINUING EDUCATION REQUIREMENTS FOR THE STATE OF ARIZONA

The requirements for a course to be accepted for continuing education credit in the State of Arizona are stated in law. **If the course meets the requirements in law, it should not be submitted to the Board for approval.** The Board does not approve courses that already meet the legal requirements and will return such requests without response. \*

In order to determine if a continuing education course meets the requirements stated in law, please answer the following:

1. Is the course taught by a faculty member of an accredited college or university.  
Yes\_\_\_ No\_\_\_

2. Is the course topic(s) on any of the following:

Anatomy  
Physiology  
Pathology  
Bacteriology  
Symptomatology  
Diagnosis, including physical, clinical, x-ray and laboratory subjects  
Chiropractic Orthopedics  
Principles of Chiropractic and Adjusting ( this includes record keeping)  
Neurology  
Chemistry including biochemistry and nutrition  
Public Health and Hygiene (this includes personal boundaries)  
Chiropractic Spinal Analysis  
Acupuncture  
Physiotherapy  
Yes\_\_\_ No\_\_\_

3. Is each credit hour comprised of 60 minutes of verifiable study.

Yes\_\_\_ No\_\_\_

**This form does not serve as a course approval. The course sponsor or provider is responsible for reviewing the full statute and rules regarding continuing education requirements prior to offering or advertising a course as meeting continuing education requirements in the State of Arizona.)**

If you have answered no the any of the above, the course will not meet the requirements for CE credit.

## CONTINUING EDUCATION COURSE APPROVAL APPLICATION

If the course meets the topic criteria but does not meet the sponsor or instructor criteria, the Board may consider the course for approval if it meets equivalent standards to those defined in law. In order to submit a course for approval, the course sponsor must submit the following to the Executive Director of the Agency **no later than 45 days prior to the date the course will be taught.** Courses will not be considered for approval after the course has already taken place.

The following must accompany your request in order for the course to be considered for approval:

- The name of the course.
- A detailed syllabus of the course that specifically identifies course content and topics, hour by hour and the instructor(s) for each hourly segment.
- A detailed curriculum vitae for each instructor.
- Documentation of current licensure for each instructor.
- The name of the sponsoring organization, if any.
- The date the course will be held. If the course will be offered on an ongoing basis or on multiple dates, identify the first date for which approval is being requested.
- Documentation of course approval by other jurisdictions.
- The name, phone number, professional affiliation and address of three references that can attest to the instructors experience in teaching and publishing related professional educational topic matter.
- The name, address and phone number of the contact person.
- Verification that each credit hour awarded is comprised of 60 minutes of verifiable study.
- A \$50.00 non-refundable fee: The fee must be paid by check or money order.

### **Continuing Education Approval Check List**

- \_\_\_\_\_ The name of the course has been identified
- \_\_\_\_\_ The Syllabus, including content and topics, number of hours and instructors
- \_\_\_\_\_ Curriculum Vitae for each instructor
- \_\_\_\_\_ Documentation of current licensure for each instructor
- \_\_\_\_\_ Three references for each instructor
- \_\_\_\_\_ Sponsoring organization
- \_\_\_\_\_ Course date will be held
- \_\_\_\_\_ Documentation of Course Approval from Other Jurisdictions
- \_\_\_\_\_ Name, phone number and address for contact

\_\_\_\_\_ Written verification that the course is comprised of 60 minutes of verifiable study.

\_\_\_\_\_ \$50.00 non-refundable fee.