



Newsletter

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LICENSE RENEWAL REMINDER!!

THE ONLINE RENEWAL WINDOW OPENS JANUARY 31, 2024!

On January 31, 2024, an email notification will be sent to [your email address on file](#) announcing the start of 2024-2026 License Renewal. Please verify/update your email address to ensure you receive this important message. You may do so by logging into your elicense.ohio.gov profile. You will need your username and password. **All active licenses will expire on March 31, 2024, at 11:59 p.m.**

Continuing education (CE) hours for the upcoming renewal cycle must be earned from **April 1, 2022, to March 31, 2024**. The Board will NOT accept hours earned outside of the renewal timeframe.

General Requirements for ALL CE Programs

- Significant intellectual or practical content.
- Primary objective is to improve professional competence.
- Consist of topics of clinical benefit to consumers.
- Instructors qualified by education or experience to provide instruction in the subject matter.
- Presented in a setting suited to the activity of the program.
- Content based upon scientific evidence generally accepted by the profession.
- You must be able to interact with and speak to the instructor if the program is not an online program.

All online programs must:

- ✓ Have a mechanism to ensure you view each page of the program.
- ✓ Ensure you earn all of the time required for the program.

- ✓ Have a mechanism in place for you to be able to contact the provider with questions.
- ✓ Include a mechanism to evaluate your knowledge of the subject matter.
- ✓ Provide a printed verification or allow you to print verification only upon completion of the CE activity.
- ✓ Ensure you earn all of the time required within the program before completing the program.
- ✓ Ensure that course time cannot be earned away from the program and shall ensure automatic logout if the keyboard becomes unattended.
- ✓ Be earned one at a time. The CE provider may not grant CE credit for multiple windows or programs completed simultaneously.



If you were licensed on or after April 1, 2022, you are exempt from earning CE to renew your license for 2024.

STILL NEED TO EARN CE?

Good sources of acceptable CE are programs approved by [PACE](#), chiropractic colleges, and chiropractic associations.

2 hours of FREE Board-mandated CE is linked on the continuing education page on the Board's website.

APPROVED CE TOPICS

CHIROPRACTIC:

- ~ Acupuncture
- ~ Animal Chiropractic
- ~ Chiropractic Philosophy & History
- ~ Clinical Diagnosis & Examination Proc.
- ~ Clinical Documentation
- ~ Diagnostic Imaging
- ~ Electrodiagnostics
- ~ Emergency Procedures

- ~ Laboratory Procedures
- ~ Manipulation & Adjusting Procedures
- ~ Neurology
- ~ Nutrition
- ~ Orthopedics
- ~ Physiological Therapeutics
- ~ Principles & Practice of Chiropractic
- ~ Professional Boundaries
- ~ Public Health, Hygiene, Sanitation
- ~ Rehabilitative Procedures/Exercise
- ~ Risk Management

BOARD MANDATED CE – 2 required hours

- ~ Boundaries and/or Trauma informed Care
- ~ Human Trafficking Awareness
- ~ Laws & Rules of the Board

***ONLY 2 HOURS OF BOARD MANDATED CE WILL BE ACCEPTED TO RENEW YOUR LICENSE**

ACUPUNCTURE

A program(s) comprised of topics that enhance acupuncture competency.

Chiropractic CE requirement breakdown:

34 Chiropractic hours

+ 2 Board-mandated topic hours

36 Total CE hours

Chiropractic + Acupuncture Certificate CE requirement breakdown:

22 Chiropractic hours

12 Acupuncture hours

+ 2 Board-mandated topic hours

36 Total CE hours

All continuing education hours may be earned in person or online!

PROHIBITIONS for CE

CE Earned Via:

- Ø CDs and DVDs
- Ø Speeches
- Ø Audio Programs
- Ø Home Study Courses
- Ø Books, Articles, Journals
- Ø Correspondence Courses
- Ø Any other mechanism of self-instruction

Topics:

- Ø Malpractice Defense
- Ø Strategies to Increase Reimbursement
- Ø Practice Management
- Ø Practice Building
- Ø Professional Organizational Business Meetings
- Ø Motivational Programs
- Ø Legal Courses
- Ø Billing and Coding Relative to Upcoding
- Ø Enhanced Billing and/or Coding Techniques
- Ø Programs in which promotion of a product or service is the principle purpose of the program.

KEEP YOUR CONTACT INFORMATION CURRENT

! You are **required** to maintain current contact information with the Board (email address, residence address and telephone number, and address and telephone number for **all locations** where activities related to the practice of chiropractic, animal chiropractic and/or acupuncture are conducted.) **All contact changes are to be updated with the Board within 30 days of the change!**

Steps to update your address:

1. Log into your eLicense.ohio.gov profile using your email address and password.
2. On your license title in the middle of the screen click the options button then "Change Address."
3. To add an address, click the blue "Add Address" button & fill in all required fields & save.
4. Once all addresses have been entered, choose which address should be your mailing address and your public address. Do this by choosing from the appropriate drop-down menu on the change address page.
5. When all changes have been made, be sure to click the blue submit button. Once you have submitted the information, the Board's records will automatically be updated.

Steps to update your email and phone number:

1. Log into your eLicense.ohio.gov profile using your email address and password.
2. At the top of the screen click update email
3. Under personal information, choose edit this information
4. Make appropriate changes
5. Click save. The Board's records will automatically update.

ARE YOU PRACTICING ANIMAL CHIROPRACTIC??

Do you have an animal chiropractic certification? If you answered yes, have you registered with the Board? 

In order to practice animal chiropractic, you must possess a current, valid certification from one of the organizations listed below AND you must register with the Board. To register, please email the Board and attach a copy of your current AVCA, IVCA or CoAC certification along with the issue and expiration date.

The following organizations are approved by the Board:

- American Veterinary Chiropractic Association
- International Veterinary Chiropractic Association
- College of Animal Chiropractors

The Board's laws and rules regarding animal chiropractic, [OAC 4734-12-01](#) & [ORC 4734.151](#) may be viewed in their entirety by visiting the Board's website and clicking on "Laws & Rules."

If you are not registered with the Board, you cannot practice or advertise animal chiropractic.

To view the Board's current animal chiropractic roster, visit the Board's website at www.chirobd.ohio.gov and click on "Active Licensee Rosters" located under Featured Content.

If you are practicing animal chiropractic and you are not on this list, you need to cease the practice of animal chiropractic and register with the Board immediately!

Register with the Board by emailing the following documentation:

- ☒ A copy of your AVCA, ICA or CoAC certification
- ☒ Issue date & expiration date of certification

You must receive confirmation from the Board prior to advertising and/or practicing animal chiropractic.



Doctors Waiting on Licensure?

Do you have a new graduate working in your office that is not officially licensed by the Board yet?

If so, please keep in mind that these individuals are considered unlicensed and may not do any more than the other unlicensed supportive personnel in your office. This applies to graduates waiting on final transcripts, NBCE exam scores, background checks, etc. **They may not begin practicing chiropractic in Ohio until they have received their official license from the Board.**

Unlicensed individuals may only perform the duties outlined in [Board Rule 4734-8-02](#). Unlicensed personnel are also prohibited from performing the following radiologic tasks unless the individual obtains a General X-Ray Machine Operator license from the Ohio Department of Health:

- (1) Adjust or set technique factors;
- (2) Move or position equipment;
- (3) Move or position the patient;
- (4) Expose the patient to radiation;
- (5) Reset the audible signal on the cumulative radiation exposure timer;
- (6) Assure adequate radiation protection to the patient and individuals in the procedure room from unnecessary radiation; and
- (7) Process and post process digital image at the time of the procedure.

Please review the Board's unlicensed personnel rule carefully to ensure your compliance. **Practicing chiropractic in the state of Ohio without a valid chiropractic license constitutes a felony of the fifth degree.**

Visit the Board's Website!

The Board's website, www.chirobd.ohio.gov is a great resource and contains detailed information on numerous topics. You can also use the Board's website to:

- Update your contact information.
- View & print a license verification.
- Download active licensee rosters.
- Read FAQ's on a variety of topics.
- Stay up to date with Board news.
- Direct link to email the Board.



Your Health & Well-being

If you are affected by mental, emotional or behavioral illness, or substance-related and addictive disorders, or other illnesses, there is a confidential statewide resource dedicated to healthcare professionals.

The [Ohio Physicians Health Program](https://www.ohiophp.org/) (OPHP) provides a compassionate, supportive, and safe environment for you to receive confidential services to improve your health and well-being. OPHP specializes in providing confidential monitoring and advocacy services for qualifying healthcare professionals.

OPHP accepts referrals from any source and protects the confidentiality of program participants and anonymity of referral sources to the fullest extent allowed by law.

Please contact the [Ohio Physicians Health Program](https://www.ohiophp.org/) if you need assistance for identification, intervention, and/or referral for assessment or treatment.

Ohio Physicians Health Program

130 E. Chestnut St, Ste 200; Columbus, OH 43215

614.841.9690

<https://www.ohiophp.org/>

SEXUAL MISCONDUCT

The Board continues to experience an increase in sexual misconduct complaints. The Board strongly encourages each licensee, and their staff, to read the publication titled [Professional Boundaries Defining Limits of Personal Responsibility](#) published by NCMIC Insurance Company to reduce boundary risks in everyday practice.

Remember - you have a duty to report sexual misconduct violations, as well as any other violation of the Board's laws and rules. If you believe a violation of the Board's laws and rules has occurred, you are required to report the information upon which your belief is based. Failure to bring possible violations of the laws and rules to the Board's attention may subject you to discipline for failure to report.

It is also a violation to engage in an ongoing professional relationship with a person or entity that violates any Board law or rule, unless you make a good faith effort to have the person or entity become compliant.

Complaints may be filed via [eLicense](#) by clicking on "File a Complaint" in the upper right-hand corner. All complaints are confidential.

Consumer Complaints

The Board receives numerous complaints regarding licensee misconduct. Although most complaints are resolved without disciplinary action, there are many things you can do to avoid having a complaint filed against you:

→ Improve Communication Skills

Establish a good rapport with your patients. Train your staff to be conscientious of each patient's needs.

→ Ensure Patients Understand Forms

Ensure that your patients fully understand each form and/or pre-payment plan they sign. Take time to explain each form *before* the patient signs it.

→ Resolve Financial Conflict

Many patients are surprised or confused by their bill. Inform your patients of your fees upfront and take the time to answer and explain any billing inquiries.

→ Education

Explain all techniques and procedures. Many healthcare consumers have misconceptions about chiropractic.

→ Advertising & Solicitation

Ensure your advertising and solicitation practices conform to the Board's laws and rules. Clearly identify yourself as a chiropractic physician. Many consumers complain about misleading advertisements and solicitations.

→ Documentation

Document each patient encounter clearly and legibly. Familiarize yourself with the CPT codes you utilize to ensure proper coding.

**Stay Informed!
Visit our Website Today!**

www.chirobd.ohio.gov

