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**CHIROPRACTIC EXAMINING BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**August 7, 2014**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**8:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A) Adoption of Agenda (1-3)**
- B) Approval of Minutes of May 15, 2014 (4-9)**
- C) Administrative Updates**
  - 1) Staff Updates
- D) Executive Order 61 (10-12)**
- E) Education and Examination Matters**
  - 1) Revised CE and CT/CRT Education Form Update **(13-17)**
    - a) **APPEARANCE** – Ryan Zeinert, Office of Education and Exams
  - 2) Biennial CE Audit Discussion **(18-19)**
    - a) **APPEARANCE** – Ryan Zeinert, Office of Education and Exams
- F) Legislative/Administrative Rule Matters:**
  - 1) Review of Preliminary Draft of 165-CHIR 2 and 3 – Practical Exam for Chiropractors **(20-25)**
  - 2) Review of Scope Statement Regarding Chir 4 – Course of Study **(26-28)**
- G) Speaking Engagement(s), Travel, or Public Relation Request(s)**
  - 1) Consideration of Travel to the FCLB District II Meeting – October 2014 **(29-31)**
- H) Items Added After Preparation of Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Updates
  - 3) Education and Examination Matters
  - 4) Credentialing Matters

- 5) Practice Matters
  - 6) Legislation/Administrative Rule Matters
  - 7) Preceptor Approvals
  - 8) Liaison Report(s)
  - 9) Informational Item(s)
  - 10) Disciplinary Matters
  - 11) Presentations of Petition(s) for Summary Suspension
  - 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 13) Presentation of Proposed Decisions
  - 14) Presentation of Interim Order(s)
  - 15) Petitions for Re-Hearing
  - 16) Petitions for Assessments
  - 17) Petitions to Vacate Order(s)
  - 18) Petitions for Designation of Hearing Examiner
  - 19) Requests for Disciplinary Proceeding Presentations
  - 20) Motions
  - 21) Petitions
  - 22) Appearances from Requests Received or Renewed
  - 23) Speaking Engagement(s), Travel, or Public Relation Request(s)
- D) Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

**J) Presentation and Deliberation on Proposed Decision and Order of the Administrative Law Judge in the Matter of Disciplinary Proceedings Against Scott A. Schuetz, D.C., DHA Case Number SPS-14-0015; DLSC Case Number 12 CHI 018 (32-40)**

**K) Application Matters – Discussion and Consideration**

- 1) Endorsement Application Review – H.L.S. **(41-58)**

**L) Monitoring matters including but not limited to; Modifications, Reinstatements, and consideration of Board Order violations**

- 1) James Fink – Requesting Full Licensure **(59-76)**
- 2) James Wilke – Requesting Full Licensure **(77-93)**

**M) Case Status Report (94-95)**

**N) Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs

- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O) Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

P) Open Session Items Noticed Above not Completed in the Initial Open Session

Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

R) Ratification of Licenses and Certificates

**ADJOURNMENT**

**CHIROPRACTIC EXAMINING BOARD  
MEETING MINUTES  
May 15, 2014**

**PRESENT:** Kelly Brown; John Church, D.C.; Jodi Griffith, D.C.; Jeffrey Mackey, D.C.; and Patricia Schumacher, D.C.

**STAFF:** Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Daniel Agne, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Patricia Schumacher, Chair, called the meeting to order at 8:31 A.M. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Jodi Griffith moved, seconded by Jeffrey Mackey, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to approve the minutes of March 6, 2014 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**AFFIRM APPOINTMENT OF JEFFREY MACKEY AS PROFESSIONAL ASSISTANCE  
PROCEDURE (PAP) LIAISON**

**MOTION:** Jodi Griffith moved, seconded by Kelly Brown, to affirm the Chair's appointment of Jeffrey Mackey as the Professional Assistance Procedure (PAP) Liaison. Motion carried unanimously.

**CHIROPRACTIC EXAMINING BOARD 2013 ANNUAL REPORT**

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to adopt the 2013 Annual Report, and to post it to the Board website. Motion carried unanimously.

**REVIEW OF DISCIPLINARY COMPLAINT HISTORY FROM 2010-2013**

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to post the Disciplinary Complaint History 2010-2013 Report on the Board's internal SharePoint site. Motion carried unanimously.

## EDUCATION AND EXAMINATION MATTERS

### REVIEW OF CONTINUING EDUCATION DENIALS AND DISCUSSION OF COURSE REVIEW PROCESS

**MOTION:** Kelly Brown moved, seconded by Jodi Griffith, to appoint Kelly Brown and Patricia Schumacher as Liaisons to work with Department staff to revise the Continuing Education Approval Form to clarify delegation requirements and other issues. Motion carried unanimously.

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to designate Patricia Schumacher as the primary Exams, Education, and Continuing Education Liaison, with Jeffrey Mackey as the alternate, and to authorize the primary liaison to consult with one other member of the Board as necessary. Motion carried.

*Jodi Griffith voted no in the above matter.*

*John Church abstained from voting in the above matter.*

**MOTION:** Patricia Schumacher moved, seconded by Kelly Brown, to rescind the March 17, 2014 denial of Continuing Education approval for Northwestern Health Sciences University's Certified Chiropractic Technician Advanced Modalities Course. Motion carried.

*Jodi Griffith voted no in the above matter.*

*John Church abstained from voting in the above matter.*

**MOTION:** Patricia Schumacher moved, seconded by Kelly Brown, to grant Continuing Education approval for Northwestern Health Sciences University's Certified Chiropractic Technician Advanced Modalities Course. Motion carried.

*Jodi Griffith voted no in the above matter.*

*John Church abstained from voting in the above matter.*

### DISCUSSION OF PROCESS FOR REVIEWING REQUESTS FOR APPROVAL OF CT/CRT CERTIFICATION COURSES AND PROGRAMS

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to authorize the Department to prepare a Scope Statement to draft and revise rules relating to the "course of study" requirement for certification as a Chiropractic Technician or Chiropractic Radiological Technician, and to delegate Jodi Griffith to review and approve the Scope Statement. Motion carried unanimously.

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to require that applications for course of study approvals for Chiropractic Technicians and Chiropractic Radiological Technicians be presented before the full Board indefinitely. Motion carried unanimously.

**CHIROPRACTIC SOCIETY OF WISCONSIN (CSW) REQUEST FOR APPROVAL OF  
CHIROPRACTIC TECHNICIAN (CT) CERTIFICATION COURSES**

**CSW CT: PHYSIOLOGIC THERAPEUTICS OVERVIEW**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Physiologic Therapeutics Overview. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

**CSW CT: ELECTRIC STIMULATING CURRENTS**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Electric Stimulating Currents. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

**CSW CT: ULTRASOUND**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Ultrasound. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

**CSW CT: CRYOTHERAPY/THERMOTHERAPY**

**MOTION:** Jeffrey Mackey moved, seconded by Kelly Brown, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Cryotherapy/Thermotherapy. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

**CSW CT: LIGHT THERAPY**

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Light Therapy. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

**CSW CT: TRACTION THERAPY**

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Traction Therapy. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

## CSW CT: VITAL SIGNS

**MOTION:** Kelly Brown moved, seconded by Jeffrey Mackey, to grant the Request for Approval, as written, of the Chiropractic Society of Wisconsin for the certification in Vital Signs. Motion carried unanimously.

*John Church abstained from voting in the above matter.*

### **REVIEW OF HERZING UNIVERSITY'S APPLICATION FOR PROGRAM APPROVAL – ASSOCIATE DEGREE IN CHIROPRACTIC RADIOLOGICAL TECHNICIAN**

**MOTION:** John Church moved, seconded by Jeffrey Mackey, to grant the Request for Program Approval, as written, for Herzing University's Associate of Science in Chiropractic Technician (ASCT) Program and Diploma in Chiropractic Technician (DCT) Program as a Chiropractic Radiological Technician course of study approved by the Board for purposes of Wis. Stat. § 446.025 and related rules. Motion carried unanimously.

### **LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:**

#### **2013 WISCONSIN ACT 345 – REVIEW OF SCOPE STATEMENT, RELATING TO INFORMED CONSENT**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to approve the Scope Statement regarding CHIR 11.02 relating to informed consent for submission to the Governor's Office and publication in the register, and to authorize the Chair to approve the Scope for implementation no less than 10 days after publication. Motion carried unanimously.

#### **REVIEW OF OTHER STATES' LAWS CONCERNING RULES OF CONDUCT IN THE WORKPLACE ENVIRONMENT**

**MOTION:** John Church moved, seconded by Jodi Griffith, to defer discussion on this matter to the next Board meeting. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** John Church moved, seconded by Jodi Griffith, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Kelly Brown - yes; John Church - yes; Jodi Griffith - yes; Jeffrey Mackey - yes; Patricia Schumacher - yes. Motion carried unanimously.

The Board convened into Closed Session at 2:02 P.M.

## RECONVENE TO OPEN SESSION

**MOTION:** John Church moved, seconded by Jodi Griffith, to reconvene in Open Session at 3:02 P.M. Motion carried unanimously.

## PROPOSED STIPULATIONS, FINAL DECISIONS, AND ORDERS

### 11 CHI 026 AND 12 CHI 027 RONALD A. FISCHER, D.C.

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 11 CHI 026 and 12 CHI 027 – Ronald A. Fischer, D.C. Motion carried.

*Kelly Brown voted no in the above matter.*

## APPLICATION MATTERS

**MOTION:** Jodi Griffith moved, seconded by John Church, to grant the request of Matthew E. Hasty for licensure by endorsement when all other requirements for licensure are met. Motion carried unanimously.

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to grant Amy A. Ernest certification as a Chiropractic Technician in Patient History and Physical Examination when all other requirements for licensure are met. Motion carried unanimously.

**MOTION:** Kelly Brown moved, seconded by Jodi Griffith, to deny Tina L. Green certification as a Chiropractic Technician. **Reason for Denial:** Conviction for forgery in 2012 is substantially related to the practice of Chiropractic Technician. Motion carried unanimously.

**MOTION:** Jodi Griffith moved, seconded by John Church, to grant Christopher S. Kazda certification as a Chiropractic Technician in Patient History, Physical Examination, Physiologic Therapeutics Overview, Thermotherapy/Cryotherapy, Mechanical Therapy, Electrotherapy, and Therapeutic Ultrasound Therapy when all other requirements for licensure are met. Motion carried unanimously.

**MOTION:** Jodi Griffith moved, seconded by Kelly Brown, to grant Ryan A. Norton certification as a Chiropractic Technician in Physiologic Therapeutics Overview, Thermotherapy/Cryotherapy, Mechanical Therapy, Electrotherapy, Therapeutic Ultrasound Therapy, and Light Therapy when all other requirements for licensure are met. Motion carried unanimously.

## **CASE CLOSING(S)**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to close case 10 CHI 053, against S.P., for prosecutorial discretion (P3). Motion carried unanimously.

**MOTION:** Jeffrey Mackey moved, seconded by Jodi Griffith, to close case 11 CHI 052, against B.H., for insufficient evidence (IE). Motion carried unanimously.

## **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Jeffrey Mackey moved, seconded by John Church, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

## **RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Jodi Griffith moved, seconded by Kelly Brown, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** John Church moved, seconded by Kelly Brown, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:04 P.M.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted:  6/5/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  8/7/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Executive Order 61	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  The Board will be asked to consider the impact of rules on small businesses, pursuant to Executive Order 61			
11) Authorization			
<b>Daniel Agne</b>			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



**EXECUTIVE ORDER # 61**

**Relating to Job Creation and Small Business Expansion**

**WHEREAS**, creating jobs and growing our state's economy is dependent on a vibrant small business sector; and

**WHEREAS**, small businesses have generated 64% of net new jobs over the past fifteen years and employ over half of all private sector employees; and

**WHEREAS**, according to recent U.S. Census data, 86% of Wisconsin business employ fewer than 20 workers, and 74% have ten workers or less; and

**WHEREAS**, small businesses spend 80% more per worker than large employers to comply with government regulations and, according to a recent National Federation of Independent Business survey of Wisconsin employers, 91% said it was impossible to know about, comply with, and understand all of government's regulations; and

**WHEREAS**, according to the U.S. Small Business Administration, complying with government regulations costs small businesses \$10,585 per worker, which discourages investment and hiring by small businesses; and

**WHEREAS**, government regulations are regularly cited as one of the top three concerns for small business growth, according to NFIB's Small Business Optimism Index; and

**WHEREAS**, 2011 Wisconsin Act 46 strengthened Wisconsin's Small Business Regulatory Review Board (Board) empowering small business owners and giving them the ability to judge the economic impact of government regulation; and

**WHEREAS**, 2011 Wisconsin Act 46 requires state agencies to submit any rule with an economic impact to the Board for review and allows the Board to suggest changes to the agency that will improve compliance and reduce the rule's burden on small businesses; and

**WHEREAS**, pursuant to Wis. Stat. § 227.30, the Board has the authority to review rules and guidelines of any agency to determine whether any of those rules or guidelines place an unnecessary burden on the ability of small businesses to conduct their affairs; and

**WHEREAS**, state agencies and the Board should not only be reviewing new rules but collaborating to reform existing rules that hinder job creation and small business expansion and that this effort would help further the state's goal of creating 250,000 jobs by 2015.

**NOW THEREFORE, I, SCOTT WALKER**, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and laws of this State, specifically Wis. Stat. § 227.10(2m), do hereby:

1. Require all state agencies to review 2011 Wisconsin Act 46 to ensure they are in compliance, ready to assist small business owners, and properly submitting any proposed rules with an economic impact to the Board;
2. Require all state agencies to cooperate with the Board to identify existing rules hindering job creation and small business growth;

3. Require all state agencies to work with the Board to recommend changes to these rules that will both reduce their burden on job creators while continuing to comply with the intent of the statutes that created them;
4. Require all state agencies to work with the Board to identify strategies that will increase compliance with existing rules;
5. Request that the Board engage small business owners and their representative organizations to gather input on any rules hindering job growth;
6. Request that the Board provide a report and analysis of these rules, in a manner similar to Wis. Stat. § 227.30(1), to the Governor's Office of Regulatory Compliance and the agency with the authority to amend the rules, which details the rules they have identified for modification.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done in the City of Eau Claire this twenty-second day of February, in the year two thousand twelve.

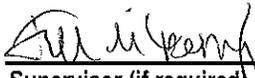
  
SCOTT WALKER  
Governor

By the Governor:

  
DOUGLAS LA FOLLETTE  
Secretary of State

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Ryan Zeinert</b> Licensing Education Specialist		2) Date When Request Submitted:  <b>07/25/14</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date:</small> ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>08/07/14</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Revised CE and CT/CRT Education Form Update</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>An update regarding the DC/CT/CRT Continuing Education application, as well as our CT/CRT Education application.</b>			
11) Authorization			
<b>Ryan Zeinert</b>		<b>07/25/14</b>	
Signature of person making this request		Date	
		<b>7/25/14</b>	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# BOARD APPEARANCE REQUEST FORM

## Appearance Information

**Board Name:** Chiropractic Examining Board

**Board Meeting Date:** August 7, 2014

**Person Submitting Agenda Request:** Ryan Zeinert

**Person(s) requesting an appearance:** Ryan Zeinert

*(NOTE: Contact information is not required for Department staff.)*

**Reason for Appearance:** Discussion of Agenda Item.

## Appearance Contact Information

*(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)*

**Mailing address:**

**Email address:** ryan.zeinert@wisconsin.gov

**Telephone #:** 608-267-3280

\*\*\*\*\*

## Attorney Contact Information

**Attorney Name:**

**Attorney's mailing address:**

**Attorney's e-mail address:**

**Attorney's telephone #:**

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 266-2602  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: web@dps.wi.gov  
Website: http://dps.wi.gov

## CHIROPRACTOR/CT/CRT CONTINUING EDUCATION APPROVAL FORM

Return as a Word attachment to Ryan Zeinert at [ryan.zeinert@wisconsin.gov](mailto:ryan.zeinert@wisconsin.gov), at least 75 days prior to initial course date.

### Area of Continuing Education:

(Check one or all that apply)

Chiropractor

Chiropractic Technician (CT)

Chiropractic Radiological Technician (CRT)

### Course Title:

### Course Sponsor Name:

Does Course Sponsor meet the requirements under Chir 5.02(1)(a)?

Yes  No

### Contact Information for Course Sponsor:

Name, Address, Phone, Email

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### Course Objectives/Outcomes (provide on additional sheet of paper if needed):

- 1.
- 2.
- 3.
- 4.

### Initial Course Date(s) and Location(s):

*\*PLEASE NOTE\*: Additional dates and/or locations may be offered without submitting requests for further approval as long as the original approved course content is offered by the approved instructor; however, if course content and/or instructor change, you must submit a new request for approval, at least 75-days in advance.*

If the program sponsor is delegating any responsibilities of this seminar, please complete:

### Name of Delegated Entity/Person:

*Specific personnel responsible:*

Name:

Address:

Qualifications:

*(Attach CV/Bio if available)*

Is there a written contract between sponsor and delegated entity?  Yes  No

*If yes, please provide a copy of contractual agreement between Sponsor and Delegated Entity*

*If no, please provide specific detail of how Sponsor will ensure compliance of duties under WI Chi 5.02*

The Delegate will perform the following: (check all that apply)

- Monitor and verify attendance
- Provide monitoring and attendance evidence to Sponsor for proper record retainage
- Validate course content
- Provide instructor information

**Method of monitoring attendance:**     Sponsor Monitored     Delegated Monitoring

**Nutritional Counseling Credit Consideration?**     Yes-for \_\_\_ # of hours     No \_\_\_

**You must also submit the following via E-mail:**

1. Condensed Instructor's qualifications of no more than two (2) pages each indicating the areas of expertise related to the specific areas of instruction per this seminar request (CV may be sent as a PDF)
2. A clear, hourly breakdown of the proposed sessions (breakdown may be sent as a PDF).

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**For Department Use Only**

\_\_\_ Course approved for \_\_\_ number of hours; including \_\_\_ hours of nutritional counseling

\_\_\_ Course(s) not approved because:

\_\_\_ Course does not meet the 75-day rule    \_\_\_ Content does not pertain to Wisconsin Clinical Practice

\_\_\_ Other: \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_    **Date:** \_\_\_\_\_

#2986 (7/14)

Committed to Equal Opportunity in Employment and Licensing

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 266-2602  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: [web@dsps.wi.gov](mailto:web@dsps.wi.gov)  
Website: <http://dsps.wi.gov>

## REQUEST FOR APPROVAL OF A CHIROPRACTIC TECHNICIAN or CHIROPRACTIC RADIOLOGICAL TECHNICIAN PRE-CERTIFICATION COURSE OF STUDY

Completion of this form is required for all providers applying for Chiropractic Technician or Chiropractic Radiological Technician pre-certification course of study. You must submit a proposal of the course of study with this form which will be used by the Chiropractic Examining Board to determine whether to approve the course of study.

Chiropractic Technician/Chiropractic Radiological Technician pre-certification course of study information:

School/Provider Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

School/Provider Administrator: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

\*Please attach the written program proposal including course outline, description/rationale, measured outcomes, instructor qualifications, etc.

You will be contacted if additional information is required. If the course of study is approved by the Chiropractic Examining Board, the school/provider is required to inform the department in advance of any changes to the course of study or instructor qualifications to determine if the change requires review for re-approval.

NOTE: You may make no plans for admission of students or release publicity until you have received notice in writing from the department that the course/program has been approved.

\_\_\_\_\_  
Signature of CT or CRT Educational Program Administrator

\_\_\_\_\_  
Date

(Rev. 7/14)

Committed to Equal Opportunity in Employment and Licensing

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Ryan Zeinert Licensing Examination Specialist		<b>2) Date When Request Submitted:</b>  06/23/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: <ul style="list-style-type: none"> <li>▪ 8 business days before the meeting for paperless boards</li> <li>▪ 14 business days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Chiropractic Examining Board			
<b>4) Meeting Date:</b>  08/07/14	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Biennial CE Audit Discussion.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled?</b>  <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Discussion of potential biennial CE audit for DC's, CT's and CRT's.			
<b>11) Authorization</b>			
Ryan Zeinert		06/23/14	
Signature of person making this request 		Date 6/23/2014	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# BOARD APPEARANCE REQUEST FORM

## Appearance Information

**Board Name:** Chiropractic Examining Board

**Board Meeting Date:** 08/07/14

**Person Submitting Agenda Request:** Ryan Zeinert

**Person(s) requesting an appearance:** Ryan Zeinert

*(NOTE: Contact information is not required for Department staff.)*

**Reason for Appearance:** Discussion of agenda item.

## Appearance Contact Information

*(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)*

**Mailing address:**

**Email address:** ryan.zeinert@wisconsin.gov

**Telephone #:** 608-267-3280

\*\*\*\*\*

## Attorney Contact Information

**Attorney Name:**

**Attorney's mailing address:**

**Attorney's e-mail address:**

**Attorney's telephone #:**

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Shawn Leatherwood, Administrative Rules Coordinator</b>		<b>2) Date When Request Submitted:</b>  <b>July 9, 2014</b> <small>Items will be considered late if submitted after 12:00 p.m. and less than:              ▪ 8 work days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b>  <b>Chiropractic Examining Board</b>			
<b>4) Meeting Date:</b>  <b>August 7, 2014</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  <b>Review of Preliminary draft of 165-Chir 2, 3 practical exam for chiropractors</b>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes by _____ (name)  <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  <p>The Board will review and approve the preliminary draft of revisions to 165- Chir 2 and 3 relating to practical exams for chiropractors for posting of the EIA Comments and submission to the Clearinghouse.</p>			
<b>11) Signature of person making this request</b>  Shawn Leatherwood		<b>Authorization</b>  July 9, 2014	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATE OF WISCONSIN  
CHIROPRACTIC EXAMINING BOARD

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IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	CHIROPRACTIC EXAMINING
CHIROPRACTIC EXAMINING	:	BOARD
BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE )

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PROPOSED ORDER

An order of the Chiropractic Examining Board to repeal Chir 2.03 (2), 2.07 (3) and 2.11 (2) and (3), to amend Chir 2.025, 2.03 (1), 2.07 (1), 3.03 (1) (e), to repeal and recreate Chir 3.03 (2) (f), and to create Chir 2.12 relating to practical exams for chiropractors.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 446.02 (3) (b), Stats.

**Statutory authority:**

Sections 15.08 (5) (b), 227.11 (2) (a), 446.02 (3) (b), Stats., 2013 Wisconsin Act 20

**Explanation of agency authority:**

The Chiropractic Examining Board, is empowered by s. 15.08 (5) (b), Stats., to promulgate rules, “. . . for its own guidance and for the guidance of the trade or profession to which it pertains.” In accordance with s. 227.11 (2) (a), Stats., examining boards are authorized to promulgate rules interpreting the provision of any rule it enforces or administers. The proposed rule, promulgated by the Chiropractic Examining Board, will provide guidance within the profession regarding examination requirements for licensees as set forth in s. 446.03 (b), Stats.

**Related statute or rule:**

None.

**Plain language analysis:**

The proposed rule seeks to amend provision of Wis. Admin. Code s. Chir 2 and 3 to reflect a change in exam requirements precipitated by the passage of 2013 Wisconsin Act

20. Prior to the Act, chiropractors seeking licensure in Wisconsin had to take and pass a practical examination administered by the Chiropractic Examining Board in accordance with s. 446.02 (3) (a), Stats. 2013 Wisconsin Act 20 eliminated the practical exam requirement for chiropractors by repealing s. 446.02 (3) (a), Stats. Act 20 replaced the practical exam with the requirement to successfully complete Parts I, II, III and IV of the National Board of Chiropractic Examiners (NBCE) Exam. The passing score was set at 438 for Part III and at least 475 on Part IV. Having abolished the practical exam, Act 20 carved out a grandfathering clause consisting of a class of applicants that had taken the practical exam between January 1, 2012 and June 30, 2013. The grandfathering provision stipulated that applicants that had taken the practical exam under s. 446.02 (3) (a), Stats., were not required to successfully complete the practical exam. However, the applicants must also have achieved a passing score of 375 or higher on Part III and 375 or higher on Part IV of the NBCE Exam and must have successfully completed the exam testing the applicant's knowledge of Wisconsin laws related to the practice of chiropractic. The proposed rules will amend selected provisions of Chir 2 and 3 to bring the current Wisconsin Administrative Code in alignment with the statutory requirements.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Comparison with rules in adjacent states:**

**Illinois:** Illinois requires applicants to pass Parts I, II and III of the National Board of Chiropractic Examination test with a score of at least 375 on all 3 parts of the test. 68 ILL. ADMIN. CODE 1285.60 b).

**Iowa:** Licensure in Iowa requires passing Parts I, II, III and IV of the National Board of Chiropractic Examination test. 645 IAC 41.2.

**Michigan:** Michigan requires applicants to pass Parts I, II, III, and IV of the National Board of Chiropractic Examination test and adopts the test's recommended passing score. MICH. ADMIN. CODE R. 338.12003 and 338.12005.

**Minnesota:** The prerequisites for licensure in Minnesota include passing the National Board of Chiropractic Examiner's test: Parts I and II, the Written Clinical Competency Examination, and the Physiotherapy Examination. Applicants must also pass the National Board of Chiropractic Examiners Part IV Practical examination or other approved examination and an exam on jurisprudence/ethics. Minn. R. 2500.0720.

**Summary of factual data and analytical methodologies:**

No factual data was required for the rule-making in this proposal, due to the changes being necessitated by 2011 Wisconsin Act 20. For that reason, no factual data or analytical methodologies were used in the preparation of these proposed rules.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The proposed rule will not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis are attached.

**Effect on small business:**

The proposed rule will not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

**Agency contact person:**

Shawn Leatherwood, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone 608-261-4438; email at Shancethea.L Leatherwood@wisconsin.gov.

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Shawn Leatherwood, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to Shancethea.L Leatherwood@wisconsin.gov. Comments must be received on or before August 7, 2014 to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. Chir 2.025 is amended to read:

**Chir 2.025 Time for completing applications and taking examination.** An application is incomplete until all materials described in s. Chir 2.02 are filed with the board. All application materials described in s. Chir 2.02 shall be filed with the board within one year from the date the first item is filed. If an application is incomplete for more than one year, or if an applicant fails to take an examination within one year from the date the application is complete, the applicant shall begin the application process anew ~~in order to take the practical examination demonstrating clinical competence for a license as a chiropractor.~~

SECTION 2. Chir 2.03 (1) is amended to read:

Chir 2.03 (1) STATE LAW EXAMINATION. An applicant shall pass an examination on state laws including but not limited to ch. 446, Stats., and chs. Chir 1 to ~~11~~ 12.

SECTION 3. Chir 2.03 (2) is repealed.

SECTION 4. Chir 2.07(1) is amended to read:

**Chir 2.07 (1)** National examination. To pass the examination of the national board of chiropractic examiners, each applicant for licensure by exam shall receive a grade determined by the ~~board~~ legislature to represent minimum competence to practice. ~~The board may adopt the passing grade recommended by the national board of chiropractic examiners.~~

SECTION 5. Chir 2.07 (3) and 2.11 (2) and (3) are repealed.

SECTION 6. Chir 2.12 is created to read:

Chir 2.12 PRACTICAL EXAMINATION DEMONSTRATING CLINICAL COMPETENCE. An applicant who applied for licensure as a chiropractor between January 1, 2012 and June 30, 2013, and who took the practical exam shall not be required to have successfully completed that exam and shall be considered to have satisfied all examination requirements to obtain a license to practice as a chiropractor in this state if the person has completed all of the following:

- (a) Achieved a score of 375 or higher on Part III of the examination administered by the national board of chiropractic examiners.
- (b) Achieved a score of 375 or higher on Part IV of the examination administered by the national board of chiropractic examiners.
- (c) Successfully completed the exam under s. 446.02 (3) (c), Stats.

SECTION 7. Chir 3.03 (1) (e) and (f) are amended to read:

Chir 3.03 (1) (e) Has successfully completed a practical examination demonstrating clinical competence which ~~in the board's judgment, is substantially equivalent to the practical examination demonstrating clinical competence accepted~~ acceptable by to the board.

Chir 3.03 (1) (f) Has successfully completed the special purpose examination in chiropractic, if the applicant has not taken ~~the initial licensure examinations and~~ successfully passed parts I, II, and III of the ~~national board of chiropractic examiners~~ examination administered by the National Board of Chiropractic Examiners.

SECTION 8. Chir 3.03 (2) (f) and (g) is amended to read:

Chir 3.03 (2) (f) Verification of successful completion of a practical examination demonstrating clinical competence which, ~~in the board's judgment, is substantially equivalent to the practical examination demonstrating clinical competence~~ accepted by the board. The verification shall be forwarded directly to the board from the state that administered the examination or from the national board.

Chir 3.03 (2) (g) Proof of successful completion of the special purpose examination in chiropractic or ~~the initial licensure parts I, II, and III of the~~ examination of the national board of chiropractic examiners. The proof of completion shall be forwarded directly to the board from the institution that administered the examination.

SECTION 9. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chairperson  
Chiropractic Examining Board

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Shawn Leatherwood</b>		2) Date When Request Submitted:  <b>May 28, 2014</b> <small>Items will be considered late if submitted after 12:00 p.m. and less than:              ▪ 8 work days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>August 7, 2014</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Review of Scope Statement regarding Chir 4 course of study</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by _____ (name)  <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <p>The Board will approve the scope statement on Chir 4 relating to course of study for submission to the Governor's office and publication in the register and to authorize the Chairperson to approve the scope for implementation no less than 10 days after publication.</p>			
11) <b>Shawn Leatherwood</b> Signature of person making this request		Authorization	<b>May 28, 2014</b> Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# STATEMENT OF SCOPE

## CHIROPRACTIC EXAMINING BOARD

Rule No.: 165- Chir 4

Relating to: Course of Study

Rule Type: Permanent

### 1. Finding/nature of emergency (Emergency Rule only):

None.

### 2. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is to clarify the board's intent regarding the statutory term "course of study" found in sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats. This undefined term has led to inconsistent application of the statute. The proposed rule seeks to define the term in administrative code which should result in a more uniform application of the statute.

### 3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats., regulate the certification of chiropractic radiological technicians and chiropractic technicians. One of the requirements for certification for both chiropractic radiological technicians and chiropractic technicians is that the applicant must submit evidence satisfactory to the Chiropractic Examining Board that the applicant has completed a "course of study" approved by the board. Currently, the term "course of study" is not defined in rule or statute. This has led to ambiguity as to how applicants are to comply with the statutory requirement. The proposed rule will clarify the board's intent in administering the statute by stating what constitutes a course of study so that future applicants for certification as a chiropractic radiological technician or a chiropractic technician will know what must be done to comply with the statute.

### 4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., provides that examining boards, such as the Chiropractic Examining Board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, . . ." The proposed rule seeks to provide guidance to applicants seeking certification as a chiropractic radiological technician or a chiropractic technician as to what criteria they need to submit as a course of study that will meet the Board's satisfaction.

Section 227.11 (2) (a), Stats., discusses the parameters of an agency's rule-making authority, stating an agency, "may promulgate rules interpreting the provisions of the statute, but a rule is not valid if it exceeds the bounds of correct interpretation. . ." This section allows an agency to promulgate administrative rules which interpret the statutes it enforces or administers as long as the proposed rule does not exceed proper interpretation of the statute. Section 227.01 (1), Stats., defines agency as a board. The Chiropractic Examining Board falls within the definition of agency and is therefore allowed to apply s. 227.11 (2) (a), Stats., to statutes it administers.

### 5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

State employees will spend approximately 80 hours developing this proposed rule.

**6. List with description of all entities that may be affected by the proposed rule:**

The proposed rule will affect applicants for chiropractic radiological technician and chiropractic technician certification.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

This rule is not likely to have a significant economic impact on small businesses.

**Contact Person:** Shawn Leatherwood 608-261-4438 [Shancethea.Leatherwood@wisconsin.gov](mailto:Shancethea.Leatherwood@wisconsin.gov)

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

\_\_\_\_\_  
Date Submitted

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Jelena Gagula</b>		2) Date When Request Submitted: <b>7/23/14</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Chiropractic Examining Board</b>			
4) Meeting Date:  <b>8/7/14</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Consideration of Travel to the FCLB District II Meeting – October 2014</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>The Board will consider delegating a member to travel to the Federation of Chiropractic Licensing Boards (FCLB) District II Meeting in Fort Walton Beach, FL on October 17-18, 2014.</b>			
11) <b>Authorization</b>			
Signature of person making this request <i>Jelena Gagula</i>		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

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### Seaspray Condominiums

1530 Miracle Strip Parkway SE  
Fort Walton Beach, FL 32548

### Important Dates

Room Block Closes	TBD
Registration Deadline	10/6/2014
Cancellation Deadline	10/6/2014
Arrival Day	10/16/2014
Meeting Days	10/17-18/2014
Departure Day	10/19/2014

Reservations: (800) 428-2726

If you have not stayed at the [Seaspray Condominiums](#) before, please be aware that these are privately-owned, centrally-managed vacation rentals. Each condo varies, but standard hotel amenities (shampoo, soap, etc.) are not provided. However, each unit does have a kitchen and access to coin-operated laundry.

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OR Fly in to [Pensacola Gulf Coast Regional Airport](#) (60 miles away)

[Click here to view shuttle information for Pensacola airport.](#)

### Draft Schedule (subject to change)

**Thursday, Oct 16** Arrive at your leisure

**Friday, Oct 17** 8:00am Breakfast  
 Greetings and opening remarks  
 Introductions, board reports, FCLB overview  
 ROUNDTABLE DISCUSSION: Hot Issues in Chiropractic Regulation  
 Break for late lunch on your own

**Saturday, Oct 18** 8:00am Breakfast  
 BREAKOUTS: General regulatory issues  
 BREAKOUTS: Board operations  
 Reports from other organizations and committees  
 New business and upcoming meetings  
 Wrap up  
 Late lunch on your own

**Sunday, Oct 19** Depart at your leisure

[Web site questions? E-mail Kelly!](#) - [Questions about the meeting? E-mail Julie!](#)

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