Wisconsin Department of Safety and Professional Services
Division of Policy Development
1400 E Washington Ave
PO Box 8366
Madison WI 53708-8366

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

Scott Walker, Governor
Dave Ross, Secretary

VIRTUAL/TELECONFERENCE MEETING

RULES COMMITTEE
CHIROPRACTIC EXAMINING BOARD
Room 121B, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
June 16, 2015

The following agenda describes the issues that the Committee 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 Committee.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A) Adoption of Agenda **(1)**

B) Discuss recommendations – Rule change for courses of study for Chiropractic Radiological Technicians and Chiropractic Technicians (2-42)

C) Public Comments

ADJOURNMENT

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Katie Paff Administrative Rules Coordinator	4/15/2015 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Chiropractic Examining Board – Rules Committee

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
4/30/2015	☒ Yes ☐ No	Discuss recommendations – Rule change for courses of study for Chiropractic Radiological Technicians and Chiropractic Technicians

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session	☐ Yes (Fill out Board Appearance Request) ☒ No	N/A

10) Describe the issue and action that should be addressed:

Develop recommendations for a course of study for chiropractic radiological technicians and chiropractic technicians.

11) Authorization

Katie Paff	**4/15/2015**
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.

Revised 2/2015

STATE OF WISCONSIN
CHIROPRACTIC EXAMINING BOARD

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

PROPOSED ORDER

An order of the Chiropractic Examining Board to amend Chir 4.04 (3) and 10.03; and to create Chir 4.025 and 10.06, relating to course of study for chiropractic radiological technicians and chiropractic technicians.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats.

Statutory authority:

Sections 15.08 (5) (b) and 227.11 (2) (a), Stats.

Explanation of agency authority:

The Chiropractic Examining Board (Board) is empowered by the legislature pursuant to s. 15.08 (5) (b), Stats., to promulgate rules that provide guidance within the profession. The Board is also empowered by s. 227.11 (2) (a), Stats., to promulgate rules it enforces or administers. The Board administers ss. 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats., Both statutes require chiropractic radiological technicians and chiropractic technicians to complete a course of study approved by the Board. The proposed rule will give guidance to applicants seeking certification as a chiropractic radiological technician and chiropractic technician as to what constitutes a Board approved course of study.

Related statute or rule:

Sections 462.02 (2) (c) and 446.02 (7) (d) 1. and 2., Stats.

Plain language analysis:

Currently, applicants for chiropractic radiological technician and chiropractic technician certification are required by ss. 446.025 (2) (a) 3. and 446.026 (2) (a) 3. Stats., to submit evidence of satisfactory completion of a course of study approved by the Chiropractic Examining Board. Neither statutes nor administrative rules identify what constitutes a course of study acceptable to the Board. This proposed rule will set forth the Board's requirements for a course a study.

SECTION 1. creates a provision setting forth the categories of a board approved course of study.

SECTION 2. amends the provision regarding x-rays to include chiropractic radiological technicians.

SECTION 3. amends the provision regarding the delegation of x-ray services to chiropractic radiological technicians.

SECTION 4. creates a provision allowing the delegation of adjunctive services to chiropractic technicians.

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

The Consumer-Patient Radiation Health and Safety Act of 1981, 42 USCS 10001, et seq. establishes federal guidelines for standards of accreditation of educational programs for certain occupations that administer radiologic procedures. The standards are in place to protect the public from excessive exposure to radiation by health care professionals who use radiation in the treatment of disease or other medical conditions. The regulations are directed towards radiologic technologists, dental hygienists, nuclear medicine technologists and radiation therapy technologists.

42 USCS §10003 (5) defines, "persons who administer radiologic procedures means any person, other than a practitioner, who intentionally administers radiation to other persons for medical purposes, and includes medical radiologic technologists (including dental hygienists and assistants), radiation therapy technologists, and nuclear medicine technologists."42 CFR 75.2 defines radiation therapy technologist as, "a person other than a licensed practitioner who utilizes ionizing radiation-generating equipment for therapeutic purposes on human subjects." Although chiropractic radiological technicians are not specifically addressed, they could be captured under the broad definition of radiation therapy technologists. The federal statute and regulations are comparable to the proposed rule in that they both set forth a course of study for persons who administer radiologic procedures.

Comparison with rules in adjacent states:

Illinois: Illinois defines a chiropractic radiographer as, "[A] person other than a licensed practitioner who performs medical radiation procedures and applies x-radiation to the human body for diagnostic evaluation of skeletal anatomy, while under the general

supervision of a licensed chiropractor." 32 Ill. Adm. Code 401.20. Persons seeking accreditation as a chiropractic radiographer must take the exam administered by the American Chiropractic Registry of Radiologic Technologists (ACRRT). 32 Ill. Adm. Code 401.70 b) 4).

Iowa: Iowa does not have a license classification for chiropractic radiological technologists or chiropractic technologists.

Michigan: Michigan does not have a license classification for chiropractic radiological technologists or chiropractic technologists.

Minnesota: Minnesota issues a registration for chiropractic radiologic technologist after the applicant has passed the radiography examination of the American Chiropractic Registry of Radiologic Technologists. (ACRRT) Minn. R. 4732.0585.

Summary of factual data and analytical methodologies:

The methodologies used to develop this proposed rule include reviewing neighboring states' statutes and rules, obtaining feedback from the Chiropractic Examining Board and reviewing the curriculum from a variety of chiropractic schools.

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

The rule will be posted for public comment on the economic impact of the proposed rule, including how this proposed rule may affect businesses, local government units, and individuals for a period of 14 days.

Fiscal Estimate and Economic Impact Analysis:

~~The Fiscal Estimate and Economic Impact Analysis are attached.~~
The Department will be soliciting information and advice from businesses, local governmental units and individuals in order to prepare the Economic Impact Analysis.

Effect on small business:

The proposed rule does 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 Eric.Esser@wisconsin.gov, or by calling (608) 267-2435.

Agency contact person:

Kathleen Paff, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4472; email at Kathleen.Paff@wisconsin.gov.

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

Comments may be submitted to Shancethea. 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.Leatherwood@wisconsin.gov. ~~Comments must be received on or before to be included in the record of rule-making proceedings.~~

TEXT OF RULE

SECTION 1. Chir 4.025 is created to read:

Chir 4.025 Course of study. A person applying for certification as a chiropractic radiological technician or chiropractic technician shall successfully complete a course of study. A course of study shall consist of one of the following:

(1) Chiropractic radiological technicians shall complete 48 hours total in the following topics:

(a) Introduction to x-ray examination
(b) Physics of x-ray examination
(c) Anatomy
(d) Patient position
(e) Safety measures
(d) Machine operation
(e) Exposure techniques and accessories
(f) Processing and dark room techniques
(g) Film critique and quality assurance
(h) Professionalism
(i) Recordkeeping
(k) Emergency procedures summary

(2) Chiropractic technicians:

(a) Exercise/rehabilitation
(b) Patient history
(c) Physical examination (height, weight, and blood pressure)
(d) Physiologic Therapeutics Overview
(e) Thermotherapy/cryotherapy
(f) Mechanical therapy
(g) Electrotherapy
(h) Therapeutic ultrasound therapy
(i) Light therapy

SECTION 2. Chir 4.04 (3) is amended to read:

Chir 4.04 (3) A chiropractor may employ a ~~technician~~ chiropractic radiological technician to operate x-ray equipment only upon submitting proof satisfactory to the board that the ~~technician~~ chiropractic radiological technician has successfully completed a course of ~~instruction~~ study approved by the board. ~~Any~~ ~~technician~~ A chiropractic radiological technician ~~employed~~ may work only under the direct, on-premises supervision ~~and direction~~ of a ~~licensee~~ licensed chiropractor.

SECTION 3. Chir 10.03 is amended to read:

Chir 10.03 X-ray services. A chiropractor may delegate x-ray examination procedures to ~~an unlicensed person~~ a chiropractic radiological technician only if the delegation is consistent with s. ~~Chir 10.02~~ Chir 4.04 (3) and the ~~unlicensed person~~ chiropractic radiological technician has successfully completed a course of ~~instruction~~ study comprising at least 48 hours and including the following components: introduction to x-ray examination; physics of x-ray examination; anatomy; patient positioning; safety measures; machine operation; exposure techniques and accessories; processing and dark room techniques; film critique and quality assurance; professionalism; recordkeeping; emergency procedures, summary; and successful completion of an examination on the content of the course of instruction. ~~The chiropractor shall comply with s. Chir 4.04 before delegating the performance of x-ray services to an unlicensed person~~. The chiropractor shall maintain direct, on premises supervision of the chiropractic radiological technician.

SECTION 4. Chir 10.06 is created to read:

Chir 10.06 Delegation of adjunctive services to chiropractic technologists. A chiropractor may delegate the performance of adjunctive services to a chiropractic technician only upon submitting proof satisfactory to the board that the chiropractic technician has successfully completed a course of study approved by the board. A chiropractic technician may work only under the direct, on-premises supervision of a licensed chiropractor.

SECTION 5. 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.

(END OF TEXT OF RULE)

Dated _____ Agency _____

Chairperson
Chiropractic Examining Board

Leatherwood, Shancethea N - DSPS

From: Jody Bell [redacted]
Sent: Wednesday, February 11, 2015 1:27 PM
To: Leatherwood, Shancethea N - DSPS
Subject: RE: Course content

If I am understanding your request correctly, here at Palmer in the Chiropractic Technologist program myself and another Radiologic Technologist teach the students the following radiology related classes

Rad Tech – Teaches how xrays are produces, how xrays affect radiographic film, how to correct for films that are not of diagnostic quality, radiation protection and biology, and National Radiation standards. This class also has a hands on component to it where the students are required to independently demonstrate eleven radiographic concepts for example: Demonstrate the effects of distance on radiographic density. The student would then take a series of films on phantoms to demonstrate that concept. The students really enjoy the hands on activities in the class. The students are also tested using board formatted questions. After students have taken the ACRRT, they tell us they appreciated having been tested using board formatted questions.

Rad Anatomy – Teaches students radiographic anatomy of the entire body

Spine & Extremity Positioning – Teaches students how to properly position the spine and extremities. They are tested using a written format as well as a practical format.

Rad Quality – Reviews all the radiology materials and preps the students to take boards. We have had a 100% success rate with students passing boards for the last eleven trimesters.

I hope that answers your question if not please call me at 563-884-5288

Thank you
Jody Bell

From: Leatherwood, Shancethea N - DSPS [redacted]
Sent: Wednesday, February 11, 2015 10:49 AM
To: Jody Bell
Subject: Course content

Hello Ms. Bell,

My name is Shawn Leatherwood and I'm contacting you on behalf of the Wisconsin Chiropractic Examining Board. Currently, the Board is drafting a rule regarding course requirements for chiropractic technicians and chiropractic radiological practitioners. The Board is seeking information regarding the courses you offer for chiropractic technicians and chiropractic radiological technicians. Specifically the Board is interested in the topics that are covered during the course, course approval standards, student satisfaction, feedback from the profession, and any additional relevant information. The Board greatly appreciates your cooperation with this matter. If you have any questions please call me [redacted]

Very best regards,
Shawn

PALMER College of Chiropractic

Associate of Applied Science in Chiropractic Technology (AASCT) Degree Program: Required Curriculum

COURSE #	COURSE NAME	CREDIT HOURS
FIRST TRIMESTER		
ANAT 00099	Fundamentals of Human Biology *	(1)
ANAT 11110	Anatomy & Physiology I	4
BUSI 11110	Computer Skills	3
BUSI 11115	Introduction to Insurance Concepts	1
BUSI 11230	Bookkeeping	3
CLIN 11110	Chiropractic Methods	1
PHIL 11112	Philosophy	2
ROEN 11110	X-Ray Technology	4
	Total Credits	**18(19*)**
SECOND TRIMESTER		
ANAT 12220	Anatomy & Physiology II	4
BUSI 12220	Office Management	3
BUSI 12221	Procedure & Diagnosis Coding for Chiropractic	3
COMM 12110	Written Communications	3
COMM 21220	Interpersonal Communications	3
ROEN 12120	Radiographic Anatomy	2
ROEN 12515	Radiographic Positioning-Spine	1
	Total Credits	**19**
THIRD TRIMESTER		
BUSI 21225	Insurance Billing Applications	2
CLIN 21233	Clinical Science	3
CLIN 21230	Rehabilitation Procedures	3
CLIN 21806	Emergency Procedures/CPR	2
CLIN 22240	OSHA Regulations	1
PSYC 12221	General Psychology	3
ROEN 21515	Radiographic Positioning-Extremities	2
	Total Credits	**16**
FOURTH TRIMESTER		
BUSI 22241	Business Law	3
CHEM 22241	Nutrition	3
PHIL 21113	Professional Ethics	2
CLIN 22242	Clinic Externship	3
ROEN 22241	Radiographic Quality	4
	Total Credits	15
TOTAL CREDITS REQUIRED FOR GRADUATION		**68(69*)**

*All students who have not taken a year of high school biology or a semester of college-level biology will be enrolled in the Fundamentals course, as will students who didn't achieve at least a grade of "C" or those who took the course more than five years ago.

Note: Course order altered at the discretion of the program director.

Updated 11/11/14

The Chiropractic & Wellness Group, S.C.

Charles Blodgett, D.C.
Michael K. Drout, D.C.

February 19, 2015

WI Chiropractic examining Board

RE: Chiropractic technician program

Dear Ms. Leatherwood,

My name is Dr. Michael Drout, I am and Chiropractor in full time practice in West Allis, WI as well as an adjunct faculty member at Herzing University Brookfield campus. I teach courses in the Chiropractic Technician, Medical Assistant and Massage Therapy programs. I understand there are some specific questions you have regarding the Chiropractic Technician program which I will attempt to address.

The topics covered in the Chiropractic Radiographic Positioning are listed in the course syllabus and follow the textbook that was used. I also supplement my first-hand experience to the course from twenty years of private practice. In all the courses I teach I do this, with the goal of real life examples for the students and a focus of developing there problem solving abilities. Course material is in depth for this course as well as the others courses I have been involved with, such as A&P. Students have a deep knowledge base following completion of the course.

Students are also held to rigid academic achievement standards that I believe to be far beyond what is capable or done by some of the weekend courses I have seen. It is my personal goal to have all my students fully prepared to take X-rays on their first day of work and capable of any job duty expected of them. I believe the Herzing program goes beyond what is typical of most institutions regarding this. This accomplished by programs such as Herzing's P.R.I.C.E. and it is evidenced in quality of its graduates. I have had Interns From both Herzing and Moraine Park in my practice as well employees; all have been excellently trained, professional, capable and fully prepared. They require little to no additional training. This has not been my experience with employees trained in a seminar environment. In fact we have not hired an employee that did not have a Chiropractic technician degree for years now for this exact reason. I have received similar feedback from other Chiropractors as well.

Please feel free to contact me with any further questions you may have.

In Health,

Michael K. Drout, DC.

10025 W. Greenfield Ave. • Suite 100 • West Allis, WI 53214
(414) 292-3499 • fax (414) 292-3494

Chiropractic Care Center - Franklin

February 3, 2015,

To whom it may concern,

I am writing in regards to the Chiropractic Technician and Chiropractic Radiographic Technician (CT/CRT) Programs offered in Wisconsin. As a chiropractor of 17 years, I have hired and fired my share of employees. I have hired people that had no experience in the chiropractic field, I have hired people that had administrative experience, I have hired people that only took the few courses that the WCA offers for Chiropractic Technicians, and I have hired people that earned a Chiropractic Technician / Chiropractic Radiographic Technician degree. The ones that I hired with the CT/CRT degree were FAR more capable of taking care of my patients and my office than any of the others.

I am also an instructor at Herzing University teaching for their CT/CRT program. I teach Office Procedures & Insurance Billing and also Radiographic Dynamics. Before the students ever start CT/CRT classes, they are required to take 150 hours of Anatomy and Physiology I & II which gives them a great foundation to start learning the details about becoming a CT/CRT. Herzing University's class schedules and internships are packed full of chiropractic philosophy, proper office procedures, examinations, radiographics, modalities, instructions on patient care and also offer plenty of hands-on learning. Herzings' students have to take 120 hours of class room study on x-ray and are required to have 120 hours of internship time related to x-ray. Students graduate more prepared to step into a chiropractic office and start running the office than any other type of employee I have ever hired. They are capable of running the front desk, doing therapies, taking x-rays, dealing with insurance companies and billing, and assisting the doctor in anything she/he needs. They are turn-key employees.....the best you can find!

If a person were to take classes through the WCA (Wisconsin Chiropractic Association) to become a certified Chiropractic Technician they would only have about 22 hours of class time. The Herzing University curriculum offers over 340 hours of class time and 225 hours of internship/learning hands-on in a real clinical setting.

I believe the students at Herzing University receive a very well-rounded education when taking all the classes offered through the CT/CRT program and are an outstanding asset to Chiropractors in Wisconsin!

Sincerely,

Dr. Lisa Reid

9735 W. St. Martins Road • Franklin, WI 53132 • 414-525-9895 • Fax 414-525-9927

HERZING
UNIVERSITY

DIPLOMA IN CHIROPRACTIC TECHNICIAN (DCT)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This diploma program prepares students with the necessary skills and academic knowledge for an entry-level position as a chiropractic technician. The foundation for a career as a chiropractic technician is based in the chiropractic management modalities, business skills, and an understanding of anatomy and physiology. Chiropractic technicians will develop an awareness of the integrated relationship between the doctor of chiropractic, the chiropractic technician, and the patient as part of the therapeutic encounter. The curriculum is made up of instruction in subjects necessary for students to succeed as chiropractic technicians and emphasizes and reinforces the need to provide the highest quality service to patients.

PROGRAM OBJECTIVES

Upon completion of this program students should be able to demonstrate the ability to:

1. Demonstrate competence in anatomy and physiology, as it pertains to the chiropractic technician.
2. Establish proficiency in ethical practices, office procedures, and managing financial accounts and patient documentation.
3. Demonstrate competence in wellness and patient education.
4. Display capability in clinical assessment assistance, including the ability to perform a basic examination procedure and administer therapeutic modalities.
5. Exhibit how to operate equipment and complete radiographic imaging.
6. Demonstrate proficiency in the clinical practicum.
7. Display the qualities of the Herzing P.R.I.C.E. of Success (professionalism, respect, integrity, caring, and engagement) model.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, chiropractic technician and chiropractic assistant.

PROGRAM CONTENT

A minimum of 44.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 42.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
CT 120	Introduction to Chiropractic Foundations and Philosophy	None	3.00
CT 160	Chiropractic Office Procedures and Insurance Claims	None	3.00
CT 170	Chiropractic Radiographic Dynamics	None	3.00
CT 175	Chiropractic Radiographic Positioning	CT 120 and CT 170	3.00
CT 180	Chiropractic Office Procedures Internship	CT 160 and PD 214	2.00
CT 190	Chiropractic Physiologic Therapeutics	CT 120	3.00
CT 270	Chiropractic Examination and Patient Education	CT 120	3.00
CT 280	Chiropractic Radiographic and Physiologic Therapeutics	CT 175 and CT 190	4.00
CT 290	Chiropractic Insurance Application Internship	CT 160 and PD 214	3.00
HU 225	Fundamentals of Healthcare Law and Ethics	None	3.00

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
SC 125	Anatomy and Physiology for Therapeutic Massage I	None/Corequisite SC 125L	3.00
SC 125L	Anatomy and Physiology for Therapeutic Massage I Lab	None/Corequisite SC 125	1.00
SC 225	Anatomy and Physiology for Therapeutic Massage II	None/Corequisite SC 225L	3.00
SC 225L	Anatomy and Physiology for Therapeutic Massage II Lab	None/Corequisite SC 225	1.00
TN 120	Massage Theory and Practice I	None	4.00

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 214	AS/AAS/BS/Diploma Internship Preparation	None	0.00

Distribution of Clock Hours by Course					
Course or Category	**Lecture**	**Lab**	**Internship**	**Total Clock Hours**	**Credits**
CT 120	45.00			45.00	3.00
CT 160	45.00			45.00	3.00
CT 170	30.00	30.00		60.00	3.00
CT 175	30.00	30.00		60.00	3.00
CT 180	15.00		45.00	60.00	2.00
CT 190	30.00	30.00		60.00	3.00
CT 270	30.00	30.00		60.00	3.00
CT 280	30.00		90.00	120.00	4.00
CT 290	15.00		90.00	105.00	3.00
HU 225	45.00			45.00	3.00
SC 125	45.00			45.00	3.00
SC 125L		30.00		30.00	1.00
SC 225	45.00			45.00	3.00
SC 225L		30.00		30.00	1.00
TN 120	60.00			60.00	4.00
Personal/Professional Development	30.00			30.00	2.00
Totals	**495.00**	**180.00**	**225.00**	**900.00**	**44.00**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.herzing.edu/career-programs/undergraduate-degrees/healthcare/chiropractic-technician.

Leatherwood, Shancethea N - DSPS

From: Kristen Finnel [redacted]
Sent: Tuesday, February 17, 2015 10:42 AM
To: Leatherwood, Shancethea N - DSPS
Subject: FW: Chiropractic Specialist Program Information - ONE MORE SYLLABUS ADDED
Attachments: MoraineParkTechnical_College_Chiropractic_Curriculum.docx; Chiropractic_Conjunctive_Therapy_Syllabus.docx; Chiropractic_Radiography Positioning_Syllabus.docx; Chiropractic_Radiography_Dynamics_Syllabus-MCLEAN.docx; ChiropracticExaminationSyllabus-MCLEAN.docx; ChiropracticFoundationsSyllabus-MCLEAN.docx; ChiropracticPhilosophySyllabus-MCLEAN.docx; Chiropractic_Radiography-Conjunctive Therapy Applications_Syllabus-MCLEAN.docx

Importance: High

Hello Shancethea,

Thank you for your interest in the Chiropractic Specialist Program at Moraine Park Technical College. Our program is celebrating its 19th anniversary this year. Student feedback surveys consistently rank our program in the top 10 at Moraine Park Technical College. Chiropractors tell us every year that they prefer to hire from our program first when looking to add new staff to their offices. Since inception, demand for our graduates exceeds supply. While our graduates work throughout Wisconsin, we also have graduates that work in Minnesota, Alaska, Texas, and Iowa. In the most recent graduate follow-up report, 100 percent of our graduates responded as employed in the chiropractic health field.

I have attached a document that contains our certificate and program overview as well as syllabi associated with the sequence of coursework that lead to Chiropractic Technician Certificates and our Chiropractic Specialist Associate Degree (formerly Chiropractic Technician).

If there is anything else I can send you, please let me know.

Thanks,
Kristen

Kristen Finnel MS-Ed
Dean- Health and Human Services
[redacted]

MORAINE PARK TECHNICAL COLLEGE

Chiropractic Conjunctive Therapy

Syllabus

Course Information

This course is required for the associate degree Chiropractic Specialist Program and/or the Chiropractic Therapy Certificate. Skills learned in this course allow students to proceed to the Radiography/Therapy Internship course where students perform x-ray and therapies in a chiropractic health setting. Prerequisites for this course are: Completion of or concurrent enrollment in 523-113 Chiropractic Foundations

Organization	Moraine Park Technical College
Course Number-CRN	523-170
Credits	3
Contact Hours	72
Outside Student Effort	Generally 6-8 hours of additional outside work each week will be expected per class hour. This course is an 8-week blended class which means that we spend 4 hours in class each week in addition to 2 hours of class time online (plus study time in addition to that).
Instructor	Dr. Elizabeth McLean, D.C., CCSP
E-mail Address	emclean@morainepark.edu
Office	Instructor prefers email correspondence. Meet with instructor during class breaks or after class.
Campus	Class meets in S107 on the West Bend Campus
Address	2151 N Main Street
City/State/Zip	West Bend WI
Office Hours	Thursdays 1:00 – 3:00, Fridays 1:00 – 3:00, before or after class, many other times available by appointment.
Office Phone	262-335-5751 – your instructor prefers email.
Number of Weeks	8
Meeting Times/Location	Fridays during the semester from 9:00 am – 1:00 pm Online materials to be completed during the week and prior to class.

Description

Explore therapeutic procedures most common to chiropractic practice including essential theory as well as indications and contraindications for their use. Modalities studied are: electrical muscle stimulation, ultrasound, thermotherapy, cryotherapy, laser therapy, traction and therapeutic exercise relating to stretching, strengthening and proprioception enhancement.

Textbooks

MORAINE PARK TECHNICAL COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY OR AGE IN EMPLOYMENT, ADMISSIONS OR ITS PROGRAMS OR ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE COLLEGE'S NONDISCRIMINATION POLICIES: EQUAL OPPORTUNITY OFFICER, MORAINE PARK TECHNICAL COLLEGE, 235 N. NATIONAL AVENUE, FOND DU LAC, WI 54935-2884, 920-924-6459 OR 920-924-3232.

MORAINE PARK TECHNICAL COLLEGE

Therapeutic Modalities by Chad Starkey, PhD, ATC
ISBN-13: 978-0803625938 ISBN-10: 0803625936

Course handout available in the MPTC bookstore.

Learner Supplies

Pencils, online computer access outside of class (school, library, personal) to include Microsoft Office, paper, pen.

Core Abilities or Critical Core Manufacturing Skills

A. Communicate Clearly
B. Act Responsibly
C. Work Productively
D. Think Critically and Creatively
E. Adapt to Change
F. Demonstrate Integrity
G. Work Cooperatively

Competencies

1. Analyze the role of conjunctive therapies in the chiropractic health setting.
2. Apply Cryotherapy/Thermotherapy
3. Apply Interferential Current
4. Apply Microcurrent
5. Apply Russian Current
6. Apply Galvanic Current
7. Apply Ultrasound Therapy
8. Apply Light Therapy
9. Apply Traction Therapy
10. Guide a person/group through Therapeutic Exercise
11. Examine State Laws regarding the delegation of unlicensed assistants in the chiropractic health setting.

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MORAINE PARK TECHNICAL COLLEGE

Grading Information

The assessments in this class include but are not limited to:

Practical Evaluation I
Practical Evaluation II
Therapeutic Exercise Practical
Written Evaluation I
Written Evaluation II
Topical Discussions
Chapter Question Handouts

See the online course area for the complete assessment listing.

Core Abilities or Critical Core Manufacturing Skills are required to be assessed and to be a part of the grading rationale.

You must demonstrate mastery of all of the competencies in this course in order to successfully complete the course.

REDO Policy:
Students are allowed one evaluation (Practical or Written Evaluation) retake in this course. Quizzes and performance role-playing mimic either the written or practical evaluations involved in this course so there are plenty of opportunities to prepare for the evaluations you are given. If you know you are unprepared for an evaluation in this course, speak to your instructor regarding your situation. The Chiropractic Specialist Program has a one retake per course policy.

Grading Scale

A	93% - 100%
B	85% - 92.99%
C	80% - 84.99%
D	75 - 79.99
F	74.99% and lower

A grade of C or better is required in all Chiropractic Specialist Program course to obtain a Chiropractic Technician Certificate or Degree.

Guidelines for Success

Attend. Prepare. Perform.

Student Responsibilities:

As a student of MPTC, I expect you to adhere to the policies of the college, as outlined by the Student Handbook (please see below). A link to the Student Handbook can be found on *my*MPTC, Student tab, in the Student Resources channel or at http://www.morainepark.edu/services/student-resources/

You are responsible for the duties set forth in this class and to communicate any questions, comments or concerns you have to me. Acceptable means of communication include Moraine Park student e-mail, voicemail or through online discussion forums. Use of correct grammar and punctuation is required in all written communications.

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Plagiarism, cheating and collusion are prohibited at MPTC. Students who fail to observe these standards are subject to disciplinary action. Please refer to the MPTC Student Handbook for further definitions and consequences of these behaviors.

Attendance:

The Chiropractic Specialist Program requires your attendance. Students are allowed to miss no more than 1 class session in an 8 week course or up to 2 class sessions in a 16 week course due to reasons beyond your control. Missed course material must be made up by the next class session. Seek out a classmate or tutor to guide your through the missed material. Contact your instructor regarding access to the lab to review missed material/practice. Missed examinations and practical evaluations can be rescheduled at instructor discretion. It is far easier to come to class than to miss. Plan on coming to class. Give notice to your instructor prior to the missed class to indicate your absence (email is fine).

Class Participation:

Participation in the online and face-to-face aspects of the class is required. This is an active, hands-on course. Students will be practicing therapies every week while reviewing the specifics of each modality. As this is a blended class, preparation outside of class is a critical component to understanding this material. Come to class prepared.

Student E-Mail:

All students are issued a student e-mail account. **This e-mail account is your official means of communication with the College.** All communications from the College will be sent to your Moraine Park issued student e-mail account; including eCollege communications, notifications for availability of grades, add/drop registration information, faculty communications and more.

You are responsible for monitoring your student e-mail account. For more information on setting up and accessing your Moraine Park student e-mail account, please go to the Moraine Park website: http://www.morainepark.edu/admission-and-registration/enroll-in-a-program/open-account/

Use of Electronic Devices:

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MPTC uses *my*Print as its print management system. Each student is credited with a $40 lifetime print allowance. Students are welcome to add additional money to their accounts with a credit card either online using PayPal at http://myprinting.morainepark.edu or using the Cash Processing stations at each campus library. More information about *my*Print can be found on *my*MPTC, Student tab, in the Student Resources channel.

ADA Statement:

The college will make reasonable accommodations for persons with documented disabilities. Moraine Park Technical College abides by Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see the Learning Specialist at your respective campus so that such

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accommodations may be arranged. You will need to provide documentation of your disability to the Disability Resource Center.

For more information on disability services offered and appropriate contact information at Moraine Park, please go to the Moraine Park website: http://www.morainepark.edu/services/student-resources/disability-services/services/

Peer Tutoring:

Moraine Park offers tutorial services to students who are experiencing difficulties in their courses. This service is provided at no charge through a federally funded project to students who are currently enrolled in vocational and/or technical courses. The program recruits students who excel in their subjects and hires them to work as peer tutors. Every effort is made to find a match, however a match is not guaranteed. Tutoring may be individual or group sessions.

For more information on accessing tutoring services at Moraine Park, please go to the Moraine Park website: http://www.morainepark.edu/services/student-resources/tutoring/

Instructor Responsibilities:

As your instructor, I commit to communicating openly and frequently with you about this class. I will maintain a professional, safe learning environment adhering to the policies of the college. You can expect a reply to communication, be it via e-mail, through online discussions, voicemail or in person, typically within 1-2 days, excluding weekends and holidays.

Course Timeline Changes:

As your instructor, I retain the right to make changes based on the timeline of the class, feedback from students and/or logistical issues and will inform you as soon as a change is made.

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MORAINE PARK TECHNICAL COLLEGE

Chiropractic Radiographic Positioning

Syllabus

Course Information

This course is required for the associate degree Chiropractic Specialist Program and/or the Chiropractic Radiographic certificate. Skills learned in this course allow students to proceed to the Radiography/Therapy Internship course where students perform x-ray and therapies in a chiropractic health setting. Prerequisites for this course are: 523-151 Chiropractic Radiographic Dynamics with completion of or concurrent enrollment in 523-113 Chiropractic Foundations)

Organization	Moraine Park Technical College
Course Number-CRN	523-155
Credits	3
Contact Hours	32 Classroom/Lab Hours, 22 online course hours
Outside Student Effort	Generally 2-3 hours of additional outside work each week will be expected per class hour.

Instructor	Dr. Brenda Holland
E-mail Address	bholland@morainepark.edu
Office	Instructor prefers email correspondence. Meet with instructor during class breaks or after class.
Campus	Class meets in S107 on the West Bend Campus
Address	2151 N Main Street
City/State/Zip	West Bend WI
Office Hours	Meet with instructor before or after class.
Office Phone	Email your instructor, Contact Dr. McLean, the program coordinator if you would like to meet with a tutor, have access to the radiography equipment on campus or any other concern: 262-335-5751
Number of Weeks	16
Meeting Times/Location	Fridays during the semester from 1:30 – 3:30 pm, S107, West Bend Campus Online materials to be completed during the week and prior to class.

Description

Builds skill in positioning patients for various X-ray views. Emphasis is placed on spinal skeletal views, with overview of extremity positioning. Students work with actual X-ray equipment to build skills in taking usable X-rays and explore osseous anatomy as related to the radiographic goals of each of the views. (Prerequisites: 523-151 Chiropractic Radiographic Dynamics. Completion of or concurrent enrollment in 523-113 Chiropractic Foundations)

Textbooks

Percoco, Radiographic Positioning (See MPTC Bookstore). **Edition:** Latest

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Edition. **ISBN:**
Copyright: Latest
Chiropractic Radiologic Technology Study Guide, Author: ACRRT (American Chiropractic Registry of Radiologic Technologists) from Radiography Dynamics course.

Learner Supplies

Flash Drive or other USB storage device - make sure to store ALL of your coursework for MPTC. Store it on your own flash drive as well as the MPTC student drive you will have assigned to you.

Software Requirements:

- Microsoft Office Suite – required for Chiropractic Specialist Program Courses, official Microsoft student discounts available at MPTC bookstore locations.

Flashcards

- Description: Instructor recommends the use of flashcards to memorize terms and concepts in the course.
- Quantity: 200
- Required: No

Adobe Acrobat

- Description: Adobe Acrobat software is useful in obtaining documents from the Internet. This may be purchased in the college bookstore. Free versions may be available online. There is at least one document in the course activities that require this software. You may use another computer with this software to obtain the information.
- Source: Moraine Park Technical College
- Required: Yes

Online Computer Access 3-4 days per week outside of class (school, library, personal) to include Microsoft Office, paper, pen.

Core Abilities or Critical Core Manufacturing Skills

A. Communicate Clearly
B. Act Responsibly
C. Work Productively
D. Think Critically and Creatively
E. Adapt to Change
F. Demonstrate Integrity
G. Work Cooperatively

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Competencies

1. Demonstrate patient preparation for radiological procedures.
2. Complete full spine sectional views.
3. Complete Davis series.
4. Complete routine sacral and coccyx series and oblique lumbar views.
5. Complete chest and abdominal series views.
6. Complete swimmer's view and rib views.
7. Complete routine upper extremity views.
8. Complete routine lower extremity views.
9. Complete skull and sinus series views.

Grading Information

Grading Rationale

The following are the assessment tasks in this course:

- Weekly Quizzes
- Two written examinations
- Four Practical Examinations

Core Abilities are required to be assessed and to be a part of the grading rationale.

You must demonstrate mastery of all of the competencies in this course in order to successfully complete the course.

REDO Policy:
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Class Participation:

Participation in class is required. This is an active, hands-on course. Students will be practicing radiography positioning every week while reviewing the specifics of each view (patient position, equipment settings, patient consent, anatomy, and much more). As this is a blended class, preparation outside of class is a critical component to understanding this material. Come to class prepared.

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Resources channel.

Other Policies:

(This section may include program specific policies and/or everything required such as uniform or dress, safety requirements, etc.)

ADA Statement:

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If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see the Learning Specialist at your respective campus so that such accommodations may be arranged. You will need to provide documentation of your disability to the Disability Resource Center.

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Peer Tutoring:

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Instructor Responsibilities:

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Moraine Park Technical College offers three certificate options in addition to the Associate Degree Chiropractic Specialist Program. Certificate options consist of a subset of associate degree program courses which allow students who attend part-time to achieve in stages as they consider a degree program.

CHIROPRACTIC TECHNICIAN: THERAPY CERTIFICATE

Program Number: 97-523-4
School Year: 2014-2015
Certificate
Campus: West Bend

PROGRAM DESCRIPTION

Prepares students for careers as assistants to doctors of chiropractic. Upon completion, student will satisfy current State of Wisconsin Delegation law* in the areas of therapies, preliminary examination and case history.

*State laws are subject to change. State certification required.

APPROXIMATE COSTS

- $125.85 per credit (resident)
- $188.80 per credit (out-of-state resident)
- **Online students are not charged out-of-state fees.*

CAREER OPPORTUNITIES

- Chiropractic Therapy Assistant
- Chiropractic Examination Assistant
- Certified Chiropractic Technician

ADMISSION PROCESS

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with Academic Advisor to discuss order of courses and prerequisites (strongly encouraged).
- A Criminal Background Check is required.

Please visit the Admissions page for general information.

APPLY NOW >>

or call 1-800-472-4554

COURSES

Number	Title	Crs
Term 1		
523-110	Introduction to Chiropractic Philosophy	2
523-113	Chiropractic Foundations	3
523-161	Chiropractic Examination	3
523-170	Chiropractic Conjunctive Therapy	3
531-450	BLS for Healthcare Providers	.15

Number	Title	Crs
Total		11.15

CHIROPRACTIC TECHNICIAN: RADIOGRAPHY CERTIFICATE

Program Number: 97-523-3
School Year: 2014-2015
Certificate
Campus: West Bend

PROGRAM DESCRIPTION

Prepares students for careers as radiographic assistants to doctors of chiropractic. Upon completion, student will satisfy current State of Wisconsin Delegation law* in the area of radiography subject to state certification.

*State laws are subject to change.

APPROXIMATE COSTS

- $125.85 per credit (resident)
- $188.80 per credit (out-of-state resident)
- **Online students are not charged out-of-state fees.*

CAREER OPPORTUNITIES

- Chiropractic Radiographic Technician

ADMISSION PROCESS

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with Academic Advisor to discuss order of courses and prerequisites (strongly encouraged).
- A Criminal Background Check is required.

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APPLY NOW >>

or call 1-800-472-4554

COURSES

Number	Title	Crs
Term 1		
523-110	Introduction to Chiropractic Philosophy	2
523-113	Chiropractic Foundations	3
523-151	Chiropractic Radiographic Dynamics	3
523-155	Chiropractic Radiographic Positioning	3
531-450	BLS for Healthcare Providers	.15
Total		11.15

ACADEMIC PLANNER

- Chiropractic Assistant: Radiography Certificate, 2014-2015
- Chiropractic Assistant: Radiography Certificate, 2013-2014

CHIROPRACTIC ASSISTANT: OFFICE CERTIFICATE

Program Number: 97-523-2
School Year: 2014-2015
Certificate
Campus: West Bend

PROGRAM DESCRIPTION

Prepares students for careers as front office staff for doctors of chiropractic. Skills transfer well to other small clinic settings. Participation in three office internships makes for practical application in authentic settings.

APPROXIMATE COSTS

- $125.85 per credit (resident)
- $188.80 per credit (out-of-state resident)
- **Online students are not charged out-of-state fees.*

CAREER OPPORTUNITIES

- Receptionist
- Insurance Billing Specialist
- Chiropractic Office Manager

ADMISSION PROCESS

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with Academic Advisor to discuss order of courses and prerequisites (strongly encouraged).
- A Criminal Background Check is required.

Please visit the Admissions page for general information.

or call 1-800-472-4554

COURSES

Number	Title	Crs
Term 1		
501-101	Medical Terminology	3
523-110	Introduction to Chiropractic Philosophy	2
523-140	Chiropractic Office Procedures	3
523-145	Chiropractic Office Management Applications	2
523-165	Chiropractic Insurance	3

Number	Title	Crs
523-190	Chiropractic Office Procedures Internship	2
Total		15

ACADEMIC PLANNER

- Chiropractic Assistant: Office Certificate, 2014-2015
- Chiropractic Assistant: Office Certificate, 2013-2014

CHIROPRACTIC SPECIALIST ASSOCIATE DEGREE PROGRAM

Program Number: 10-523-1
School Year: 2014-2015
Associate of Applied Science Degree
Campus: West Bend

PROGRAM DESCRIPTION

Moraine Park's Chiropractic Specialist associate of applied science degree is the only program of its kind in the Wisconsin Technical College System. Students develop knowledge and skills in a variety of areas related to chiropractic healthcare, including office management and insurance procedures, patient therapies, nutrition, patient education and taking x-rays. As part of the experience, students rotate through a variety of internship experiences.

Graduates, under the supervision of a chiropractor, perform functions and services that are preparatory or complementary to chiropractic adjustments. Skills learned in the program include patient examination, physiotherapy treatment, chiropractic radiology, patient education and nutrition education, office procedures and management skills.

Additionally, this exciting health care career option is offered at the West Bend campus. Program courses meet typically one day a week and online, giving you the convenience to complete your degree close to home and the ability to continue to work and earn your associate's degree with some flexibility.

Graduates have the option of becoming nationally certified in radiology by the American Chiropractic Registry of Radiologic Technologists.

APPROXIMATE COSTS

- $125.85 per credit (resident)
- $188.80 per credit (out-of-state resident)
- **Online students are not charged out-of-state fees.*

PROGRAM OUTCOMES

- Administer office procedures.
- Administer therapeutic modalities.
- Assist in patient education.
- Complete radiographic imaging.
- Explain basic chiropractic philosophy.
- Implement marketing.
- Maintain equipment.
- Manage financial accounts.
- Operate equipment.
- Manage patient care documentation.
- Perform basic examination procedures.

CAREER OPPORTUNITIES

- Chiropractic Technician
- Chiropractic Office Manager
- Chiropractic Radiology Technician

ADVANCEMENT OPPORTUNITIES WITH ADDITIONAL WORK EXPERIENCE OR EDUCATION

- Chiropractor
- Massage Therapist/Medical Office Manager
- Insurance Billing Specialist
- Radiology Technician

ADMISSION PROCESS

- Submit the college admission application.
- Submit the $30 one-time fee.
- Submit high school and other official college transcripts.
- Take the college assessment test (ACCUPLACER, ACT or other). The ACCUPLACER assessment can be taken at MPTC.
- Meet with Academic Advisor to discuss order of courses and prerequisites (required for this program).
- A Criminal Background Check is required.
- Check with Admissions if any additional steps are required.

Please visit the Admissions page for general information.

APPLY NOW >>

or call 1-800-472-4554

COURSES

Number	Title	Crs
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
501-101	Medical Terminology	3
523-110	Introduction to Chiropractic Philosophy	2
523-113	Chiropractic Foundations	3
523-140	Chiropractic Office Procedures	3
523-151	Chiropractic Radiographic Dynamics	3

Number	Title	Crs
890-101	**College 101	2
Total		17
Term 2		
523-125	Chiropractic Nutrition	2
523-155	Chiropractic Radiographic Positioning	3
523-165	Chiropractic Insurance	3
523-170	Chiropractic Conjunctive Therapy	3
523-190	Chiropractic Office Procedures Internship	2
801-136	English Composition 1	3
Total		16
Term 3		
523-163	Chiropractic Radiographic and Conjunctive Therapy	4
523-171	Chiropractic Patient Education	3
801-196	Oral and Interpersonal Communication	3
	- OR -	
801-198	Speech	3
	- OR -	
801-141	Introduction to Mass Communications	3
804-107	College Mathematics	3
	- OR -	
806-189	Basic Anatomy	3
809-195	Economics	3
	- OR -	
809-172	Introduction to Diversity Studies	3
Total		16
Term 4		
523-145	Chiropractic Office Management Applications	2
523-161	Chiropractic Examination	3
523-167	Chiropractic Insurance Internship	2
809-166	Introduction to Ethics: Theory and Application	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
	- OR -	
809-199	Psychology of Human Relations	3
Total		16

Number	Title	Crs
	Required Elective Credits	3
	Total Program Credits and Institutional Requirements	68

EXIT ASSESSMENT

A paper portfolio exit assessment is a graduation requirement for the program.

MORAINE PARK TECHNICAL COLLEGE

Chiropractic Assistant: Therapy Certificate - Academic Planner

Certificate: 97-523-4

Campus: West Bend

Curriculum for 2014-2015

2/1/2014

✓	Course Subj	Course Num	Title	Hours/ Week Lec	Lab	Other	Total Hours	Credits	Prerequisites	Typically Offered S	F	SP	Comments
	523	110	Introduction to Chiropractic Philosophy	2			36	2			x	x	
	523	113	Chiropractic Foundations	2	2		72	3	Completion of or concurrent enrollment in 523-110 Introduction to Chiropractic Philosophy		x		
	523	161	Chiropractic Examination	2	2		72	3	Completion of or concurrent enrollment in 523-113 Chiropractic Foundations			x	
	523	170	Chiropractic Conjunctive Therapy	2	2		72	3	Completion of or current enrollment in 523-113 Chiropractic Foundations			x	
	531	450	BLS for Healthcare Providers	2	4		6	0.15		x	x	x	
			CPR Training to Include Infant, Child and Adult CPR and AED instruction.										
			Total Certificate Credits					**11.15**					

Semester Codes: S-Summer; F-Fall; SP-Spring

Curriculum and program acceptance requirements are subject to change.

For a complete list of course descriptions for this program, please consult the College Catalog at http://www.morainepark.edu/MPTCCatalog.

MORAINE PARK TECHNICAL COLLEGE

Chiropractic Assistant: Radiography Certificate - Academic Planner

Certificate: 97-523-3
Campus: West Bend
Curriculum for 2014-2015

2/1/2014

Course ✓ Subj	Num	Title	Hours/ Week Lec	Lab	Other	Total Hours	Credits	Prerequisites	Typically Offered S	F	SP	Comments
523	110	Introduction to Chiropractic Philosophy	2			36	2			x		
523	113	Chiropractic Foundations	2	2		72	3	Completion of or concurrent enrollment in 523-110 Introduction to Chiropractic Philsophy		x		
523	151	Chiropractic Radiographic Dynamics	2	2		72	3	Completion of or concurrent enrollment in 523-110 Introduction to Chiropractic Philosophy; 523-113 Chiropractic Foundations		x		
523	155	Chiropractic Radiographic Positioning	2	2		72	3	523-151 Chiropractic Radiographic Dynamics; Completion of or concurrent enrollment in 523-113 Chiropractic Foundations			x	
531	450	BLS for Healthcare Providers	2	4		6	0.15		x	x	x	
		CPR to include Infant, Child and Adult CPR and AED instruction.										
		Total Certificate Credits					**11.15**					

Semester Codes: S-Summer; F-Fall; SP-Spring
Curriculum and program acceptance requirements are subject to change.
For a complete list of course descriptions for this program, please consult the College Catalog at http://www.morainepark.edu/MPTCCatalog.

MORAINE PARK TECHNICAL COLLEGE

Chiropractic Assistant: Office Certificate - Academic Planner

Certificate: 97-523-2
Campus: West Bend
Curriculum for 2014-2015

2/1/2014

✓	Course Subj	Num	Title	Hours/ Week Lec	Lab	Other	Total Hours	Credits	Prerequisites	Typically Offered S	F	SP	Comments
	501	101	Medical Terminology	3			54	3		x	x	x	
	523	110	Introduction to Chiropractic Philosophy	2			36	2			x		
	523	140	Chiropractic Office Procedures	2	2		72	3	Completion of or concurrent enrollment in 523-110 Introduction to Chiropractic Philosophy		x		
	523	145	Chiropractic Office Management Applications	2			36	2	Completion of or concurrent enrollment in 523-190 Chiropractic Office Procedures Internship			x	
	523	165	Chiropractic Insurance	2	2		72	3	523-140 Chiropractic Office Procedures			x	
	523	190	Chiropractic Office Procedures Internship	1		4	90	2	523-140 Chiropractic Office Procedures; Completion of or concurrent enrollment in 523-165 Chiropractic Insurance			x	Criminal background check
			Total Certificate Credits					15					

Semester Codes: S-Summer; F-Fall; SP-Spring
Curriculum and program acceptance requirements are subject to change.
For a complete list of course descriptions for this program, please consult the College Catalog at http://www.morainepark.edu/MPTCCatalog.

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Chiropractic Curriculum

Course of Study

Courses are identified in the table below by offering quarters, subject / department designation, four-digit course number, course title, lecture, lab and credit hours.

The four-digit course number is assigned as follows: the first digit represents the academic level (freshman = 1, through senior = 4, and electives = 5); the second digit represents the academic level equivalency from 500-800 used by most post-baccalaureate programs and higher. The third and fourth digits represent the course identifier, including level and sequence. The course descriptions in the Academic Catalog provide additional information about a specific course.

The following represents the current professional course of study for the Doctor of Chiropractic (D.C.) program:

FIRST QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	1502	Embryology	2	0	2	22
ANAT	1503	Histology	4	0	4	44
ANAT	1507	Osteology and Arthrology	2	2	3	44
CHEM	1515	Biochemistry I	6	0	6	66
CHPM	1501	Personal Development	1	0	1	10
CLIN	1501	Clinical Patient Experience I	0	1	0	11
CPAP	1502	Health Care Terminology	2	0	2	22
CPAP	1505	Intro to Philosophy, Science and Art of Chiropractic	2	0	2	22
CPAP	1525	Lifestyles for Health: Intro to Wellness	1	0	1	11
CPAP	1600	Rights and Responsibilities	8	0	0	8
FYEX	1101	Focused on LIFE: DC I (online)	0	1	0	10
PHYS	1501	Anatomy and Physiology	4	0	4	44
					25	317

SECOND QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	1607	Spinal Anatomy	2	0	2	22
ANAT	1615	Muscular Skeletal Gross Anatomy	2	4	4	66
ANLS	1610	Vaso-Thermal Instrumentation	1	2	2	33
ANLS	1615	Spinal Biomechanics	2	0	2	22
ANLS	1617	Motion and Static Palpation I	1	2	2	33
CHEM	1516	Biochemistry II	5	0	5	55
CHPM	1502	Communication Skills and Diversity	1	0	1	10
CLIN	1502	Clinical Patient Experience II	0	1	0	11
CPAP	1605	History of Chiropractic	2	0	2	22
PHYS	1510	Cellular and Neuromuscular Physiology	5	0	5	55
					25	332

THIRD QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	1625	Visceral Gross Anatomy	2	4	4	66
ANLS	1618	Motion and Static Palpation II	1	2	2	33
CHPM	1503	Personal Finance	1	0	1	10
CLIN	1503	Clinical Patient Observation I	0	1	0	11
CPAP	1615	Chiropractic Principles	2	0	2	22
MICR	1531	Bacteriology and Virology	4	2	5	66
PHYS	1525	Visceral Physiology	6	0	6	66
PUBH	1517	Basic Nutrition	5	0	5	55
RADD	1611	Normal Radiographic Anatomy and Anomalies I	1	1	1.5	22
					26.50	354

FOURTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	2626	Head and Neck Gross Anatomy	2	4	4	66
CHPM	2504	Life Coaching Seminar I - Personal Development	1	0	1	10
CLIN	2504	Clinical Patient Observation II	0	1	0	11
DIAG	2725	Visceral Diagnosis	4	4	6	88
MICR	2533	Parasitology and Mycology	3	0	3	33
PHYS	2535	Physiology Lab	1	4	3	55
RADD	2501	X-Ray Physics	3	2	4	55
RADD	2612	Normal Radiographic Anatomy and Anomalies II	1	1	1.5	22
RSCH	2501	Introduction to Research Methods	2	0	2	22
TECH	2701	Upper Cervical Toggle Recoil Technique	2	2	3	44
					27.50	409

FIFTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	2646	Neuroanatomy CNS	3	2	4	55
CHPM	2605	Practice Development I - Personal Marketing	1	0	1	10
CLIN	2505	Clinical Recording History and Chiropractic I	0	1	0	11
DIAG	2730	Orthopedic Diagnosis	3	4	5	77
MICR	2537	Immunology and Disease Patterns	3	0	3	33
PATH	2541	Pathology I	4	0	4	44
PHYS	2545	Endocrinology	4	0	4	44
RADD	2711	Skeletal Radiology A	3	1	3.5	44
TECH	2711	Full Spine Technique I	1	2	2	33
					26.5	354

SIXTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANAT	2647	Neuroanatomy PNS	3	2	4	55
ANLS	2620	X-Ray Full Spine Analysis	1	2	2	33
CHPM	2606	Practice Development II - Patient Relations	1	0	1	10
CLIN	2506	Clinical Recording History and Chiropractic II	0	1	0	11
DIAG	2735	Clinical Laboratory Studies	3	4	5	77
DIAG	2740	Neurological Diagnosis	4	2	5	66

PATH	2542	Pathology II	3	2	4	55
RADD	2712	Skeletal Radiology B	2	1	2.5	33
TECH	2712	Full Spine Technique II	1	2	2	33
					25.5	376

** Eligibility to take Part I NBCE in June and December checked.*

SEVENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANLS	3715	Muscle, Gait and Posture Analysis	2	2	3	44
CLET	3757	Clinical Skills	2	4	4	66
CLIN	3507	Student Clinic Orientation	1	2	2	33
CLIN	3601	Clinical Knowledge Competency Test	0	0	0	2
CPAP	3625	Wellness and Spinal Hygeine	1	2	2	33
DIAG	3750	Special Senses Diagnosis	3	2	4	55
PUBH	3515	Public and Environmental Health	2	0	2	22
PUBH	3517	Nutrition and Health	2	0	2	22
RADD	3511	Spinal X-Ray Positioning	1	2	2	33
RADD	3520	Radiology Report Writing	0	2	1	22
RADD	3713	Skeletal Radiology C	2	1	2.5	33
TECH	3713	Full Spine Technique III	0	4	2	44
					26.5	422

EIGHTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1600	Chiropractic Assembly	1	0	0	3
CHPM	3608	Life Coaching Seminar II - HIPAA and Marketing	1	0	1	10
CLET	3826	Head and Neck Clinical Case Integration	3	2	4	55
CLIN	3608	Student Clinic I - Practicum	0	6	3	66
CPAP	3715	Vertebral Subluxation Theories	3	0	3	33
DIAG	3743	Gastroenterological Diagnosis	2	0	2	22
DIAG	3745	Genitourinary Diagnosis	2	0	2	22
PSYC	3505	Human Development	2	0	2	22
PUBH	3615	Emergency Procedures	0	2	1	22
PUBH	3625	Clinical Toxicology	2	0	2	22
RADD	3512	Extra Spinal X-Ray Positioning	0	2	1	22
RADD	3714	Skeletal Radiology D	2	1	2.5	33
TECH	3837	Extra Spinal Technique I	1	2	2	33
					25.5	365

NINTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
CHPM	3609	Practice Management I - Intro to Practice Mgmt	1	0	1	10
CLET	3828	Lumbar-Pelvic Clinical Case Integration	3	2	4	55
CLIN	3609	Student Clinic II - Practicum	0	6	3	66
CLIN	3701	OSCE I	0	1	0	10
CLIN	3709	Outpatient Clinic Orientation	0	2	1	20
DIAG	3755	Geriatric Diagnosis	2	0	2	22
PSYC	3605	Clinical Psychology	3	0	3	33
PUBH (*)	3684	Functional Restoration and Active Care	2	0	2	22
RADD	3717	Soft Tissue Radiology A	2	1	2.5	33

RSCH	3601	Research Methods and Design	2	0	2	22
TECH	3838	Extra Spinal Technique II	1	2	2	33
TECH	3850	Adjusting Special Populations	2	2	3	44
					25.5	373

(*) Required for NBCE PT Exam (1 of 3 classes)

TENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
CHPM	3511	Principles of Marketing	2	0	2	22
CLET	3835	Visceral Clinical Case Integration	6	0	6	66
CLIN	3710	Junior Clinic Outpatient I - Practicum	0	6	3	66
DIAG	3765	Pediatric Diagnosis	2	0	2	22
DIAG	3835	Integrated Diagnosis	0	2	1	22
PUBH	3717	Clinical Nutrition Disorders	2	0	2	22
PUBH	3725	Toxicology and Substance Abuse	2	0	2	22
RADD	3701	Radiographic Quality and Critique	0	2	1	22
RADD	3718	Soft Tissue Radiology B	3	1	3.5	44
TECH	3812	Gonstead Technique	2	2	3	44
					25.5	366

** Eligibility to take Part II NBCE in June and December checked.*

ELEVENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
ANLS	4720	Advanced Instrumentation	1	2	2	33
CHPM	4611	Practice Management II - Office and Staffing Proc.	1	0	1	10
CHPM	4763	Jurisprudence	3	0	3	33
CHPM	4773	Ethics and Boundaries	2	0	2	22
CLET	4840	Extremity Clinical Case Integration	3	2	4	55
CLIN	4711	Junior Clinic Outpatient II - Practicum	0	6	3	66
PUBH	4747	Obstetrics / Gynecology / Proctology	4	2	5	66
RADD	4820	Advanced Imaging	2	0	2	22
TECH	4822	Thompson Technique	1	2	2	33
					24	343

TWELFTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
CHPM	4520	Small Business Management	2	0	2	22
CHPM	4612	Life Coaching Seminar III - Practice Mgmt III	1	0	1	10
CHPM	4722	Documentation and Coding	2	0	2	22
CLET	4862	Advanced Clinical Case Integration I	3	2	4	55
CLIN	4712	Junior Clinic Outpatient III - Practicum	0	6	3	66
CLIN	4801	OSCE II	0	1	0	10
CPAP	4725	Advanced Wellness and Ergonomics	2	0	2	22
TECH	4841	Sacro-Occipital Technique	2	2	3	44
		Choose from Electives			6	min. 66
					23	320

** Eligibility to take Part III NBCE in June and December checked.*

** Eligibility to take Part IV NBCE in August and February checked.*

THIRTEENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
CHPM	4700	Chiropractic Practice Management	2	0	2	22
CLET	4870	Advanced Clinical Case Integration II	2	2	3	44
CLET	4874	Advanced Clinical Case Topics	0	2	1	22
CLIN	4813	Level III Clinic Practicum I	0	15	7	165
RSCH	4601	Senior Research Presentation	1	0	1	11
TECH	4861	Technique Review	2	2	3	44
		Choose from Electives			6	min. 66
					23	377

FOURTEENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CPAP	1500	Chiropractic Assembly	1	0	0	3
CLIN	4814	Level III Clinic Practicum II	0	15	7	165
		Choose from Electives			6	min. 66
					13	234
TOTAL					343	4,937

OR

ALTERNATIVE FOURTEENTH QUARTER

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
CLIN	4834	Level III Immersion Practicum	0	25	12	275
					12	278
TOTAL					342	4,972

All required courses that make up the curriculum must be taken to earn the Doctor of Chiropractic degree.

Electives

Students, in order to graduate, must satisfactorily complete a minimum of:

1. 18 credits of electives, or
2. 12 credits of electives, and either an immersion or an international Clinic, or
3. 10 credits of electives if completing a designated "Tract."

(see "Research Tract in DCP" below as an example, and for more details)

All students may select from any of the following electives course offerings when they complete enough coursework to achieve 10th quarter clinic status (pre-registration for 9th quarter students going into 10th quarter).

For those students dually enrolled in the College of Graduate Studies & Research's Master's program, they may select from the following 56xx elective course listed below, prior to beginning in their 10th quarter of study.

PUBH 5541 or PUBH 5543 may be taken after completing CLIN 3608; and PUBH 5545 may be taken after completion of both PUBH 5541 and PUBH 5543.

Electives offered directly by the College of Chiropractic

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
ANLS	5805	Network Technique (TM)	2	2	3	44
ANLS	5815	Selected Concepts in Biomechanics	2	0	2	22
CLIN	5833	Level III Immersion Practicum Elective	0	25	12	275
CLIN	5834	Level III International Practicum	0	25	12	275

CPAP	5705	Issues in Traditional Chiropractic Philosophy	2	0	2	22
CPAP	5805	Philosophical Issues in Clinic / Prof. Practice	2	0	2	22
CPAP	5815	Issues in Contemporary Chiropractic Philosophy	2	0	2	22
DIAG	5753	Basic Eye Movements and Dysfunctions	2	2	3	44
DIAG	5757	Vestibular Functional Assessement and Rehabilitation	2	2	3	44
DIAG	5841	Neurological Basis of Behavioral Disorders	2	2	3	44
DIAG	5865	Advanced Pediatric Diagnosis	2	0	2	22
PUBH	5545	Physiotherapeutics - Clinical Practicum	0	3	0	33
PUBH	5850	Physiotherapeutics - Advanced Clinical Practicum	0	14	0	154
PUBH	5865	Pediatric Health Challenges	2	0	2	22
RSCH	5686	Individual Research Study (*)	0	12	6	120
RSCH	5701	Advanced Research Study	0	20	10	200
TECH	5702	Advanced Toggle	0	2	1	22
TECH	5801	Atlas Orthogonal Technique	2	2	3	44
TECH	5811	(HIO) Upper Cervical Knee / Chest	0	2	1	22
TECH	5817	Activator Technique	2	2	3	44
TECH	5821	Grostic Technique	2	0	2	22
TECH	5823	Advanced Thompson Technique	0	2	1	22
TECH	5831	CBP (Chiropractic Bio-Physics)	1	2	2	33
TECH	5832	Advanced Grostic Procedure Technique	0	2	1	22
TECH	5835	Introduction to Applied Kinesiology	2	2	3	44
TECH	5843	Technique for Cranial and Visceral Dysfunction (SOT)	2	2	3	44
TECH	5865	Advanced Pediatric Technique	2	2	3	44
TECH	5870	Cox Flexion Distraction Technique	2	2	3	44

(*) Used for Research Tract only

Electives Cross-Listed from College of Graduate Studies & Research's Master's Program in Sport Health Science (SHS)

Department	Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours	Contact Hours
ANLS	5670	Kinesiology of Sport	4	0	3	44
ANLS	5676	Biomechanics of Sport Injury	4	0	3	44
ANLS	5825	Bio-Geometric Integration (BGI)	2	0	2	22
DIAG	5650	Injury Assessment of the Lower Body	4	0	3	44
DIAG	5652	Injury Assessment of the Upper Body	4	0	3	44
PUBH	5541	Physiotherapeutics - Adjunctive Procedures (*)	3	2	3	55
PUBH	5543	Physiotherapeutics - Rehabilitative Procedures (*)	3	2	3	55
PUBH	5600	Exercise Physiology (*)	4	0	3	44
PUBH	5612	Exercise Testing (*)	4	0	3	44
PUBH	5624	Strength Training and Development	4	0	3	44
PUBH	5642	On-Field Emergency Care	2	0	2	22
PUBH	5646	Therapeutic Agents (*)	3	0	3	33
PUBH	5648	Principles of Therapeutic Exercise (*)	4	0	3	44
TECH	5657	Arthrokinematics and Proprioception - Lower Body	3	2	3	55
TECH	5658	Arthrokinematics and Proprioception - Upper Body	3	2	3	55
TECH	5659	Sport Chiropractic Case Management	4	0	3	44

(*) Can be used toward Maryland's PT requirement of 270 hours.

Clinical Therapeutic Practicums are coordinated by the Department of Rehabilitation in the Center for Health and Optimum Performance (C-HOP).

Course Load - Doctor of Chiropractic Degree

1. The minimum number of credit hours a D.C. student must register, to be considered full-time, will be 12 per quarter (between 6 and 11 credits will be part-time).
2. The University's Doctor of Chiropractic Program will expect that students complete an average of 18 credits per quarter.
3. All D.C. students are expected to be registered as full-time students unless they are under special contract and / or by academic restriction policy.

Half-Time or Less = 11 credits or fewer (by contract or academic restriction policy only)
Minimum Full-Time Load = 12 credits
Expected Average Completion Full-Time Load = 18 credits
Maximum Full-Time Load = 24-27 credits (based on class status)
Maximum Overload = 31 credits

Students may not register for more than their maximum full-time load (24-27) except for students of good academic standing. Students of good academic standing may register for a maximum of 31 hours, provided they have a cumulative GPA of 3.0 or higher and no unresolved failed courses, or the student is in their last quarter of expected attendance.

All required courses must be completed at Life University unless student has been given advanced standing credit for courses of substantially equivalent credit, time, quality and content which have been completed at an accredited college or university, or which meet a specific set of criteria with regard to elective requirements.

Students awarded the D.C. degree must have earned not less than the final 25% of the total credits required for the degree from the Doctor of Chiropractic program conferring the degree.

1269 Barclay Circle, Marietta, GA 30060
(800) 543-3202 (770) 426-2600

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Leatherwood, Shancethea N - DSPS

From: John Murray [redacted]
Sent: Monday, March 02, 2015 1:58 PM
To: Leatherwood, Shancethea N - DSPS
Subject: FW: Course content

Shancethea,

Below is a brief summary of some of the program changes we would suggest for Chiropractic Technician training. We believe that chiropractors and their staff should still have the option of choosing which modules fit their training needs. We would also like to suggest that DSPS list the specific modules completed on the CT license.

I am happy to put you or any of the CEB members in touch with WCA instructors to discuss our suggestions more in depth.

John Murray, Executive Director
Wisconsin Chiropractic Association
[redacted]

	Current program	Suggested program
Patient History	4.0	4.0
Physical Examination (Vital Signs)	2.5	4.0 (add some basic anatomy and more hands on training)
Physiologic Therapeutics Overview	4.5	4.5
Thermotherapy/Cryotherapy	2.0*	1.0
Mechanical Therapy	2.0*	1.0
Electrotherapy	2.25*	3.0 (add more hands on training)
Therapeutic Ultrasound Therapy	2.0*	3.0 (add more hands on training)
Decompression	0	1.0
Light Therapy	3.0	3.0
Surface EMG	6.0	6.0
Exercise/Rehabilitation	36.0	36.0

*requires Physiologic Therapeutics Overview

From: Leatherwood, Shancethea N - DSPS [redacted]
Sent: Monday, February 23, 2015 1:21 PM
To: John Murray
Subject: RE: Course content

Ok.

Shancethea Leatherwood
Division of Policy Development
Wisconsin Department of Safety and Professional Services