



---

**VIRTUAL/TELECONFERENCE  
CHIROPRACTIC EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Will Johnson (608) 266-2112  
January 29, 2026**

*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 description of the actions of the Board.*

**AGENDA**

**9:00 A.M.**

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

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of October 23, 2025 (5-7)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration (8-31)**
  - 1. Department, Staff, and Board Updates
  - 2. 2026 Meeting Dates (8)**
  - 3. Annual Policy Review (9-12)**
  - 4. Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities (13-31)**
  - 5. Board Members – Term Expiration Dates
    - a. Bradley, Barbara C. – 7/1/2027
    - b. Damrow, James M. – 7/1/2027
    - c. Erlandson, Kris N. – 7/1/2029
    - d. Heffernan, Amy L. – 7/1/2029
    - e. Hendrickson, Kathleen A. – 7/1/2028
    - f. Meschefske, Daniel – 7/1/2029
- F. Legislation and Policy Matters – Discussion and Consideration
- G. 9:00 A.M. PRELIMINARY PUBLIC HEARING on SCOPE STATEMENT 081-25:  
Chir 3, relating to renewal requirements (32-34)**
  - 1. Review Public Hearing Comments

- H. Administrative Rule Matters – Discussion and Consideration (35-36)**
  - 1. Pending and Possible Rulemaking Projects
- I. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration (37-40)**
  - 1. Travel Request: FCLB 99th Annual Conference - Atlanta, GA- April 29 - May 3, 2026 **(38-40)**
  - 2. Travel Request: NBCE Testing Committee – Atlanta, GA - Part 3 May 28-30, 2026; Part 2 June 19-20, 2026; Part 1 September 18–20, 2026; Part 4 June 11-14, 2026, or September 24-27, 2026
- J. Education and Examination Matters – Discussion and Consideration (41-44)**
  - 1. CE Course Approval Update
- K. FCLB and NBCE Merger – Discussion (45)**
- L. Discussion and Consideration of Items Added After Preparation of Agenda**
  - 1. Introductions, Announcements and Recognition
  - 2. Administrative Matters
  - 3. Election of Officers
  - 4. Appointment of Liaisons and Alternates
  - 5. Delegation of Authorities
  - 6. Education and Examination Matters
  - 7. Credentialing Matters
  - 8. Practice Matters
  - 9. Legislative and Policy Matters
  - 10. Administrative Rule Matters
  - 11. Public Health Emergencies
  - 12. Preceptor Approvals
  - 13. Liaison Reports
  - 14. Board Liaison Training and Appointment of Mentors
  - 15. Informational Items
  - 16. Division of Legal Services and Compliance (DLSC) Matters
  - 17. Presentations of Petitions for Summary Suspension
  - 18. Petitions for Designation of Hearing Examiner
  - 19. Presentation of Stipulations, Final Decisions and Orders
  - 20. Presentation of Proposed Final Decisions and Orders
  - 21. Presentation of Interim Orders
  - 22. Petitions for Re-Hearing
  - 23. Petitions for Assessments
  - 24. Petitions to Vacate Orders
  - 25. Requests for Disciplinary Proceeding Presentations
  - 26. Motions
  - 27. Petitions
  - 28. Appearances from Requests Received or Renewed
  - 29. Speaking Engagements, Travel, or Public Relation Requests, and Reports
- M. Public Comments**

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

**N. Credentialing Matters**

**1. Application Review**

- a. C.T.Z. – Chiropractic Technician (IA# 667755) **(46-133)**

**O. Deliberation of Items Added After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Orders
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
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

**P. Consulting with Legal Counsel**

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

**Q. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate**

**R. Open Session Items Noticed Above Not Completed in the Initial Open Session**

**S. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates**

**ADJOURNMENT**

**NEXT MEETING: APRIL 16, 2026**

\*\*\*\*\*  
MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
CHIROPRACTIC EXAMINING BOARD  
MEETING MINUTES  
OCTOBER 23, 2025**

**PRESENT:** Barbara Bradley, James Damrow, Kris Erlandson, Amy Heffernan, Kathleen Hendrickson, Daniel Meschefske

**STAFF:** Will Johnson, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

**CALL TO ORDER**

Amy Heffernan, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**MOTION:** Barbara Bradley moved, seconded by James Damrow, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JULY 17, 2025**

**MOTION:** Daniel Meschefske moved, seconded by Kris Erlandson, to approve the Minutes of July 17, 2025, as published. Motion carried unanimously.

**PUBLIC HEARING: CLEARINGHOUSE RULE 25-066 CHIR 5, RELATING TO  
CONTINUING EDUCATION**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to accept all Clearinghouse comments for Clearinghouse Rule 25-066 (Chir 5), relating to continuing education. Motion carried unanimously.

**AND,**

**MOTION:** Barbara Bradley moved, seconded by Kathleen Hendrickson, to authorize the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to approve the Legislative Notice and Final Rule Draft for Clearinghouse Rule 25-066 (Chir 5), relating to continuing education, for submission to the Governor's Office for approval. Once Approval is received, DSPS is authorized to submit Final Rule Draft to LRB for Publication and provide the Legislature with required notice. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Scope Statement: Chir 3, relating to renewal requirements**

**MOTION:** Kris Erlandson moved, seconded by Daniel Meschefske, to approve the Scope Statement revising Chir 3, relating to renewal requirements, for submission to the Department of Administration and Governor's Office and for publication. Additionally, the Board authorizes the Chairperson to approve the Scope

Statement for implementation no less than 10 days after publication. If the Board is directed to hold a preliminary public hearing on the Scope Statement, the Chairperson is authorized to approve the required notice of hearing. Motion carried unanimously.

### CLOSED SESSION

**MOTION:** James Damrow moved, seconded by Barbara Bradley, 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), 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.). Amy Heffernan, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Barbara Bradley-yes; James Damrow-yes; Kris Erlandson-yes; Amy Heffernan-yes; Kathleen Hendrickson-yes; and Daniel Meschefske-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:01 a.m.

### CREDENTIALING MATTERS

#### Application Review

#### *S.G.B. – Chiropractic Technician (IA# 673865)*

**MOTION:** Amy Heffernan moved, seconded by James Damrow, to find grounds exist to deny the application IA-673865 for Chiropractic Technician, and offer a limited license. **Reason for Denial:** Wis. Stat. § 446.03(3), felony conviction substantially related to the practice of chiropractic; Wis. Stat. § 446.03(2) and Wis. Admin. Code § Chir 6.02(26), applicant addicted to alcohol or other drugs. Motion carried unanimously.

*James Damrow excused at 11:38 a.m.*

### DLSC MATTERS

#### Proposed Stipulation(s), Final Decision(s) and Order(s)

#### *23 CHI 007 – Judith A. Dochnahl*

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Judith A. Dochnahl, DLSC Case Number 23 CHI 007. Motion carried unanimously.

#### *23 CHI 021 – William M. Bauer*

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against William M. Bauer, DLSC Case Number 23 CHI 021. Motion carried unanimously.

**Case Closings****24 CHI 0003 – R.L.H.**

**MOTION:** Barbara Bradley moved, seconded by Amy Heffernan, to close DLSC Case Number 24 CHI 0003 against R.L.H., for Insufficient Evidence. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Barbara Bradley moved, seconded by Daniel Meschefske, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 12:02 p.m.

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

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)*

**DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION  
OF LICENSES AND CERTIFICATES**

**MOTION:** Daniel Meschefske moved, seconded by Amy Heffernan, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:05 p.m.

**CHIROPRACTIC EXAMINING BOARD**  
**2026 Meeting Dates**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Thursday, January 29, 2026	9:00 AM	Virtual	1/16/2026
Thursday, April 16, 2026	9:00 AM	Virtual	4/6/2026
Thursday, July 16, 2026	9:00 AM	Hybrid	7/6/2026
Thursday, October 22, 2026	9:30 AM	Virtual	10/12/2026



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

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
  - 2) Date When Request Submitted: 12/11/2025
  - 3) Name of Board, Committee, Council, Section: **All Boards**
  - 4) Meeting Date: **First Meeting of 2026**
- 
- 5) Attachments: **Yes**
  - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
  - 7) Place Item in: **Open Session**
  - 8) Is an appearance before the Board being scheduled? No
  - 9) Name of Case Advisor(s), if applicable: N/A
- 
- 10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



---

**DATE: January 1, 2026**  
**TO: DSPP Board, Council, and Committee Members**  
**FROM: Division of Policy Development**  
**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPP may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPP within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
  - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
  - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPP staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPP may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## **At least 2 weeks (10 business days) prior to the meeting**

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## **8 business days prior to the meeting**

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## **7 business days prior to the meeting**

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## **5 business days prior to the meeting**

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

## **4 business days prior to the meeting**

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

### **Agenda Item Examples:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Open Session Items<ul style="list-style-type: none"><li>• Public Hearings and Administrative Rules Matters</li><li>• Administrative Matters</li><li>• Legislation and Policy Matters</li><li>• Credentialing Matters</li><li>• Education and Exam Issues</li><li>• Public Agenda Requests</li><li>• Current Issues Affecting the Profession</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Closed Session items<ul style="list-style-type: none"><li>• Deliberations on Proposed Disciplinary Actions</li><li>• Monitoring Matters</li><li>• Professional Assistance Procedure (PAP) Issues</li><li>• Proposed Final Decisions and Orders</li><li>• Orders Fixing Costs/Matters Relating to Costs</li><li>• Credentialing Matters</li><li>• Education and Exam Issues</li></ul></li></ul> |
|---|--|

## **Thursday of the Week Prior to the Meeting**

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## **1 business day after the Meeting**

"Action" lists are distributed to Department staff detailing board actions on closed session business.

## **5 business days after the Meeting**

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## Department of Safety and Professional Services

## PER DIEM REPORT

**INSTRUCTIONS:** Record board-related activities by date, indicate relevant purpose code, the duration of time spent in B-code activities, location, and activity description. Only one \$25.00 per diem payment will be issued on any given calendar day. Submit one form per month and within 60 days of the last activity being reported. Send completed forms to your Board's Administrative Specialist.

**Purpose Codes:**

**A CODE** Official meetings including Board Meetings, Hearings and Examinations and Test Development Sessions

(automatic day of per diem) Examples: board, committee, board training or screening panels; Senate Confirmation hearings, legislative and disciplinary hearings, or informal settlement conferences; test administration, test review or analysis events, national testing events, tour of test facilities, etc.

**B CODE** **Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work, e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

[illegible]

**CLAIMANT'S CERTIFICATION** The Board/Council member named above, certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.

(Rev. 04/24)

Board Member Approval &amp; Date:

**TOTAL DAYS CLAIMED:** \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_ Supervisor Approval & Date: \_\_\_\_\_

**CHIROPRACTIC EXAMINING BOARD**  
**2025 Elections and Liaisons**

**Election of Officers**

<b>2025 ELECTION RESULTS</b>	
<b>Chairperson</b>	Amy Heffernan
<b>Vice Chairperson</b>	Kris Erlandson
<b>Secretary</b>	Daniel Meschefske

**Appointments of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	James Damrow, Barbara Bradley <i>Alternate: Amy Heffernan</i>
<b>Education and Examination Liaison(s)</b>	James Damrow, Amy Heffernan, Kris Erlandson <i>(Rotate CE Approvals to D.C. Members)</i>
<b>Monitoring Liaison(s)</b>	James Damrow <i>Alternate: Daniel Meschefske</i>
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Kathleen Hendrickson <i>Alternate: Daniel Meschefske</i>
<b>Legislative Liaison(s)</b>	Amy Heffernan <i>Alternate: Kris Erlandson</i>
<b>Travel Authorization Liaison(s)</b>	Daniel Meschefske <i>Alternate: James Damrow</i>
<b>Preceptor Liaison(s)</b>	Amy Heffernan <i>Alternate: Barbara Bradley</i>
<b>SCREENING PANEL APPOINTMENTS</b>	
<b>Screening Panel</b>	Barbara Bradley, Kris Erlandson, Daniel Meschefske <i>Alternate: Amy Heffernan</i>

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Jameson Whitney		2) Date when request submitted: 01/14/26 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			
4) Meeting Date: 01/29/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Reaffirming 2025 delegations and new 2026 delegations	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: The Board members need to review and consider reaffirming 2025 delegations and new delegations for 2026.			
11) <span style="float: right;">Authorization</span> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <i>Richanda Turner</i>            Signature of person making this request         </div> <div style="width: 35%; text-align: right;"> <i>01/14/2026</i>            Date         </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">           Supervisor (Only required for post agenda deadline items)         </div> <div style="width: 35%; text-align: right;">           Date         </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">           Executive Director signature (Indicates approval for post agenda deadline items)         </div> <div style="width: 35%; text-align: right;">           Date         </div> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			



**State of Wisconsin**  
**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**  
**CORRESPONDENCE / MEMORANDUM**

**DATE: January 1, 2026**

**TO: Board, Council, and Committee Members**

**FROM: Legal Counsel**

**SUBJECT: Liaison Definitions and Delegations Explanations**

**Executive Summary**

This memorandum provides an overview of the liaison roles and common delegation authorities that enable DSPS Boards, Sections, and Committees to efficiently fulfill their statutory responsibilities. It explains the function of each liaison position, such as, Credentialing, Monitoring, PAP, Education and Examination, Legislative, Travel Authorization, and Communication Liaisons, as well as Screening Panel Members, and outlines how these roles support Board operations between meetings. This memorandum also includes model motions for liaisons, Department staff, and Department attorneys to ensure timely processing of credential applications, monitoring requests, disciplinary matters, and administrative tasks. The delegations promote consistency, reduce delays, and allow the Department and Boards to respond promptly to legal and operational needs while maintaining their responsibility to protect public health, safety, and welfare.

**Overall Purpose of Liaison Appointments**

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. Further information on your Board's authority can be found in Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations and unprofessional conduct. In order to efficiently accomplish these tasks, Boards may appoint Liaisons. Liaisons assist with the operations of the Boards' purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

At the first Board meeting of each year, the Department asks the Boards to make Liaison appointments. Your practical knowledge and experience as an appointed member of a professional board are essential in making determinations regularly. The Liaison positions listed below assist

the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. However, these areas are determined through the delegation process. Please note a Liaison may also decide to send the delegated matter to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison and other Board functions.

## **Liaison Definitions**

**Credentialing Liaison:** The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain credential applications. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. The Credentialing Liaison serves a very important role in the credentialing process. If the Credentialing Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Monitoring Liaison:** The Monitoring Liaison is empowered by the Board to make decisions on any credential that is subject to Monitoring either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Professional Assistance Procedure (PAP) Liaison:** PAP is a voluntary program open to credential holders with substance abuse issues who wish to seek help by being held accountable through treatment and monitoring by the Department and Board. As part of PAP, the credential holder enters into an agreement with the Department to undergo testing, counseling, or other rehabilitation. The PAP Liaison's role includes responding to credential holders' requests for modifications and terminations of provisions of the agreement. Similar to the Monitoring Liaison, the Department Monitors will send requests from credential holders to the PAP Liaison for further review.

**Education and Examination Liaison:** Some Boards are required by statute or rule to approve qualifying education and examinations. The Education and Examination Liaison provides guidance to Department staff to exercise authority of the Board to approve or decline examinations and educational programs and related requests. This determination requires a level of professional expertise and should be performed by a professional member of the Board. For some Boards, the Education and Examination Liaison will also be tasked with approving continuing education programs and courses.

**Legislative Liaison:** The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully. The Legislative Liaison is permitted to act and speak



on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. Please review Wis. Stat. ch. 13 for important reminders on lobbying.

**Travel Authorization Liaison:** The Travel Authorization Liaison is authorized to approve a Board member to travel to events and speak or act on the Board's behalf between Board meetings. The Travel Authorization Liaison is called upon to make decisions when sufficient notice was not received, and the full Board could not determine a representative to travel. The Travel Authorization Liaison is tasked with making determinations if the Board appointed representative is not able to attend or if the Board becomes authorized to send additional members as scholarship and funding streams can be unpredictable.

**Communication Liaison:** The Communication Liaison responds to questions that arise on behalf of the Board. The Communication Liaison works with the Department to cultivate an appropriate response which will be sent by the Executive Director or Board Counsel. The Communication Liaison **can** be responsible for all types of communication on behalf of the Board. However, the Board can appoint a separate **Website Liaison** to work with DSPS staff to make changes and ensure the Board webpage contains updated and accurate information. Additionally, for the Boards that are required by statute to produce a newsletter or digest, the Board can appoint a separate **Newsletter/Digest Liaison** to assemble and approve content for those communications.

**Screening Panel Members:** Screening Panel Members review incoming complaints against credential holders and determine which complaints should be opened for investigation and which complaints should be closed without further action. The complexity and amount of work in this role depends substantially on your Board. As a member of the Screening Panel, you are asked to apply your professional expertise to determine if a complaint alleges unprofessional conduct.

## **Delegations Explanations**

### **CREDENTIALING DELEGATIONS**

*The overall purpose of credentialing delegations is to allow the credentialing process to proceed as efficiently and effectively as possible.*

#### **Delegation of Authority to Credentialing Liaison (Generic)**

MOTION EXAMPLE: to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

PURPOSE: To allow a representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison

who has assisted with the credentialing process be able to effectuate decisions which require a signature.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

MOTION EXAMPLE: to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application. This delegation greatly decreases the workload of Board members and cuts down processing time on applications.

### **Delegation of Authority for Predetermination Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

PURPOSE: In general, the Wisconsin Fair Employment Act (codified in Wis. Stat. Ch. 111) prohibits licensing agencies from discriminating against applicants because of their arrest and/or conviction record. However, there are exceptions which permit denial of a license in certain circumstances. Individuals who do not possess a license have a legal right to apply for a determination of whether they are disqualified from obtaining a license due to their conviction record. This process is called “Predetermination.” Predetermination reviews must be completed within 30 days. This delegation allows Department attorneys to conduct predetermination reviews and efficiently make these legal determinations without need for Board/Section/Liaison review.

### **Delegation of Authority for Conviction Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve applications with convictions which are not substantially related to the relevant professional practice.

PURPOSE: As used here, “substantially related” is a legal standard that is used in the Wisconsin Fair Employment Act. The concept of what is “substantially related” is informed by case law. This delegation permits Department attorneys to independently conduct conviction reviews and efficiently approve applications if convictions are not substantially related to the practice of the profession. Applications that contain conviction records that may be substantially related to the practice of a profession will still be submitted to the Credentialing Liaison for input.

### **Delegation to DSPS When Applicant's Disciplinary History Has Been Previously Reviewed**

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison for a lower-level credential.

### **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of conviction history that has already been reviewed and approved for a lower-level credential.

### **Delegation of Authority for Reciprocity Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve reciprocity applications in which the out-of-state license requirements meet Wisconsin license requirements. (Specific legal standards are referenced in the motion depending on credential/profession type.)

PURPOSE: Applications via reciprocity or endorsement require comparison of Wisconsin licensing requirements to the licensing requirements of another jurisdiction. These reviews consider the legal standard for reciprocity, which varies by profession, as well as the specified legal requirements to obtain licensure in the profession. This delegation permits Department attorneys to independently conduct reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Military Reciprocity Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09.

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military

reciprocity. This delegation permits Department attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Application Denial Reviews**

MOTION EXAMPLE: to delegate authority to the Department's attorney supervisors to serve as the Board designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

PURPOSE: When an application is denied, the applicant has a legal right to appeal the denial determination. Applicants must meet a specified legal standard in order to have an appeal granted. Additionally, Wisconsin law sets specific time frames for appeal decisions. This delegation permits Department attorney supervisors to independently review and efficiently act on requests for hearing as a result of a denial of a credential.

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

MOTION EXAMPLE: to delegate authority to Department attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues for that credential holder.

PURPOSE: The intent of this delegation is to be able to approve prior discipline by the Board for the renewal applicant. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison.

### **Delegation to Department Attorneys to Approve Prior Discipline**

MOTION EXAMPLE: to delegate authority to Department attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing.

PURPOSE: In order to continue improving processing application legal reviews in a timely matter, this delegation gives Department attorneys authority to approve prior professional discipline which meets all of the following criteria: (1) it is at least ten years old; (2) it resulted in a monetary penalty, remedial education, and/or reprimand; and (3) the previously disciplined credential is currently in good standing.

## **MONITORING DELEGATIONS**

*The overall purpose of monitoring delegations is to be able to enforce the Boards orders and limited licenses as efficiently and effectively as possible. Monitoring delegations have two categories: delegations to the Monitoring Liaison and delegations to the Department Monitor.*

## **Delegation of Authority to Department Monitor**

MOTION EXAMPLE: to delegate authority to the Department Monitor:

- a. to grant full reinstatement of licensure if education is the only limitation and credential holder has submitted the required proof of course completion.
- b. to suspend the credential if the credential holder has not completed Board ordered education, paid costs, paid forfeitures, within the time specified by the Board Order.
- c. to lift a suspension when compliance with education and costs provisions have been met.

PURPOSE: These delegations allow for the Department Monitor to automatically act on requests when certain criteria are met or not met without needing to burden the Monitoring Liaison. The Board can set their own criteria for what actions they would like to be handled by the Department, the Monitoring Liaison, and the full Board.

## **Delegation of Authority to Monitoring Liaison**

MOTION EXAMPLE: to delegate authority to the Monitoring Liaison to approve or deny all requests received from the credential holder.

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board.

## **Education and Examination Delegations**

MOTION EXAMPLE: to delegate authority to the Education and Examination Liaison(s) to address all issues related to qualifying education, continuing education and examinations. Motion carried unanimously. (Differs by Board.)

PURPOSE: Some Boards are responsible for approving qualifying educational programs or continuing education courses. A delegation is executed in order for an Education and Examination Liaison to make these determinations on behalf of the Board and with assistance of the Department. Additionally, some Boards review examinations and individual scores to qualify for a credential.

## **MISCELLANEOUS DELEGATIONS**

### **Document Signature**

MOTION EXAMPLE: to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION EXAMPLE: in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the

Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

**PURPOSE:** To take the action approved at Board meetings, the Department may need to draft correspondence and/or Orders after the meetings have adjourned. These actions then need to be signed by a Board Member. This interaction usually takes place over email and a Board member can authorize the use of their signature that is kept on file.

### **Urgent Matters**

**MOTION EXAMPLE:** in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

**PURPOSE:** Allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

### **Delegation to Chief Legal Counsel-Due to Loss of Quorum**

**MOTION EXAMPLE:** to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

**PURPOSE:** Sometimes Boards can struggle to meet quorum necessary to conduct business. This happens for a multitude of reasons, but this delegation allows for the Boards to have disciplinary cases decided by Chief Legal Counsel if the Board fails to meet quorum for two consecutive meetings.

### **Delegation to Chief Legal Counsel-Stipulated Resolutions**

**MOTION EXAMPLE:** to delegate to the Department's Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that Chief Legal Counsel only act on such matters when the best interests of the Board, Department, and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

**PURPOSE:** For matters of public safety, it may be necessary to take immediate action on a stipulated agreement rather than allowing a credential holder to continue practicing unencumbered until the next scheduled meeting. This delegation allows Chief Legal Counsel to act on behalf of the Board when there is a stipulated agreement. A stipulated agreement is an agreement to which all relevant parties have consented to the terms.

## **Voluntary Surrenders**

MOTION EXAMPLE: to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter.

MOTION EXAMPLE: to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19.

PURPOSE: Credential holders can ask the Boards to accept surrender of their credentials at any time. These delegations are in place for the different situations that arise from those requests. If a credential holder is seeking to surrender their credential because they wish to leave the profession, that can be processed with this delegation by the Department if they have no pending disciplinary complaints. If the credential holder wishes to surrender while they have a pending disciplinary complaint, that request is reviewed by the individual Board member assigned to the case.

## **DLSC Pre-screening**

MOTION EXAMPLE: to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint).

PURPOSE: Pre-screening delegations exist so the Board can define specific parameters where the Department can review disciplinary complaints and open those cases if they meet certain criteria. Boards also have the authority to set certain criteria that would allow the Department to review and close a case if the criteria is met.

## **Delegation to Handle Administrative Rule Matters**

MOTION EXAMPLE: to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

PURPOSE: In order to advance the administrative rules process, action may need to occur between meetings. This allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

**CHIROPRACTIC EXAMINING BOARD  
2025 DELEGATIONS  
JANUARY 30, 2025**

*New Delegations for 2025*

**Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

**Delegation to Handle Administrative Rule Matters**

**MOTION:** Barbara Bradley moved, seconded by Kathleen Hendrickson, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

**Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to reaffirm all delegation motions made in 2024, as reflected in the January 30, 2025, agenda materials, which were not otherwise modified or amended during the January 30, 2025, meeting. Motion carried unanimously.

*All Combined Delegations for 2025*

**Delegation of Authorities**

**Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to reaffirm all delegation motions made in 2024, as reflected in the January 30, 2025, agenda materials, which were not otherwise modified or amended during the January 30, 2025, meeting. Motion carried unanimously.

**Document Signature Delegations**

**MOTION:** James Damrow moved, seconded by Amy Heffernan, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign



documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

**MOTION:** James Damrow moved, seconded by Daniel Meschefske, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

#### **Delegated Authority for Urgent Matters**

**MOTION:** Amy Heffernan moved, seconded by Kris Erlandson, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

#### **Delegation to Chief Legal Counsel Due to Loss of Quorum**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

#### **Delegation to Chief Legal Counsel for Stipulated Resolutions**

**MOTION:** James Damrow moved, seconded by Daniel Meschefske, to delegate to DSPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that Chief Legal Counsel only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

#### **Monitoring Delegations**

##### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to delegate to Legal Counsel the authority to sign Monitoring orders that result from

Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

### **Delegation to Monitoring Liaison**

**MOTION:** Amy Heffernan moved, seconded by Kathleen Hendrickson, to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Board any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

### **Delegation to Department Monitor**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried unanimously.

## **Credentialing Authority Delegations**

### **Delegation of Authority to Credentialing Liaison**

**MOTION:** Amy Heffernan moved, seconded by Kris Erlandson, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Kris Erlandson moved, seconded by Kathleen Hendrickson, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

### **Delegation of Authority for Predetermination Reviews**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

### **Delegation of Authority for Conviction Reviews**

**MOTION:** Amy Heffernan moved, seconded by Kathleen Hendrickson, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of chiropractic. Motion carried unanimously.

### **Delegation to DSPS When Applicant's Discipline History Has Been Previously Reviewed**

**MOTION:** James Damrow moved, seconded by Amy Heffernan, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous chiropractic credential and there is no new discipline. Motion carried unanimously.

### **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous chiropractic

credential and there is no new conviction record. Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

### **Delegated Authority for Application Denial Reviews**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

### **Delegation of Authority for Military Reciprocity Reviews**

**MOTION:** James Damrow moved, seconded by Kathleen Hendrickson, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

### **Pre-Screening Delegation to Open Cases**

**MOTION:** Amy Heffernan moved, seconded by Eugene Yellen-Shiring, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

### **Pre-Screening Delegation to Close Cases**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. Complaints that even if allegations are true, do not amount to a violation of law or rules.  
Motion carried unanimously.

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

**MOTION:** Amy Heffernan moved, seconded by Kris Erlandson, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues. Motion carried unanimously.

### **Voluntary Surrenders**

**MOTION:** Eugene Yellen-Shiring moved, seconded by Daniel Meschefske, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

**MOTION:** Amy Heffernan moved, seconded by James Damrow, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

### **Education and Examination Liaison(s) Delegation**

**MOTION:** Kris Erlandson moved, seconded by Kathleen Hendrickson, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

### **Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

### **Optional Renewal Notice Insert Delegation**

**MOTION:** James Damrow moved, seconded by Kris Erlandson, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to rule changes within the license renewal

notice at the Board's or Board designee's request. Motion carried unanimously.

### **Legislative Liaison Delegation**

**MOTION:** Kris Erlandson moved, seconded by Daniel Meschefske, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried. Opposed: James Damrow

### **Travel Authorization Liaison Delegation**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

### **Preceptor Liaison(s) Delegation**

**MOTION:** Amy Heffernan moved, seconded by James Damrow, to delegate authority to the Preceptor Liaison(s) to handle all matters regarding preceptors, including approval of preceptors. Motion carried unanimously.

### **Delegation to Handle Administrative Rule Matters**

**MOTION:** Barbara Bradley moved, seconded by Kathleen Hendrickson, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

### **Delegation of Authority to Credentialing Liaison**

**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried [ ].

### **OR IN THE ALTERNATIVE**

### **Delegation of Authority for Predetermination Decisions**

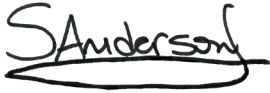
**MOTION:** [Board member name] moved, seconded by [Board member name], to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). For matters where the Department Attorney has indicated underlying convictions may result in a denial, the Credentialing Liaison(s) can act on behalf of the Board in regard to any denial due to predetermination decisions. Motion carried [ ].

### **Review and Approval of 2025 Delegations including new modifications**

**MOTION:** [Board member name] moved, seconded by [Board member name], to reaffirm all delegation motions made in 2025, as reflected in the January 29, 2026 agenda materials, which were not otherwise modified or amended during the January 29, 2026 meeting. Motion carried [ ].

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 01/16/2026	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Chiropractic Examining Board			
<b>4) Meeting Date:</b> January 29, 2026	<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> 9:00 A.M. Preliminary Public Hearing – Scope Statement 081-25: Chir 3, relating to renewal requirements.  1. Review Public Hearing Comments	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <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> The Board will hold a Preliminary Public Hearing on this scope as directed by the Joint Committee for Review of Administrative Rules (JCRAR) pursuant to s. 227.136 (1), Stats.			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;">             01/16/2026           </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Signature of person making this request</div> <div>Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Supervisor (if required)</div> <div>Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div>Date</div> </div> <hr/> <div style="background-color: #f2f2f2; padding: 5px;"> <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.       </div>			



# STATEMENT OF SCOPE

## CHIROPRACTIC EXAMINING BOARD

**Rule No.:** Chir 3

**Relating to:** Renewal requirements

**Rule Type:** Permanent

**1. Finding/nature of emergency (Emergency Rule only):** N/A

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

The objective of the proposed rule is to review and potentially clarify the language in ch. Chir 3 related to the renewal requirements for chiropractic credentials. These revisions may update the language to align with current standards of practice and provide clarity for applicants seeking to renew an expired license.

**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:**

Chapter Chir 3 contains provisions that specify the requirements for license renewal and outlines separate pathways for licensees who renew late within 5 years and for those who seek reinstatement after their license has been expired for 5 years or more. However, the current language may not be aligned with current standards of practice and may not clearly specify the process for applicants seeking to renew a license that has been expired for 5 years or more with no unmet disciplinary requirements, which may lead to confusion.

The alternative to this change is that the chapter will continue to cause confusion for credentialed chiropractic professionals regarding renewal requirements.

**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, “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains . . .”

Section 227.11 (2) (a), Stats., states that “[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute...”

Section 446.02 (1) (b), Stats., states that a person must submit “... evidence satisfactory to the examining board that the person meets the requirements of continuing education for license renewal as the examining board may require...”

Section 446.025 (3) (b), Stats., states that a "... chiropractic radiological technician shall, at the time that he or she applies for renewal of a certificate [...] submit evidence satisfactory to the examining board that he or she has completed at least 12 continuing educational credit hours in programs established by rules promulgated by the examining board."

Section 446.026 (3) (b), Stats., states that a "... chiropractic technician shall, at the time that he or she applies for renewal of a certificate [...] submit evidence satisfactory to the examining board that he or she has completed at least 6 continuing educational credit hours in programs established by rules promulgated by the examining board."

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

60 hours

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

Wisconsin credentialed chiropractors, chiropractic radiological technicians, and chiropractic technicians.


**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):**

The proposed rule will have minimal to no economic impact on small businesses and the state's economy.

**Contact Person:** Sofia Anderson, [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov)

Approved for publication:

  
Authorized Signature

11-6-25  
Date Submitted

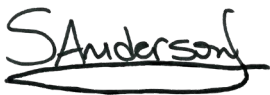
Approved for implementation:

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

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

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 01/16/2026	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Chiropractic Examining Board			
<b>4) Meeting Date:</b> January 29, 2026	<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> Administrative Rules Matters – Discussion and consideration  1. Pending and possible rulemaking projects.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <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> Attachments: 1. Chiropractic rules projects chart.			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;">             01/16/2026           </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (if required)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</span> <span>Date</span> </div>			
<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.			

**Chiropractic Examining Board**  
**Rule Projects (updated 01/16/2026)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Synopsis	Current Stage	Next Step
24-027	062-23	02/21/2026	Chir 3	Cardiopulmonary Resuscitation (CPR) Requirement	Rule project to review and update or potentially remove the CPR requirement from Chir 3.	Final Rule Draft and Legislative Report submitted to Governor for review on July 24, 2024.	After Governor's approval, final rule draft and legislative report can be submitted to the Legislature for review.
Not Assigned Yet	081-25	06/15/2028	Chir 3	Renewal Requirements	The Board wants to clarify the requirements for late renewal and updated language to follow current standards of practice.	Preliminary public hearing scheduled for the January meeting.	Drafting rule.
25-066	075-24	01/22/2027	Chir 5	Continuing Education	Rule project to implement changes from 2021 Wisconsin Act 253 and general update of CE requirements.	Public Hearing to be held at the October meeting.	Final rule draft and Legislative Report submission to Governor's Office and, after Governor's approval, submission to Legislature.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Will Johnson, Executive Director</b>		<b>2) Date When Request Submitted:</b> 01/15/2026  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>									
<b>3) Name of Board, Committee, Council, Sections:</b> <b>Chiropractic Examining Board</b>											
<b>4) Meeting Date:</b> <b>01/29/2026</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> Speaking Engagements, Travel, or Public Relation Requests, and Reports Discussion and Consideration -FCLB 99 <sup>th</sup> Annual Conference, Atlanta, GA, 04/29/26 – 05/03/26 -NBCE Testing Committee, Atlanta, GA, Part 3 05/28/26 – 05/30/26, Part 2 06/19/26 – 06/20/26, Part 1 09/18/26 – 09/20/26, Part 4 06/11/26 – 06/14/26 or 09/24/26 – 09/27/26									
<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 type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" 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>											
<b>11) Authorization</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Will Johnson</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">01/15/2026</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table> <div style="background-color: #f0f0f0; padding: 5px;"> <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 Board Admin Specialist prior to the start of a meeting.         </div>				Will Johnson	01/15/2026	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	
Will Johnson	01/15/2026										
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											

---

# Event Agenda

FCLB/NBCE Annual Conference 2026

---

## Tuesday, April 28, 2026

1:30 PM - 5:00 PM                      FCLB Board of Directors Meeting

---

## Wednesday, April 29, 2026

9:00 AM - 5:00 PM                      Board of Directors Meeting

2:00 PM - 4:00 PM                      FCLB Conference Check In

2:00 PM - 4:00 PM                      FCLB Committee Meetings

---

## Thursday, April 30, 2026

7:00 AM - 8:00 AM                      FCLB Conference Check In

7:00 AM - 8:15 AM                      New Attendee Orientation Breakfast

7:00 AM - 8:15 AM                      FCLB Credentials Committee Meeting

7:15 AM - 8:15 AM                      General Attendee Breakfast

8:15 AM - 8:30 AM                      **Welcome**  
Location: Highland Ballroom

8:30 AM - 9:15 AM                      **36th Annual Joseph Janse Lecture**  
Speaker: Dr. Mike Schneider

9:15 AM - 10:15 AM                      Town Hall

10:15 AM - 10:30 AM                      Break, Distribution of Voting Paddles

10:30 AM - 12:00 PM                      FCLB Annual Business Meeting - Session I

12:00 PM - 1:00 PM                      CBAC/CBLAC Luncheon - Invitation Only

1:45 PM - 3:45 PM                      **Educational Session**  
Speaker: Dr. Stephen Lloyd

3:45 PM - 4:00 PM                      Break

3:45 PM - 5:15 PM                      FCLB Forum

4:00 PM - 5:00 PM                      FCLB Services Workshop

5:30 PM - 7:00 PM                      Welcome Reception

---

## Friday, May 01, 2026

<b>7:00 AM - 8:30 AM</b>	<b>General Attendee Breakfast - Friday</b>
<b>7:30 AM - 8:00 AM</b>	<b>FCLB Committee Meetings</b>
<b>7:30 AM - 4:15 PM</b>	<b>Chiropractic Board Administrator Meeting</b> <b>Welcome &amp; Introductions</b> 8:45 AM - 9:30 AM <b>Educational Session</b> 9:30 AM - 10:00 AM <b>Break</b> 10:00 AM - 10:15 AM <b>Educational Session</b> 10:15 AM - 11:00 AM <b>Educational Session</b> 11:00 AM - 11:45 AM <b>Break</b> 11:45 AM - 12:15 PM <b>NBCE Luncheon and Annual Business Meeting</b> 12:15 PM - 2:00 PM <b>Open Forum</b> 3:00 PM - 4:00 PM <b>Wrap up</b> 4:00 PM - 4:15 PM
<b>9:00 AM - 9:15 AM</b>	<b>NBCE Welcome and Opening Remarks</b>
<b>9:15 AM - 10:15 AM</b>	<b>Keynote Address</b>
<b>10:15 AM - 10:30 AM</b>	<b>Midmorning Break</b>
<b>10:30 AM - 12:00 PM</b>	<b>NBCE Plenary Sessions</b>
<b>12:15 PM - 3:00 PM</b>	<b>NBCE Luncheon and Annual Business Meeting</b>
<b>2:15 PM - 3:15 PM</b>	<b>FCLB Committee Meetings</b>
<b>2:30 PM - 4:30 PM</b>	<b>Chiropractic Board Legal Advisors Committee Meeting</b>
<b>5:00 PM - 10:00 PM</b>	<b>NBCE Friday Evening Social Event</b>

---

## Saturday, May 02, 2026

<b>7:00 AM - 7:45 AM</b>	<b>FCLB District Breakfasts</b>
<b>7:45 AM - 8:30 AM</b>	<b>Welcome Back, Awards</b>
<b>8:30 AM - 8:45 AM</b>	<b>Distribution of Voting Paddles</b>
<b>8:45 AM - 9:45 AM</b>	<b>FCLB Annual Business Meeting - Session II</b>
<b>9:45 AM - 10:00 AM</b>	<b>Break</b>
<b>10:00 AM - 10:45 AM</b>	<b>Educational Session</b> Speaker: Ann Marie Munson
<b>10:45 AM - 11:30 PM</b>	<b>Attorney Panel</b>
<b>11:30 AM - 12:15 PM</b>	<b>Educational Session</b> Speaker: Dr. Craig Little

12:15 PM - 12:45 PM	National Updates
1:00 PM - 2:00 PM	Lunch on your own
1:30 PM - 2:00 PM	Post Conference Board of Directors Meeting

---

## Sunday, May 03, 2026

8:30 AM - 9:30 AM	Week in Review
-------------------	----------------



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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Pete Schramm, Licensing Examination Specialist		<b>2) Date when request submitted:</b> 1/15/2026 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>											
<b>3) Name of Board, Committee, Council, Sections:</b> Chiropractic Examining Board													
<b>4) Meeting Date:</b> 1/29/2026	<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>CE Course Approval Update</b>											
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <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> Per board request, a list of courses approved via expedited review since the last meeting.													
<b>11) Authorization</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Pete Schramm</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">1/29/2026</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Signature of person making this request</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Supervisor (if required)</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> <b>Date</b> </td> </tr> </table>				Pete Schramm	1/29/2026	<b>Signature of person making this request</b>	<b>Date</b>	<b>Supervisor (if required)</b>	<b>Date</b>	<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<b>Date</b>	
Pete Schramm	1/29/2026												
<b>Signature of person making this request</b>	<b>Date</b>												
<b>Supervisor (if required)</b>	<b>Date</b>												
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>													
<b>Date</b>													
<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.													

**COURSES APPROVED VIA EXPEDITED APPROVAL SINCE LAST MEETING**

<b>Provider Name</b>	<b>Provider #</b>	<b>Course Name</b>	<b>Course #</b>
CHIROPRACTIC SOCIETY OF WISCONSIN	50-49507	Reclamation 2026	20-1337519
CHIROPRACTIC SOCIETY OF WISCONSIN	50-49507	Winterfest 2026	20-1340012
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Challenges in Treating & Managing Cervical Radiculopathies	20-1341964
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Chiropractic Risk Management	20-1342781
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Cox Part III Cervical Spine	20-1337421
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Cox Part III Cervical Spine	20-1337353
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	COX Part IV Thoracic Spine	20-1336730
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Extremities Analysis & Adjustive Technique	20-1339537
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Hip & Pelvis: Assessment, Treatment & Techniques	20-1339479
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	How To Use Heart Rate and Neurology to Assess Adjustment Needs	20-1344453
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Implicit Bias Training	20-1342785
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Inflammation & Chronic Disease	20-1341906
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Learn Major Trigger Points	20-1339788
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Muscle Testing	20-1340161
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Post Isometric Relaxation (PIR)	20-1340192
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Professional Boundaries & Ethics	20-1345185
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Rehab Exercises	20-1339235
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Taping of the Shoulder	20-1339471
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	The Knee: Assessment, Kinesiology & Taping	20-1339507
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Treating & Managing Lumbar Radiculopathies	20-1341973
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Treating Common Sports Injuries	20-1339238
NATIONAL UNIVERSITY OF HEALTH SCIENCES	50-2746	Understanding the Thyroid	20-1342123
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	ACCRAAC 2026 Annual Education and Research Agenda	20-1347768
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Acoustic Wave/Shockwave Therapy Masterclass: Levels I and II	20-1339821
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Active Release Technique - Advanced Full Body	20-1346944
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Active Release Technique - Advanced Full Body Online	20-1336163
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Active Release Technique - Upper Extremity Level II	20-1347271

NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Children in Balance: The Microbiome as a Pathway to Resilience	20-1345931
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Evidence-Based Strategies in Neuro-Degenerative Cases: Structural, Chemical and Nutritional Perspectives	20-1345878
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Healing the Healer: From Surviving to Thriving in Clinical Practice	20-1336631
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	Integrative Approaches to Biotransformation: Clinical Applications of Nutrition in Detoxification Pathways	20-1342707
NORTHEAST COLLEGE OF HEALTH SCIENCES	50-2696	The Journey of Women's Health: Clinical Strategies from Menarche Through Menopause	20-1340144
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Applications of AI in Integrative Care: Responsibility, Tools and Strategies for Enhanced Practice	20-1341441
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Chiropractic Homecoming Symposium	20-1343563
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Chiropractic Homecoming Symposium - Livestream	20-1343580
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Foundations of Applied Kinesiology #1 of 4: Balancing Core and Spine	20-1342929
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Foundations of Applied Kinesiology #2 of 4: Pelvis and Lower Extremity	20-1342937
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Foundations of Applied Kinesiology #3 of 4: Upper Extremity	20-1342938
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Foundations of Applied Kinesiology #4 of 4: Cranial Imbalances and TMJ	20-1342940
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	50-2750	Longevity Strategies - Balancing the Brain and Body	20-1342411
PALMER COLLEGE OF CHIROPRACTIC	50-2716	2026 International Chiropractors Association: Diagnostic Imaging Part II	20-1301917
PALMER COLLEGE OF CHIROPRACTIC	50-2716	Palmer Florida Homecoming 2026	20-1334244
SHERMAN COLLEGE OF CHIROPRACTIC	50-10041	Discover Care Experience - 19 HOURS	20-1340489
SHERMAN COLLEGE OF CHIROPRACTIC	50-10041	Dr. Mo Knows Series 19	20-1337340
SHERMAN COLLEGE OF CHIROPRACTIC	50-10041	Garden State Chiropractic Society Convention 2026	20-1347385
SHERMAN COLLEGE OF CHIROPRACTIC	50-10041	Thompson Technique FIVE Categories	20-1318416
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	ASHI February 2026 Continuing Education Program	20-1341209
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR HYPERSENSITIVITIES AND THE IMMUNE SYSTEM	20-863174
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR MANAGEMENT OF COMMON CONDITIONS 301	20-863180
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR MANAGEMENT OF COMMON CONDITIONS 302	20-863182
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR NUTRITION 320	20-863342
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic TeleSeminar Nutrition 334	20-844015
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic TeleSeminar Nutrition 335	20-844017
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic TeleSeminar Nutrition 361	20-981012
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic TeleSeminar Nutrition 363	20-1339493
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR RESEARCH TRENDS 317	20-863520

UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic TeleSeminar Stroke and Manipulation 304	20-874422
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR XRAY 323	20-863642
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	CHIROPRACTIC TELESEMINAR XRAY 333	20-863662
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic Webinar Routine Visits are Often Far from Routine	20-1338518
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic Webinar The 4 Documentation Mistakes You're Probably Making	20-1343943
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic Webinar The Art of Laser Assisted Chiropractic Adjustment	20-1347541
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	Chiropractic Webinar The Biomechanics Evaluation and Treatment of the Sesamoid Complex	20-1347782
UNIV. OF BRIDGEPORT/ CHIROCREDIT.COM / ONLINECE.COM	50-4763	KMCU Webinar Establish Compliant Treatment Protocols to Triage Your Patients	20-900261
WISCONSIN CHIROPRACTIC ASSOCIATION	50-40798	Hypermobility: Clinical Challenges and Opportunities in Chiropractic Care	20-1343206
WISCONSIN CHIROPRACTIC ASSOCIATION	50-40798	Pediatrics and Pregnancy	20-1343164
WISCONSIN CHIROPRACTIC ASSOCIATION	50-40798	Shaping the Diagnosis: A Radiologic Guide to Vertebral Body Shape Changes	20-1347393
WISCONSIN CHIROPRACTIC ASSOCIATION	50-40798	The Mevalonate Pathway to Mitochondrial Health	20-1347551

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Dr. Damrow, Board Member</b>		<b>2) Date When Request Submitted:</b> 01/15/2026  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>	
<b>3) Name of Board, Committee, Council, Sections:</b> <b>Chiropractic Examining Board</b>			
<b>4) Meeting Date:</b> <b>01/29/2026</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> FCLB and NBCE Merger – 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 type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" 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>			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between;"> <div>             Will Johnson              _____  <b>Signature of person making this request</b> </div> <div>             01/15/2026              _____  <b>Date</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>             _____  <b>Supervisor (if required)</b> </div> <div>             _____  <b>Date</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>             _____  <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> </div> <div>             _____  <b>Date</b> </div> </div>			
<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 Board Admin Specialist prior to the start of a meeting.			