State of Wisconsin Department of Safety and Professional Services

4822 Madison Yards Way, PO Box 8366
Madison, WI 53708-8366

608.266.2112 | 877.617.1565
safety.wi.gov

Tony Evers, Governor
Dan Hereth, Secretary

HYBRID (IN-PERSON/VIRTUAL)
CHIROPRACTIC EXAMINING BOARD
Room N208, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Will Johnson (608) 266-2112
October 22, 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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of July 16, 2026 (4-5)

C. Reminders: Conflicts of Interest, Scheduling Concerns

D. Introductions, Announcements and Recognition

E. Administrative Matters – Discussion and Consideration
1. Department, Staff, and Board Updates
2. 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. Administrative Rule Matters – Discussion and Consideration (6-21)
1. Drafting: Chir 3, relating to renewal requirements **(7-21)**
2. Pending and Possible Rulemaking Projects

H. Education and Examination Matters – Discussion and Consideration (22-30)
1. CE Course Approval Update **(23-28)**
2. Proposed Procedure and Timeline for Expedited Course Audit **(29-30)**

I. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration
1. Travel Report: FCLB District Meeting – September 17-20, 2026, Ft. Walton, FL (Meschefske)

J. 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

K. 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.).

L. Credentialing Matters
1. Application Reviews
a. P.F.A. – Endorsement Application (IA-1015598) **(31-75)**

M. 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

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

Q. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

ADJOURNMENT

NEXT MEETING: TBD, 2027

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. To confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at https:\\dsps.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. Alternatively, reach the Meeting Staff by calling 608-267-7213.

VIRTUAL/TELECONFERENCE
CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
JULY 16, 2026

PRESENT: Barbara Bradley, James Damrow, Kris Erlandson *(arrived at 9:12 a.m.)*, Amy Heffernan, Daniel Meschefske

ABSENT: Kathleen Hendrickson

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 9:01 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Remove Item L.1.a. "25 CHI 0012 – Ray G. Roddan"*

MOTION: James Damrow moved, seconded by Daniel Meschefske, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 16, 2026

MOTION: Barbara Bradley moved, seconded by Amy Heffernan, to approve the Minutes of April 16, 2026, as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Kris Erlandson arrived at 9:12 a.m.

Introduction and Welcome: DSPS Secretary Hereth

MOTION: James Damrow moved, seconded by Barbara Bradley, to acknowledge and thank Secretary Hereth, for their appearance to the Board. Motion carried unanimously.

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

MOTION: Kris Erlandson moved, seconded by Barbara Bradley, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: James Damrow moved, seconded by Barbara Bradley, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:00 p.m.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and title of person submitting the request:	2) Date when request submitted:
Sofia Anderson – Administrative Rules Coordinator	10/12/2026
	Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting

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

Chiropractic Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
October 22, 2026	☒ **Yes** ☐ **No**	Administrative Rules Matters – Discussion and consideration 1. Drafting: Chir 3, relating to renewal requirements. 2. Pending and possible rulemaking projects.

7) Place Item in:	8) Is an appearance before the Board being scheduled? *(If yes, please complete **Appearance Request** for Non-DSPS Staff)*	9) Name of Case Advisor(s), if required:
☒ **Open Session** ☐ **Closed Session**	☐ **Yes** ☒ **No**	N/A

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

Attachments:

1. Scope Statement for Chir 3.
2. Chapter Chir 3 redline.

11) Authorization

SAnderson

10/12/2026

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**

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

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

Approved for publication:

Authorized Signature

11-6-25

Date Submitted

Approved for implementation:

Authorized Signature

01/29/2026

Date Submitted

Chapter Chir 3

LICENSURE

Chir 3.02 License renewal.

(1) REQUIREMENTS FOR RENEWAL. To renew and obtain a new license a licensee shall, by December 15 of the even-numbered year following initial licensure and every 2 years thereafter, file with the department all of the following:

(a) An application for renewal ~~on a form prescribed by the department~~.

(b) The fee required under s. 440.08 (2) (a), Stats.

(c) Verification that the licensee has, during the biennial period immediately preceding application, completed the continuing education requirement specified in s. ~~446.02 (1) (b), Stats.~~ Chir 5.01, except that the requirement may be waived if the licensee was not practicing in Wisconsin during that period. Licensees shall retain original documents showing attendance at programs for at least 4 years from the time that credit is claimed for the continuing education program. Licensees shall deliver their original documents or copies to the board upon request.

(d) Evidence that the licensee is certified in cardiopulmonary resuscitation or has been granted a waiver of the requirement by the board.

(e) Evidence that the applicant has current proficiency in the use of an automated external defibrillator.

~~**(2)** REQUIREMENTS FOR LATE RENEWAL. A licensee who fails to meet the requirements in sub. (1) by the renewal date shall cease and desist from practice as a chiropractor until all requirements for renewal are met. Within 5 years following the renewal date, a licensee may renew and obtain a new license by filing with the department the materials specified in sub. (1) and a late renewal fee specified in s. 440.08 (3) (a), Stats.~~

~~**(3)** REQUIREMENTS FOR REINSTATEMENT.~~

~~**(a)** *Reinstatement following failure to renew.* A licensee who fails to renew within 5 years of the renewal date may be reinstated by meeting requirements in sub. (2), completing continuing education requirements for the previous biennium, and may be required to take an examination prescribed by the board.~~

~~**(b)** *Reinstatement following disciplinary action.* An applicant for reinstatement of license following disciplinary action shall meet requirements in sub. (1) and may be required to successfully complete an examination as the board prescribes.~~

(2) RENEWAL WITHIN 5 YEARS. A licensee renewing a credential within 5 years after its expiration shall cease and desist from practice as a chiropractor until all the following requirements for renewal are met:

(a) Submit an application for renewal.

(b) Payment of the late fee required under s. 440.08 (3) (a), Stats.

(c) Provide evidence of one of the following:

1. The applicant has been engaged in clinical chiropractic case management at least 24 hours per week in one or more jurisdictions in which the applicant has a current license for at least 3 of the 5 years immediately preceding application in Wisconsin.

2. Completion of the continuing education requirement specified in s. 446.02 (1) (b), Stats., during the biennial period immediately preceding application. Licensees shall retain original documents showing attendance at programs for at least 4 years from the time that credit is claimed for the continuing education program. Licensees shall deliver their original documents or copies to the board upon request.

(d) Submit evidence that the licensee is certified in cardiopulmonary resuscitation or has been granted a waiver of the requirement by the board.

(e) Submit evidence that the applicant has current proficiency in the use of an automated external defibrillator.

(3) RENEWAL AFTER 5 YEARS. This subsection does not apply to a credential holder who has unsatisfied disciplinary requirements. A licensee who fails to renew within 5 years of the renewal date may be reinstated by meeting requirements in sub. (2) and the following additional requirements:

(a) Completing additional continuing education hours for the biennium immediately preceding the current renewal cycle.

(b) Successfully completing a practical examination demonstrating clinical competence which is acceptable to the board if the applicant has not been practicing in Wisconsin or another state and does not meet the practice requirements in sub. (2). The board will find acceptable any one of the following as an equivalent to a practical examination:

1. Part IV of the examination administered by the National Board of Chiropractic Examiners.

2. State practical exam from the endorsement candidate's jurisdiction.

3. Special purpose examination in chiropractic.

(c) Successfully completing a state law examination on the provisions of the Wisconsin statutes and administrative rules relating to chiropractic.

(4) REINSTATEMENT FOLLOWING DISCIPLINARY ACTION. An applicant for reinstatement of license following disciplinary action shall meet requirements in sub. (1) and the following additional requirements:

(a) Completing additional continuing education hours for the biennium immediately preceding the current renewal cycle.

(b) Submit evidence of completion of disciplinary requirements.

(c) Submit evidence of rehabilitation or change in circumstances warranting reinstatement, if applicable.

(d) At the board's discretion, a licensee may be required to take an examination prescribed by the board.

Chir 3.025 Reciprocal credentials for service members, former service members, and their spouses. A reciprocal license to practice chiropractic shall be granted to a service member, former service member, or the spouse of a service member or former service member who the board determines meets all of the requirements under s. 440.09 (2), Stats. Subject to s. 440.09 (2m), Stats., the board may request verification necessary to make a determination under this section.

Chir 3.03 Licensure by endorsement.

(1) QUALIFICATIONS. The board shall grant a license to a chiropractor who holds a valid license by the proper authorities of any other state or country provided the applicant:

(a) Does not have an arrest or conviction record subject to ss. 111.321, 111.322 and 111.335, Stats.

(b) Has graduated from a college of chiropractic accredited by the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accredited agency.

(c)

1. If the applicant first applied for a license to practice chiropractic in any state or country before July 1, 1960, the applicant must have graduated from a reputable college of chiropractic.

2. If the applicant first applied for a license to practice chiropractic in any state or country between July 1, 1960 and June 30, 1998, the applicant must have completed at least a minimum of 60 credits in post-secondary academic education at a college or university accredited by the Council on Chiropractic Education (CCE) or by an

agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency.

3. If the applicant first applied for a license to practice chiropractic in any state or country on or after July 1, 1998, the applicant must have graduated with a baccalaureate degree from a college or university accredited by the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency.

Note: Accrediting bodies nationally recognized by the secretary of the federal Department of Education include the New England Association of Schools and Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

(d) Has been engaged in clinical chiropractic case management at least 24 hours per week in one or more jurisdictions in which the applicant has a current license for at least 3 of the 5 years immediately preceding application in Wisconsin.

(e) Has successfully completed a practical examination demonstrating clinical competence which is acceptable to the board. The board will find acceptable any one of the following as an equivalent to a practical examination: ~~Part IV of the examination administered by the National Board of Chiropractic Examiners, the state practical exam from the endorsement candidate's jurisdiction, or the special purpose examination in chiropractic under par. (f).~~

1. Part IV of the examination administered by the National Board of Chiropractic Examiners.

2. State practical exam from the endorsement candidate's jurisdiction.

3. Special purpose examination in chiropractic under par. (f).

(f) Has successfully completed the special purpose examination in chiropractic, if the applicant has not completed one of the following:

1. Passed Parts I and II of the examination administered by the National Board of Chiropractic Examiners and a state practical exam from the endorsement candidate's jurisdiction.

2. Passed Parts I, II, III and IV of the examination administered by the National Board of Chiropractic Examiners.

(g) Has successfully completed a state law examination on the provisions of the Wisconsin statutes and administrative rules relating to chiropractic.

(h) Has not had a license or other credential limited, suspended or revoked by a licensing or regulatory authority in Wisconsin or other state or country.

(i) Has current proficiency in the use of an automated external defibrillator.

(2) APPLICATION PROCEDURE. Each applicant shall file a completed application on forms provided by the board. The application shall include all of the following:

(a) The signature of the applicant.

(b) The fee required under s. 440.05 (1), Stats.

(d) A certified transcript from a chiropractic college accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE) or by an agency approved by the United States Office of Education or its successor, or from a foreign school determined to be equivalent to an accredited college of chiropractic by the CCE or another approved accrediting agency, sent directly to the board by the college.

(e) A certified transcript verifying that the applicant has a bachelor's degree from a college or university accredited by an accrediting body nationally recognized by the United States Department of Education, or from a foreign school determined to be equivalent to an accredited college or university by an approved accrediting agency, if the applicant first applies for any license to practice chiropractic in any jurisdiction on or after July 1, 1998. The transcript shall be sent directly to the board by the college or university.

(f) Verification of successful completion of a practical examination, or its equivalent, demonstrating clinical competence which is accepted by the board. The verification shall be forwarded directly to the board from the state that administered the examination or from the national board.

(g) Proof of successful completion of the special purpose examination in chiropractic or Parts I, II, III, and IV of the examination of the national board of chiropractic examiners. The proof of completion shall be forwarded directly to the board from the institution that administered the examination.

(h) Proof of successful completion of the state law examination.

(i) Verification of licensure status in all states in which the applicant is or has been licensed to practice chiropractic.

(j) Information requested by the board relating to any convictions or pending charges for criminal offenses.

~~**Note:** Applications are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.~~

Note: Instructions for applications can be found on the department of safety and professional services' website at http://dsps.wi.gov.

Chir 3.035 Temporary chiropractic permits.

(1) The board may grant a temporary permit to practice chiropractic to any chiropractor who files an application prescribed by the board, pays the fee required under s. 440.05 (6), Stats., and meets all of the following conditions:

(a) The applicant has a chiropractic license in good standing in another jurisdiction and has no disciplinary action pending in connection with any chiropractic license the applicant holds.

(b) The applicant will be practicing chiropractic only as a chiropractor for participants in an athletic or performing arts event, or as an instructor in a specific chiropractic education seminar approved for continuing education by the board.

(c) The applicant has current proficiency in the use of an automated external defibrillator.

~~**Note:** Applications are available upon request from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.~~

Note: Instructions for applications can be found on the department of safety and professional services' website at http://dsps.wi.gov.

(2) The board may issue a temporary permit to practice chiropractic to an individual who is licensed to practice chiropractic in another state or country. The applicant for a temporary permit shall inform the board, in writing, of the locations at which and the dates on which the applicant or holder of the temporary permit requests to practice under the temporary permit and shall request the issuance of a temporary permit. The board may issue a temporary permit for a reasonable time period based on the activity.

(3) A chiropractor holding a temporary permit to practice chiropractic may not use the temporary permit to provide relief services or practice coverage for the practice of any chiropractor licensed in this state. All temporary permits issued by the board shall bear the legend "limited to sporting or performing arts events and approved educational purposes."

(4) A temporary permit may be denied or revoked for any of the following reasons:

(a) Violation of any provision of ch. 446, Stats., or ch. Chir 6.

(b) Failure to pay the fees required under s. 440.05 (6), Stats.

(c) Provision of fraudulent or misrepresented information on the application for a temporary permit.

Chir 3.04 Display of license. The license shall be displayed in a prominent place by every person licensed and currently registered by the board.

Chir 3.05 Change of name and address. Every licensee shall report his or her address to the department and shall notify the board of a change of name or address within 30 days of the change.

Chir 3.06 Professional title. A licensee shall use the suffix "D.C." or "Chiropractor" immediately following his or her surname for proper identification. The title "Doctor" or "Dr." may be used if "Chiropractor" is used following the name.

Chir 3.07 Professional liability insurance. Every chiropractor practicing in the state of Wisconsin shall have professional liability insurance coverage in effect at all times in the amount of at least $100,000 for each occurrence and $300,000 for all occurrences in one year. The board may conduct random audits of chiropractors licensed and practicing in this state, and institute disciplinary proceedings against any chiropractor who fails to submit proof that he or she has insurance coverage meeting the minimum limits required by this section.

Chir 3.08 Limited liability entities.

(1) A chiropractor may practice with or in a business that is organized as a limited liability organization under the laws of this state, including a limited liability partnership, a service corporation, and limited liability company.

(2) A chiropractor may not practice with or in a business organized so that a person other than a chiropractor has the right to direct or control the professional judgment of the chiropractor. This restriction does not prohibit a chiropractor from working with or in a business organized so that someone other than the patient pays the chiropractor's fee or salary, provided the fee or salary arrangements do not modify the chiropractor's obligation to his or her patient.

(3) Nothing in this section shall relieve a chiropractor from personal liability for any acts, errors or omissions of the chiropractor arising out of the performance of professional services.

(4) Nothing in this section shall relieve a chiropractor from the requirement that every practicing chiropractor shall have in effect professional liability insurance in the amounts required by the board in s. Chir 3.07.

Chir 3.09 Cardiopulmonary resuscitation certification. Every chiropractor shall obtain certification in cardiopulmonary resuscitation at least every 2 years. The board may grant a waiver of this requirement in cases of hardship or retirement from practice.

Chapter Chir 10

DELEGATION TO CHIROPRACTIC TECHNICIANS, CHIROPRACTIC RADIOLOGICAL TECHNICIANS, AND HEALTH CARE PROFESSIONALS

Chir 10.01 Definitions. In this chapter:

(1) "Adjunctive services" means services which are preparatory or complementary to the practice of chiropractic. "Adjunctive services" include the taking and preparation of a preliminary patient history and providing physiotherapy treatment. "Adjunctive services" does not include making a chiropractic diagnosis, analyzing a diagnostic test, or performing a chiropractic adjustment.

(1g) "Massage therapy" or "bodywork therapy" has the meaning given in s. 460.01 (4), Stats.

(1r) "Physiotherapy treatment" means the therapeutic use of physical agents or means, including heat, cold, light, air, water, sound, electricity, massage therapy or bodywork therapy, and physical exercise with and without assistive devices, to treat or manage injury, disease, bodily defects, or bodily weaknesses.

(2) "Preliminary patient history" means the process of taking patient vitals and gathering baseline data regarding a patient, including the nature of the chief complaint, family history, and medical history. The "preliminary patient history" is intended to provide a starting point for further inquiry by the chiropractor into the patient's condition.

Chir 10.015 Chiropractic technician course of study. The board shall grant certification as a chiropractic technician to an applicant who satisfies the requirements under s. 446.026 (2) (a), Stats. The course of study required under s. 446.026 (2) (a) 3., Stats., shall be one of the following:

(1) A course of study meeting all of the following requirements:

(a) The course of study shall include a prerequisite 4-hour therapeutic overview course covering chiropractic technician scope of practice, anatomy, and contraindications followed by all of the following:

1. Four hours of instruction in gathering baseline data regarding a patient.

2. Four hours of instruction in taking patient vitals.

(b) The course of study shall include a final assessment of competency of the didactic and clinical components of the program.

(c) The course of study shall be conducted by individuals who have specialized education, training, or experience by reason of which the individuals should be considered qualified concerning chiropractic technician scope of practice, anatomy, contraindications, and taking and preparing a preliminary patient history.

(2) A course of study the board determines is reasonably equivalent to the course of study under sub. (1).

Chir 10.02 Delegation of adjunctive services to a chiropractic technician. A chiropractor may delegate the performance of an adjunctive service to a chiropractic technician if all of the following conditions are met:

(1) The chiropractor maintains records or ensures the chiropractor's employer maintains records that verify the chiropractic technician is certified under ch. 446, Stats.

(2) For the delegation of massage therapy or bodywork therapy, the chiropractor maintains records or ensures the chiropractor's employer maintains records that verify the chiropractic technician is licensed under ch. 460, Stats.

(3) For the delegation of adjunctive services other than massage therapy or bodywork therapy and taking and preparing preliminary patient histories, the chiropractor maintains records or ensures the chiropractor's employer maintains records that verify the chiropractic technician has successfully completed a didactic and clinical training program approved by the board and covering the performance of the delegated service. Successful completion of a training program is demonstrated by attaining proficiency in the delivery of that service to minimally competent chiropractic practice standards as measured by objective knowledge and skills testing. The didactic and clinical training program shall meet or be determined by the board to be reasonably equivalent to all of the following criteria:

(a) The program constitutes an organized program of learning that contributes directly to the professional competency of a chiropractic technician to perform the delegated service.

(b) The program pertains to subject matters that integrally relate to the performance of the delegated service.

(c) The program is conducted by individuals who have specialized education, training, or experience by reason of which the individuals should be considered qualified concerning the performance of the delegated service.

(d) The program fulfills pre-established goals and objectives.

(e) The program provides proof of attendance.

(f) The program includes a final assessment of competency of the didactic and clinical components of the program.

(g) If the program includes instruction in one or more of the subject matters under subds. 1. to 7., the instruction shall meet the following requirements:

1. Instruction in the performance of thermotherapy and cryotherapy shall comprise one hour.

2. Instruction in the performance of electrotherapy shall comprise 3 hours.

3. Instruction in the performance of therapeutic ultrasound shall comprise 3 hours.

4. Instruction in the performance of light therapy shall comprise 3 hours.

5. Instruction in the performance of surface electromyography shall comprise 3 hours.

6. Instruction in the performance of mechanical therapy and decompression shall comprise 3 hours and may not include instruction in manual traction or manipulation.

7. Instruction in exercise and rehabilitation shall comprise 24 hours and include all of the following topics:

a. Basic functional anatomy.

b. Kinesiology and joint movement.

c. Indications and contraindications.

d. Recordkeeping and reporting.

e. Scope of practice.

f. Baselines assessment, outcomes, and goals.

(4) The chiropractor exercises direct, on-premises supervision of the chiropractic technician performing the delegated service.

(5) The chiropractor retains ultimate responsibility for the manner and quality of the service.

Chir 10.023 Delegation of adjunctive services to a health care professional. A chiropractor may delegate the performance of an adjunctive service to a health care professional if all of the following conditions are met:

(1) The performance of the adjunctive service is within the scope of the health care professional's license, registration, or certification.

(2) The chiropractor maintains records or ensures the chiropractor's employer maintains records that verify the health care professional's license, registration, or certification is current.

(3) The chiropractor exercises direct, on-premises supervision of the health care professional performing the delegated adjunctive service.

(4) The chiropractor retains ultimate responsibility for the manner and quality of the service.

Chir 10.024 Delegation of adjunctive services to individuals trained as medical assistants. A chiropractor may delegate the performance of an adjunctive service to an individual described under s. 446.02 (7) (a) 3., Stats., if all of the following conditions are met:

(1) The individual is qualified, through education, training, or experience, to perform the adjunctive service.

(2) The chiropractor maintains records or ensures the chiropractor's employer maintains records that verify the individual's training is current.

(3) The chiropractor exercises direct, on-premises supervision of the individual performing the delegated adjunctive service.

(4) The chiropractor retains ultimate responsibility for the manner and quality of the service.

Chir 10.025 Chiropractic radiological technician course of study. The board shall grant certification as a chiropractic radiological technician to an applicant who satisfies the requirements under s. 446.025 (2) (a), Stats. The course of study required under s. 446.025 (2) (a) 3., Stats., shall be one of the following:

(1) A course of study meeting all of the following requirements:

(a) The course of study shall comprise 48 hours, including all of the following topics:

1. Introduction to x-ray examination.

2. Physics of x-ray examination.

3. Anatomy.

4. Patient position.

5. Safety measures.

6. Machine operation.

7. Exposure techniques and accessories.

8. Processing and dark room techniques.

9. Film critique and quality assurance.

10. Professionalism.

11. Recordkeeping.

12. Emergency procedures summary.

(b) The course of study shall include a final assessment of competency of the didactic and clinical components of the program.

(c) The certification program shall have a chiropractor licensed under ch. 446, Stats., present in the facility and available to the students of the course of study.

(2) A course of study the board determines is reasonably equivalent to the course of study under sub. (1).

Chir 10.03 X-ray services. As provided under s. 446.02 (7) (d), Stats., a chiropractor may delegate x-ray services only to a chiropractic radiological technician or a health care professional acting within the scope of the health care professional's license, registration, or certification. A chiropractor shall comply with s. Chir 4.04 before delegating the performance of x-ray services to a chiropractic radiological technician or a health care professional.

Chir 10.04 Renewal of chiropractic technician certification (1) REQUIREMENTS FOR RENEWAL WITHIN 5 YEARS**.** To renew and maintain a valid certification as a chiropractic technician, a certified chiropractic technician shall, by the renewal date established by the department under s. 440.08 (2) (a), Stats., file with the department all of the following:

(a) An application for renewal.

(b) The fee required under s. 440.08 (2) (a), Stats.

(c) Verification that the certificate holder has, during the biennial period immediately preceding application, completed the continuing education requirement specified under s. Chir 5.01.

(2) REQUIREMENTS FOR RENEWAL AFTER 5 YEARS**.** A chiropractic technician who fails to meet the requirements in sub. (1) by the renewal date shall cease and desist from practice as a chiropractic technician until the following requirements are met:

(a) Submit an application for renewal.

(b) The late fee required under s. 440.08 (3) (a), Stats.

(c) Verification that the certificate holder has completed the continuing education requirement specified under s. Chir 5.01, for both the current biennium and the biennium immediately preceding the current renewal cycle.

(e) Submit evidence satisfactory to the board that the certificate holder has completed a course of study that meets the standards under s. Chir 10.015.

(4) REINSTATEMENT FOLLOWING DISCIPLINARY ACTION. An applicant for reinstatement of certification following disciplinary action shall meet requirements in sub. (1) and the following additional requirements:

~~(a)~~ Completing additional continuing education hours for the biennium immediately preceding the current renewal cycle.

(b) Submit evidence of completion of disciplinary requirements.

(c) Submit evidence of rehabilitation or change in circumstances warranting reinstatement, if applicable.

Chir 10.05 Renewal of chiropractic radiological technician certification (1) REQUIREMENTS FOR RENEWAL WITHIN 5 YEARS**.** To renew and maintain a valid certification as a chiropractic radiological technician, a certified chiropractic radiological technician shall, by the renewal date established by the department under s. 440.08 (2) (a), Stats., file with the department all of the following:

(a) An application for renewal.

(b) The fee required under s. 440.08 (2) (a), Stats.

(c) Verification that the certificate holder has, during the biennial period immediately preceding application, completed the continuing education requirements specified under s. Chir 5.01.

(2) REQUIREMENTS FOR RENEWAL AFTER 5 YEARS**.** A chiropractic technician who fails to meet the requirements in sub. (1) by the renewal date shall cease and desist from practice as a chiropractic radiological technician until the following requirements are met:

(a) Submit an application for renewal.

(b) The late fee required under s. 440.08 (3) (a), Stats.

(c) Provide evidence of one of the following:

1. A passing score on the final examination of an approved chiropractic radiological technician course.

2. Completion of a chiropractic radiological course of study that meets the standards under s. Chir 10.025, if the applicant did not receive a passing grade in the final exam under subd. 2.

(4) REINSTATEMENT FOLLOWING DISCIPLINARY ACTION. An applicant for reinstatement of certification following disciplinary action shall meet requirements in sub. (1) and the following additional requirements:

~~(a)~~ Completing additional continuing education hours for the biennium immediately preceding the current renewal cycle.

(b) Submit evidence of completion of disciplinary requirements.

(c) Submit evidence of rehabilitation or change in circumstances warranting reinstatement, if applicable.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Pete Schramm, Licensing Examination Specialist		**2) Date when request submitted:** 10/9/2026 **Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting**	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: 10/22/2026	**5) Attachments:** ☒ Yes ☐ No	**6) How should the item be titled on the agenda page?** Course Approval Update	
7) Place Item in: ☒ Open Session ☐ Closed Session	**8) Is an appearance before the Board being scheduled?** *(If yes, please complete Appearance Request for Non-DSPS Staff)* ☐ Yes ☐ No	**9) Name of Case Advisor(s), if required:**	
10) Describe the issue and action that should be addressed: Listing of courses approved in an expedited fashion since the last meeting			
11) Authorization			
Pete Schramm **Signature of person making this request**		10/9/2026 **Date**	
Supervisor (if required)		**Date**	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		**Date**	

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

COURSES APPROVED VIA EXPEDITED APPROVAL SINCE LAST MEETING

Provider Name	Course Name	Course #
CHIROCREDIT.COM / ONLINECE.COM	ASHI Webinar August 2026	20-1384508
CHIROCREDIT.COM / ONLINECE.COM	ASHI Webinar September 2026	20-1384824
CHIROCREDIT.COM / ONLINECE.COM	Chiropractic TeleSeminar Management of Common Conditions 305	20-899787
CHIROCREDIT.COM / ONLINECE.COM	Chiropractic Webinar Whiplash Essentials - The Must Know Topics	20-1384929
CHIROCREDIT.COM / ONLINECE.COM	Chiropractic Webinar Whiplash Practical Management	20-1386581
CHIROPRACTIC SOCIETY OF WISCONSIN	Fall Experience-2026	20-1392871
CHIROPRACTIC SOCIETY OF WISCONSIN	Five Pillars of Chronic Pain_2026	20-1390019
CHIROPRACTIC SOCIETY OF WISCONSIN	Gonstead Seminar 2026	20-1377409
CHIROPRACTIC SOCIETY OF WISCONSIN	Shockwave Therapy in Modern Musculoskeletal Care_2026	20-1389960
CHIROPRACTIC SOCIETY OF WISCONSIN	The Endogenous Incretin Edge - 2026	20-1401772
CHIROPRACTIC SOCIETY OF WISCONSIN	The Second Factor in Chiropractic - 2026	20-1401773
CHIROPRACTIC SOCIETY OF WISCONSIN	Thoughts, Traumas, and Toxins: A Comprehensive Clinical Approach_2026	20-1390218
INTERNATIONAL CHIROPRACTIC PEDIATRIC ASSOCIATION	Adjusting for Birth: Maternal Biomechanics and the Effects of Fetal Positioning	20-1400980

INTERNATIONAL CHIROPRACTIC PEDIATRIC ASSOCIATION	Advanced Perinatal Clinical Application	20-1406746
INTERNATIONAL CHIROPRACTIC PEDIATRIC ASSOCIATION	Pregnancy, Birth, and Infancy from the Babys Perspective	20-1399366
INTERNATIONAL CHIROPRACTIC PEDIATRIC ASSOCIATION	Understanding and Managing Concussion for the Family Wellness Practitioner	20-1386382
INTERNATIONAL CHIROPRACTORS ASSOCIATION	The Chiropractic Path in Pediatrics 2026	20-1395427
INTERNATIONAL CHIROPRACTORS ASSOCIATION	The Forum 2026; ICA Upper Cervical Conference	20-1377843
LIFE UNIVERSITY	48th CBP Annual Conference	20-1375641
LIFE UNIVERSITY	CBP Advanced Certification Series	20-1355373
LIFE UNIVERSITY	ChiroFEST	20-1384730
LIFE UNIVERSITY	Life Vision Extravaganza 2026	20-1384741
LIFE UNIVERSITY	NeuroTonal Pediatrics Seated Cervical NeuroTonal Analysis & Adjusting Breakout	20-1357639
LIFE UNIVERSITY	Stem Wave Clinical Series: Lower Extremity Assessment & Supportive Procedures	20-1380582
LIFE UNIVERSITY	The Non-Surgical Knee Certificate Class	20-1386600
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Chiropractic Fall Expo	20-1395597
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Common Concerns You See in Imaging with Case Studies	20-1398397
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Inflammation & Chronic Disease	20-1403281

NATIONAL UNIVERSITY OF HEALTH SCIENCES	Lumbar and Cervical Oddities in Imaging	20-1407562
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Musculoskeletal Imaging & Surprises: Case Reviews, MRI's & Modalities	20-1396124
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Nutritional Inflammation	20-1383366
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Recognizing Adrenal Fatigue	20-1383252
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Simple Keys to Longevity and Reducing Heavy Metal and Chemical Toxins	20-1385556
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Simple Keys to Longevity and reducing heavy metal and chemical toxins	20-1406087
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Taping Techniques & Sports Chiropractic	20-1386162
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Treating & Managing Lumbar Radiculopathies	20-1398276
NATIONAL UNIVERSITY OF HEALTH SCIENCES	Treatment & Taping for Common Injuries & the Athletic Patient	20-1407784
NATIONAL UNIVERSITY OF HEALTH SCIENCES	What's New With Insurance, Billing & Coding	20-1396068
NORTHEAST COLLEGE OF HEALTH SCIENCES	Alumni Weekend 2026: Learn, Connect, Lead	20-1388968
NORTHEAST COLLEGE OF HEALTH SCIENCES	Alumni Weekend 2026: Learn, Connect, Lead	20-1388970
NORTHEAST COLLEGE OF HEALTH SCIENCES	The Modern Woman's Health Through All Life's Stages	20-1387072
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	Cranio-Sacral Therapy	20-1385524
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	Final Chiro Countdown (In Person)	20-1404677

NORTHWESTERN HEALTH SCIENCES UNVIERSITY	Final Chiro Countdown (Livestream)	20-1404696
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	Great Lakes Conference - The Root Cause Revolution - In person	20-1399569
NORTHWESTERN HEALTH SCIENCES UNVIERSITY	Mastering Clinical Master Tung's Acupuncture	20-1390310
PALMER COLLEGE OF CHIROPRACTIC	Palmer College of Chiropractic Davenport Homecoming 2026	20-1389251
PALMER COLLEGE OF CHIROPRACTIC	Palmer Online: #6 Radiology Grand Rounds Webinar 2026	20-1395371
PALMER COLLEGE OF CHIROPRACTIC	Palmer Online: #7 Radiology Grand Rounds Webinar 2026	20-1395453
PALMER COLLEGE OF CHIROPRACTIC	Palmer Online: #8 Radiology Grand Rounds Webinar 2026	20-1395435
SHERMAN COLLEGE OF CHIROPRACTIC	2026 Blair Chiropractic Conference	20-1388443
SHERMAN COLLEGE OF CHIROPRACTIC	Atlas Masters Instrument Adjusting Conference	20-1394647
SHERMAN COLLEGE OF CHIROPRACTIC	Dr Mo Knows Chiropractic Neuroscience Training Program	20-1388419
SHERMAN COLLEGE OF CHIROPRACTIC	FOCUS Level II	20-1390058
SHERMAN COLLEGE OF CHIROPRACTIC	Integrate Care Experience	20-1391379
SHERMAN COLLEGE OF CHIROPRACTIC	Mile High Chiropractic Movement	20-1383329
SHERMAN COLLEGE OF CHIROPRACTIC	NUCCA 2026 Fall Conference	20-1398640
SHERMAN COLLEGE OF CHIROPRACTIC	Results Chiropractic September Showcase	20-1383523

SHERMAN COLLEGE OF CHIROPRACTIC	Syntropy: Upper Cervical + Module C	20-1394873
TEXAS CHIROPRACTIC COLLEGE	Beyond Hormones	20-1383864
TEXAS CHIROPRACTIC COLLEGE	FROZEN SHOULDER THE TRUTH, THE FACTS AND THE SHORTER JOURNEY	20-1381972
TEXAS CHIROPRACTIC COLLEGE	-Nutritional Integration of the Healing Arts:The Immune Clock of Aging	20-1382025
TEXAS CHIROPRACTIC COLLEGE	Restoring Systems Function: Why Nutritional Purity, Potency, and Digestive Health Matter	20-1382260
UNIVERSITY OF BRIDGEPORT	Evidence Based Knowledge and Skill Building for the Chiropractic Clinician & Expert	20-1398188
UNIVERSITY OF BRIDGEPORT	Neuromusculoskeletal Medicine Symposium	20-1383220
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 Fall Convention - Fri Sep 25, 2026	20-1391691
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 Fall Convention - Sat Sep 26, 2026	20-1391701
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 Fall Convention - Sun Sep 27, 2026	20-1391732
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 Fall Convention - Thu Sep 24, 2026	20-1391220
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 WCA Womens Health and Wellness Forum	20-1378206
WISCONSIN CHIROPRACTIC ASSOCIATION	2026 WCA Womens Health and Wellness Forum - Picture Perfect	20-1406421
WISCONSIN CHIROPRACTIC ASSOCIATION	Activate Peak Potential: Innovative Treatments for Enhanced Patient Care and Performance	20-1404261
WISCONSIN CHIROPRACTIC ASSOCIATION	Beyond Burnout: A Nervous System-Based Approach to Patient Care	20-1398444

WISCONSIN CHIROPRACTIC ASSOCIATION	Beyond GLP-1: Restoring Satiety Biology with Nutrition, Botanicals, and Lifestyle	20-1404286
WISCONSIN CHIROPRACTIC ASSOCIATION	Chiropractic Nutrition Counseling Module 1	20-1391830
WISCONSIN CHIROPRACTIC ASSOCIATION	Chiropractic Nutrition Counseling Module 2	20-1398436
WISCONSIN CHIROPRACTIC ASSOCIATION	Chiropractic Nutrition Counseling Module 3	20-1398439
WISCONSIN CHIROPRACTIC ASSOCIATION	Chiropractic Nutrition Counseling Module 4	20-1398442
WISCONSIN CHIROPRACTIC ASSOCIATION	Delivering Quality Outcomes in Upper and Lower Extremity Conditions Workshop for Sports Injuries and Athletic Performance	20-1398885
WISCONSIN CHIROPRACTIC ASSOCIATION	Golfing Injuries Diagnosis and Management	20-1389712
WISCONSIN CHIROPRACTIC ASSOCIATION	Navigating Chronic Health Trends-Best Time to Be a Chiropractor	20-1391403
WISCONSIN CHIROPRACTIC ASSOCIATION	Online Convention Seminar Series	20-1393192
WISCONSIN CHIROPRACTIC ASSOCIATION	Professional Boundaries Series - 4 Courses	20-1391407
WISCONSIN CHIROPRACTIC ASSOCIATION	Red Flags for the CT-CRT	20-1398888

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and title of person submitting the request:	2) Date when request submitted:
Pete Schramm, Licensing Examination Specialist	10/9/2026
	Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting

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

Chiropractic Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
10/22/2026	☒ Yes ☐ No	Proposed Procedure and Timeline for Expedited Course Audit

7) Place Item in:	8) Is an appearance before the Board being scheduled? *(If yes, please complete Appearance Request for Non-DSPS Staff)*	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session	☐ Yes ☐ No	

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

Review of the proposed process to conduct the 10% audit of courses approved via expedited review for the 2025-2025 biennium

11) Authorization

Pete Schramm — 10/9/2026

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**

Directions for including supporting documents:
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Revised 07/2019

Proposed Expedited Review Audit Process and Timeline

*Specific dates subject to change per legal review

November 2-6	2025-2026 reviews completed, programs randomly selected. Each sponsor will be asked for 10% of their programs, rounded up to the nearest number.
November 9-25	Sponsors are notified of selected programs and requested to submit complete application files including full timed content outline and instructor CVs
November 30-December 18	Liaisons receive program packets for review. Courses will be divided evenly among liaisons. No one liaison will receive all of a specific course sponsors' programs. Liaisons will complete a form denoting that each program was approved or denied.
December 21-January 4	Staff will process the reviews and prepare the system for the 2027-2028 biennium to begin. Sponsors will be notified of the results of the audit. In the event of a failure, the sponsor will be informed of the issues, the appeal process, and changes for the first six months of the 2027-2028 biennium.
January Board Meeting	Similar to previous reviews, any failure can be appealed to the full board. Failures can be overturned and programs returned to expedited review.
June 15, 2027	Programs that failed the review may return to expedited review if all other conditions are met.