



STATE OF WISCONSIN
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Governor Scott Walker Secretary Dave Ross

CHIROPRACTIC EXAMINING BOARD
Room 121C, 1400 E. Washington Avenue, Madison
Contact: Tom Ryan (608) 261-2378
March 14, 2013

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

8:30 a.m.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Welcome New Member-Patricia Schumacher

B. Adoption of Agenda (1-3)

C. Approval of Minutes-January 24, 2013 (5-8)

D. Secretary Matters

E. Executive Director Matters

- 1) Staff Updates
- 2) Paperless Initiative (9-12)

F. Election of Board Officers and Appointment of Liaisons (13)

G. Monitoring Liaison Roles and Delegated Authorities (15-18)

H. Preceptor Approvals (19-20)

	<u>Chiropractor</u>	<u>Lic. Granted</u>
<u>Palmer</u>	Louis Chudy	12/10/1987
	Linda Lorenz	12/13/1990
	John Petry	09/24/2002
	Kevin Schultz	04/01/2001

I. Education and Examination Matters

- 1) **APPEARANCE** – Jill Remy, Aaron Knautz and Bea Beasley: Options to Accommodate Administration of the Chiropractic Examining Board to More Than 12 Candidates (21-25)

J. Legislative/Administrative Rule Matters

K. Practice Matters

- 1) Review of Cold Laser Position Paper and FAQs. **(27-30)**

L. Speaking Engagement(s), Travel, or Public Relation Request(s)

- 1) Designating Board Representatives to the National Board of Chiropractic Examiners Annual Meeting May 3, 2013 and the Federation of Chiropractic Licensing Boards Annual Meeting, May 1-5, 2013 in San Francisco. **(31-40)**

M. Informational Items

N. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) DLSC Matters
- 7) Executive Director Matters
- 8) Education and Examination Matters
- 9) Credentialing Matters
- 10) Preceptor Approvals
- 11) Class 1 Hearing(s)
- 12) Practice Matters
- 13) Legislation/Administrative Rule Matters
- 14) Liaison Report(s)
- 15) Informational Item(s)
- 16) Speaking Engagement(s), Travel, or Public Relation Request(s)

- O. Public Comments (*Members of the public shall limit their comments to no more than two minutes in length so that the Board may accomplish its business without undue delay*).

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)

P. Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)

- 1) Scott L. Harris, D.C. – 06 CHI 053 **(41-45)**
 - o Case Advisor: James Koshick

Q. DLSC Matters

- 1) Case Status Report **(47)**
- 2) Case Closing(s)
 - a. 11 CHI 018 **(49-51)**

R. Monitoring (53-54)

- 1) James J. Fink, D.C.-Requesting Termination of Suspension **(55-77)**
- 2) Richard L. Horaitis, D.C.-Requesting Return of Full Licensure **(79-100)**

S. Deliberation of Items Received After Printing of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) DLSC Matters
- 5) Class 1 Hearings
- 6) Monitoring Matters
- 7) Professional Assistance Procedure (PAP) Matters
- 8) Petition(s) for Summary Suspensions
- 9) Petition(s) for Extension of Time
- 10) Proposed Stipulations, Final Decisions and Orders
- 11) Administrative Warnings
- 12) Proposed Decisions
- 13) Matters Relating to Costs
- 14) Motions
- 15) Petitions for Rehearing
- 16) Formal Complaints
- 17) Case Closings
- 18) Appearances from Requests Received or Renewed

T. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

ADJOURNMENT

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**CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
JANUARY 24, 2013**

Present: Jim Koshick, Jodi Griffith, John Church, Wendy Henrichs, Kathleen Schneider

Staff: Tom Ryan, Executive Director; Yolanda McGowan, Legal Counsel; David Carlson, Communications Specialist; and other Department staff

Wendy Henrichs, Board Chair, called the meeting to order at 8:33 a.m. A quorum of five members was confirmed.

ADOPTION OF AGENDA

Amendments:

- Item G, add two preceptor approvals (Wepner and Diciaula)
- I.1.a. (unredacted items attachment)
- I.2.a (Cost Memo attachment)
- Item V2. (Review of on-line CE for S.T.)

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jim Koshick moved, seconded by Kathleen Schneider, to approve the minutes of October 4, 2012 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2013

CHAIR

NOMINATION: Jim Koshick nominated Wendy Henrichs as Board Chair, Tom Ryan called three times for other nominations for the offices of Board Chair. Wendy Henrichs was elected as Chair unanimously.

VICE CHAIR

NOMINATION: Jodi Griffith nominated Jim Koshick, as Board Vice Chair, Tom Ryan called three times for other nominations for the offices of Board Vice Chair. Jim Koshick was elected as Vice Chair.

SECRETARY

NOMINATION: Jim Koshick nominated Jodi Griffith as Board Secretary, Tom Ryan called three times for other nominations for the offices of Board Secretary. Jodi Griffith was elected as Secretary.

2013 ELECTION RESULTS	
Chair	Wendy Henrichs
Vice Chair	Jim Koshick
Secretary	Jodi Griffith

MOTION: Jim Koshick moved seconded by Jodi Griffith, that in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or

experience in the profession is required to carry out the duties of Board in accordance with the law. Motion carried unanimously.

MOTION: Jim Koshick moved seconded by Kathleen Schneider, to deny the request of Peter Slane for CPR/AED waiver. Motion carried unanimously.

MOTION: John Church moved, seconded by Jim Koshick, to approve all preceptors. Motion carried unanimously.

MOTION: Jodi moved, seconded by John Church postceptor application for Tad Diciaula. Motion carried unanimously.

BOARD MEMBER APPOINTMENTS

Board Chair Wendy Henrichs made the following board member appointments for 2013;

- **Preceptor Liaison:** Jodi Griffith
- **Practical Exam Liaison:** Jim Koshick
- **Exam Workgroup:** John Church, Jodi Griffith, Jim Koshick
- **Continuing Education (CE) Liaison:**
 - 1) John Church
 - 2) Wendy Henrichs (alternate)
- **Credentialing Liaisons:** Jodi Griffith
- **Division of Legal Services and Compliance Monitoring Liaison:** Jim Koshick

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to approve the Chair's appointments. Motion carried unanimously.

Note: There was no change made to the Screening Panel membership which is James Koshick; Jodi Griffith and Kathleen Schneider

MOTION: Jim Koshick moved seconded by Kathleen Schneider, to clarify that applicants who have not yet graduated are not prohibited from taking the practical exam. Motion carried unanimously.

The Board decided by consensus to review its rules in view of Executive Order 61 and its policy statements in view of Executive Order 50. For both, the Board decided that the entire Board would review the rules and policy statements as a group, at meetings, starting with the next meeting.

CLOSED SESSION

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.). Roll Call Vote: Jim Koshick - yes; Jodi Griffith - yes; John Church - yes; Wendy Henrichs – yes; Schneider. Open session recessed at 11:14 a.m.

RECONVENE TO OPEN SESSION

MOTION: John Church moved, seconded by Kathleen Schneider, to reconvene in open session at 1:42 p.m. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith to reflect that the content and fee for the April practical exam will remain the same. To reduce costs, the following was determined: that the training will be held at the DSPS offices instead of the hotel and the Examiner compensation will be \$350 per examiner per day. Motion carried unanimously.

Note: The Board's motion assumes a break-even point of 13 examinees. The Board also assumes that more than 13 and possibly as many as 20 candidates will sit for the April examination, which will allow some payment toward the deficit. Projected revenues and expenses will be evaluated as the final count of candidates is clarified. Other options, such as reducing the number of scenarios so that the examination can be held at the DSPS offices, and a reduction in the examination fee, may be considered after the April examination.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Kathleen Schneider moved, seconded by John Church, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matters:

- 10 CHI 052-Jeremy J. Fritz, D.C.
- 11 CHI 010-Richard L. Olson, D.C.
- 11 CHI 027-Dale R. Alt, D.C.
- 11 CHI 037-James Schiavo, D.C.
- 11 CHI 055-Daniel R. Eugster, D.C.

Motion carried unanimously.

CASE CLOSING

MOTION: Kathleen Schneider moved, seconded by John Church, to close case 12 CHI 024 for insufficient evidence. Motion carried unanimously.

MONITORING

MOTION: Kathleen Schneider moved, seconded by John Church, to grant Wanda Erdman's request to lift the suspension imposed on her license on November 14, 2012. Motion carried unanimously.

APPLICATION MATTERS

MOTION: Kathleen Schneider moved, seconded by John Church, to grant the request of B.D. for licensure by endorsement when all other requirements of licensure are met. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by John Church, to grant L.F. certification in exercise and rehabilitation as requested. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by John Church, to grant licensure by endorsement to the following individuals, upon successful completion of either

the NBCE SPEC exam or the state practical exam as well as all other requirements of licensure:

1. G.H.
2. J.H.
3. C.K.

Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to deny the requests of S.P. and S.W. for extension of expired application for failure to comply with Wis Admin. Code s. Chir 2.02. Motion carried unanimously.

CONTINUING EDUCATION MATTERS

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to grant E.D. a partial waiver and extension for the 2011-12 biennium. E.D. shall complete 20 hours of pre-approved continuing education courses (which may include on-line courses) on or before December 14, 2013. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to grant the request of S.T. for approval of on-line continuing education credits for the 2011-2012 biennium. Motion carried unanimously.

ADJOURNMENT

MOTION: Jim Koshick moved, seconded by Kathleen Schneider, to adjourn the meeting at 1:50 p.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, Bureau Assistant		2) Date When Request Submitted: 2/4/2013	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: 3/14/2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Paperless Initiative	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Brief presentation of how Board Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.			
11) Authorization			
Matthew C. Niehaus			
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.			

How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

File Edit View Favorites Tools Help

DOA/Wisconsin Logon Management System

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DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DET - Bureau of Business Applications Services
Content Contact: [BRAS/BA](#)

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Customer ID Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [Forgot your account information?](#)
- :: [User Acceptance Agreement](#)

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

Account Creation

* Indicates Required Field

Profile Information

First Name *
Middle Initial
Last Name *
Suffix
E-Mail *
Use this format 6085551234
Phone ext.
Mailing Address
Street Address
City
State/Province
Zip Code -

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *
Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.
[Password Tip](#)
Password *
Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.
[Secret Question and Answer Tip](#)

Secret Question *
Secret Answer *

Verification

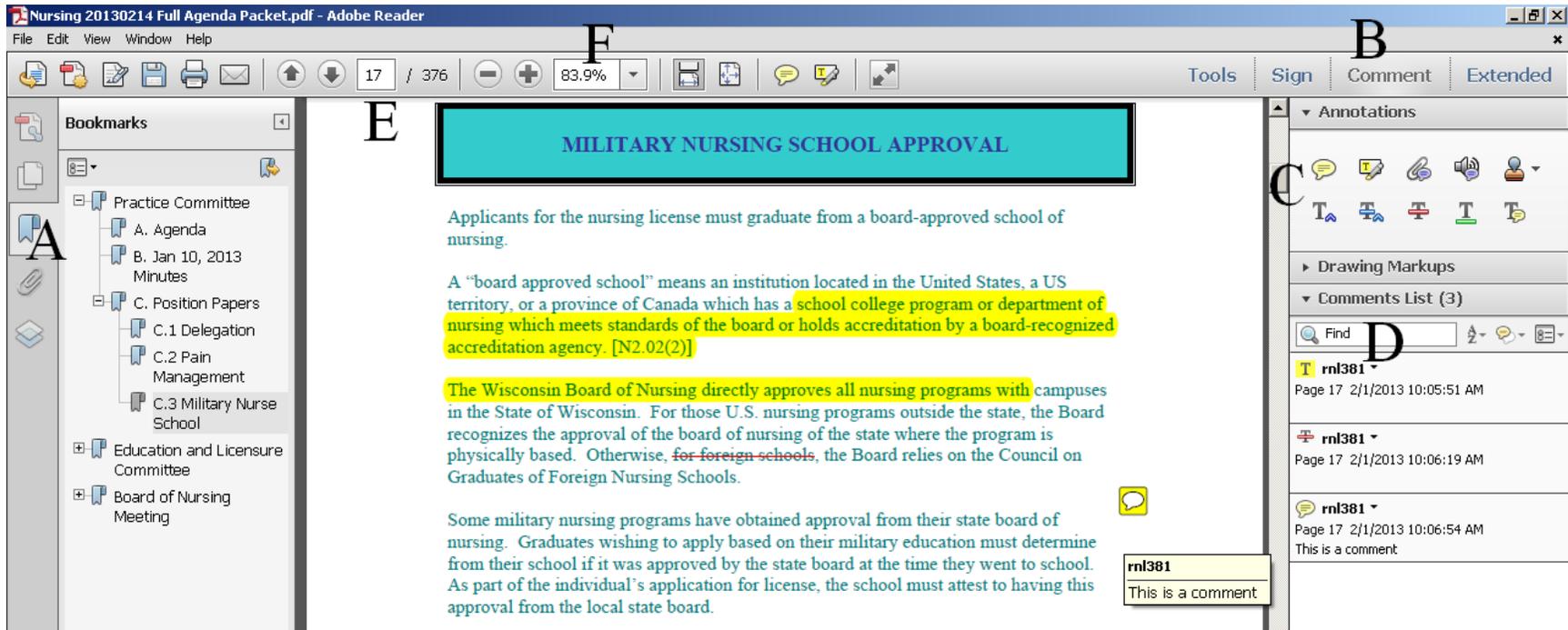
This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

80542 Please enter the number as it is shown in the box to the left. *

Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.

Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.

Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

A: Bookmarks – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

B: Comment – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

C: Annotations & Drawing Markups – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

D: Comments List – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

E: Page List – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

F: Zoom – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

**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:	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board Examining Board			
4) Meeting Date: March 14, 2013	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Board Elections and Liaison Appointments	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Fill vacancies created by the recent transition in Board membership.			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Horton Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted: February 25, 2013 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: March 14, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Monitoring Liaison Roles and Delegated Authorities	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Discuss new model language and proposed delegated authorities for Monitoring Liaison and Department Monitor.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: center;"> February 25, 2013 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <hr/> Supervisor (if required) </div> <div style="text-align: center;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="text-align: center;"> <hr/> Date </div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Board Name: Chiropractic Examining Board

Board Meeting Date: March 14, 2013

Person Submitting Agenda Request: Ashley Horton

Respondent requesting an appearance: Ashley Horton

Mailing address:

Respondent's email address: ashley.horton@wi.gov

Respondent's telephone #:

Reason for Appearance: Roles and Authorities Delegated to Board Monitoring Liaison

Board Services is responsible for scheduling and notifying person appearing before board. Send copy to Dept. Monitor

Is respondent represented by an attorney? No

Attorney's Mailing Address:

Attorney's Email Address:

Attorney's Phone Number:

New Model Language

Violation of any of the terms of this Order may be construed as conduct imperiling public health, safety and welfare and may result in a summary suspension of Respondent's license. The Board, in its discretion, may in the alternative impose additional conditions and limitations or other additional discipline for a violation of any of the terms of this Order. *(If the order includes costs, forfeitures or continuing education add the next clause)* In the event Respondent fails to timely submit (payment of the costs or payment of the forfeiture as ordered or fails to comply with the ordered continuing education) as set forth above, the Respondent's license (#) may, in the discretion of the board or its designee, be SUSPENDED, without further notice or hearing, until Respondent has complied with (payment of the costs or forfeiture or completion of the continuing education).

Monitoring Liaison Roles and Proposed Delegated Authorities

Board Monitoring Liaison's Roles

Board Monitoring Liaison is a board designee working with department monitors to carry out the Board's orders. The roles of the Board Monitoring Liaison include but are not limited to:

1. Granting stay of suspension, as provided under the order, when Respondent demonstrates sufficient proof of compliance;
2. Removing stay of suspension, as provided under the order, when Respondent repeatedly or substantially violates the order (i.e. positive drug screen results, concerned work reports, etc.); and
3. Granting or denying approval, as provided under the order, when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. to satisfy order requirements.

Proposed Delegated Authorities to Department Monitor and Board Monitoring Liaison

Department Monitor may draft and sign Board orders on behalf of the Board Monitoring Liaison **ONLY** under the following circumstances:

1. To remove the CE limitation on Respondent's license if he/she has completed the required hours and the CE is sole condition of the limitation. A petition may be required for the CE limitation to be removed.
2. To suspend the license if Respondent does not pay costs and/or forfeiture or does not complete CE course(s) within the time specified by the Board order. When the licensee is in compliance with the order, the Department Monitor may remove the suspension.
3. To grant a stay of suspension (*with permission from the Board Monitoring Liaison*).
4. To remove the stay of suspension (*with permission from the Board Monitoring Liaison*) if there are repeated or substantial violations of the Board order. The stay may be reinstated when the Board Liaison determines that Respondent is in compliance with the order.
5. To grant a temporary reduction in random drug screen frequency if Respondent is unemployed and is otherwise compliant with Board order (*with permission from the Board Monitoring Liaison*). The temporary reduction may be in effect until Respondent secures employment in the profession.
6. To grant a maximum 90-day extension to complete Board-ordered CE (*with permission from the Board Monitoring Liaison*).
7. To grant a maximum 90-day extension to pay proceeding costs (*with permission from the Board Monitoring Liaison*).



State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL
SERVICES

C O R R E S P O N D E N C E / M E M O R A N D U M

DATE: February 22, 2013
TO: CHIROPRACTIC EXAMINING BOARD
FROM: J STIN TOMER
SUBJECT: PRECEPTOR APPROVAL

The following requests for approval of preceptors have been submitted to the DRL 5 days in advance of the beginning of the school's next trimester:

<u>Palmer</u>	<u>Chiropractor</u>	<u>Lic. Granted</u>
	Louis Chudy	12 10 1987
	Linda Loren	12 13 1990
	John Petry	09 2 2002
	evin Schult	0 01 2001

All of the above have current licenses in good standing.

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

AGENDA REQUEST FORM

Name and Title of Person Submitting the Request: Jill M. Remy, Program Manager	Date When Request Submitted: 2/26/2013
Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards 	

Name of Board, Committee, Council:
Chiropractic Examining Board

Board Meeting Date: 3/14/2013	Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How should the item be titled on the agenda page? Options to Accommodate Administration of the Chiropractic Practical Examination to More Than 12 Candidates
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Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	Name of Case Advisor(s), if required:
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Describe the issue and action the Board should address:
 The current format of the Board's chiropractic practical examination enables 12 candidates to examine in a one-day period. Review and discuss the available options in the event that more than 12 candidates apply to take the chiropractic practical examination; make a motion indicating which option the Board prefers.

If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:

Directions for including supporting documents:

1. This form should be attached to any documents submitted to the agenda.
2. Documents submitted to the agenda must be single-sided.
3. Only copies of the original document will be accepted.
4. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.

Authorization:

Jill M. Remy	2/26/2013
Signature of person making this request	Date
Supervisor signature (if required)	Date
Bureau Director signature (indicates approval to add late items to agenda)	Date



State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

CORRESPONDENCE / MEMORANDUM

DATE: February 26, 2013

TO: Chiropractic Examining Board

FROM: *JRM*
Jill Remy, Office of Education and Examinations

SUBJECT: Exam Administration Options to Accommodate + 12 Candidates for the Chiropractic Practical Exam

At the January 24, 2013 meeting, the Chiropractic Examining Board passed a motion to retain the content and fee for the April chiropractic practical exam. The current content/format includes three (3) physical diagnosis scenarios, x-ray narrative, x-ray Q & A and a content written exam.

Also at the January 24th meeting, the Board passed a motion to hold the examiner training for the April exam at the Department of Safety and Professional Services (DPS) instead of the hotel and set the examiner compensation at \$350 per examiner per day.

The motions assumed a financial 'break-even' point of 13 examinees. In addition, at the January 24th meeting, the Board assumed that more than 13 and possibly as many as 20 candidates will sit for the April examination.

Lastly, it was decided that other options such as reducing the number of physical diagnosis scenarios so that the examination could be held at the DPS offices (which would result in a reduction in the exam fee in the future after the deficit is paid off) would not happen for the April 2013 exam administration, but may be considered after that exam.

FACT: Scheduling for the current exam format with three physical diagnosis scenarios, x-ray narrative, x-ray Q & A and a content written exam only enables 12 candidates to examine in a one-day period due to candidate flow and timing.

FACT: DPS previously purchased three (3) chiropractic benches based on recommendations from the Board for use during the administration of the physical diagnosis portion of the chiropractic practical exam.

The purpose of this memo is to provide the Chiropractic Examining Board with information so it may determine how it would like to proceed in the event that more than 12 exam candidates apply to take the chiropractic practical examination. Potential options are listed below for the Board's consideration.

OPTION 1 - One day administration with 15 examiners and 3 board members, plus one 'floater' board member (can accommodate up to 24 candidates for physical diagnosis in one day). Results in having six (6) physical diagnosis rooms running concurrently.

Factors to consider:

- 1) Chiropractic Examining Board must select nine (9) additional examiners (15 total) available April 17 & 18, 2013;
- 2) Hotel must have three (3) more exam rooms available for additional physical diagnosis testing;
- 3) Hotel must have guest rooms available for nine (9) additional examiners;
- 4) Board members must help to secure temporary use of three (3) chiropractic benches;
- 5) DSPS must assign one (1) additional proctor; and
- 6) Having two sets of examiners/subjects testing on the same scenario compromises inter-rater reliability and fairness. In addition, a 'seasoned' examiner is familiar with the physical diagnosis exam concept while a new examiner is not.

Approx Cost	Item	Notes/Comments
\$ 1,938.00	Mileage for 15 Examiners / 4 Board Members	Assumes 19 @ average of 200 miles X \$0.51/mile
1,292.00	Meals for 15 Examiners / 4 Board Members	Assumes 19 @ \$34 per day X 2 days
210.00	Move equipment to/from exam site (Storage @ DSPS)	Two Men and a Truck Movers
2,520.00	Lodging for 15 Examiners / 3 Board Members	Assumes 18 @ \$70 per night X 2 nights
10,500.00	Examiner Compensation	Assumes 15 examiners @ \$350 per day X 2 days
2,360.00	Hotel Exam Administration (registration and examination)	Assumes 10 rooms X 2 days (set up, registration/exam)
63.00	Lunch Meals for Staff / Proctors on exam day	Assumes 7 @ \$9 on exam day
1,956.00	Staff Costs for 3 staff / 3 proctors (including Salary and Fringe)	Staff \$25/hr X 8 hrs X 2 days; proctors \$11/hr X 8 hrs X 1 day
275.00	Supplies for Exam Administration and mailing of exam admission tickets and exam results	Paper and toner to print exams and exam score sheets and misc exam supplies
\$21,114.00	Subtotal-Exam Administration Costs	
7,400.00	Amortized Costs	Exam Development and Equipment (\$370/applicant X 20)
\$28,514.00	Total – Cost to Break-even	21 applicants are needed to breakeven

OPTION 2 - Two-day administration with 6 examiners and 3 board members, plus one 'floater' board member (can accommodate up to 24 candidates for physical diagnosis over two days):

Factors to consider:

- 1) Six (6) examiners must be available for three days - April 17, 18, 19, 2013;
- 2) Four (4) professional Board members must be available April 17, 18, 19, 2013;
- 3) Hotel must have the same exam rooms available for a second day of testing;
- 4) Hotel must have guest rooms available for examiners/Board members for one more night;
- 5) DSPS must assign one (1) additional proctor; and
- 6) Security safeguards are more difficult to maintain over a two-day exam, particularly when administered in two different exam locations. Is the Board concerned about the possibility of exam content being exchanged among the two groups of candidates?

Approx Cost	Item	Notes/Comments
\$ 1,020.00	Mileage for 6 Examiners / 4 Board Members	Assumes 10 @ average of 200 miles X \$0.51/mile
1,020.00	Meals for 6 Examiners / 4 Board Members	Assumes 10 @ \$34 per day X 3 days
210.00	Move equipment to/from exam site (Storage @ DSPS)	Two Men and a Truck Movers
1,890.00	Lodging for 6 Examiners / 3 Board Members	Assumes 9 @ \$70 per night X 3 nights
6,300.00	Examiner Compensation	Assumes 6 examiners @ \$350 per day X 3 days
2,645.00	Hotel Exam Administration (registration and examination)	Assumes 6 rooms X 3 days (set up, registration and exam)
126.00	Lunch Meals for Staff / Proctors on exam day	Assumes 7 @ \$9 per day X 2 days
3,266.00	Staff Cost for 3 staff / 4 proctors (including Salary and Fringe)	Staff \$25/hr X 3 days; proctors \$11/hr X 2 days
250.00	Supplies for Exam Administration and mailing of exam admission tickets and exam results	Paper and toner to print exams and exam score sheets and misc exam supplies
\$16,727.00	Subtotal-Exam Administration Costs	
7,400.00	Amortized Costs	Exam Development and Equipment (\$370/applicant X 20)
\$24,127.00	Total – Cost to Break-even	18 applicants are needed to breakeven

ALTERNATIVE FORMAT OPTION – One (1) Physical Diagnosis Scenario

The option below includes one physical diagnosis scenario, the x-ray narrative, the x-ray Q & A and the content written exam. The only difference between the current format and this alternative is that the number of physical diagnosis scenarios is reduced from three (3) to one (1).

Factors to consider:

- 1) A practical exam formatted by the Chiropractic Examining Board to include one (1) physical diagnosis scenario, x-ray narrative, x-ray Q & A and a content written exam could be administered at the Department of Safety and Professional Services which would eliminate hotel exam room costs;
- 2) This format would require no outside examiners which would eliminate compensation costs (three (3) professional board members would administer the exam, with one 'floater' board member);
- 3) No separate training day would be needed;
- 4) There would be no staff/proctor meal costs;
- 5) There would be no equipment moving costs; and
- 6) Per Wis. Stat. 446.02 (3) (a), the Board shall charge each applicant an exam fee to cover the cost of developing and administering the exam. Thus, an exam that results in fewer expenses will allow for a decreased exam fee to candidates, after the deficit is recouped.

Approx Cost	Item	Notes/Comments
\$ 408.00	Mileage for 4 Board Members	Assumes 4 @ average of 200 miles X \$0.51/mile
136.00	Meals for 4 Board Members	Assumes 4 @ \$34 per day
0.00	Move equipment to/from exam site (Storage @ DSPS)	N/A
280.00	Lodging for 4 Board Members	Assumes 4 @ \$70 per night
0.00	Examiner Compensation	N/A
0.00	Hotel Exam Administration (registration and examination)	N/A
0.00	Lunch Meals for Staff / Proctors on exam day	N/A
1,967.00	Staff Cost for 1 staff / 3 proctors (including Salary and Fringe)	Staff \$25/hr X 1 day; proctors \$11/hr X 1 day; 3 staff and 4 proctors X 2 days (8 hrs/day)
250.00	Supplies for Exam Administration and mailing of admission tickets and exam results	Paper and toner to print exams and exam score sheets and misc exam supplies
\$3,041.00	Subtotal-Exam Administration Costs	
4,810.00	Amortized Costs	Exam Development and Equipment (\$370/applicant X 13)
\$7,851.00	Total – Cost to Break-even	6 applicants are needed to breakeven

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**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: 3/1/13	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: 3/14/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review of Cold Laser Position Paper and FAQs	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will review FAQs in accordance with Executive Order 50.			
11) Authorization			
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.			



STATE OF WISCONSIN

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Madison WI 53703

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Governor Scott Walker Secretary Dave Ross

Positions Statements Related to Chiopractors Issued by the Chiropractic Examining Board

MAY A CHIROPRACTOR USE A COLD LASER AS A TREATMENT MODALITY?

Cold laser therapy is included in the Physiological Therapeutics allowed by Wis. Admin. Code Chir 10.05. See Wis. Admin. Code s. Chir 4.05. Note, however, that Chiropractors may use cold lasers to treat patients only if those uses have been approved by the federal Food and Drug Administration.

ARE CHIROPRACTORS PERMITTED TO DO EXTREMITY MANIPULATION?

Pursuant to Wisconsin Administrative Code Chir 4.03, the practice of chiropractic includes the application of chiropractic science in the adjustment of the spinal column, skeletal articulations and adjacent tissue, which also includes the use of procedures and instruments preparatory and complementary to treatment of the spinal column, skeletal articulations and adjacent tissue. Accordingly, extremity manipulations may be done, either as preparatory or complementary to the treatment of the spinal column, or separately.

CAN A CHIROPRACTOR PERFORM “MANIPULATION UNDER ANESTHESIA”?

With Manipulation under anesthesia (MUA), a chiropractor performs a chiropractic adjustment while the patient is sedated. The Board has authorized the use of MUA by chiropractors with adequate training under certain circumstances.

In 1997, the Board set forth the following protocol for MUA:

1. A chiropractor should be appropriately trained by qualified chiropractic and medical instructors in a MUA certification course with a minimum of 15 supervised MUA treatments prior to receiving course certification. This course must be approved by the Commission on Accreditation of the Council on Chiropractic Education (CCE).
2. MUA is an extraordinary treatment involving additional risks to the patient inherent in anesthesia and additional costs associated with hospital/surgical center and anesthesiologist fees. Therefore, MUA should be recommended and administered only for patients with chronic and severe conditions demonstrated to be unresponsive to non-MUA chiropractic adjustment and management.
3. Prior to administering MUA, a chiropractor shall first:
 - a. Refer the patient to another independent chiropractor for a course on non-MUA chiropractic adjustment clinically appropriate to the patient's condition for which MUA is recommended.

- b. Fully inform the patient about the risks of the procedure, alternative modes of treatment, and obtain specific written informed consent of the patient for the MUA procedure.

The Chiropractic Examining Board revisited the issue and clarified its position in February 2003 as follows:

The anesthesia utilized in conjunction with MUA must be administered by either an anesthesiologist who is a licensed physician with a credential to practice medicine and utilize drugs, or a Certified Registered Nurse Anesthetist under the direct supervision in a hospital setting of a licensed physician with a credential to practice medicine and utilize drugs.

Manipulation under anesthesia does not constitute chiropractic treatment utilizing drugs and does not fall within the proscription against the prescribing, dispensing, delivery or administration of drugs.

ARE CHIROPRACTORS PERMITTED TO USE NEEDLE ELECTROMYOGRAPHY (NEMG)?

The Board has determined that the use of Needle Electromyography (NEMG) is within the scope of practice of a chiropractor as defined by Wis. Stat. § 446.01(2) and Wis. Admin. Code Chir 4.03, and has authorized the use of NEMG by chiropractors with adequate training under certain circumstances.

Specifically, NEMG may be utilized by Chiropractors for diagnostic purposes. NEMG equipment may be operated only by a chiropractor who has the education, training and expertise necessary to be eligible for, or has been admitted to, Diplomate status by the American Board of Chiropractic Neurology (DABCN or DACNB). The requisite education, training and expertise presume passage of the ABCN exam.

IS IT PERMISSIBLE FOR A CHIROPRACTOR TO DELEGATE ADJUNCTIVE SERVICES TO A NON-LICENSED PERSON?

Section 446.02(7) of the Wisconsin Statutes provides that a chiropractor may delegate the performance of adjunctive services to chiropractic technologists and x-ray services to chiropractic radiological technologists *only*, and then, provided that: 1) the services are performed under the direct, on-premises supervision of the chiropractor; and that 2) the person has adequate education, training, and experience to safely perform those services. "Adjunctive services" means services which are preparatory or complimentary to chiropractic adjustments of the spine or skeletal articulations, or both. It does not include making a chiropractic diagnosis or performing a chiropractic adjustment.

See also, s. Chir 10.02 of the Wisconsin Administrative Code, which provides that a chiropractor may delegate the performance of adjunctive services to an unlicensed person only if all of the following conditions are met:

- (1) The chiropractor maintains records by which the chiropractor has verified that the unlicensed person 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.
- (2) The chiropractor exercises direct supervision of the unlicensed person performing the delegated service.

In addition, s. Chir 10.05 of the Wisconsin Administrative Code, provides that a chiropractor may delegate the performance of patient services through physiological therapeutics that include but are not limited to heat, cold, light, air, water, sound, electricity, massage, and physical exercise with and without assistive devices to an unlicensed person only if the delegation is consistent with s. Chir 10.02 and the unlicensed person has adequate training, education and experience to perform the delegated function to minimally acceptable chiropractic standards.

MAY A CHIROPRACTOR CERTIFIED FOR NUTRITIONAL COUNSELING PROMOTE THE SALE OF AND/OR SELL HCG PRODUCTS AS PART OF RECOMMENDED WEIGHT LOSS PROGRAM?

HCG, a hormone produced by the human placenta during pregnancy, is approved by the FDA as a prescription drug for the treatment of female infertility, and certain other medical conditions. However, HCG is *not* approved for use as a weight loss aid. In fact, the prescription drug label notes there “is no substantial evidence that it increases weight loss beyond that resulting from caloric restriction, that it causes a more attractive or ‘normal’ distribution of fat, or that it decreases the hunger and discomfort associated with calorie-restricted diets.” HCG is not approved for any over-the-counter sales. The FDA is advising consumers to steer clear of HCG weight-loss products, often marketed as “homeopathic,” but which may or may not qualify as such. The FDA has also warned companies selling HCG products for use as a weight loss aid are illegal as not approved by the FDA. Moreover, HCG is not listed in the Homeopathic Pharmacopoeia of the United States as one of the active ingredients that may legally be included in homeopathic drug products. See [FDA on HCG](#).

**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:	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: March 7, 2013	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? National Board of Chiropractic Examiners Annual Meeting, May 3, 2013 and Federation of Chiropractic Licensing Boards Annual Meeting – May 1-5 – San Francisco, CA	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Consider attendance and designation of delegates and alternates. Note: Jim Koshick's name has been submitted as the delegate for the NBCE meeting, with Jodi Griffith as the alternate, in order to comply with deadlines. They are placeholders until the Board decides on whether to affirm. Note: Any travel for which Department reimbursement is sought must be authorized by the Department.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	



**Federation
of Chiropractic
Licensing Boards**

EXECUTIVE OFFICES

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Donna M. Liewer
Executive Director

**FCLB DELEGATE & ALTERNATE
VOTING DESIGNATION**

Postmark Deadline: April 4, 2013

Use this form or official board letterhead

OFFICERS

Lawrence O'Connor, D.C.
President

LeRoy Otto, D.C.
Vice President

Farrel I. Grossman, D.C.
Treasurer

Daniel Saint-Germain, D.C.
Immediate Past President

EXECUTIVE BOARD

Gary R. Pennebaker, D.C.
*Board Chair and
District II Director*

Donn J. Fahrendorf, D.C.
District I Director

Ali Jafari, D.C.
District III Director

Margaret Colucci, D.C.
District IV Director

Michael Coon, D.C.
District V Director

**ADMINISTRATIVE
FELLOW DIRECTOR**

Larry Spicer, D.C.

PLEASE NOTE:

Registering your FCLB delegates is completely separate from registering your NBCE delegates. Different conditions may apply and separate registration is required. Call NBCE at 970-356-9100.

The delegate and alternate begin their FCLB service effective with the postmark date of the registration, and continue until the following year when re-registration is required. Please refer to detailed FCLB policies regarding changes in designation of delegates and alternates after official registration has occurred.

If you have any questions, please call our offices. Our conference promises to be educational and productive—we want all of you to participate to the fullest extent.

BOARD NAME _____

At an official board meeting, our Board has designated the following individuals to vote on our behalf: *(print or type names)*

VOTING DELEGATE _____

ALTERNATE DELEGATE _____

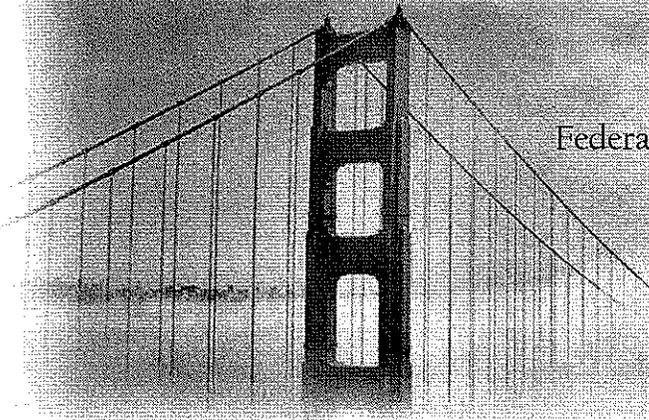
Signature: Authorizing Official - Title *(preferably Chair/President of Board)*

Date

Return by fax or mail

02/22/2013

Conference Office: Warfield
Agenda Subject to Change



87th Annual Congress
Federation of Chiropractic Licensing Boards

May 1 – 5, 2013

Grand Hyatt San Francisco

Tuesday ■ April 30

8:30 AM – 5:00 PM FCLB BOARD OF DIRECTORS MEETING
Fillmore C

Wednesday ■ May 1

8:30 AM – 12:30 PM FCLB BOARD OF DIRECTORS MEETING
Fillmore C

ALL DAY CHIROPRACTIC BOARD ADMINISTRATORS COMMITTEE MEETING
8:30 AM Breakfast *Separate registration fee applies*
9:00 AM Program *Ms. Beth Carter (OK), Committee Chair*
Fillmore B

Visit our website at www.fclb.org and click on CBAC Program Agenda

2:00 – 4:00 PM FCLB COMMITTEE MEETINGS - *determined by Committee Chairs*
Fillmore A
Committees enjoy this annual opportunity to meet in person to review tasks and directions. Some committees meet later in the week.

1:00 – 5:00 PM FCLB CONFERENCE REGISTRATION
Conference Office: Warfield
NBCE delegates and alternates may also pick up packets at this time

3:30 – 4:30 PM Meet Your FCLB Directors
Conference Office: Warfield

WEDNESDAY EVENING ON YOUR OWN
Visit our website for a listing of venues for dining and entertainment!

Thursday ■ May 2

7:00 – 8:30 AM CONFERENCE REGISTRATION
Conference Office: Warfield
For those who did not register Wednesday with FCLB or NBCE
NBCE delegates and alternates may also pick up their packets at this time

7:15 AM CREDENTIALS COMMITTEE MEETING
Conference Office: Warfield

San
Francisco



7:00 AM NEW ATTENDEE ORIENTATION / CONTINENTAL BREAKFAST
 Fillmore C
 Co-hosts: Dr. Henry W. Hulteen - Honorary Fellow & Former FCLB Chair
 Dr. Michael Coon (SC) - FCLB District V Director
 Ms. Beth Carter (OK) - FCLB CBAC Committee Chair
 NBCE Directors

Is this your first Federation meeting? Come and eat with other first-time attendees, and get a quick overview of the FCLB while you meet the leadership of the Federation, the Chiropractic Board Administrators, and the US National Board. They are glad to answer your questions and help introduce you to the good works of all three groups.

7:00 AM GENERAL CONTINENTAL BREAKFAST
 Redwood Room Same breakfast - For those who are not attending the orientation breakfast

EDUCATIONAL PROGRAM BEGINS: FILLMORE B

8:00 AM WELCOME & OPENING REMARKS
 Dr. Lawrence O'Connor (NJ) - FCLB President
 Recognition of Annual Conference Supporters

GUEST HOST

8:30 AM 23rd ANNUAL JOSEPH JANSE LECTURE
 Dr. Brian McAulay, President - Parker University
 Introduction by Dr. Lawrence O'Connor (NJ) - FCLB President

ABOUT THE LECTURE SERIES ... The Federation established the Joseph Janse Lecture Series in 1990 to honor Dr. Joseph Janse's legendary oratory talents and lifelong insistence that those who are committed to chiropractic must - unceasingly - challenge the status quo.

He believed that wherever we are, it's not as far as we could be.

Speakers for the Janse Lecture series are chosen by a committee of the FCLB board based on their oratory skills, ability to envision future possibilities, and to encourage the audience of regulators to consider new points of view, new perspectives in their approaches to public protection.

The FCLB board does not review, screen, or approve the Janse remarks, either in advance of their delivery or after the fact. The Janse Lecture is successful if the speaker presents a different viewpoint and rekindles passion.

Like any authentic human relationship, it should provide comfort to the distressed, and distress the comfortable.

9:15 AM LIGHTNING ROUNDS: BUILDING A STRONGER BOARD
 Split into small groups

What does a bad board look like? What does a good board look like? What are the components of an effective regulatory board team? What do you wish was different in your board setting? Can you make those changes? Why or why not?

10:30 AM MIDMORNING BREAK - BALLROOM FOYER WEST

11:00 AM THE BOARD IN THE PUBLIC EYE - Panel Presentation

What constitutes "the public"? What specific steps can boards take to demonstrate effectiveness? What happens when the board comes to the attention of the legislature?

San Francisco



Federation of Chiropractic Licensing Boards

12:00 Noon UNDERSTANDING CRIMINAL BACKGROUND CHECKS
Dr. Roger Kritzer, Chair - West Virginia Board of Chiropractic Examiners

Legislative authority is necessary to require certain types of criminal background checks. The US Federal Bureau of Investigation maintains the world's largest fingerprint and criminal identification database. Learn more about how federal checks are done, and how this data can be best used by your board.

1:15 PM LUNCH ON YOUR OWN

1:15 PM FCLB ALUMNI DISTRICT LUNCHEON - By invitation only
Fillmore C *Hosted by Dr. Henry W. Hulteen, Alumni District Chair, with Drs. Michael Coon (SC) and Marc Gamerman (MD)*

COMMITTEES AND WORKSHOPS

2:00 PM MODEL PRACTICE ACT TASK FORCE
Room to be determined *Dr. Kirk Shilts (MA) - Task Force Chair*

2:00 PM FCLB FINANCE COMMITTEE MEETING
Room to be determined *Dr. Farrel Grossman (SC) - FCLB Treasurer*

2:30 - 4:00 PM FCLB SERVICES WORKSHOP
Conference Office: Warfield *FCLB Staff*

Learn about the many services to which your board has access through your membership in the FCLB: a personal introduction to PACE, CIN-BAD, HIPDB reporting, PowerPolls, *Official Directory*, NewsAlerts, regional district meetings, and the FCLB website and its myriad of resources. Get acquainted with the FCLB team - we are a free extension of your board staff.

3:00 - 4:30 PM INTERNATIONAL MOBILITY
Room to be determined *Moderators: Drs. Daniel Saint-Germain & Martin Kollasch*

The borders have changed; regulators are no longer simply responsible for what takes place within their geographical boundaries. Issues of competence and professional fitness to practice are the true measures for licensure and regulation. With the support of some of the top experts in international issues, take a candid look at your own statutes and regulations to see how they can best be improved to support mobility for qualified professionals.

Conference Office: Warfield

REMINDER: Don't miss the RESOLUTIONS DEADLINE:
8:00 AM - Friday, May 3. Please see any FCLB staff member for required format.

THURSDAY EVENING ON YOUR OWN

Visit our website for a listing of venues for dining and entertainment!

Friday ■ May 3

7:00 AM COMMITTEE MEETINGS
Fillmore C *Time is set aside for committees that were unable to meet earlier.*

San
Francisco



Federation
of Chiropractic
Licensing Boards

- 7:00 AM** GENERAL CONTINENTAL BREAKFAST & MEMBERSHIP FORUM
Redwood Room *Host: Dr. Farrel Grossman (SC) - FCLB Treasurer*
- Review Proposed Bylaws amendment
 - Meet candidates for FCLB board positions:
 - President
 - Vice President
 - Treasurer
 - District III Director & Alternate Director
 - Nominating Committee
 - Learn about committee and task force service

8:00 AM DEADLINE TO SUBMIT RESOLUTIONS
Conference Office: Warfield Please contact an FCLB staff member for the required format

EDUCATIONAL PROGRAM CONTINUES

8:00 AM WELCOME
Dr. Lawrence O'Connor, FCLB President

8:05 AM KEYNOTE ADDRESS
Dr. Keith Overland, President – American Chiropractic Association and former member of the Connecticut Board of Chiropractic Examiners

GUEST HOST

8:35 AM CCA – CERTIFIED CHIROPRACTIC CLINICAL ASSISTANTS

FCLB and NBCE representatives will demonstrate the certification program for clinical chiropractic assistants.

9:30 AM REGULATING CHIROPRACTIC CLINICAL ASSISTANTS

Does your board have regulatory authority over chiropractic clinical assistants? Learn from those boards who have more than a decade of experience in this area. The FCLB's Model Practice Act language for Registered Chiropractic Clinical Assistants will be presented.

10:15 AM BREAK

10:30 – 11:15 AM BREAKOUT SESSION

Curran **A. Compliance with CE Requirements**
 How does your board ensure DC's are in compliance with CE requirements? Does your board audit DC's quarterly, yearly? Find out how other boards handle this time consuming task.

Fillmore A **B. Regulating Prepaid Payment Plans**
 How do boards ensure that patients receive the services they pay for? Is this a public protection issue?

Fillmore B **C. Conversations with the NBCE**
 NBCE's Ethics & Boundaries Examination has been redesigned to better meet the needs of the regulatory boards. NBCE welcomes your questions regarding this important tool or any of its examination services.

Orpheum **D. Professional Regulation and Military Accommodations**
 What language is appropriate to ensure that unnecessary barriers are removed for those with military experience and their spouses?

San Francisco



Federation of Chiropractic Licensing Boards

11:30 – Noon BREAKOUT SESSIONS

- Curran** **E. Regulating Advertising**
 Increased electronic communication also means more ways to violate the boards' advertising laws. Social media can tread on patient confidentiality. How do boards balance freedom of speech against the public's expectations of professional conduct?
- Fillmore A** **F. Mobility**
 What's the difference between reciprocity and endorsement? What words do boards use in their laws that inadvertently limit temporary or permanent relocation?
- Fillmore B** **G. Communicating with Your Licensees**
 From general guidance to legal communications, the tools that boards employ are changing with the times.
- Orpheum** **H. PACE Forum**
 PACE has a new rubric to help standardize random course reviews to ensure compliance with PACE requirements. Learn about this and proposed modifications to the *Policies & Procedures* and *Criteria*. Is your board taking advantage of all that PACE has to offer? Bring your questions, and see how PACE can support your board's dedication to quality CE for relicensure.

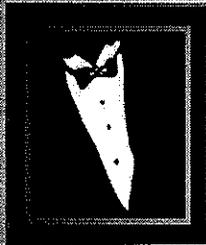
NBCE LUNCHEON, ANNUAL BUSINESS MEETING, ELECTIONS: Ballroom East 1 – 3

12:15 PM
Ballroom East The National Board welcomes you and your guest to their luncheon. Please pre-register at (970) 356-9100 so they have an accurate count.

3:00 PM
Conference Office: Warfield COMMITTEE MEETINGS
 Time is set aside for committees that were unable to meet earlier.

3:00 PM
Room to be determined RESOLUTIONS & BYLAWS COMMITTEE MEETING
Dr. Ronald Tripp (OK) – Committee Chair
 An open session review of any resolutions submitted in a timely manner for committee consideration.

5:30 PM – 8:30 PM
Ballroom East FORMAL LAUNCH OF THE CCCA PROGRAM
 FCLB BENEFIT AUCTION & BLACK TIE GALA



Please join us for a special black tie event to celebrate the formal launch of the Certified Chiropractic Clinical Assistants program. In addition to offering a lovely plated dinner, the evening will showcase the generosity of the regulatory family during the evening's auction to benefit the CCCA program. Preview the superb variety of donated items online starting April 1. Bidding will be handled electronically through Bidding for Good, web-based auction support for non-profit organizations like FCLB. This is guaranteed to be an evening to remember!

Saturday ■ May 4

7:00 AM
Redwood Room DISTRICT BREAKFASTS, ELECTIONS
Your hosts: FCLB District Directors

A hearty, full breakfast is matched by an exciting update from your district directors. Delegates will elect the District III Director & Alternate Director. See what is in store for your district in 2013, including your fall regional meeting destinations!

San Francisco



Federation of Chiropractic Licensing Boards

ANNUAL MEETING OF THE DELEGATE ASSEMBLY - BALLROOM WEST

8:00 AM Distribution of voting paddles
Ballroom Foyer West Tellers Committee

8:15 AM FCLB ANNUAL BUSINESS MEETING

Dr. Lawrence O'Connor (NJ) - FCLB President, Meeting Chair

- Seating of the Delegates
- Financial Report
- Resolutions & Bylaws
- Elections: President, Vice President, Treasurer & Nominating Committee
- Announcements
- New Business
- Installation of the New FCLB Board of Directors

9:45 AM ANNUAL AWARDS PRESENTATION

Dr. Lawrence O'Connor (NJ) - FCLB President

10:30 AM BREAK

EDUCATIONAL PROGRAM CONTINUES: Ballroom West

GUEST HOST

11:00 AM RECOGNIZING SPECIALITY TRAINING

With programs ranging from full diplomate level to weekend certification, how do boards decide which training is acceptable?

11:30 AM YOU CAN'T MAKE THIS STUFF UP

Moderator - Dale Atkinson

Our panel will surprise you with some of the odd and unusual complaints that have been presented to regulatory boards.

12:15 PM SUMMARY PRESENTATION

1:00 PM POST-CONFERENCE BOARD OF DIRECTORS MEETING

Fillmore C FCLB Board of Directors

Sunday ■ May 5

8:30 - 10:00 AM CONFERENCE WRAP-UP: GOODBYE UNTIL 2014

Tiburon Hosted by Ms. Donna M. Liewer - FCLB Executive Director

SEE YOU NEXT YEAR IN MYRTLE BEACH, SOUTH CAROLINA
April 30 - May 1, 2014: Myrtle Beach Marriott Resort & Spa at Grande Dunes
\$185 + tax single or double occupancy

San
Francisco



Federation
of Chiropractic
Licensing Boards



901 54th Avenue / Greeley, Colorado 80634 / Tel: 970-356-9100 / www.nbce.org

January 14, 2013

Denise Aviles
Bureau Director
Wisconsin Chiropractic Examining Board
PO Box 8935
Madison, WI 53708

Dear Ms. Aviles:

The National Board of Chiropractic Examiners' Annual Business Meeting of NBCE State Delegates will be held on Friday, May 3, 2013 at the *Grand Hyatt San Francisco*, 345 Stockton Street, San Francisco, California.

At this time, the National Board of Chiropractic Examiners requests the following action from each state licensing board: please designate an NBCE delegate and alternate delegate by Monday, March 4, 2013.

- **NBCE Delegate and Alternate Delegate** – The delegate and alternate delegate must be a chiropractic member of your state licensing board. The delegate and alternate delegate positions are a one-year term beginning 60 days prior to the 2013 NBCE Annual Business Meeting of State Delegates and ending 60 days prior to the 2014 NBCE Annual Business Meeting of State Delegates. In the event the delegate is unable to attend the meeting, the alternate delegate would be given voting privileges.

When submitting your designations, please note the following:

- Written designation of the voting delegate and alternate delegate must be submitted on **official state board stationery**;
- Full name of the delegate and alternate delegate and current contact information (i.e. mailing address, phone and facsimile numbers and e-mail address) should be included;
- Signature of the Secretary of the state board office or other authorized person (i.e. board president, executive director) is required;
- Written notification via the U.S. Postal Service to the NBCE Executive Office, 901 54th Avenue, Greeley, Colorado 80634 **must be postmarked by midnight, Monday, March 4, 2013;**
– OR –
- Via facsimile which must be sent to the NBCE Executive Office at 800-867-6578 and **be received by 5:00pm MST on Monday, March 4, 2013;**
- **WRITTEN NOTIFICATION VIA E-MAIL WILL NOT BE ACCEPTED.**

Officers and Directors:

Norman E. Ouzts, Jr., D.C.
President

Donna L. Craft, D.C.
Vice President

Paul N. Morin, D.C.
Treasurer

Oliver R. Smith, Jr., D.C.
Secretary

Steven R. Conway, D.C., J.D.

Salvatore D. LaRusso, D.C.

Robin R. Lecy, D.C.

Lawrence O'Connor, D.C.

LeRoy F. Otto, D.C.

Daniel Saint-Germain, D.C.

Ronald B. Tripp, Jr., D.C.

Horace C. Elliott

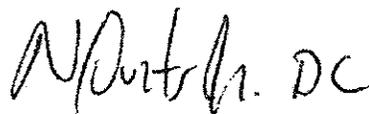
Executive Vice President

Please do not confuse these delegate designations and deadlines with those of the Federation of Chiropractic Licensing Boards as they are different.

If no one from your state board will be able to attend the annual business meeting, we encourage your state board to appoint an NBCE Delegate for communication/contact purposes throughout the year.

We thank you for your attention to this important matter. We look forward to seeing you in May.

Sincerely,



Norman E. Ouzts, Jr., DC
President

NEO/kkl

cc Wendy M. Henrichs, DC, Chair, Wisconsin Chiropractic Examining Board
James P. Koshick, DC, NBCE 2012 Delegate
Jodi L. Griffith, DC, NBCE 2012 Alternate Delegate
NBCE Board of Directors
Horace C. Elliott, NBCE Executive Vice President

