

# Title 114 WAC

## CHIROPRACTIC EXAMINERS, BOARD OF

**Chapter**  
**114-12**      **Approval of chiropractic colleges and symposiums.**

**Chapter 114-12 WAC**

**APPROVAL OF CHIROPRACTIC COLLEGES AND SYMPOSIUMS**

**WAC**

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

- 114-12-005      Uniform Disciplinary Act. [Statutory Authority: 1984 c 279 § 27. 85-01-076 (Order PL 503), § 114-12-005, filed 12/19/84, effective 8/1/85.] Repealed by 85-13-081 (Order PL 533), filed 6/19/85. Statutory Authority: RCW 18.25.017.
- 114-12-010      Colleges—Policy. [Rule I, filed 10/31/62; Rule I, filed 4/11/60.] Repealed by 81-05-004 (Order PL 371), filed 2/6/81. Statutory Authority: RCW 18.25.025.
- 114-12-020      Colleges—Definitions. [Order 6, § 114-12-020, filed 9/6/68; Chiropractic College Rule II, filed 10/31/62; Rule II, filed 4/11/60.] Repealed by 81-05-004 (Order PL 371), filed 2/6/81. Statutory Authority: RCW 18.25.025.
- 114-12-025      Chiropractic college accreditation—Equivalency. [Order PL-244, § 114-12-025, filed 3/30/76.] Repealed by Order PL-267, filed 5/4/77.
- 114-12-030      Colleges—Procedure. [Chiropractic College Rule III, filed 10/31/62; Rule III, filed 4/11/60.] Repealed by 81-05-004 (Order PL 371), filed 2/6/81. Statutory Authority: RCW 18.25.025.
- 114-12-040      Colleges—General requirements and recommendations for approval. [Chiropractic College Rule IV, filed 10/31/62; Rule IV, filed 4/11/60.] Repealed by 81-05-004 (Order PL 371), filed 2/6/81. Statutory Authority: RCW 18.25.025.
- 114-12-060      Symposiums—Board approval. [Order PL-111, § 114-12-060, filed 6/23/71, effective 7/23/71.] Repealed by Order PL-197, filed 7/31/75.
- 114-12-070      Symposiums—Procedure. [Symposium Rule I, filed 10/31/62; Symposium Rule I, filed 4/11/60.] Repealed by Order PL-197, filed 7/31/75.

- 114-12-080      Symposiums—Requirements for approval. [§ 114-12-080, filed 7/19/67; Symposium Rule II, filed 10/31/62; Symposium Rule II, filed 4/11/60.] Repealed by Order PL-197, filed 7/31/75.
- 114-12-090      Symposiums—Policy concerning license renewal as regards attendance at symposiums. [Symposium Rule III, filed 10/31/62; Symposium Rule III, filed 4/11/60.] Repealed by Order PL-197, filed 7/31/75.
- 114-12-100      Licensing by reciprocity. [Order 13, § 114-12-100, filed 1/31/69.] Repealed by Order PL-197, filed 7/31/75.
- 114-12-110      Chiropractic examination. [Order 13, § 114-12-110, filed 1/31/69.] Repealed by Order PL-197, filed 7/31/75.
- 114-12-120      Examinations—National board. [Order PL-111, § 114-12-120, filed 6/23/71, effective 7/23/71.] Repealed by 80-11-073 (Order PL 355), filed 8/20/80. Statutory Authority: RCW 18.25.017 and 18.25.070.
- 114-12-121      Examinations—National board. [Statutory Authority: RCW 18.25.017 and 18.25.070. 80-11-073 (Order PL 355), § 114-12-121, filed 8/20/80.] Repealed by 85-13-081 (Order PL 533), filed 6/19/85. Statutory Authority: RCW 18.25.017.
- 114-12-130      Chiropractic examination—Limitation. [Order PL-267, § 114-12-130, filed 5/4/77; Order PL-158, § 114-12-130, filed 1/28/74.] Repealed by 80-11-073 (Order PL 355), filed 8/20/80. Statutory Authority: RCW 18.25.017 and 18.25.070.
- 114-12-135      Fees. [Statutory Authority: 1983 c 168 § 12. 83-17-031 (Order PL 442), § 114-12-135, filed 8/10/83. Formerly WAC 114-12-140.] Repealed by 83-22-060 (Order PL 446), filed 11/2/83. Statutory Authority: 1983 c 168 § 12. Later promulgation, see WAC 114-12-136.
- 114-12-140      Chiropractic—Fees. [Statutory Authority: RCW 43-24.085. 80-14-022 (Order 356), § 114-12-140, filed 9/25/80; Order PL-214, § 114-12-140, filed 11/5/75.] Repealed by 83-17-031 (Order PL 442), filed 8/10/83. Statutory Authority: 1983 c 168 § 12. Later promulgation, see WAC 114-12-135.
- 114-12-165      Prior approval not required. [Statutory Authority: RCW 18.25.017. 86-06-043 (Order PL 582), § 114-12-165, filed 3/4/86.] Repealed by 86-22-065 (Order PM 625), filed 11/5/86. Statutory Authority: RCW 18.25.070.

**WAC 114-12-011 Colleges—Policy.** (1) In determining a college's eligibility for accreditation the board may utilize, at its discretion, recognized chiropractic accrediting associations, recognized regional accrediting associations, and appropriate professional firms, agencies and individuals.

(2) Accreditation shall be primarily contingent upon a course of study which incorporates educationally sound practices and complies with the chiropractic educational requirements for the state of Washington.

(3) A college must have successfully graduated a class prior to making application for accreditation.

[Statutory Authority: RCW 18.25.025. 81-05-004 (Order PL 371), § 114-12-011, filed 2/6/81.]

**WAC 114-12-021 Definitions.** The following terms are so defined for the purposes of this chapter:

(1) "Board" means the board of chiropractic examiners and/or its designee.

(2) "College" means an institution whose curriculum provides education leading to the acquiring of a professional degree in chiropractic.

(3) "Approval" and "accreditation" are used interchangeably.

[Statutory Authority: RCW 18.25.025. 81-05-004 (Order PL 371), § 114-12-021, filed 2/6/81.]

**WAC 114-12-031 Accreditation of colleges--Procedure.** (1) Application and determination. A chiropractic college which desires to be accredited by the board may secure an application form by sending a written request to the secretary of the board. The applicant shall complete the application form and submit it to the secretary of the board, along with any accompanying documents. Recent photographs of the college or the buildings in which the college is located shall be submitted with the application. Within one hundred twenty days after the receipt of the completed application, the board shall consider the application, determine whether or not the college fulfills the requirements for accreditation, and deposit in the mails a notice of the board's determination, addressed to the applicant. If the board determines that the college is not worthy of accreditation, the notice shall set forth the reasons for denial: *Provided*, The board may withhold making a determination for a reasonable period of time for any justifiable cause upon giving notice to the applicant.

(2) Interrogatories. If the board desires, it may request the applicant to answer specific inquiries. The granting or the denial of accreditation may be contingent upon the applicants' response to such inquiries.

(3) Oath. The answers to the inquiries in the application, and any other inquiries, shall be sworn to before a notary public.

(4) Inspection. If the board desires, it may make the physical inspection of a particular college a condition for its being accredited. Such necessary on-campus visitation of reasonable cost shall be funded by the applicant.

(5) Duration. A college which is once accredited shall continue to be accredited for so long as it fulfills the requirements set forth by the board, or to be set forth by the board. Upon receiving convincing evidence that a college has ceased to fulfill the requirements, the board shall withdraw the accreditation of the college and shall inform the college of its reasons for doing so. A college shall inform the board of changes, if any, in status which could reasonably jeopardize the college's qualifications for accreditation. Such changes shall include, but are not limited to, changes in curriculum, administration, faculty, classrooms and equipment.

(6) Revocation of accreditation. Where the board receives evidence that an accredited institution is not complying with board criteria, it may, after meeting with institutional representatives, place the institution on probation. The institution shall be supplied with a written bill of particulars setting forth the specifics of the non-compliance. The board and chief administrative officer of the institution may agree on a mutually acceptable

timetable and procedures for correction of the deficiencies or the board may set the timetable. Should the institution not make the corrections recommended, or should further deficiencies develop during the probation, the board may, after meeting with institutional representatives, revoke the accreditation of the college.

(7) Reinstatement of accredited status. Once the board has revoked the accredited status of an institution, it must reapply by submitting either a new self-study or an updated self-study as may be required by the board. The board's usual procedure for applicants for initial accreditation and petitions for renewal is applied to petitioners for reinstatement. The visitation team report, hearing evidence and supporting data must show not only correction of the deficiencies which led to the dis-accreditation but, in addition, compliance with the board's criteria.

(8) Appeal. An appeal of a decision adverse to the college must be filed with the board within thirty days of receipt of the board's written decision. To be valid the appeal must contain a certified copy of a formal action authorizing the appeal, taken by a lawfully constituted meeting of the governing body of the institution. The appeal is based on a review of self-evaluation documents, catalog, visitor's report, institution's response to visitor's report, pre-decision hearing of the board and board decision. Alleged improvements effective subsequent to the evaluation which can be verified only through another on-site visit provide the basis for another evaluation, not for an appeal. An appeal does not include a dispute on a finding of fact unless appellant makes a prima facie showing that the finding is clearly erroneous in view of the reliable, probative and substantial evidence on the whole record before the board. The board shall meet to consider the appeal at its earliest opportunity, and send a formal reply to the appealing college within thirty days of such meeting, unless it extends the time for good cause shown.

[Statutory Authority: RCW 18.25.025. 81-05-004 (Order PL 371), § 114-12-031, filed 2/6/81.]

**WAC 114-12-041 Colleges--Educational standards required for accreditation.** (1) Objectives - the college shall:

(a) Have clearly defined objectives.

(2) Administration and organization - the college shall:

(a) Be incorporated as a nonprofit institution and recognized as such by its state of domicile.

(b) Have full-time administrator.

(c) Have either a president or a dean of education with a doctor of chiropractic degree.

(d) Adopt policy of nondiscrimination as to national origin, race, religion, or sex.

(3) Educational offerings - the college shall:

(a) Provide educational offerings which prepare the student for successfully completing licensing examination and engaging in practice.

(b) Offer an educational program with a minimum of 4,000 in-class hours provided over a four year academic term.

(c) Have available syllabi for all courses.

(d) Offer chiropractic curriculum as follows: Principles of chiropractic - 200 in-class hours; adjustive technique - 400 in-class hours; spinal roentgenology - 175 in-class hours; symptomatology and diagnosis - 425 in-class hours; clinic - 625 in-class hours.

(e) Offer at least 120 of the hours required for the study of "principles of chiropractic" [hours] as the study of chiropractic philosophy, which shall be defined as the commonly held tenets which provide the basis for chiropractic as a separate and distinct form of practice.

The required 120 hours of philosophy instruction shall be clearly identified in the application and subsequent college catalogue as philosophy of chiropractic by course title and description. The remaining 80 required hours may include history of chiropractic, ethics, interprofessional relationships and other subjects specifically relating to the principles and practice of chiropractic.

(f) Not include mechanotherapy, physiotherapy, acupuncture, acupressure, or dietary therapy or any other therapy in computation of the qualifying 4,000 classroom hours.

(g) Maintain a clinical program sufficient to fulfill the objectives of the college.

(4) Faculty - the college shall:

(a) Provide sufficient faculty to support the educational program of the college.

(5) Students - the college shall:

(a) Select students on a nondiscriminatory basis.

(b) Require that students maintain a 2.00 grade average and have no chiropractic subject grade less than 2.0.

(c) Require the student to complete a four-year academic program which meets all requirements of statute and rule for licensing to practice chiropractic in Washington state.

(6) Physical facilities and equipment - the college shall:

(a) Maintain a library of size and quality sufficient to serve the educational program.

(b) Maintain a basic plant that facilitates the educational program.

(c) Maintain clinic facilities that are of sufficient size and equipped appropriately to serve the student.

(7) Financial - the college shall:

(a) Have adequate present and anticipated income to sustain a sound educational program.

(b) Have well formulated plans for financing existing and projected education programs.

(c) Have an annual audit of financial records by a CPA.

(d) Make records available for review by the board upon request.

(8) Self-evaluation - the college shall:

(a) Have a program of continuing self-evaluation and such evaluation must be made available upon request by the board.

[Statutory Authority: RCW 18.25.025, 83-01-028 (Order PL 414), § 114-12-041, filed 12/8/82; 81-22-078 (Order PL 385), § 114-12-041, filed 11/4/81; 81-05-004 (Order PL 371), § 114-12-041, filed 2/6/81.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 114-12-115 Examination review and appeal procedures.** (1) Any candidate who takes the state examination for licensure and does not pass may request a review by the board of his or her examination results. This request must be in writing and must be received by the board within thirty days of receipt of notification of the examination results. The board will not set aside its prior determination unless the candidate proves the challenged score was the result of fraud, coercion, arbitrariness or manifest unfairness by the board. The board will not consider any challenges to examination scores unless the total revised score could result in issuance of a license.

(2) The procedure for filing a review is as follows:

(a) Contact the Olympia board office for an appointment to appear personally to review incorrect answers on failed examinations.

(b) Candidate will be provided a form to complete in the Olympia board office in defense of examination answers.

(c) The candidate must state the specific reason or reasons why the candidate feels the results of the examination should be changed.

(d) Candidate will be identified only by candidate number for the purpose of this review. Letters of reference or requests for special consideration will not be read or considered by the board.

(e) Candidates may not bring in notes or texts for use while completing the informal review form.

(f) Candidates will not be allowed to take any notes or materials from the office upon leaving.

(g) The board will schedule a closed session meeting to review the exams and forms completed by the candidate for the purpose of informal review.

(h) The candidates will be notified in writing of the results.

(3) Any candidate who is not satisfied with the result of the examination review may request a formal hearing to be held before the board pursuant to the administrative procedure act. Such hearing must be requested within thirty days of receipt of the result of the board's review of the examination results. The request must state the specific reason or reasons why the candidate feels the results of the examination should be changed. The board will not set aside its prior determination unless the candidate proves the challenged score was the result of fraud, coercion, arbitrariness or manifest unfairness by the board. The board will not consider any challenges to examination scores unless the total revised score could result in issuance of a license.

(4) The hearing will not be scheduled until after the candidate and the state's attorney have appeared before the board or an administrative law judge for a prehearing conference to consider the following:

(a) The simplification of issues;

- (b) The necessity of amendments to the notice of specific reasons for examination result change;
- (c) The possibility of obtaining stipulations, admissions of fact and documents;
- (d) The limitation of the number of expert witnesses;
- (e) A schedule for completion of all discovery; and,
- (f) Such other matters as may aid in the disposition of the proceeding.

(5) The board or the administrative law judge shall enter an order which recites the action taken at the conference, the amendments allowed to the pleadings and the agreements made by the parties or their qualified representatives as to any of the matters considered, including the settlement or simplification of issues, and which limits the issues for hearing to those not disposed of by admissions or agreements; and such order shall control the subsequent course of the proceeding unless modified for good cause by subsequent order of the board.

(6) Formal appeal candidates applicants will receive at least twenty days notice of the time and place of the formal hearing. The hearing will be restricted to the specific reasons the candidate has identified as the basis for a change in the examination score.

[Statutory Authority: RCW 18.25.017, 86-06-043 (Order PL 582), § 114-12-115, filed 3/4/86.]

**WAC 114-12-125 Examinations--National board partial waiver.** (1) An applicant who has passed the following subjects on their most recently taken National Board of [Chiropractors] [Chiropractic] Examiners examination will be considered to have satisfied the statutory requirement for examination in the equivalent subjects:

| Washington Examination Subject | National Board Equivalent        |
|--------------------------------|----------------------------------|
| Anatomy                        | Anatomy                          |
| Physiology                     | Physiology                       |
| Hygiene                        | Microbiology—Public Health       |
| Neurology                      | Spinal Anatomy                   |
| Symptomatology                 | General Diagnosis                |
| Spinal Pathology               | Neuromuscular Skeletal Diagnosis |

(2) In addition to any subjects waived, all applicants will be required to pass an examination by the Washington state board of chiropractic examiners in the subjects of principles of chiropractic, x-ray and adjustive technique. Each applicant must correctly answer seventy-five percent of all questions asked and seventy percent of the questions on any branch of examination given by the Washington state board in order to be eligible for licensure.

[Statutory Authority: RCW 18.25.017, 86-01-040 (Order PL 572), § 114-12-125, filed 12/13/85; 85-13-081 (Order PL 533), § 114-12-125, filed 6/19/85.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems

ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 114-12-131 Chiropractic examination--Limitation.** A passing score in the examination administered by the board in principles of chiropractic may be carried forward. A passing score in the written and practical board administered examinations in x-ray and adjustive technique will not be carried forward and must be taken each time an applicant is examined by the board.

[Statutory Authority: RCW 18.25.017 and 18.25.070, 80-11-073 (Order PL 355), § 114-12-131, filed 8/20/80.]

**WAC 114-12-136 Fees.** The following fees shall be charged by the professional licensing division of the department of licensing:

| Title of Fee                                                            | Fee      |
|-------------------------------------------------------------------------|----------|
| Application/full examination                                            | \$250.00 |
| Application/partial examination (Reciprocity and national board waiver) | 200.00   |
| Retake examination                                                      | 200.00   |
| License renewal                                                         | 125.00   |
| License restoration                                                     | 25.00    |
| Duplicate                                                               | 5.00     |
| Certification                                                           | 10.00    |

[Statutory Authority: 1983 c 168 § 12, 83-22-060 (Order PL 446), § 114-12-136, filed 11/2/83. Formerly WAC 114-12-135.]

**WAC 114-12-145 License renewal registration date and fee.** (1) Effective with the renewal period beginning September 1, 1980, the annual license renewal date will be changed to coincide with the licensee's birthdate. Conversion to this staggered renewal system will be accomplished as follows:

(a) Current licensees, as of August 30, 1980. Licensees desiring to renew their licenses will be required to pay a fee of twenty-five dollars plus one-twelfth of that amount for each month, or fraction thereof, in order to extend their license renewal to expire on their birth anniversary date during calendar year 1981 or 1982.

(b) On and after September 1, 1980, all new or initial chiropractic licenses issued will expire on the applicant's next birth anniversary date.

(2) After this conversion to a staggered renewal system, licensees may annually renew their license from birth anniversary date to the next birth anniversary date. However, licensees who fail to pay the license renewal fee within thirty days of license expiration date will be subject to the late payment penalty fee as set forth in RCW 18.25.070.

[Statutory Authority: RCW 43.24.140, 80-04-057 (Order 337), § 114-12-145, filed 3/24/80.]

**WAC 114-12-150 Licensees residing and practicing out-of-state--Continuing education requirements.** Pursuant to RCW 18.25.070 (1)(b), Washington licensed chiropractors who reside and practice exclusively outside

the state of Washington may satisfy the continuing education requirements for renewal of their Washington licenses by meeting, and certifying to the Washington board of chiropractic examiners that they have met, the continuing education requirements of the state in which they are residing and practicing.

[Statutory Authority: RCW 18.25.017 and 18.25.070. 80-11-073 (Order PL 355), § 114-12-150, filed 8/20/80.]

**WAC 114-12-155 Board approved continuing education subject matter.** (1) Licensed chiropractors will be responsible for obtaining 25 hours of board approved continuing education over the preceding three year period to be submitted with annual renewal of their license.

(2) The board approves the following subject material for continuing chiropractic education credit:

(a) Diagnosis and treatment of the spine or immediate articulations within the scope of practice;

(b) X-ray/roentgenology;

(c) Adjustive technique;

(d) Detection of a subluxation;

(e) Physical examination;

(f) Hygiene;

(g) Symptomatology;

(h) Neurology;

(i) Spinal pathology;

(j) Spinal orthopedics;

(k) Patient/case management;

(l) Impairment within the scope of practice;

(m) CPR - once every three years; and,

(n) Dietary advice.

(3) Subject matter not approved for continuing education credit:

(a) Business management;

(b) Subject matter not directly relating to the chiropractic clinical scope of practice;

(c) Practice building; and,

(d) Conduct prohibited by Washington state statutes or rules governing chiropractic practice.

[Statutory Authority: RCW 18.25.017. 86-06-043 (Order PL 582), § 114-12-155, filed 3/4/86.]

**WAC 114-12-160 Continuing chiropractic education--Guidelines for symposium approval.** (1) In order to be used by a licensee to satisfy the continuing chiropractic education requirements of RCW 18.25.070(1) an educational symposium must be approved by the Washington board of chiropractic examiners.

(2) In order to qualify for board approval, the subject matter of an educational symposium must relate to matters appropriate to the practice of chiropractic as provided in Washington state law.

(3) In order to qualify for board approval an educational symposium must offer instruction by a lecturer or lecturers who have demonstrated competency through knowledge, experience and reputation in the subject area to be presented.

[Statutory Authority: RCW 18.25.017. 83-24-074 (Order PL 451), § 114-12-160, filed 12/7/83; 80-17-019 (Order PL 362), § 114-12-

160, filed 11/13/80. Statutory Authority: RCW 18.25.017 and 18.25.070. 80-11-073 (Order PL 355), § 114-12-160, filed 8/20/80.]

**WAC 114-12-170 License renewal--Affidavit of compliance with continuing education requirements.** (1) In conjunction with his or her annual application for renewal of license, a licensee shall submit, on a form provided by the board, an affidavit of compliance with the continuing education requirement of RCW 18.25.070.

(2) In addition to the affidavit of compliance, the licensee shall submit such further and other evidence and documentation to substantiate the affidavit of compliance as the board may request in any individual case. It shall be the responsibility of the licensee to maintain and provide such evidence and/or documentation on request of the board.

[Statutory Authority: RCW 18.25.017 and 18.25.070. 80-11-073 (Order PL 355), § 114-12-170, filed 8/20/80.]

**WAC 114-12-180 Exemptions.** In the event a licensee fails to meet requirements because of illness or retirement (with no further provision of chiropractic services to consumers) or failure to renew, or other extenuating circumstances, each case will be considered by the board on an individual basis. When circumstances justify it, the board may grant a time extension. In the case of permanent retirement or illness, the board may grant indefinite waiver of continuing chiropractic education as a requirement for relicensure, provided an affidavit is received indicating the chiropractor is not providing chiropractic services to consumers. If such permanent illness or retirement status is changed or consumer chiropractic services resumed, it is incumbent upon the licensed chiropractor to immediately notify the board and meet continuing chiropractor education requirements for relicensure. Continuing chiropractic education hours will be prorated for the portion of that three-year period involving resumption of such services.

[Statutory Authority: RCW 18.25.017. 80-17-019 (Order PL 362), § 114-12-180, filed 11/13/80.]