



## THE STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS

1740 WEST ADAMS STREET, SUITE 2430 | PHOENIX, ARIZONA 85007

TELEPHONE: (602) 864-5088 | EMAIL: [Renewals@chiroboard.az.gov](mailto:Renewals@chiroboard.az.gov) | [www.ChiroBoard.az.gov](http://www.ChiroBoard.az.gov)

### MEMORANDUM

DATE: October 10, 2023

TO: All Licensed Arizona Chiropractors (*Active, Inactive, Retired, Probation*)

FROM: Board of Chiropractic Examiners

#### RE: IMPORTANT CHANGES AND INFORMATION REGARDING YOUR RENEWAL AND THENTIA PORTAL ACCESS

##### THENTIA LICENSURE AND APPLICANT PORTAL

The Board is pleased to announce that it has transitioned from a Microsoft Access Database to a new online cloud-based portal system. You can now log into your portal account and update and manage all your information with the Board, including submitting your annual renewal application and payment. **The Board will no longer accept paper applications and forms for renewals, address changes, chiropractic assistant registrations, and preceptorship applications.** You are encouraged to log in and familiarize yourself with the portal before submitting your annual renewal. The Board has also added several online resources and How To Guides to help licensees with these processes. Please read and review these guides to help you transition smoothly to the portal system.

You must use your portal account to perform any transactions with the Board. The Board has set up your account using the latest email address on our records. An email with your Portal Access Credentials and instructions on how to log in to the licensure portal link will be sent to you by the Board. If you don't receive this email, please contact the Board at [Renewals@chiroboard.az.gov](mailto:Renewals@chiroboard.az.gov) with the subject line: **Thentia Portal Access Update**. Remember to provide your full name, license number, and primary email address for the account.

As the Board moves to the portal, email will be the primary mode of communication. The email on file with the Board must be your primary account. Also, since your portal account holds your personal information and is directly linked to your licensure profile, please do not share portal access with anyone.

##### 2024 LICENSURE RENEWALS

You must use your portal account to submit your renewal application as a licensee. We encourage you to log in to your account, register your Continuing Education courses, and verify and update your contact and employment information. Doing so can ensure that your renewal is processed promptly. As part of the renewal process moving forward, you must upload your CE Certificates with your renewal application. **The Board will no longer accept paper or pdf applications.**

All communication and status updates regarding your renewal will be conducted through your portal account. If you choose to pay the Board by check or money order, it must be received within ten (10) days of your portal submission, or your renewal will be closed, and you will be required to resubmit.

##### IMPORTANT: NEW LICENSE EXPIRATION DATE:

License expiration dates for Chiropractic Physicians will be changing as per [SB 1726](#). Instead of expiring on December 31st, licenses will expire on the last day of the licensee's birth month. All current



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licenses will expire on December 31, 2023; therefore, all licensees must renew their licenses for 2024. During the renewal period from October to December 31, 2023, the Board will extend licenses into 2025 once renewed and required payment is received. The expiration date for renewals starting in 2025 will be shifted to the last day of the birth month.

For the 2024 Renewal Year (January 1, 2024 - December 31, 2024), each licensee must renew their license on or before December 31, 2023, for the 2024 Renewal Year. After renewal and payment, the license will be extended to the new expiration date in 2025. In addition to the required \$225.00 renewal fee, each licensee must submit a license extension payment (\$18.75 per month) to extend their license to the new expiration date. For instance, if a licensee's date of birth is April 17th, their new expiration date will be April 30, 2025. The total payment due for their renewal will be \$300.00 (\$225.00 + \$75.00 (\$18.75 X 4 = \$75.00)).

**Please note that to renew your license, you must submit a complete renewal application along with the renewal fee and extension fee. If you fail to provide these fees before December 31st, your license will be placed on Administrative Suspension. In such a case, you must pay the renewal and extension fees and a \$200 reinstatement fee.**

Licensee's Birth Month	Annual Renewal Fee	Monthly Extension Fee (\$18.75)	Total Payment Due	New Expiration Date
January	\$225.00	\$18.75	<b>\$243.75</b>	January 31, 2025
February	\$225.00	\$37.50	<b>\$262.50</b>	February 28, 2025
March	\$225.00	\$56.25	<b>\$281.25</b>	March 31, 2025
April	\$225.00	\$75.00	<b>\$300.00</b>	April 30, 2025
May	\$225.00	\$93.75	<b>\$318.75</b>	May 31, 2025
June	\$225.00	\$112.50	<b>\$337.50</b>	June 30, 2025
July	\$225.00	\$131.25	<b>\$356.25</b>	July 31, 2025
August	\$225.00	\$150.00	<b>\$375.00</b>	August 31, 2025
September	\$225.00	\$168.75	<b>\$393.75</b>	Sept. 30, 2025
October	\$225.00	\$187.50	<b>\$412.50</b>	October 31, 2025
November	\$225.00	\$206.25	<b>\$431.25</b>	November 30, 2025
December	\$225.00	\$225.00	<b>\$450.00</b>	December 31, 2025



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### **2024 CONTINUING EDUCATION REQUIREMENTS**

To be eligible to renew a license, a licensee shall complete **twelve (12) hours** of continuing education between January 1 and December 31, 2023, document compliance with continuing education requirements on the license renewal application, and submit the Continuing Education course certificates as required.

Each course shall be on CLINICAL BENEFIT TO THE CONSUMER OF CHIROPRACTIC SERVICE. The course must have a significant relationship to assessing, diagnosing, or treating patients within the chiropractic practice scope, as defined in A.R.S. § 32-925 and 32-922.02. The primary consideration in determining whether or not a specific course qualifies as acceptable continuing education is that it must be a formal program of learning that will contribute directly to the professional competence of a licensee in the practice of chiropractic.

For more information regarding Continuing Education courses and the requirement for renewals, please visit the [Continuing Education tab](#) of the Board's website. The website also includes an online course directory to find Board Approved Continuing Education courses. Licensees are responsible for determining if a course meets the requirements for renewal. Board staff can not approve or provide direction regarding Continuing Education courses.

### **2025 CONTINUING EDUCATION REQUIREMENTS**

For the 2025 renewal period, licensees must complete **twelve (12) hours** of continuing education between January 1, 2024, and the licensee's new expiration date. **For 2025, all licensees must complete two (2) hours of record-keeping and documentation for their 2025 renewal.**

### **CHIROPRACTIC ASSISTANT REGISTRATIONS**

As of July 28, 2023, all Chiropractic Assistants must register with the Board using the [Applicant portal](#). Each assistant must create their unique portal account and complete the Chiropractic Assistant application. The application can be accessed through the Board's Applicant Portal. Links to the Applicant Portal are available on the Board's website on the [Chiropractic Assistant page](#).

**This requirement applies to all chiropractic assistants, including those previously registered.** It is important to note that each assistant must have their own portal account with a specific and unique email address. The portal system does not support multiple users with the same email address.

The registration process for Chiropractic Assistants is now a two-part process. The first step is for the CA to create a portal account and complete the CA Application in the Board's online applicant portal. As part of the application process, licensees must approve their assistants before they complete and submit their application to the Board. This step will link the C.A. to your profile. The C.A. can register and upload their coursework certificates and C.P.R. cards into their portal account. Once the registration is complete and approved by the Board, the C.A. will receive an email notification with their CA Registration Number and be able to print their C.A. Certificate directly from the portal. The Board will not charge for Certificates printed from the portal.



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Once the C.A. is fully registered, they can log in through the Licensure Portal and manage and maintain their information. They will also be included and searchable on the Board's Online Portal Lookup.

The Board has created numerous online resources and information regarding the C.A. application and approval process on the [Chiropractic Assistant Tab](#) of its website. This website includes information on the scope of practice, training requirements, approved courses, and How-to Guides for navigating the online portal. You are encouraged to access and use these resources and information.

### [NEW BOARD WEBSITE](#)

The Board has a new website with updated information to assist licensees and provide updates and information.

- [Licensee Information and Services](#) - The webpage has been created to assist Licensees with helpful information about statutory requirements and submitting information to the Board. It lists Online Services, Board Forms, and How To Guides for the various services inside the Licensure Portal.
- [Continuing Education Information](#) - This webpage provides information related to the requirements for Continuing Education, Record Keeping and Documentation requirements, and the Approved Course Directory for CEs.
- [Chiropractic Assistants](#) - This page provides all related information for the Chiropractic Assistant and the supervising physician. You will find the statutes and rules regarding Chiropractic Assistants and their scope of practice. The page includes coursework requirements and How-to Guides for submitting CA applications and approving supervisees in the portal.