State of Arizona
Board of Chiropractic Examiners

1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Voice: (602) 864-5088 FAX (602) 864-5099
TTY (800) 367-8939 (AZ Relay Service)
Website: www.chiroboard.az.gov

Application for Reinstatement of License From Inactive Status

The Application for Reinstatement of License from Inactive Status follows. Please review the following instructions before you complete and submit the application.

Reinstatement Application Instructions:

- Answer all questions on the application. Answer "N/A" or "None" if it is the correct response.
- If you have remained in active practice in another state, complete the Active Practice Affidavit.
- Have your signatures notarized.
- Have verifications of licensure in good standing sent to the Board directly from each jurisdiction in which you hold or have held a license.
- Provide documentation of having completed 12 hours of qualifying continuing education if your license has been inactive for less than one year.
- Provide documentation of having completed 24 hours of qualifying continuing education if your license has been inactive for more than one year but less than two years.
- Provide documentation of having completed 24 hours of qualifying continuing education if you have not actively engaged in the practice of chiropractic for more than two years.
- Provide documentation of successful completion of the SPEC examination if you have not actively engaged in the practice of chiropractic for more than two years. Your transcript must be sent directly from the NBCE.

Once we have received all of the required documentation, your application will be placed on the Board's agenda for consideration. Please remember that you may not practice chiropractic in Arizona until the Board has approved your application.

Please contact our office if you have any questions.

State of Arizona
Board of Chiropractic Examiners

1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Voice: (602) 864-5088• FAX (602) 864-5099
TTY (800) 367-8939 (AZ Relay Service)
Website: www.chiroboard.az.gov

Application for Reinstatement of License from Inactive Status

Instructions: Type or print in blue or black ink. Answer ALL questions. Answer "None" or "N/A" if it is the correct response.

1. Name:_____
   Last First M.I.

2. License No.:_____ PMMTP No.:_____ Acupuncture No.:_____

3. Social Security No.:_____

4. Year license was last active:_____

5. Clinic Name:_____Clinic Owner:_____

   Clinic Owner's Profession:_____

   Address: _____
   Street

   _____
   City State Zip Code

   Telephone: (_____)_____ Fax: (_____)_____

6. Home: _____
   Street

   _____
   City State Zip Code

   Telephone: (_____)_____

7. List the state in and dates during which you were last actively engaged in the practice of chiropractic.

   _____ From: _____/_____/_____ To: _____/_____/_____

8. List all states or jurisdictions in which you are or have been licensed to practice chiropractic. For each, provide verification of good standing, submitted directly from the issuing state.

   _____/ _____/ _____/ _____

9. List any other healthcare profession you are or have been licensed or certified to practice and the state or jurisdiction in which you hold the license or certification. For each, provide verification of good standing, submitted directly from the issuing state.

   _____/ _____/ _____/ _____

10. Are you under investigation by any licensing Board? ☐ Yes ☐ No
If yes, provide the Board with a written explanation.

11. Since your last renewal, has any formal sanction been taken against your license in any state in which you are or have been licensed? If yes, provide the Board with a written explanation and copy of the disciplinary action. The copy must be sent directly from the issuing agency.

☐ Yes ☐ No

12. In the last 12 months, have you been arrested, charged with, indicted for, or under investigation for a misdemeanor or felony, requiring resolution in the courts? If yes, provide the Board with a written explanation and copy of the police report. The copy must be sent directly from the issuing agency.

☐ Yes ☐ No

13. Since you last applied for renewal of your license, have you entered into a plea agreement or been convicted of a misdemeanor or felony? If yes, provide the Board with a written explanation and copies of the police report and court record of the conviction. The copies must be sent directly from each issuing agency.

☐ Yes ☐ No

14. If your license has been inactive for less than two years, attach documentation of completion of the required continuing education pursuant to ARS 32-931.

15. If you have not actively engaged in the practice of chiropractic for more than two years, attach documentation of completion of the required continuing education and have the NBCE send an official transcript showing your passing SPEC Examination score.

I, the undersigned, do hereby attest that the facts, statements, and answers given by me herein are true and correct and I am not omitting any information which may be of value to the Board of Chiropractic Examiners in determining my qualifications, whether it is called for or not.

_____ _____
Applicant's Signature Date

State of _____

County_____

Subscribed and sworn before me this _____day of _____,_____

Notary Signature _____

My commission expires_____

State of Arizona
Board of Chiropractic Examiners

1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Voice: (602) 864-5088 •FAX (602) 864-5099
TTY (800) 367-8939 (AZ Relay Service)
Website: www.chiroboard.az.gov

Active Practice Affidavit

(Reinstatement from Inactive Applicants Only)

I, _____, do hereby attest that I have engaged in the practice of chiropractic for the past _____ years in the State/Provence/Jurisdiction of _____.

I agree that any false statement in this affidavit shall be sufficient to bar me from license reinstatement. Such falsification shall serve as sufficient grounds for the revocation or suspension of my license, if discovered after the reinstatement of my license.

_____ _____

Signature of Applicant Date

State of _____

County_____

Subscribed and sworn before me this _____ day of _____

Notary Signature _____

My commission expires_____

State of Arizona
Board of Chiropractic Examiners

1951 West Camelback Road, Suite 330 • Phoenix, Arizona 85015
Voice: (602) 864-5088 • FAX (602) 864-5099
TTY (800) 367-8939 (AZ Relay Service)
Website: www.chiroboard.az.gov

Verification of Licensure in Good Standing

(Please print in blue or black ink)

Name:_____
Last First M.I.

The person listed above is applying for the following:

- ❑ **Arizona Licensure by Examination**
- ❑ **Arizona Licensure by Reciprocity** *(verification of licensure by examination required by reciprocity state)*
- ❑ **Reinstatement of Arizona License**
- ❑ **Reinstatement of Retired Arizona License**

The State of Arizona Board of Chiropractic Examiners requests that this form be completed by each jurisdiction in which the above referenced applicant holds or has held a license. Please complete this form and return it to the above address.

Name of Licensee:_____

State: _____ License Number:_____

Date Issued:_____ By Examination:_____ By Reciprocity/Waiver:_____

If licensed by examination, which exams were accepted for licensure?

❑ NBCE I-IV ❑ NBCE I-III ❑ SPEC ❑ State Exam ❑ Other:_____

Is license current? ❑ Yes ❑ No If no, date expired:_____

Has any disciplinary action been taken against this doctor's license? ❑ Yes ❑ No
If yes, please attach a certified copy of the Board Order(s).

Are there any pending complaints or open investigations against this doctor's license? ❑ Yes ❑ No
If yes, please provide this office with any available documents relating to the complaint or investigation. These will be used for our investigative purposes only.

STATE SEAL

Signed:_____
Title:_____
State Board:_____

Inactive License Reinstatement Laws & Rules

§32-933. <u>Inactive license; restrictions; reinstatement to active license</u>

A. On written request, the board shall place a licensee in good standing on inactive status. The request shall state that the licensee is not currently engaged in the practice of chiropractic in this state.

B. If an inactive licensee applies to the board for reinstatement to active licensure within two years after the date the board issues a notice of inactive status, the inactive licensee shall submit the full annual license renewal fee and prove to the board's satisfaction that the licensee has met the continuing education requirements of section 32-931 and board rules relating to continuing education.

C. In addition to meeting the requirements of subsection b of this section, a licensee who has been on inactive status and who has not been actively engaged in the practice of chiropractic for more than two years must pass the national board of chiropractic examiners spec examination before reinstatement to active licensure.

D. A licensee who is on inactive status shall meet all of the requirements of section 32-923.

E. The practice of chiropractic in this state during any time that a license is on inactive status is grounds for sanction of the licensee.

R4-7-503. <u>Renewal License: Issuance, Reinstatement</u>

A. At least 30 days before a renewal application and renewal fee are due, the Executive Director of the Board shall send by first class mail to a licensee at the licensee's address of record, a renewal application and notice.

B. The licensee renewal application shall be returned to the Board office on a business day. The date of receipt shall be the postmarked date or the date the licensee hand delivers the license renewal application.

C. To complete a license renewal application, a licensee shall provide the following information and documentation:

1. The licensee's full name;

2. The licensee's current home and office addresses, current home and all office phone numbers, and all current office fax numbers;

3. The name and professional designation of the owner or owners of the clinic or office at which the licensee is employed;

4. The licensee's number;

5. A record of any professional disciplinary investigation or sanction taken against the licensee by a licensing board since the licensee last applied for renewal of a license in this or any other state;

6. A record of any arrest, indictment or charge or any conviction or plea agreement for a misdemeanor or felony since the licensee last applied for renewal of the license;

7. The renewal fee of $170.00 required by A.R.S. § 32-923;

8. Attestation of compliance with the continuing education requirements under A.R.S. § 32-931 and A.A.C. R4-7-801. The licensee shall attest to compliance with continuing education requirements by documenting, on the renewal form, the date or dates the continuing education course was attended, the number of hours of continuing education completed, the qualifying course topic or topics, and the name of the accredited college or university with whom the course instructor is affiliated with as faculty. If the course does not meet the requirements under A.R.S. § 32-931 and R4-7-801, but has been approved by the Board, the applicant shall provide the continuing education course approval number issued by the Board instead of the name of the affiliated college or university.

9. The licensee's signature attesting to the truthfulness of the information provided by the licensee.

D. In accordance with A.R.S. § 32-923(C), the Board shall automatically suspend a license if the licensee does not submit a completed application for renewal before January 1 of each calendar year. The Board shall send written notice of the license suspension to the licensee on or before January 20.

E. The Board shall reinstate a suspended license if the licensee pays the annual license renewal fee, pays an additional fee of $100 as required by A.R.S. § 32-923(D), and submits a completed license renewal application between January 1, and March 31 of the calendar year for which the license renewal is made.

F. On or after April 1 of the calendar year for which a license renewal application was to be made, an individual who wishes to have a suspended license reinstated shall apply for reinstatement in accordance with A.R.S. § 32-923(D).

G. An application for reinstatement of license may be obtained at the Board office on business days or by requesting that the Board mail one to an address specified by the applicant.

H. A completed application for reinstatement of a license shall be submitted to the Board office on a business day. The Board shall deem an application for reinstatement of a license received on the date that the Board stamps on the application as the date it is delivered to the Board office.

I. To complete an application for reinstatement of license, an applicant shall provide the following information and documentation:

1. The applicant's full current name, suspended license number, and certification number if a specialty certification was held by the licensee;

2. The applicant's current home and all office addresses, current home and all office phone numbers, and all current office fax numbers;

3. The name and professional designation of the owner or owners of the office or clinic at which the applicant will be employed;

4. The applicant's Social Security number;

5. A list of all other states or jurisdictions in which the applicant is or has been licensed or certified to practice chiropractic or any other health care profession with a verification of good standing for each current license or certification submitted directly by the licensing agency of the other states or jurisdictions;

6. A list of required continuing education courses completed and certification of course completion;

7. A record of any professional disciplinary investigation or sanction initiated since the applicant last applied to renew the license;

8. A record of any arrest, indictment or charge or any conviction or plea agreement for a misdemeanor or a felony since the date of the applicant's last application for licensure;

9. The applicant's notarized signature attesting to the truthfulness of the information provided by the applicant.

J. The Board shall process a license reinstatement application in accordance with R4-7-502 (D) through (J). The Board shall deem the application received on the date that

the Board stamps on the application as the date the application is delivered to the Board Office.

K. The Board shall reinstate or renew a license if:

1. The applicant or licensee has complied with the requirements of this Chapter and A.R.S. § 32-900 et seq.

2. The applicant or licensee has not had any professional disciplinary sanction taken against the applicant's or licensee's license by a licensing board since the last application for licensure;

3. The applicant or licensee has not been convicted of, pled guilty to, or pled nolo contendere to a misdemeanor or a felony since the last application for licensure.

L. If the provisions of subsection (K) are satisfied, the Board shall issue a license renewal certificate on or before February 1, of each year. The license renewal certificate shall serve as notice that the renewal application is complete and approved.

M. If there is reason to believe that the provisions of subsection (K) have not been satisfied or that possible grounds for denying the renewal or reinstatement application exist, the Board shall notify the applicant of this possibility within 25 business days of the date that the application is received at the Board office.

N. An applicant who is so notified that renewal or reinstatement may be denied may provide a written response and shall submit any documentation as required through written notice by the Board within 60 calendar days from the date of the Board’s notice. An applicant who is unable to supply the required documentation within 60 calendar days may submit a written request to the Board for an extension of time in which to provide the required documentation. The request for an extension of time shall be submitted to the Board office before the 60-day deadline for submission of the required documentation, and shall state the reason that the applicant is unable to comply with the 60-day requirement and the amount of additional time requested. The Board shall grant a request for an extension of time if the Board finds that the reason the applicant was unable to comply with the 60-day requirement was due to circumstances beyond the applicant's control and that compliance can reasonably be expected to be remedied during the extension of time.

O. If an applicant fails to submit required documentation within the time permitted, the Board shall issue a notice of intent to deny the renewal application or reinstatement application.

P. The Board shall make a licensing decision no later than 70 business days after receiving all required documentation as specified in subsection (N). The Board shall deem required documentation received on the date that the Board stamps on the documentation as the date the documentation is delivered to the Board's office.

Q. For the purpose of A.R.S. § 41-1073, the Board establishes the following time-frames for renewal licenses or reinstatement of licenses:

1. Administrative completeness review time-frame: 25 business days.

2. Substantive review time-frame: 70 business days.

3. Overall time-frame: 95 business days.

Application Deadlines

Specialty Certification & Reinstatement Application Deadlines

The Board meeting schedule and deadlines for Board consideration of a specialty certification or reinstatement application at each Board meeting are listed below. Your application must be **complete** by the deadline provided in order for your application to be considered by the Board on the associated meeting date. A complete application means that the Board has received your completed and notarized application forms and all supporting documentation. Please refer to the instructions for the application you are submitting to determine what documentation is required to complete your application.

Meeting Dates	Deadline Dates
January 15, 2014	January 2, 2014
February 19, 2014	February 5, 2014
March 19, 2014	March 5, 2014
April 9, 2014	April 2, 2014
May 14, 2014	April 30, 2014
June 18, 2014	June 4, 2014
July 16, 2014	July 2, 2014
August 13, 2014	July 30, 2014
September 17, 2014	September 3, 2014
October 15, 2014	October 1, 2014
November 19, 2014	November 5, 2014
December 17, 2014	December 3, 2014

Please note that these are firm deadlines and Board staff cannot waive them for any applicant.