



ARIZONA STATE BOARD OF CHIROPRACTIC EXAMINERS
5060 North 19th Avenue, Suite 416 · Phoenix, Arizona 85015
Telephone 602.864.5088 · Fax 602.864.5099

Chiropractic Assistant Registration

Eligibility:

- A chiropractic assistant may not be licensed to practice chiropractic in this or any other jurisdiction.
- A chiropractic assistant may not have had a license to practice chiropractic or any other healthcare profession suspended, revoked or denied for any reason other than failing to meet education or licensing examination requirements in this or any other jurisdiction.

Coursework Requirements:

- Chiropractic assistants must begin Board-approved coursework within three months of initial employment and complete the coursework within one year of initial employment.
- All chiropractic assistants must complete 24 hours of basic coursework with a Board-approved facility or chiropractor. The basic coursework includes chiropractic principles, management of common diseases, history taking, recordkeeping, professional standards of conduct and CPR. The assistant must complete four hours of coursework in each subject.
- If CPR was not included in the Board-approved course the C.A. completed, they must complete four hours of CPR training provided or sponsored by the American Heart Association, the American Red Cross, a local fire department or an entity that meets ASHI standards.
- If the chiropractic assistant's supervising doctor holds a physical medicine modalities and therapeutic procedures certificate, the assistant must complete 12 hours of coursework in physiotherapy. The coursework must be taken from a Board-approved facility or chiropractor.
- If the chiropractic assistant's supervising doctor holds an acupuncture certificate, the assistant must complete 2 hours of coursework in acupuncture. The coursework must be taken from a Board-approved facility or chiropractor.

Registration:

Once *all* of the required chiropractic assistant coursework has been completed, you must complete the Chiropractic Assistant Registration form and send it to the above address. Please note the following when submitting a chiropractic assistant registration:

- You must answer all questions. Forms with unanswered questions will be returned, causing delays in registration.
- You must write in the number of hours completed, the course identification number, the start dates and the completion dates for each of the courses completed by the C.A. The course instructor should provide you with the Course ID number.
- For the CPR course identification number, you may enter the name of the provider or sponsor of the course (e.g. Tucson Fire Department, Heart Savers, AHA, or Red Cross). Please do not list the specific instructor, but the name of the organization with which they are affiliated.
- The assistant and all supervising doctors must sign the registration form. Unsigned forms will be returned.
- You must attach a copy of the chiropractic assistant's CPR card to the registration form.

A copy of the approved Chiropractic Assistant Registration form will be mailed to you stamped "registered effective." You must maintain this copy of the registration at the chiropractic assistant's place of employment. The Board no longer provides ornamental registration certificates.

Registration Transfers:

If you employ a chiropractic assistant who has been registered with the Board under the supervision of another chiropractor, you must complete and submit a Chiropractic Assistant Registration Transfer. The form is available on our website, azchiroboard.us.

A copy of the approved Chiropractic Assistant Registration Transfer form will be mailed to you stamped "registered effective." You must maintain this copy of the registration at the chiropractic assistant's place of employment. The Board no longer provides ornamental registration certificates.

Questions?

If you have any questions or require additional information regarding chiropractic assistant training or registration, please feel free to contact the Board office at 602.864.5088.



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Chiropractic Assistant Registration

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

Chiropractic Assistant:

1. Name: _____
2. Date of Initial Employment as a Chiropractic Assistant: _____
3. Is the above-referenced chiropractic assistant licensed to practice chiropractic in this or any other jurisdiction? Yes No
4. Is the above-referenced chiropractic assistant under investigation in this or any other jurisdiction? Yes No
5. Has the above-referenced chiropractic assistant had a license to practice chiropractic or any other healthcare profession suspended, revoked or denied for any reason other than failing to meet education or licensing examination requirements in this or any other jurisdiction? Yes No

Supervising Doctor:

6. Doctor Name: _____ Lic. #: _____ PMMTP #: _____ Acup. #: _____
Doctor Name: _____ Lic. #: _____ PMMTP #: _____ Acup. #: _____
Doctor Name: _____ Lic. #: _____ PMMTP #: _____ Acup. #: _____

Clinic Name: _____

Clinic Address: _____

City/State/Zip: _____

Telephone: () _____

Mailing Address: _____

City/State/Zip: _____

ARTICLE 11. CHIROPRACTIC ASSISTANTS

R4-7-1101. Use of the Term "Chiropractic Assistant"

Only a chiropractic assistant as defined in A.R.S. § 32-900 who assists a chiropractor by performing basic health care duties, shall use the term "chiropractic assistant" or "C.A."

R4-7-1102. Chiropractic Assistant Training

- A. A C.A. shall complete 24 clock hours of coursework, with a minimum of four hours in each of the following subjects: chiropractic principles, management of common diseases, history taking, recordkeeping, professional standards of conduct, and CPR. If a chiropractor supervising a C.A. is certified in physiotherapy under A.R.S. § 32-922.02, the C.A. shall complete 12 hours of training in physiotherapy in addition to the 24 hours of coursework. If a chiropractor supervising a C.A. is certified in acupuncture under A.R.S. § 32-922.02, the C.A. shall complete two hours of training in acupuncture in addition to the 24 hours of coursework.
- B. A C.A. shall take coursework from a Board-approved facility or chiropractor. The facility or chiropractor providing coursework shall submit documentation that describes each subject listed in subsection (A) to the Board for approval prior to offering the course.
- C. A chiropractor shall inform the Board, in writing, that the chiropractor has employed a chiropractic assistant within seven days of hiring the C.A. by submitting the name of the C.A., the name and license number of the supervising chiropractor, the address and phone number where the C.A. is employed, and the initial date of hire. A C.A. shall begin Board-approved coursework within three months of initial employment with a supervising chiropractor, and shall complete the coursework within one year of initial employment with the supervising chiropractor.
- D. A C.A. shall register with the Board upon completing required coursework. A C.A. shall submit a separate registration form for each place of employment and each supervisor. A C.A. shall register by submitting documentation to the Board on a Board-approved form, signed by the supervising chiropractor, showing the date that the C.A. completed each required subject. The Board shall issue the C.A.'s registration upon approval of the registration form.
- E. A chiropractor supervising a C.A. shall maintain at the C.A.'s place of employment a copy of the C.A.'s registration.

R4-7-1103. Scope of Practice

- A. A C.A. may only perform clinical duties that are:
 - 1. Consistent with a supervising chiropractor's licensure and certification; and
 - 2. Delegated by the supervising chiropractor.
- B. Clinical duties that a chiropractic assistant may perform as directed by the supervising chiropractor under subsection (A) include, but are not limited to:
 - 1. Asepsis and infection control,
 - 2. Taking patient histories and vital signs,

3. Performing first aid and CPR,
4. Preparing patients for procedures,
5. Assisting the supervising chiropractor with examinations and treatments, and
6. Collecting and processing specimens.

C. A chiropractic assistant who meets the education requirements for physiotherapy under R4-7-1102(A) may administer, under the direct supervision of a chiropractor certified in physiotherapy, but is not limited to administering:

1. Whirlpool treatments,
2. Diathermy treatments,
3. Electronic galvanization stimulation treatments,
4. Ultrasound therapy,
5. Massage therapy,
6. Traction treatments,
7. Transcutaneous nerve stimulation unit treatments, and
8. Hot and cold pack treatments.

D. A chiropractic assistant that meets the education requirements for acupuncture under R4-7-1102(A) may prepare and sterilize instruments and may remove acupuncture needles under the direct supervision of a chiropractor certified in acupuncture.

E. A C.A. shall not:

1. Take an x-ray,
2. Perform an independent examination,
3. Diagnose a patient,
4. Determine a regimen of patient care,
5. Change the regimen of patient care set by the supervising chiropractor,
6. Perform an adjustment, or
7. Perform acupuncture by needle insertion.

F. A person who has had a license to practice chiropractic or any other health care profession suspended, revoked, or denied for any reason other than failing to meet education or licensing examination requirements in this or any other jurisdiction shall not perform the clinical duties of a chiropractic assistant.

G. As per A.R.S. § 32-900(3), a chiropractic assistant shall not be licensed to practice chiropractic in this or any other jurisdiction.

H. A supervising chiropractor shall be responsible for all acts or omissions of a C.A.

I. A person who does not meet the requirements of R4-7-1102 shall perform only clerical or administrative duties.