



# State of Arizona Board of Chiropractic Examiners

1740 W. Adams Street Ste 2430 • Phoenix, Arizona 85007  
Telephone 602.864.5088

## Online Addendum for Continuing Education or Chiropractic Assistant Training Course Applications

Please read the enclosed forms and Board policy carefully before submitting your application, as the Board cannot refund application fees, even if you are not eligible for approval.

To be eligible for consideration, the course provider must attest to their compliance with the enclosed Board-approved parameters by initialing the attestations below and submit documentation to the Board regarding their review and approval of the standards set by the provider for online learning.

Applicant (Organization Presenting the Course): \_\_\_\_\_

Applicant's Authorized Agent (Name and Title of the Person Completing this Form): \_\_\_\_\_

Course Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website and log-in information for the Board to view and/or review all course materials: \_\_\_\_\_

Please initial the following to indicate your compliance:

### Provider

1. This course is sponsored by an accredited college or university and the sponsorship contract is included with this application. \_\_\_\_\_
2. The course sponsor has been asked to submit documentation of their review of the standards set by this institution for online learning. \_\_\_\_\_

### Security

3. All courses and users are ID and password protected. \_\_\_\_\_
4. Our website and network are protected by firewalls and security systems. \_\_\_\_\_

5. All courses establish the learners' ethical responsibilities when earning continuing education credit online.

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### **Monitoring**

6. Our monitoring mechanism clocks learners' time by the minute.
7. Our monitoring mechanism confirms ongoing learner participation with an online timer and with completed work and tracks learners' time within each unit of the course in real time.
8. This course includes rotating question and answer examinations for each course hour.
9. Successful completion of assessments are required for course completion and for certificate issuance.

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### **Examination Questions**

10. Educational instructors review examination questions prior to upload.
11. A statistical analysis of questions is performed on a reasonable schedule and frequently missed questions are analyzed against course content to improve content or questions.

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### **Instructor Interaction**

12. Learners can interact with instructors via email or other communication and do not wait more than 48 hours for a response to questions or requests for assistance.

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### **Continuing Education Credit Approval**

13. Learners can only earn credit for the time and work completed as supported by the monitoring mechanism. If a learner spends 2 hours on a 4 hour course, the learner is only awarded 2 hours of credit.

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### **Course Completion Certificates**

14. Certificates of course completion are not issued until the learners' work and attendance have been verified.
15. The certificates of course completion provided to learners include all of the information required by A.A.C. R4-7-801 (H)(1) and are sent to the learners' physical addresses by the affiliated accredited college or university.

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**Board Testing**

16. We authorize a Board or staff member of the Arizona State Board of Chiropractic Examiners to take part in this course online and have attached a user identification number and password for the Board or staff member to use to test the above parameters. \_\_\_\_\_

I, the undersigned, hereby affirm that the foregoing attestations contained in this Addendum are true and correct, and that all requirements of the Board-approved parameters for online continuing education are met by this course. I fully understand that any false statement in this Addendum shall be grounds for denial , revocation or refusal to renew approval of this course.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

## **Board Approved Online Continuing Education Parameters**

An online continuing education course must meet all of the parameters listed below.

### **A. Provider**

The course must be provided directly through an accredited college or university or sponsored by an accredited college or university. If a college or university sponsors the course, the contract with the sponsor must be included with the application.

### **B. Security Parameters**

1. All courses and users are ID and Password protected.
2. The provider utilizes firewalls and security systems in its management.
3. Every course establishes the ethical responsibility required from each learner when taking CE credit through an online resource.

### **C. Monitoring Mechanism**

1. The course must have a mechanism by which the learner's time can be clocked by the minute.
2. The mechanism must be capable of confirming ongoing learner participation with an on-line timer and with completed work. The on-line monitoring tool must be able to track each learner's physical time within each unit of the course, in real time minutes/hours.
3. The course must include, at the least, rotating question and answer examinations for each course hour.
4. Assessments are a necessary component for completion and certificates are not issued until those elements are complete.

### **D. Examination questions**

1. Examination questions are reviewed by educational instructors prior to upload.
2. A statistical analysis of questions must be performed on a reasonable schedule and frequently missed questions are analyzed against course content to improve the content or questions.

### **E. Instructor Interaction**

1. Learners can readily interact with instructors via email or other communication resources.

2. Learners do not wait more than 48 hours for a response to a question or request for assistance.

#### **F. Credit Approval**

Learners can only earn CE credit for the time and work completed as supported by the monitoring mechanism. If a learner spends 2 hours on a 4-hour course, the learner is only awarded 2 hours of credit.

#### **G. Course Certificates**

1. A certificate of course completion is not issued until the provider checks the learner's work and verifies attendance.
2. The course certification provided to the learner must include all of the information required by A.A.C. R4-7-801(H)(1).
3. A certification for course completion is sent from the affiliated accredited college or university to the learner's physical address rather than issued electronically.

#### **H. Board Access to On-Line Courses**

Applicants for on-line courses are required to provide Board staff access to an on-line course for its review as part of the application process and will need to continue to provide the Board and its staff access to on-line courses for continued monitoring.