

Certified Chiropractic Assistant Application

Oregon Board of Chiropractic Examiners
 3218 Pringle Road SE, Suite 150,
 Salem OR 97302-6311
 (503) 378-5816

(See reverse side for instructions)

CERT. # _____
 (issued by OBCE)

Paste Photo Here	First	Middle	Last
	Home Mailing Address:		
	City	State	Zip
	Phone ()		
	Birth Date:		

 (Date Photo was Taken)

CERTIFICATION of APPLICANT

I, (print or type your name) _____, do hereby certify that I am the applicant mentioned in the foregoing application and that all statements are true and correct to my knowledge and belief, and also I certify that the photograph attached is a true likeness of myself. I also do hereby agree to respect and adhere to the letter and spirit of the Law which governs the Chiropractic Profession and Certified Chiropractic Assistants in Oregon (ORS Chapter 684 and OAR Chapter 811). (If applicant is not employed at initial CA certification, disregard this section, and use the enclosed Employment Verification form after employment begins.)

 Signature of Chiropractic Assistant Applicant /
Date signed

VERIFICATION of EMPLOYMENT (by supervising Chiropractic Physician)

I certify that the above named person is currently employed by me, **that I have read the applicant's answers on the back of the application.** and that I will be acting as the supervising chiropractic physician over this person.

 Signature of Supervising Chiropractic Physician (REQUIRED, if employed) /
DC License #

 Clinic Name and Address ()
Clinic Telephone #

FOR OBCE OFFICE USE ONLY

Application Fee Received \$ 25 ___ Examination Fee Receive \$ 35 ___ Certification Fee Received \$ 50 ___ (Total Fees Due \$110) ✓ category received; write in deposit date	Deposit Date _____	Date Application Received _____ Date Certificate Issued _____ Approval: (Signature of OBCE Program Manager) _____
--	-----------------------	--

CIRCLE the appropriate answer to all questions below. **IF YOU ANSWER "YES"** to any question, please **EXPLAIN YOUR ANSWER IN DETAIL ON A SEPARATE SHEET**, and if you answer "Yes" to question #s 5, 6, or 7, **SUBMIT THE POLICE or COURT DOCUMENTS**. Failure to provide this information may delay the processing of your application.

1.	Have you ever used ANY name other than the one you are using to make this application? If yes, list names.	Yes	No
2.	Are you a massage therapy student and/or physical therapist student? If you have ever licensed as a Massage or Physical therapist, please circle which vocation: ____ Massage Therapist ____ Physical Therapist Is either license currently active? In which state/s? _____	Yes	No
3.	Have you ever been terminated for cause as a Chiropractic Assistant in Oregon or elsewhere? If yes, on a separate piece of paper, describe the circumstances of your termination, including chiropractor's name, address, telephone number and dates of your employment. Include any other facts that are relevant.	Yes	No
4.	Have you ever received a disciplinary sanction under ANY professional license or certification?	Yes	No
5.	Have you ever been arrested for, or charged with, a violation, misdemeanor or felony – including any diversion or dismissal - in Oregon or elsewhere?	Yes	No
6.	Have you ever been treated for substance abuse of any kind?	Yes	No
7.	Have you ever been convicted of, pled guilty, or pled nolo contendere (no contest) to any offense, misdemeanor or felony, which could have resulted in your imprisonment in a state or local institution? (Even if not imprisoned.)	Yes	No

APPLICATION INSTRUCTIONS

NOTE: Applicant Must Be At Least 18 Years of Age to Certify

- 1) Complete the front and back of the application. Answer ALL questions and attach additional explanation when answering "Yes" to any question.
- 2) Attach an original, un-retouched, photograph taken within the last six months showing a front view. No photocopies will be accepted.
- 3) Application for certification must also be accompanied by:
 - a) The completed open book examination (Call the OBCE at 503-378-5816 option 1)
 - b) Total fees equaling \$110: Application... \$25 Examination... \$35 Certification fee... \$50
 - c) Proof of completion of 12 hours Initial Training for Chiropractic Assistant certification
 - d) The "Statutory Requirements Regarding Social Security Numbers" form, and
- 4) If you are employed by a chiropractic physician today, your employing supervising DC **MUST** complete the Verification of Employment section on the first page of this application. (If you are NOT employed today, you may still apply for certification, but must notify the OBCE in writing, and within 10 days of employment.)
- 5) Mail all application materials and fees using the OBCE's pre-addressed envelope enclosed or mail to:

**Oregon Board of Chiropractic Examiners
Unit 01
PO Box 4395
Portland, OR 97208-4395**

**** Incomplete applications will not be processed until all requirements are met and submitted ****



Oregon

Theodore R. Kulongoski, Governor

Oregon Board of Chiropractic Examiners

3218 Pringle Road SE, Suite 150

Salem, Oregon 97302-6311

(503) 378-5816

FAX (503) 362-1260

E-mail: Oregon.obce@state.or.us

Web: www.oregon.gov/OBCE

Stop! Before you answer these questions considering the following:

Any false statement made in this application is grounds for possible board action regarding your application or your license. If in doubt, disclose and explain rather than conceal. If you answer no to any question based upon an “Expungement,” “Setting Aside,” “Diversion,” “Dismissed” or “Sealing” of a record, that information must be personally verified by you with the court directly involved in that order. An erroneous belief that a conviction has been expunged, set aside, diverted etc... when in fact, it has not, may be deemed a false statement. (Remember, we are checking the FBI fingerprint database and the records in the Oregon Judicial Information Network-OJIN.)

DUI Diversion

If you get charged with Driving Under the Influence (DUI) and you go through diversion you still have to answer and reveal that you were charged with a misdemeanor; even though you plead guilty and the conviction was “not entered” and thus “dismissed.” If you had a DUI in Oregon this information will be in the statewide OJIN database.

Expungement

You must have filed a request with the court to have a conviction removed from court records and there must be formal court action granting the request. Only then is a conviction record removed and thus made it legally unavailable. This does not automatically happen.

Setting Aside or Sealing a record

This also would have required a formal filing of documents in the court in order to receive this. You would have received written confirmation from the court that this occurred.

Dismissed

If you get charged with a misdemeanor or felony and the charge was dismissed, you still must report this (on Question 7).

What do I need to disclose?

All arrests, charges or convictions for any misdemeanor or felony. This includes DUI's, and all major traffic offenses (examples are; reckless driving, driving while suspended and eluding a police officer).

What DON'T I need to report?

Any juvenile arrest/conviction. (Occurred while you were 17 years old or younger)

Any minor traffic violations such as running a red light or a speeding ticket.

Any expunged criminal conviction.