

OREGON BOARD OF CHIROPRACTIC EXAMINERS

Exam Candidate's Guide



Oregon Board of Chiropractic Examiner
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– The Board is continually working to upgrade the application and examination process, therefore the information within this guide is subject to change at any time. Updated September 2016

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STATEMENT OF PURPOSE

The purpose of this exam procedure is to evaluate each candidate's qualifications to practice in this state as defined by Chapter 684 of the Oregon Revised Statutes also known as "The Chiropractic Practice Act".

Licensure in Oregon is not a "right", but rather a privilege granted to those who demonstrate competency as required by ORS 684.050(4). Graduation from a CCE college in itself does not certify competency in those areas defined by the broad-scope Oregon practice act, nor necessarily does experience in practice under other state jurisdictions.

Trick questions are not intended. The object is to protect the public welfare by licensing only qualified chiropractors who demonstrate the knowledge and skills required under ORS Chapter 684. Test items are specifically devised to determine whether "adequate competency" can be demonstrated by the candidate. Your competency is measured by appropriate responses to academic and clinical examination.

Public expression of personal performance anxiety and hysteric conversion reactions are discouraged. Demonstrate your ability to think and act like a Chiropractic physician by maintaining professional conduct while understanding and accepting Oregon licensing protocol.

*"Look at the BIG picture..."
"Get off your wishbone,
Stick out your jawbone,
Straighten up your backbone...
and get to work..."*

B. J. Palmer, DC

SECTION 1 - POLICIES AND GUIDELINES

Read all material before filling out any forms, or before requesting your transcripts.

Enclosed with this Guide are the materials necessary to apply for the Oregon Chiropractic State Board Examination. Included is an application form, the "Request for Accommodation" form, a copy of the Oregon Laws (Chapter 684) and Administrative Rules (Chapter 811), Certification of Licensure in Another State form and FBI Standard Applicant Fingerprint Card (Form FD258). Additional memorandums may be added to update the candidate of proposed or adopted changes to the exam or exam policies.

It is the candidate's responsibility to provide all necessary information to complete the application.

I. APPLICANT ELIGIBILITY

An applicant for a chiropractic license in Oregon shall furnish to the Board a diploma and transcript, certified by the registrar, or other documents satisfactory to the Board evidencing graduation from a chiropractic school or college approved by the Board under the Board's academic standards, or from a school accredited by the Council on Chiropractic Education or its successor agency under standards that are accepted and adopted biennially by the Board in the version applied to that school by the accrediting agency. (See ORS 684.040(2)(d))

Additionally, the Oregon Board determined that all candidates must submit 36 hours of education in minor surgery and proctology as part of their application eligibility. See OAR 811-020-0006.

II. SPECIAL ACCOMMODATIONS (American Disability Act) **Ethics and Jurisprudence Exam Only.**

If you have a disability and require some accommodation in taking this examination, you must fill out and submit the "Request for Accommodation" form along with the application. The need for accommodation must be specifically outlined in the "comments" section of the form and supporting documentation provided. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation.

III. DOCUMENTS TO BE SUBMITTED (by all candidates, including reciprocity)

- 1) A completed, **official application** including a recent photograph, and the **non-refundable fees** of **\$140.00.**
- 2) The Background Check Form.
- 3) Evidence of the applicant's good moral character submitted in the form of a **letter of recommendation** on the letterhead stationery of another licensed chiropractic physician.
- 4) **Notarized affidavit (application) attesting to successful completion of at least two years of liberal arts and sciences study in an accredited college.** Applicant need not submit original/official transcripts unless requested by the Board. The Board may, at its discretion, request **foreign transcripts** be evaluated by an educational evaluation service. Should the Board require evaluation of **foreign transcripts**, the candidate will be responsible to contact one of the following educational evaluation services. The unopened, original evaluation report shall be sent directly to the Oregon Board of Chiropractic Examiners.

Int'l Educational Research Foundation, Inc.
PO Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Website: www.ierf.org

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Website: www.ece.org

Foreign Academic Credentials Service, Inc.
PO Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Website: www.facsusa.com

World Education Services
PO Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Website: www.wes.org

An applicant may have his/her credentials evaluated by any other credentialing agency that is a member of the National Association of Credential Evaluation Services, Inc.

- 5) An official transcript, certified by the registrar, and copy of a diploma from a chiropractic college approved by the Board under the Board's academic standards or from a school accredited by the Council on Chiropractic Education or its successor agency, which requires for graduation a period of actual attendance of four years, or its equivalent as determined by the Board, each with a schedule of minimum educational requirements enumerated in ORS 684.050(4). An official transcript of grades must be submitted from each chiropractic college attended. Transcripts must reflect 120 hours of Physiotherapy.

Candidates may sit for the Oregon State Board exam if they are within six months of graduation and can meet the remainder of the application requirements. A photocopy of the diploma must be submitted prior to licensure.

- 6) **National Board of Chiropractic Examiners (NBCE):** An official certificate of proficiency issued for the following examinations: (ALL parts required)
- 1) Part I
 - 2) Part II
 - 3) Part III (minimum score 375) (*Exempt, if licensed in another state prior to July 1, 1992*)
 - 4) Physiotherapy
 - 5) NBCE Part IV (min. score 375) (*Exempt, if applicant practiced in another state at least five years*)
- Parts I, II, III, and Physiotherapy transcript must be received prior to sitting the exams.

The official Part IV transcript is not required prior to sitting for the Oregon Specific Exams, but it is required prior to licensure in Oregon.

- 7) **Licensure in Another State:** If you now hold or have ever held a chiropractic license in another state, you are required to submit the Certification of Licensure in Another State form to the state(s) where you are/were licensed. The statement must certify the initial date of licensure, license status

and whether there is a record of discipline on your license for unprofessional or unethical practices in that state. Any details regarding any disciplinary actions on the license must be submitted with the report. Additionally, information regarding how licensure was obtained – state or national examination or reciprocity is required. Please provide scores, if licensure obtained by examination. Failure to comply will result in an incomplete application, and/or will be considered an attempt to conceal information (ORS 684.100(1)(a) and OAR 811-035-0015(16) and you may not be eligible to sit for the current examination.

Copies may be made of the enclosed Certification of Licensure form for submission to more than one state. Any fee charged by the other state licensing board(s) is the licensee's responsibility to pay.

- 8) **Minor Surgery/Proctology Requirement:** An official transcript is required showing successful completion of 36 hours Board approved coursework in minor surgery/proctology (in addition to the standard courses of physical examination, emergency/first aid, histology, etc.) See OAR 811-020-0006. **Please contact the OBCE regarding this requirement.**
- 9) **Social Security Statutory Requirements Form :** (mandatory form included with application materials)

IV. FEES

- 1) The completed application, \$140.00 fee, and supporting documentation must be postmarked prior to sitting the exams.
- 2) All requests for retake and \$100 fee must be received prior to retaking the Ethics and Jurisprudence Exam. **Retake requests for the Minor Surgery/ Proctology and/or the OB/GYN Exams must be made directly to the national testing agency.**

V. REFUND POLICY

The application and criminal background check fees are **NON-REFUNDABLE**. However, if a candidate notifies the Board in writing, prior to the scheduled exam, the application fee may be forwarded to the next exam opportunity. Upon written request, the retake fee may be refunded when the request is submitted prior to the scheduled exam date.

If an applicant is scheduled to take an examination, does not submit a written notice of absence to the OBCE, and does not “show” for the exam(s), the candidate will lose the submitted fees (initial or retake fee).

VI. APPLICANT INQUIRIES

The OBCE will attempt to keep all applicants informed about the status of their files however; it is ultimately each candidate's responsibility to insure all required documentation is submitted. As each application is received, the applicant will be notified of its receipt and of any documentation still outstanding. Telephone or written inquiries about applications or the exam procedure may be directed to:

Donna Dougan

**Oregon Board of Chiropractic Examiners, 3218 Pringle Road SE Suite 150, Salem, Oregon 97302-6311
503-373-1579, E-mail requests may be submitted to: donna.dougan@oregon.gov**

VII. NAME AND ADDRESS CHANGES

An applicant must notify the OBCE whenever there is an address, phone number or name change. Failure to do so may prevent the applicant from sitting for the next available examination. Changes must be submitted **in writing**. Please remember to include Email and telephone number changes. You may obtain the Address Change Form from www.oregon.gov/obce under Forms & Publications.

VIII. EXAM SCHEDULING

The Ethics and Jurisprudence Exam will be assigned by the OBCE and no further action is required of you.

The Minor Surgery/Proctology and OB/GYN Exams will be scheduled through the National Board of Chiropractic Examiners (NBCE) which will require further action from you:

1. **After** you are notified that your application has been approved by the OBCE, visit www.mynbce.org and log in to your account (you will have to create an account if you do not already have one.)
2. Go to "My Applications" and select State Licensing Exams, and then Oregon Chiropractic Licensing Exams. You will be prompted to request approval from the OBCE, if necessary.
3. It may take up to 10 business days for the OBCE to review your request. Once the NBCE receives approval, you will be notified that you are eligible to complete your application and pay for your exams, this is an additional fee that you are responsible for.
4. Once your application has been processed, you will receive notification to contact Pearson Vue (www.pearsonvue.com/nbce) to schedule your testing appointment.
5. Within two weeks following the exam, the NBCE will post your scores to your MyNBCE account, and notify the OBCE that your scores are available.

IX. EXAM SITE

Pearson Vue Testing Centers.

SECTION 2 - EXAMINATION PROCEDURES

I. DESCRIPTION OF THE EXAMINATIONS & FORMAT

Candidates may be required to understand, interpret, and apply basic facts to specific situations and to know terms, facts, methods and procedures.

The online exams listed below include 50 multiple-choice type questions; 40 minutes are allowed to complete each written exam.

Points are awarded for correct answers only; therefore, it is to the candidate's advantage to answer every test item by marking one of the choices thought to be the correct answer.

Minor Surgery and Proctology: pertains to minor surgery as defined by Oregon Revised Statute 684.010. Proctology pertains to those diseases, conditions and states originating in, or manifest in, the colon, rectum, anus or surrounding tissue.

Obstetrics, Gynecology and Genitourinary: pertains to the body during gestation from conception to delivery and postpartum, the human reproductive systems, the genitourinary systems and associated functions and pathologies.

Ethics, Jurisprudence and Public Health: pertains to moral and legal behavior of the practitioner under Oregon Revised Statute (ORS) Chapter 684 and Oregon Administrative Rule (OAR) Chapter 811. This test does not address personal philosophy or technique.

II. EXAMINATION ADMINISTRATION POLICIES

General suggestions: Get a good night's sleep before the examination - avoid last minute cramming. Avoid eating a large, heavy meal before the exam (it may cause drowsiness). Try to relax and approach the exam positively. Dress comfortably - plan for warm or cool temperatures; shirts, sweaters, vests, sweatshirts or with front pockets are not allowed, you will be asked to remove them at the exam sit. You may consider bringing ear plugs.

A) **CANDIDATE'S RESPONSIBILITY**

All candidates are required to schedule the Minor Surgery/Proctology and OB/GYN exam with the national testing agency. Candidates will be assigned the Ethics and Jurisprudence Exam by the OBCE.

Any examinee found to be cheating shall fail the examination and will not be allowed to take the exam for a period of five years. **See Oregon Administrative Rule 811-010-0085(11).**

B) **RESULTS**

The Ethics and Jurisprudence Examination score will be released upon completion. The Minor Surgery/Proctology and OB/GYN Examinations scores will be released within two weeks following the exam, the national testing agency (NBCE) will post your scores to your MyNBCE account and will notify the OBCE that your scores are available.

C) **REGRADES**

Any request for regrade of the Ethics and Jurisprudence Exam must be submitted in writing to the OBCE.

D) **RETAKES**

Candidates who do not pass the Ethics and Jurisprudence Exam may retest the failed portion at the next available opportunity, provided they submit the appropriate retake fee along with a letter of intent.

Candidates who do not pass the Minor Surgery/Proctology and/or the OB/GYN Exams simply need to log into their MyNBCE account and pay for a retake, then schedule the retake exam(s) with Pearson VUE.

An applicant must take at least one of the failed section(s) within 13 months following the date when the applicant took the entire examination. If the applicant fails to re-test on at least one failed section within 13 months of the last examination, the file shall become inactive and the applicant must re-apply and take the entire examination.

SECTION 3 - SAMPLE QUESTIONS AND ANSWERS

I. ETHICS, JURISPRUDENCE and PUBLIC HEALTH – ONLINE ONLY-

This exam consists of statements that may be violations; you are asked to identify the Rule or Statute that the statement violates.

1. Once licensed and in practice the chiropractor keeps his license certificate and certificate of registration in a locked file cabinet for safe keeping.
 - A. OAR 811-010-0045 (2)
 - B. OAR 811-010-0025
 - C. OAR 811-010-0086 (2)
 - D. None of the above

2. A chiropractic physician adjusts a patient's dog without a written prescription from a veterinarian.
 - A. ORS 684.010 (2) (b)
 - B. ORS 684.035
 - C. ORS 684.025 (3)
 - D. Not a violation

3. Without notice a chiropractor closes his office and abandons his patient files
 - A. ORS 684.100 (1) (g)
 - B. ORS 684.100 (1) (f) (A)
 - C. ORS 684.100 (1) (s)
 - D. ORS 684.100 (1) (a)

4. A chiropractor who is also a naturopathic doctor does not chart under which license he is providing his services.
 - A. OAR 811-035-0005 (2)
 - B. OAR 811-015-0006 (1)
 - C. OAR 811-015-0005 (2)
 - D. OAR 811-015-0005 (1)

5. A chiropractor appears before the Peer Review Committee but refuses to answer questions pertaining to the complaint.
 - A. OAR 811-035-0005 (1)
 - B. OAR 811-035-0015 (20)

- C. Not a violation
- D. ORS 684.100 (4)

ANSWERS TO SAMPLE QUESTIONS

ETHICS/JURISPRUDENCE

- 1. B
- 2. C
- 3. C
- 4. C
- 5. B

SECTION 4 - LICENSING

Once a licensee passes the Oregon State Board Exam (and all **official** documentation - NBCE Part IV transcript and/or chiropractic diploma - is received) he/she may submit the initial license fee of \$150 to obtain the Oregon license. The initial license registration is valid for a minimum of 180 days. However, if the applicant's next birth date is within the 180 days, the initial license will be valid for an additional 12 months beyond the applicant's birth date.

I. LICENSE-RELATED FEES **EFFECTIVE JULY 1, 2015**

A) Initial License	\$150
B) Active Renewal	\$425
C) Senior Active Renewal (25 years practice & 60 years of age)	\$315
D) Inactive Renewal	\$225

II. LICENSING

Applicants who have completed all requirements for licensure, including passage of all required examinations, must submit the initial license fee to obtain their license **within one year from the date they completed all the requirements**. An applicant's initial license will be valid for a minimum of 180 days. However, if the applicant's next birth date is within the 180 days, the initial license will be valid for an additional 12 months beyond the applicant's birth date.

III. RENEWAL

The Board will email the renewal notice approximately 45 days prior to the expiration date (last day of birth month) that your license is due to be renewed. **OAR 811-010-0086(1)**

The first generated renewal notice received by a first-year Chiropractic Physician will be for an active license, by default. Anyone not practicing within the State of Oregon may change the status to inactive by paying the appropriate fee at subsequent renewals. No CE is due to maintain an inactive license.

Submit the appropriate fee as indicated on the notice, with the renewal notice and signed affidavit verifying completion of continuing education (CE pertains to ACTIVE renewal only).

IV. CONTINUING EDUCATION

To obtain an Active license at renewal time, first year licensees are required to submit 2 hours of continuing education in Evidence Based Outcomes Management, 4 hours in "over-the-counter medications," and attend a New Licensee Introduction to the Board workshop. They will not need to complete the full 20 hours required of active licensees until the second year of licensure.

Continuing Education courses are offered throughout Oregon by the Chiropractic associations, Chiropractic colleges, and a variety of other sources, including community colleges, other professional associations, community hospitals, etc. Online, video, or audio CE is accepted. For all other venues, read the administrative rule for continuing education **OAR 811-015-0025**.