

**Chiropractic Assistant Initial Training
Presented as Webinar Policy
Adopted August 16, 2012**

POLICY

Any program offered for chiropractic assistant initial training must be pre-approved by the Oregon Board of Chiropractic Examiners (Board). Note: "Pre-approval" is already required with current administrative rule. The Board will ONLY consider for pre-approval a minimum eight (8) hour program which covers all modules of the Board's required didactic training outline. These programs may be offered either in-person or by LIVE (not pre-recorded) webinar. This policy is drafted to better implement administrative rule 811-010-0110(2)(a)(i) through (iii).

When a program for approval is a webinar, it must meet the additional following criteria:

1. The proposed program must include technology which enables participants and the instructor to ASK and ANSWER questions in real time
2. Must offer some evaluation after EACH module of OBCE's required outline; the Board requires a minimum of 4 questions be asked
3. The sponsor/program must be able to demonstrate that interaction on the part of participants is required throughout the presentation. (for example: webcams, question/answer, etc.)
4. Answers to survey questions must be recorded and made available to the Board, if requested for audit purposes.
5. The webinar software and/or vendor must be able to record the ACTUAL time each participant spends "in" the webinar.
6. All webinar sponsors/programs must provide timely evidence of attendance after each full (minimum eight hours) program is completed. This report will include: Actual time each participant spends in the webinar, Each participants name and e-mail address, Evidence of participation for each attendee (questions asked, answers to poll questions, etc.)

The board reserves the right to revoke approval for any training vendor that does not comply with the guidelines listed above at any time. It also reserves the right to not accept the training of Chiropractic Assistant applicants who enroll in webinar training but there is insufficient evidence in the opinion of the Board to conclude that they attentively participated in such training by an approved vendor.