



# Oregon

Tina Kotek, Governor

## Oregon Board of Chiropractic Examiners

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### Chiropractic Assistant Applicant's Initial Training Guidelines for Supervising DC

An Oregon licensed chiropractic physician may initially train their own staff for chiropractic assistant certification in lieu of attendance in a regularly scheduled initial training class. This training by the DC is the initial step in the application process. The applicant must still complete the OBCE's application, examination, and fingerprinting. Any training which does not follow these guidelines will be invalid. Refer to [OAR 811-010-0110](#).

Training must be at least 12 hours in length. Reading the study guide and completing the CA exam does not count as part of the initial training.

The Board expects the application to be submitted as soon as possible after the training is completed; an applicant should not continue to perform therapies after completing the 12 hours of initial training. The 12 hours of initial training are valid for 60 days. If the applicant has not submitted their application to the OBCE within 60 days, the training is void and must be retaken.

#### 1. Training Requirements

- a) Eight (8) hours didactic training
- b) The Board has developed a full outline/syllabus of topics that must be presented (the outline/syllabus is available on the OBCE website).
- c) Four (4) hours practical/hands-on training
- d) Must address all three (3) areas of physiotherapy, electrotherapy, and hydrotherapy (all must be identified on training log).

#### 2. Training Delivery

- a) The didactic training must be administered by an independently licensed health care provider whose scope of practice encompasses topics within the curriculum as outlined in the OBCE CA initial training syllabus.
- b) The practical training must be administered by an independently licensed health care provider whose scope of practice includes physiotherapy, electrotherapy, and hydrotherapy. The trainer must be in the room with the CA applicant and patient at all times.

#### 3. Documentation

Use the attached log to track the training and for submission with the CA application to the OBCE.

- a) Document dates.
- b) Document start/stop times.
- c) Document time spent training in each area.
- d) Document the specific subject or therapy trained.

#### 4. Verification

- a) The supervising DC and CA applicant must both attest to completion of the training by signing and dating the training log.

**Chiropractic Assistant Training Log for:** \_\_\_\_\_  
(Applicant's name)

The supervising DC/independently licensed health care provider and applicant may use the form below to record the initial CA training. Use additional paper, if needed. Do not simply use the terms 'didactic' or 'practical.' Explain what was taught (medical terminology, scope of practice, HIPAA, etc.). For the hands-on training, all three therapies must be listed (physiotherapy, electrotherapy, and hydrotherapy).

NOTE: This training is valid for 60 days. You must submit your completed application to the OBCE within 60 days, or you will need to retake the 12 hours of initial training.

Reminder: Follow the Board's Initial Training Syllabus

Date	Start Time	Stop Time	Hours	Details of Training

Total Hours:

After the supervising DC/independently licensed health care provider performs the 12 hours of initial CA training, the supervising DC and the CA applicant must both attest, by their signatures, that the training was performed according to the administrative rule ([OAR 811-010-0110](#)) and OBCE policies and procedures.

CA Applicant's Name (please print)	Supervising DC's Name (please print)
CA Applicant's Signature	Supervising DC Signature
Date Signed	Date Signed