# OREGON BOARD OF CHIROPRACTIC EXAMINERS

# Doctor of Chiropractic Applicant's Guide

Oregon Board of Chiropractic Examiners

1225 Ferry St. SE

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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 January 2025.*

# SECTION 1 – POLICIES AND GUIDELINES

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

The official Doctor of Chiropractic application is available through our website: Oregon Board of Chiropractic Examiners (OBCE). Generally, it takes 8-10 weeks to complete the application, examinations, and licensure processes. Applications are valid for 13 months from the date of receipt. In that time, if the applicant has not completed at least one State Specific Exam (Minor Surgery/Proctology, Obstetrics/Gynecology, Ethics/Jurisprudence), the application will be forfeited, and the applicant will need to reapply.

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

## I. APPLICANT ELIGIBILITY

An applicant for a chiropractic license in Oregon shall provide 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 (CCE), 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, all applicants must submit 36 hours of education in minor surgery and proctology as part of their application eligibility. *See OAR 811-020-0006*

## II. TESTING ACCOMMODATIONS

The Oregon State Specific Examinations (Minor Surgery/Proctology (MS/Proc), Obstetrics/Gynecology (OB/Gyn), Ethics/Jurisprudence (E/J)) are administered by the National Board of Chiropractic Examiners (NBCE). Please contact the NBCE for any testing accommodation that may be needed.

## III. DOCUMENTS TO BE SUBMITTED (all applicants, including reciprocity)

1) A completed, official application including a photograph taken within the past 6 months, and a non-refundable fee of $495.00. Payment is made online, through the application portal. No cash or checks accepted.

2) A signed attestation, by a licensed Doctor of Chiropractic (DC), who is not a family member, to the applicant's good moral character. This will be completed by an email sent to the licensed DC with a link to complete the attestation.

3) A signed declaration of successful completion of at least 2 years of liberal arts and sciences in an accredited college. Applicants need not submit original/official transcripts unless requested by the Board.

4) An official transcript, certified by the registrar, and a copy of a diploma form a chiropractic college approved by the Board under the Board's academic standards or from a school accredited by the CCE or its successor agency, which requires for graduation a period of actual attendance of 4 years, or its equivalent as determined by the Board, each with minimum educational requirements enumerated in ORS 684.050. An official transcript of grades must be submitted from each chiropractic college attended. Transcripts must reflect 120 hours of physiotherapy and a minimum of 4,200 academic chiropractic college hours. A photocopy of the diploma must be submitted prior to licensure.

   Applicants may sit for the State Specific Exams if they are within 6 months of graduation, can meet the remainder of the application requirements, and have received approval from the OBCE.

   Foreign Transcript: The Board may, at its discretion, request foreign transcripts to be evaluated by an educational evaluation service. Should the Board require evaluation of foreign transcripts, the applicant will be responsible to contact any credentialing agency that is a member of the National Association of Credential Evaluation Services, Inc (NACES: https://www.naces.org/). The unopened, original evaluation report shall be sent directly to the OBCE.

5) An official transcript is required showing successful completion of 36 hours of Board approved coursework in minor surgery/proctology (in addition to the standard courses of physical examination, emergency/first aid, histology, etc.).

Currently, DConline through University of Western States, offers a distance learning course that fulfills this requirement. Applicants will need to contact them for information on this program. *See OAR 811-020-0006*

6) An official certificate of proficiency issued for the following NBCE examinations:

    1. Part I
    2. Part II
    3. Part III (min. score 375) (reciprocity-exempt, if licensed in another state prior to July 1, 1992)
    4. Part IV (min. score 375) (reciprocity-exempt, if licensed in another state at least 5 years)
    5. Physiotherapy

    Parts I, II, III, and Physiotherapy transcript must be received prior to approval for the State Specific Exams.

    Part IV transcript is not required for approval for the State Specific Exams but is required prior to licensure.

    Parts III and IV are exempt if the reciprocity requirements are met for each.

7) A verification of licensure is required if the applicant now holds or has ever held a chiropractic or other professional license in another state or from another licensing Board in Oregon. The statement must certify the initial date of licensure, license status, renewal/expiration date, and whether there is a record of discipline on 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 was obtained by examination. Failure to comply will result in an incomplete application, and/or will be considered an attempt to conceal information and you may not be eligible for approval for the State Specific Exams. *See ORS 684.100 (1)(a) and OAR 811-035-0015(16)*

Copies may be made of the Certification of Licensure form for submission to more than one state. Any fee charged by the other state licensing board(s) is the applicant's responsibility to pay. Verifications must be sent directly from the issuing authority.

## IV. APPLICANT INQUIRIES

The OBCE will attempt to keep all applicants informed about the status of their application. However, it is ultimately each applicant's responsibility to ensure all required documentation is submitted. Inquiries about applications or the exam procedure may be directed to:

Oregon Board of Chiropractic Examiners

1225 Ferry St. SE

Salem, OR 97301

Email: info@obce.oregon.gov

Phone: 503.400.6098

## V. EXAM SCHEDULING

The State Specific Exams will be scheduled through the NBCE, which will require further action from the applicant. The applicant will receive an approval notice from the OBCE with instructions to complete the State Specific Exams once the requirements have been completed.

# SECTION 2-EXAMINATION

## I. APPLICANT'S RESPONSIBILITY

All applicants are required to schedule the State Specific Exams with the NBCE. Do not schedule the exams until instructed to do so.

Any examinee found to be cheating shall fail the examination and will not be allowed to take the State Specific Exams for a period of 5 years. *See OAR 811-010-0085(10)*

## II. STATE SPECIFIC EXAMS RESULTS

The State Specific Exams results will be released within 2 weeks following their completion. The NBCE will post exam scores to the examinee's MyNBCE account and will directly notify the OBCE that scores are available.

The OBCE will notify the examinee by email once all passing State Specific Exam scores have been received.

## III. STATE SPECIFIC EXAMS RETAKES

Examinees who do not pass the State Specific Exams must log into their MyNBCE account, pay for a retake, and then schedule the retake exam(s) with the testing host.

Exam retakes must be completed within 13 months, or the application will be forfeited, and applicants must reapply with a new application and take the State Specific Exams again.

# SECTION 3-LICENSING

## I. LICENSE-RELATED FEES

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| 1) | Application-$450.00; Background check-$45.00, paid to OBCE | $495.00 |
| 2) | Each State Specific Exam and retake, if applicable, paid to NBCE | $75.00 |
| 3) | Fingerprinting, paid to Fieldprint, Inc. | $15.00 |
| 4) | Initial license, paid to OBCE | $234.00 |

## II. RENEWAL FEES

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|---|---|---|
| 1) | Active | $663.00 |
| 2) | Senior Active-25 years practice & 60 years of age | $491.40 |
| 3) | Inactive | $351.00 |

## III. REFUND POLICY

The application, criminal background check, and renewal fees are non-refundable.

## IV. LICENSING

Applicants who have completed all requirements for licensure, including passage of all required examinations, will be instructed by the OBCE to submit the initial license fee. To obtain their license, payment must be made within 1 year from the date all requirements have been completed.

An applicant's initial license will be valid for a minimum of 180 days. If the applicant's next birth date is within 180 days, the initial license will be valid for an additional 12 months beyond the applicant's birth date. *See OAR 811-010-0085(14)*

## V. NAME AND ADDRESS CHANGES

Applicants/licensees must notify the OBCE whenever there is a mailing address, business address, email address, phone number, or name change. Changes must be submitted within 30 calendar days. *See OAR 811-010-0015*