

# OREGON BOARD OF CHIROPRACTIC EXAMINERS

## Applicant'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 November 2022.*

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## SECTION 1 - POLICIES AND GUIDELINES

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

The official application packet is available on our website: [www.oregon.gov/obce](http://www.oregon.gov/obce) under Doctor of Chiropractic. Generally, it takes 8-10 weeks to complete the application, examination, and licensure processes.

**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 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 (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, the Oregon Board determined that 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 Specifics examinations are administered by the NBCE. Please contact that entity for any testing accommodations that may be needed.

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

- 1) A completed, **official application** including a recent photograph, and the **non-refundable fees** of **\$146.25**. Payment accepted by credit or debit card only through our payment portal. **No cash or checks accepted**. For the payment portal go to [www.oregon.gov/obce](http://www.oregon.gov/obce) and choose DC Fees, under payment type choose DC Applicant Fee.
- 2) 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, signed by that physician. This letter of recommendation may be sent directly from the referring chiropractic physician to the OBCE via email. Letters of recommendation from family members will not be accepted.
- 3) A **signed declaration (see page 8 of this application) of 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 applicant will be responsible to contact one of the following educational evaluation services (see page 2). 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](http://www.ierf.org)

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

**Foreign Academic Credentials Service, Inc.**  
PO Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Website: [www.facsusa.com](http://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](http://www.wes.org)

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

- 4) 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 CCE 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 and a minimum of 4,200 academic chiropractic college hours.

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

- 5) **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.

- 6) **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 applicant's responsibility to pay.

- 7) **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. Currently, the University of Western States offers a distance learning course that fulfills this requirement. You will need to contact them for information on this program. The number is (800) 215-3716.
  
- 8) **Social Security Statutory Requirements Form:** mandatory form included with application materials.

#### **IV. FEES**

- 1) The completed application, \$146.25 fee, and supporting documentation must be postmarked prior to sitting the exams.
  
- 2) Retake requests for the Ethics and Jurisprudence Examination, Minor Surgery/ Proctology, and/or the OB/GYN Exams must be made directly to the NBCE.

#### **V. REFUND POLICY**

The application and criminal background check fees are **NON-REFUNDABLE**.

#### **VI. APPLICANT INQUIRIES**

The OBCE will attempt to keep all applicants informed about the status of their files. However; it is ultimately each applicant's responsibility to ensure 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:

**Heather Gilker**

**Oregon Board of Chiropractic Examiners, 530 Center St. NE, Ste 620 Salem, Oregon 97301-3772**

**E-mail requests may be submitted to: [heather.gilker@oregon.gov](mailto:heather.gilker@oregon.gov)**

## **VII. NAME AND ADDRESS CHANGES**

An applicant must notify the OBCE whenever there is a mailing address, email address, phone number, or name change. Changes must be submitted **in writing**.

You may obtain the Address Change Form from [www.oregon.gov/obce](http://www.oregon.gov/obce) under Forms & Publications.

## **VIII. EXAM SCHEDULING**

The Ethics and Jurisprudence Exam, Minor Surgery/Proctology and OB/GYN Exams will be scheduled through the 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](http://www.mynbce.org) and log in to your account (you will have to create an account if you do not already have one.) If you do not know your account information, please call the NBCE at 800-964-6223.
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 the test host to schedule your testing appointment.
5. Within two weeks following the exam, the NBCE will post your scores to your MyNBCE account, and will notify the OBCE directly, that your scores are available.

## **SECTION 2 - EXAMINATION**

### **I. APPLICANT’S RESPONSIBILITY**

All applicants are required to schedule the Ethics and Jurisprudence Exam, the Minor Surgery/Proctology and OB/GYN exam with the NBCE.

Do not schedule your exams until you are instructed to do so by the Board.

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 OAR 811-010-0085(10).*

### **II. RESULTS**

The Ethics and Jurisprudence Examination, the Minor Surgery/Proctology, and OB/GYN Examinations scores will be released within two weeks following the exam. The NBCE will post your scores to your MyNBCE account and will directly notify the OBCE that your scores are available.

The OBCE will notify you by email once all passing scores have been received.

### III. RETAKES

Applicants who do not pass the Ethics and Jurisprudence Exam, the Minor Surgery/Proctology and/or the OB/GYN Exams must log into their MyNBCE account and pay for a retake, then schedule the retake exam(s) with the testing host.

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 - LICENSING

### I. LICENSE-RELATED FEES

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

### II. 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 of \$150.00. To obtain their license payment must be made **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. *See 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 complete 2 hours of continuing education in Evidence Based Medicine, 4 hours in over-the-counter non-prescriptive medications, one hour of Cultural Competency and 1 hour of Suicide Intervention Training. *OAR 811-015-0025*

New Licensee must attend Introduction to the Board training. This is a mandatory meeting that must be attended within the first year of practice. *OAR 811-010-0008(5d)*

Continuing Education courses are offered throughout Oregon by the Oregon Chiropractic Association, chiropractic colleges, and a variety of other sources, including community colleges, other professional associations, community hospitals, etc. Online, video, or audio CE is accepted. Please regularly review the OBCE's website: [www.oregon.gov/obce](http://www.oregon.gov/obce) for updates as to mandatory CE requirements and other information.