

**Chiropractic Assistant Applicant's  
Required INITIAL TRAINING  
Guidelines for the Supervising DC**  
(Effective January 1, 2011)

A licensed Oregon chiropractic physician may initially train his or her own staff for chiropractic assistant certification in lieu of attendance to 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 forms and examination. Any training which does NOT follow these guidelines will be invalid.

The Board expects application to be made as soon as possible after the training is completed; an applicant should NOT continue to perform therapies upon completion of 12 hours training.

**\*\* The 12 hours training is valid for 60 days only\*\*.** If applicant has not submitted their completed application to the OBCE within 60 days, the training is void and must be re-taken.

1) **THE TRAINING REQUIREMENTS.**

Training must be at least **TWELVE** (12) hours in length.

a) **EIGHT** hours **didactic** training must be provided

The Board has developed a full outline of topics that must be presented (the outline is available on the OBCE website; the outline is provided at the end of this document. (Note: Reading the Study Guide and completing the CA exam does NOT count as part of the training.)

b) **FOUR** hours **practical/hands-on** training must address all three areas of physiotherapy, electrotherapy and hydrotherapy (therapies must be identified on log).

2) **TRAINING DELIVERY.**

a) The CHIROPRACTOR, him or herself, must deliver the training (do not delegate to staff)

b) For the hands-on training, the practical portion, the DC must be in the room with the CA and the patient at all times.

3) **DOCUMENTATION.**

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

a) Document dates

b) Document the times of day training was provided,

c) Document the time spent training in each area, and

d) Document the specific subject or therapy trained.

4) **VERIFICATION.**

The chiropractic physician and applicant must both attest to completion of the training by signing and dating the log of training.

