

State of Hawaii  
Department of Commerce and Consumer Affairs  
**HAWAII BOARD OF CHIROPRACTIC**  
335 Merchant St., 3<sup>rd</sup> Floor, Honolulu, Hawaii 96813  
Mailing Address: P.O. Box 3469, Honolulu, Hawaii 96801  
Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

**PROGRAM SPONSOR AGREEMENT FOR CONTINUING EDUCATION ("CE")**

PROGRAM TITLE: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
Index number _____
Reviewed by _____
Approved by _____

**INSTRUCTIONS**

1. *Submit this completed application form for each course title at least 45 days prior to course offering date;*
2. *Attach a program outline including time schedule;*
3. *Attach curriculum vitae of all lecturer(s);*
4. *Attach a copy of the certificate of attendance; and*
5. *Attach a check for \$25 made payable to: "COMMERCE & CONSUMER AFFAIRS".*

SPONSOR'S NAME: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

TYPE OF ORGANIZATION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

LOCATION WHERE COURSE WILL BE DELIVERED (City or Town): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total CE course hour(s) being requested: \_\_\_\_\_

**The sponsor agrees that the program shall be such:**

1. That it will require and monitor the attendance;
2. That it will be at least 50 minutes in duration for each hour claimed from the beginning of the subject matter to its conclusion;
3. That it will be presented by a qualified lecturer, whose name, title, and qualifications are to be included in attached curriculum vitae;
4. That written records of its attendees and of the program outline shall be maintained in its files for a period of two years immediately following its conclusion;
5. That written evidence of attendance will be issued by the Sponsor to **each attendee only** with the CE course hour(s) and the Hawaii Board of Chiropractic's ("Hawaii Board") Hawaii Index Number shown thereon. The Hawaii Board will not accept any certification of attendance or lists of attendees from the Sponsor. If any are received, they will be discarded;
6. That the CE course hour(s) requested are exclusive of any preparation time;
7. That the program records will be subject to review by the Hawaii Board and the program sponsor agrees to make these records available to the Hawaii Board during regular business hours at the location indicated above for a period of two years following the date of presentation; and
8. That the Hawaii Board will be notified as to the location of these records if they are removed from the above location prior to expiration for the above two year period.

In consideration for compliance with this agreement, we understand that we may advise prospective attendees of the approval of our programs and the number of hours of credit allowable. If we fail to comply with this agreement or fail to meet acceptable standards in our programs, we understand that approval of our programs may be revoked by the Hawaii Board and that notice of such revocation may be given by the Hawaii Board to all inquiring licensees.

\_\_\_\_\_  
(Date)

By \_\_\_\_\_  
Signature of individual responsible for CE administration

Its \_\_\_\_\_  
(Title)

(See attached for guidelines)

**GUIDELINES FOR CHIROPRACTIC CONTINUING EDUCATION**  
(State of Hawaii, Board of Chiropractic, Administrative Rules)

§16-76-37 Basic concept. The basic objectives and goals of continuing education are the growth of knowledge, cultivation of skills, and greater understanding, with a continual striving for excellence in chiropractic care, and improvement in the health and welfare of the public. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-38 Basic requirements for renewal. (a) For the license renewal period covering the 1986-87 biennium, the licensee shall file, together with the biennial renewal application, on or before December 31, 1985, a certificate of attendance of a minimum of ten hours of continuing education programs approved by the board. For each biennium thereafter, the licensee shall file, together with the biennial renewal application, or before December 31 of each odd-numbered year, a certificate of completion of at least twenty hours in continuing education programs approved by the board, which have been completed within the twenty-four months before the renewal deadline.

(b) A person who is issued an initial license in an odd-numbered year of the biennium shall not be required to submit a certificate of completion of continuing education programs for the renewal of that license for the following biennium.

(c) A person who is issued an initial license in an even-numbered year of the biennium shall be required to file a certificate of completion of a minimum of ten hours of continuing education programs for the renewal of that license for the following biennium. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-39 Qualifications for continuing education credit. (a) The primary consideration in determining whether or not a specific program qualifies as acceptable continuing education is that it be a formal program of learning which will contribute directly to the professional competence of a licensee in public practice. It is, therefore, left to the individual licensee to determine the course of study to be pursued within the guidelines established by this chapter. However practice-building seminars shall NOT be approved.

(b) Each seminar approved by the board must present subject material directly related to the concepts of chiropractic principles and practice, including diagnostic procedures, patient care, and patient management. The board recommends special attention be given to the following:

(1) Principles of practice of chiropractic including, but not limited to:

- (A) Chiropractic treatment and adjustment technique, including physiotherapy, nutrition, and dietetics; and
- (B) Physical, laboratory, orthopedic, neurological, and differential examination and diagnosis or analysis; and

(2) Radiographic technique and interpretation involving all phases of reoentgenology as permitted by law.

(c) The board shall consider for approval the application of any continuing education program which conforms to the above criteria.

(d) Postgraduate programs at chiropractic colleges recognized by or actively pursuing recognition by the Council on Chiropractic Education may also be considered for approval provided the course content meets the above criteria. Continuing education programs not conforming to the above stated criteria, shall be considered on an individual basis.

(e) A continuing education program may not be repeated for credit during the same biennial relicensing period.

(f) Continuing education credit shall be given for whole hours only, with a minimum of fifty minutes constituting one class hour. No credit for continuing education shall be allowed for time expended for study outside of the classroom. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-40 Deficiency in continuing education hours. A license shall not be renewed if the continuing education requirements have not been met in accordance with sections 16-76-37, 16-76-38, and 16-76-39. A license not renewed on or before December 31 shall be considered forfeited on January 31. The forfeited license may be restored on or before January 1 of the following odd-numbered year upon written application, submission of proof of compliance with the continuing education requirements in sections 16-76-37, 16-76-38, and 16-76-39, and payment of all required fees. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-41 Requirements for approved programs. (a) Sponsors seeking the board's approval for continuing educational seminars for license renewal in this State shall provide the board with a program sponsor agreement for continuing education and all documentary information required by the board, and an application fee as required by chapter 16-53, forty-five days prior to the date of the seminar.

(b) If a program meets the criteria of the board, the sponsor shall be so notified that approval has been granted. An index number of approval shall be provided at that time.

(c) Any board member, or board designee shall have the right to inspect or audit any approved chiropractic course in progress.

(d) Each director or person in charge of an approved program in continuing education shall maintain a record of the persons completing the course for a period of two years thereafter. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-42 Certification of attendance. (a) Upon completion of an approved program, the sponsor shall issue written evidence of attendance to each attendee. This certificate of attendance shall include the following information:

- (1) Name of attendee;
- (2) Name of sponsor;
- (3) Name of program;
- (4) Index number of board approval;
- (5) Date of program;
- (6) Hours of attendance; and
- (7) Signature of program director or person in charge.

(b) Each director or person in charge of an approved course in continuing education shall be responsible for maintaining full-time monitoring of the seminar attendance. If absence from the room exceeds ten minutes during any one hour period, credit for that hour shall be forfeited. Failure to maintain proper monitoring procedures, as prescribed, may be grounds for withdrawal of program approval or future consideration for program approval. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-43 Duration of approval. The approval by the board for each program shall expire at the conclusion of each program. The approval may be withdrawn by the board at any time for good cause. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)

§16-76-44 Exceptions. The board may renew a license to practice to any licensee who has not fully complied with the continuing education requirements in cases where failure by the applicant to fulfill the requirements has been caused by reason of:

- (1) Health, as certified by a licensed doctor;
- (2) Military service on extended active duty with the armed forces of the United States; or
- (3) Other good and valid causes, as determined and approved by the board. [Eff and comp 6/28/85; am and comp 6/1/89] (Auth: HRS §442-5) (Imp: HRS §442-11)