

**Regulations of Connecticut State Agencies  
Continuing Education for Chiropractors**

**20-32b-1. Definitions**

For the purpose of sections 20-32b-1 through 20-32b-7 of the Regulations of Connecticut State Agencies, the following definitions apply:

- (1) "Active practice" means the treatment in Connecticut of one or more patients by a licensee during any given registration period.
- (2) "Certificate of completion" means a document issued to a participant by a provider which certifies that said participant has successfully completed a continuing education activity. Such certificate shall include:
  - (A) participant's name;
  - (B) provider's name;
  - (C) title or subject area of the activity;
  - (D) date and location of attendance; and
  - (E) number of contact hours completed.
- (3) "Self-assessment program" means a comprehensive, complex, interactive self-study, primary-care, patient-centered evaluation covering each of the following areas:
  - (A) differential diagnosis;
  - (B) treatment programs;
  - (C) risk management; and
  - (D) cost effective managed care.
- (4) "Contact hour" means a minimum of fifty minutes of continuing education activity.
- (5) "Continuing education monitoring period" means a period beginning in an odd-numbered year and consisting of two consecutive registration periods.
- (6) "Department" means the Department of Public Health.
- (7) "Face-to-face instruction" means in-person, live instruction which a participant physically attends, either individually or as part of a group of participants.
- (8) "Licensee" means a chiropractor licensed pursuant to Section 20-27 of the Connecticut General Statutes.
- (9) "License renewal due date" means the last day of the month of the licensee's date of birth.
- (10) "Participant" means a licensee who successfully completes a continuing education activity.
- (11) "Provider" means the individual, organization, educational institution or other entity conducting the continuing education activity.
- (12) "Registration period" means the one-year period during which a license which has been renewed in accordance with Section 19a-88 of the Connecticut General Statutes, is current and valid and which one year period terminates on the license renewal due date.

**20-32b-2. Number of credits required**

- (a) Each licensee shall complete a minimum of forty-eight credit hours of continuing education during each continuing education monitoring period.
- (b) A licensee shall not carry over continuing education credit hours to a subsequent continuing education monitoring period.

**20-32b-3. Basic requirements for continuing education programs**

Continuing education activities shall meet the following requirements:

- (a) the activity involves face-to-face instruction or a self- assessment program;
- (b) the provider implements a mechanism to monitor and document attendance at face-to-face instruction or, in the case of a self-assessment program, the provider implements a mechanism to document completion of such program;
- (c) the provider retains written records for three years from the participant's actual successful completion of the activity, including but not necessarily limited to:
  - (1) content description;
  - (2) instructor;
  - (3) date of course;
  - (4) location of course;
  - (5) list of participants; and
  - (6) number of contact hours;
- (d) the provider implements a mechanism to evaluate participants' attainment of educational objectives and to provide for participants' assessment of the educational activity;
- (e) the provider issues a certificate of completion after the participant's actual successful completion of the activity; and
- (f) the activity focuses on content specified in section 20-32b-4 of the Regulations of Connecticut State Agencies.

#### **20-32b-4. Qualifying programs**

- (a) Content. To qualify for award hours in accordance with subsection (b) of this section, continuing education programs shall concentrate on one or more of the topics in subdivision (1) of section 20-24 and section 20-28 of the Connecticut General Statutes. Continuing education programs shall be offered or sponsored by a college of chiropractic accredited by the Council on Chiropractic Education or a provider of continuing medical education approved or accredited by the Accreditation Council for Continuing Medical Education.
- (b) Award of credit hours
  - (1) Continuing education credit hours shall be awarded as follows:
    - (A) courses, institutes, seminars, programs, clinics, and scientific meetings: one credit hour for each contact hour of attendance;
    - (B) first presentation by licensee of an original paper, essay, or formal lecture in chiropractic to a recognized group of fellow professionals at a scientific meeting: two credit hours for the first presentation of the material in any two year period;
    - (C) original scientific paper published by licensee in a scientific professional journal that accepts papers only on the basis of independent review by experts: six credit hours for the first publication only of the material; and
    - (D) self-assessment programs: one credit hour for each contact hour of time spent completing the self-assessment program. Self-assessment programs may include distance and internet-based educational programs.
  - (2) Eight credit hours shall be the maximum continuing education credit hours granted for any one day's participation in the activities specified in subsection (b)(1) of this section.
  - (3) The licensee shall successfully complete a continuing education activity for award of any continuing education credit hour.
  - (4) Activities that do not qualify for award of credit hours include:
    - (A) professional organization business meetings;
    - (B) speeches delivered at luncheons or banquets;
    - (C) reading of books, articles, or professional journals; and
    - (D) with the exception of self-assessment programs that meet the requirements specified in Section 20-32b-3 of the Regulations of Connecticut State Agencies, home study courses, correspondence courses, audio-visual materials, and other mechanisms of self-instruction.

#### **20-32b-5. Record retention by licensees**

- (a) Each licensee shall obtain a certificate of completion from the provider for each continuing education activity successfully completed. Each licensee shall maintain, for continuing education activities specified in (B), (C) and (D) in subdivision (1) of subsection (b) of section 20-32b-4 of the Regulations of Connecticut State Agencies, written documentation of completion. The licensee shall retain certificates of completion if issued or, if not, other written evidence of completion for a minimum of three years after the end of the continuing education monitoring period during which the licensee successfully completed the activity.
- (b) The Department may inspect such licensee records as it deems necessary. The licensee shall submit certificates of completion if applicable or other written evidence of completion to the Department only upon the Department's request. The licensee shall submit such records to the Department within forty-five days of the Department's request.
- (c) A licensee who fails to comply with the requirements of sections 20-32b-1 through 20-32b-6 of the Regulations of Connecticut State Agencies may be subject to disciplinary action, pursuant to Section 20-29 of the Connecticut General Statutes, or a non-renewal of his or her license.

#### **20-32b-6. Waiver of the continuing education requirement for good cause**

- (a) A licensee who is not engaged in any active practice during a given continuing education monitoring period shall be exempt from continuing education requirements on submission, prior to the expiration of the continuing education monitoring period, of a notarized application on a form provided by the Department. The application shall contain the statement that the licensee shall not engage in active practice until the licensee has shown proof of completion of requirements specified in section 20-32b-2 through Section 20-32b-5 of the Regulations of the Connecticut State Agencies.
- (b) A licensee applying for license renewal for the first time is exempt from continuing education requirements.

#### **20-32b-7. Requirements for return to active practice following exemption from continuing education requirements**

A licensee who has been exempt, pursuant to subsection (a) of section 20-32b-6 of the Regulations of Connecticut State Agencies, shall submit to the department evidence of successful completion of twenty-four credit hours of continuing education within six months after returning to active practice.