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## **CHIROPRACTIC PHYSICIAN'S BOARD OF NEVADA**

4600 Kietzke Lane, M-245 | Reno, Nevada 89502-5000  
Phone: (775) 688-1921 | Fax: (775) 688-1920  
Website: <http://chirobd.nv.gov> | Email: [chirobd@chirobd.nv.gov](mailto:chirobd@chirobd.nv.gov)

### **Application for Chiropractic Assistant:**

Thank for your interest in applying for your certificate for chiropractic assistant. To complete the online application please select "New Applicant" from the Boards home page. Upon review of the application submittal, applicants will be notified of any deficiencies that must be resolved in order for their application to be accepted. Upon satisfactory completion of the application, the applicant will receive a letter with further information.

### **Requirements for On-the-Job Training**

Applicants must complete six months of full-time training (21 hours or more per week), one year of part-time (less than 21 hours per week) training, or satisfactory evidence that they have completed formal training of at least 12 months of study to become eligible to sit for the examinations, provided their background check has cleared.

Upon determination of eligibility to sit for the examinations, applicants will be notified of the option to take the exam on-line or in-person and to pay the \$75.00 exam fee, which must be paid prior to taking the exam. Upon receipt of the exam fee, applicants will receive written notification of the date, time and location of the in-person examinations.

All forms and payment must be submitted to the Chiropractic Physicians' Board within 15 DAYS OF THE TRAINING START DATE. **The fees are not refundable**

### **Documents to be Submitted**

The following documents will be required to be uploaded to complete and submit this application. Applicants must upload a high-quality image or PDF.

**Passport style photograph** - Upload an original, passport type, color photograph taken within the past six (6) months of the front view of your face, size 2" x 2".

**Fingerprint Waiver** - Upload the Completed and signed Fingerprint Waiver form.

**Declarations** - Upload additional documentation relating to any "yes" responses in the Declaration section of this application.

## **Documents to be Sent**

The fingerprint card must be completed by you and sent directly to the board. The application will not be considered complete until the fingerprint card or Live Scan document are received by the CPBN.

### **Fingerprint card - (Out of State Applicants)**

Please complete and mail one (1) completed and signed fingerprint card to the Board. Fingerprints must be rolled properly on the cards to assure that they are clear and not smudged and should be applied by a professional.

Note: Be sure your hands are clean and do not use hand lotion before being fingerprinted. All questions must be answered, including VITAL STATISTICS, and the applicant's signature must be on the card. **DO NOT FOLD OR BEND THE CARDS THROUGH THE FINGERPRINT AREA.** Local police departments, sheriff's office and some private agencies offer fingerprint services. Once the application, appropriate fees, and fingerprint card is received and processed, the fingerprint card is forwarded to the Department of Public Safety and the FBI for completion of the background check. The report is processed and returned to the Board for review. The results of the background check may take up to 4 weeks. Applicants will not be approved to sit for the examination until the background check has been concluded.

### **Electronic Fingerprinting/Live Scan (If in the State of Nevada)**

You can also choose to have electronic fingerprints submitted. Please visit our website for a list of approved private fingerprint sites and additional instructions. Electronic fingerprinting must be done in Nevada. Other states are not allowed to transmit electronic fingerprint information.

The application processing fee is \$100.00 plus \$40.25 fee for background check (total \$140.25) The fees are not refundable.