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CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

4600 Kietzke Lane, M-245 - Reno, Nevada 89502-5000
Telephone (775) 688-1921 Fax (775) 688-1920
Email: chirobd@chirobd.nv.gov

Dear Candidate for Nevada Licensure:

Thank you for your interest in applying for licensure as a Doctor of Chiropractic in Nevada. Please refer to <http://chirobd.nv.gov/Board/> for your information and study of the Nevada Revised Statutes (NRS) 634 and 629, Nevada Administrative Code (NAC) 634, and Cross References for NRS and NAC 634.

Every applicant must complete the application form and submit all of the required supporting documents at least 60 days prior to taking the Nevada Chiropractic Law Exam.

The following must be submitted with the enclosed completed, signed and notarized application form:

- Receipt of payment in the amount of \$236.75 (\$200.00 application fee plus \$36.75 fingerprint card processing fee). Payment may be made by mailing a personal check or money order with your application, by credit card over the phone, or in person at the Board office.
- An original, passport type, color photograph taken within the past six (6) months of the front view of the applicant's face, size 2" x 2", attached to the application form at the top left of Page 1 where indicated
- One (1) completed and signed fingerprint card
- Completed and signed "Fingerprint Waiver" form
- Two (2) Moral Character references from individuals who have known you for at least three (3) years. The reference must include their full name and valid contact information.
- One (1) Moral Character reference from a licensed chiropractor or a professor at a college of chiropractic. The reference must include their full name and valid contact information.
- Evidence of your high school graduation:
 - Photocopy of high school diploma or G.E.D. certificate **OR**
 - High school grade transcript
- Grade transcript(s) of minimum 60 credit hours from accredited college or university **OR** written certification verifying at least five (5) years of licensed active practice from a state licensing board.
- Photocopy of your DC degree (**Graduation date on DC degree must be on or before application deadline date of exam for which applicant is applying – no exceptions**)
- Photocopies of all licenses issued to applicant by other state chiropractic licensing boards

The following must be received direct from the issuing institutions:

- Completed, signed and sealed "Certification of Good Standing" forms(s) issued from the chiropractic licensing board(s) of all states in which the applicant has ever been licensed.
- Certified final grade transcript with not less than 4,000 hours of credit (must include at least one course in Physiotherapy) from an accredited college of chiropractic.
- Certified grade transcript from the National Board of Chiropractic Examiners with passing grades (**375 or higher**) in Parts I, II, III, IV and Physiotherapy **OR (in lieu of any or all parts of National Boards):**

The following must be received direct from the issuing institutions (cont'd):

- Written certification from another state of active licensed practice for not fewer than seven (7) of the immediately preceding ten (10) years with no adverse disciplinary action **AND**
- Certified grade transcript from the National Board of Chiropractic Examiners with a passing grade **(375 or higher)** in Special Purpose Examination for Chiropractic (**SPEC**). (Note: *Applicants who have not taken or previously attained a passing score in the SPEC must have a completed application on file for the next Nevada examination in order to be authorized by Nevada to take the SPEC test. Contact the National Board at (970) 356-9100 for SPEC information.*)

General Application Information:

- Application forms must be submitted with all questions answered completely and truthfully.
- Applications must be received in the Board's office by the deadline date (refer to the testing schedule on the Board web-site at chirobd.nv.gov) to be eligible for the Law examination following the 60-day waiting period.
- An application remains open for one year after the date of the first examination that the applicant is eligible to take. If the applicant does not pass the examination on the first attempt he or she may retake the examination one time without paying an additional fee.
- Nevada has **no reciprocity** with other states, and there is no provision in the law for consideration of length of practice in another state except as set forth above.
- An arrest record, conviction of a crime, or disciplinary action taken against one's license by another state does not preclude acceptance of an applicant. However, if additional information or further inquiry is deemed necessary, there may be a delay in acceptance of the applicant. The Board may reject any application based on the assessment of the applicant's moral character.

Scope of Practice: The following statute, **NRS 634.013 "Chiropractic" defined**, is the **Nevada scope of practice**: "*Chiropractic is defined to be the science, art and practice of palpating and adjusting the articulations of the human body by hand, the use of physiotherapy, hygienic, nutritive and sanitary measures and all methods of diagnosis.*"

- Nevada licensed chiropractors **may not** perform surgery or dispense or prescribe drugs.
- Nevada licensed chiropractors **may not** puncture the skin except to draw blood for diagnostic purposes. Any person who wishes to perform **acupuncture** must apply for licensure with the **Nevada State Board of Oriental Medicine**.
- Nevada licensed chiropractors **may not** adjust or treat non-human animals unless he or she has obtained a registration certificate from the State Board of Veterinary Examiners
- Nevada licensed chiropractors **may not** practice without malpractice insurance unless written notification is posted or provided to patients.

Background Check:

Fingerprints must be rolled properly on the cards to assure that they are clear and not smudged and should be applied by a professional. 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.**

A background check will be conducted and applicant's fingerprint checks must clear. Applicants will not be approved to sit for the examination until the background check has been concluded. This could result in a delay and may cause the applicant to be rescheduled for the next examination.

Examinations:

All applicants will be examined by an online or written Nevada Chiropractic Law Test. The test consists of a total of 60 True/False and Multiple Choice questions. **The passing score for the written exam is 75% or higher and the online exam is 90% or higher.** The written examinations are typically administered monthly at the Board office in Reno, Nevada.

The application deadline is established under NRS 634.080(1): *“An applicant for examination must file an application not less than 60 days before the date of the examination.”* **An application is not complete until the \$236.75 fee and all of the supporting documents are received.**

Examinations:

Upon completion and approval of an applicant’s file, he or she will receive written notification indicating the date the applicant is eligible to take the written or online exam. The notification will also provide additional instruction on how to register for the exam and pay the \$125.00 examination fee. Unapproved applicants will receive written notification of the reason for the rejection.

If an applicant has a disability that requires special testing arrangements, he or she must notify the Board office and provide official documentation of the disability at least fifteen (15) days in advance of the examination date.

If the exam is taken in person applicants are required to produce a valid government issued form of identification bearing a recent photograph to be admitted to the examination. A current driver’s license or passport photograph is recommended.

Examination Results:

Written notification will be mailed within ten (10) days following the examination. Upon successfully passing the test, the \$225.00 license fee must be paid to establish licensure status. Although fully licensed to practice in Nevada after the license fee of \$225.00 is received, the actual license certificate will be mailed following the Boards’ signatures, which may take up to sixty (60) days.

All licenses must be renewed for the ensuing biennium. There is no waiver of the renewal fee for new licensees. DC licenses expire December 31st of the even numbered year.

<u>Fee Schedule:</u>	Application for licensure	\$200.00
	Fingerprint card processing	<u>36.75</u>
	Total	\$236.75
	Examination fee (due upon completion of application)	\$125.00
	Issuance of license to practice	\$225.00
	Biennial Renewal - ACTIVE PRACTICE	\$700.00
	Biennial Renewal – INACTIVE PRACTICE	\$250.00



CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA
4600 KIETZKE LANE, SUITE M-245
RENO, NV 89502

APPLICATION FOR LICENSE AS A DOCTOR OF CHIROPRACTIC
IN THE STATE OF NEVADA

PLEASE NOTE: FAILURE TO ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY WILL RESULT IN DENIAL OF THIS APPLICATION. THE FEES ARE NOT REFUNDABLE.

PRINT OR TYPE:

- 1. FULL NAME (FIRST) (MIDDLE) (LAST) AGE SEX
2. ALIASES
3. HOME ADDRESS CITY STATE ZIP
4. MAILING ADDRESS CITY STATE ZIP WORK EMAIL
5. SOCIAL SECURITY NO. TELEPHONE NO.
6. DATE OF BIRTH PLACE OF BIRTH
7. ARE YOU A UNITED STATES CITIZEN? YES NO IF YOU ANSWERED NO ARE YOU: (PLEASE CHECK ONE OF THE FOLLOWING.)
8. RESIDENT OF THE STATE OF NEVADA? IF YES, HOW LONG?
9. DO YOU HAVE A NEVADA BUSINESS LICENSE? YES NO IF YES, PROVIDE YOUR LICENSE NUMBER
10. HAVE YOU EVER SERVED IN THE MILITARY? YES NO DATES OF SERVICE: FROM TO BRANCH(ES) OF SERVICE
11. HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE ARMED FORCES OF THE UNITED STATES AND SEPARATED FROM SUCH SERVICE UNDER CONDITIONS OTHER THAN DISHONORABLE? YES NO
12. HAVE YOU EVER BEEN ASSIGNED TO DUTY FOR A MINIMUM OF 6 CONTINUOUS YEARS IN THE NATIONAL GUARD OR A RESERVE COMPONENT OF THE ARMED FORCES OF THE UNITED STATES AND SEPARATED FROM SUCH SERVICE UNDER CONDITIONS OTHER THAN DISHONORABLE? YES NO
13. HAVE YOU EVER SERVED THE COMMISSIONED CORPS OF THE UNITED STATES PUBLIC HEALTH SERVICE OR THE COMMISSIONED CORPS OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION OF THE UNITED STATES IN THE CAPACITY OF A COMMISSIONED OFFICER WHILE ON ACTIVE DUTY IN DEFENSE OF THE UNITED STATES AND SEPARATED FROM SUCH SERVICE UNDER CONDITIONS OTHER THAN DISHONORABLE? YES NO
14. RESIDENCE ADDRESSES FOR PAST FIVE (5) YEARS
15. NAMES AND ADDRESSES OF ALL EMPLOYERS FOR PAST FIVE (5) YEARS



Please read questions #16 through #18 carefully. If you have any questions please contact the Board.

- 16. HAVE YOU EVER HAD DISCIPLINARY ACTION BROUGHT AGAINST YOU BY A STATE BOARD OR ANY OTHER GOVERNMENTAL AGENCY, OR IS THERE ANY SUCH ACTION NOW PENDING? YES NO IF YES, GIVE DETAILS AND FINAL DISPOSITION:

17. HAVE YOU EVER BEEN ARRESTED FOR OR CHARGED WITH ANY CRIME OTHER THAN A TRAFFIC VIOLATION (INCLUDE ANY DUI'S)? **NOTE: EVEN IF YOU HAVE HAD RECORDS SEALED AND YOU HAVE BEEN TOLD THAT YOUR FILE HAS BEEN CLEARED, YOU MUST REPORT THIS INFORMATION, INCLUDING JUVENILE RECORDS.** ____ YES ____ NO IF YES, GIVE DETAILS AND FINAL DISPOSITION:

18. HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION (INCLUDE ANY DUI'S)? **NOTE: EVEN IF YOU HAVE HAD RECORDS SEALED AND YOU HAVE BEEN TOLD THAT YOUR FILE HAS BEEN CLEARED, YOU MUST REPORT THIS INFORMATION, INCLUDING JUVENILE RECORDS.** ____ YES ____ NO IF YES, GIVE DETAILS AND FINAL DISPOSITION: _____

19. HAVE YOU EVER DEFAULTED ON A HEAL (HEALTH EDUCATION ASSISTANCE LOAN)? ____ YES ____ NO IF YES, GIVE DETAILS AND CURRENT STATUS: _____

20. REGARDING **CHILD SUPPORT**, MARK THE APPROPRIATE RESPONSE (**FAILURE TO MARK ONE OF THE THREE WILL RESULT IN DENIAL OF THE APPLICATION**):
- I **AM NOT** SUBJECT TO A COURT ORDER FOR THE SUPPORT OF A CHILD OR CHILDREN.
- I **AM** SUBJECT TO A COURT ORDER FOR THE SUPPORT OF ONE OR MORE CHILDREN AND **AM** IN COMPLIANCE WITH THE ORDER OR I AM IN COMPLIANCE WITH A PLAN APPROVED BY THE DISTRICT ATTORNEY OR OTHER PUBLIC AGENCY ENFORCING THE ORDER FOR THE REPAYMENT OF THE AMOUNT OWED PURSUANT TO THE ORDER.
- I **AM** SUBJECT TO A COURT ORDER FOR THE SUPPORT OF ONE OR MORE CHILDREN AND **AM NOT** IN COMPLIANCE WITH THE ORDER OR A PLAN APPROVED BY THE DISTRICT ATTORNEY OR OTHER PUBLIC AGENCY ENFORCING THE ORDER FOR THE REPAYMENT OF THE AMOUNT OWED PURSUANT TO THE ORDER.

21. REGARDING **CHILD ABUSE**, THE FOLLOWING **MUST BE READ AND INITIALED**:

I HAVE BEEN INFORMED THAT I AM REQUIRED BY LAW TO REPORT THE ABUSE OR NEGLECT OF A CHILD TO AN AGENCY THAT PROVIDES CHILD WELFARE SERVICES OR TO A LAW ENFORCEMENT AGENCY NO LATER THAN 24 HOURS AFTER I KNEW OR HAD REASONABLE CAUSE TO BELIEVE THE CHILD HAD BEEN ABUSED OR NEGLECTED.

Please initial here, thereby acknowledging that you have read and understood the above information: _____ Date: _____

22. HAVE YOU EVER BEEN DRUG OR ALCOHOL DEPENDENT AND/OR ENROLLED IN A DRUG OR ALCOHOL REHABILITATION PROGRAM?
 ____ YES ____ NO IF YES, GIVE DETAILS: _____
23. ARE YOU CURRENTLY WORKING FOR A NEVADA LICENSED CHIROPRACTOR? ____ YES ____ NO IF YES, GIVE LICENSEE'S NAME AND ADDRESS: _____
 DATE EMPLOYED: _____ DUTIES PERFORMED: _____

24. LIST ALL SCHOOLS ATTENDED (HIGH SCHOOL THROUGH CHIROPRACTIC COLLEGE):

NAME OF SCHOOL	DATES ATTENDED	DATE GRADUATED	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

25. NUMBER OF CHIROPRACTIC COLLEGE HOURS _____ DATE OF D.C. DEGREE _____
26. HAVE YOU PASSED NATIONAL BOARD: PART I ____ PART II ____ PART III ____ PART IV ____ PT ____ SPEC ____
27. IF YOU ANSWERED "NO" TO PART IV AND SPEC, YOU MUST GIVE DATE YOU ARE SCHEDULED FOR ONE OF THE FOLLOWING EXAMS: PART IV: _____ or SPEC: _____

28. LIST ANY STATES IN WHICH YOU HAVE APPLIED FOR (WHETHER ISSUED OR NOT) AND IN WHICH YOU HAVE BEEN GRANTED CHIROPRACTIC LICENSURE:

STATE	DATE OF ISSUANCE	STATUS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Please read the Affidavit carefully.

AFFIDAVIT:

THE UNDERSIGNED, BEING DULY SWORN UNDER PENALTY OF PERJURY, DEPOSES AND SAYS THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF; THAT HE/SHE HAS NOT SUPPRESSED ANY INFORMATION WHICH MIGHT AFFECT THIS APPLICATION; THAT HE/SHE HAS NOT OMITTED ANY INFORMATION RELEVANT TO HIS/HER CURRENT FITNESS TO PRACTICE; THAT HE/SHE IS OF GOOD MORAL CHARACTER AND WILL CONFORM TO THE ETHICAL STANDARDS AND CONDUCT OF THE PROFESSION; THAT HE/SHE WILL NOTIFY THE CPBN OF ANY AND ALL CHANGES TO THE INFORMATION IN THIS APPLICATION, INCLUDING CHANGES OF ADDRESS AND THAT HE/SHE HAS OTHERWISE MET ALL STATUTORY REQUIREMENTS AND BELIEVES HIM/HERSELF ELIGIBLE FOR LICENSURE TO PRACTICE CHIROPRACTIC, AND THAT HE/SHE HAS READ AND UNDERSTANDS THIS AFFIDAVIT.

(DATE)

_____, D.C.
(SIGNATURE OF APPLICANT)

STATE OF _____ COUNTY OF _____

SIGNED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20____

(NOTARY PUBLIC)

COMPLETE AND RETURN TO:

CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

4600 Kietzke Lane, Suite M-245, Reno, NV 89502

Telephone (775) 688-1921 ~ Fax (775) 688-1920

**MORAL CHARACTER REFERENCE INFORMATION FOR
APPLICANT FOR LICENSURE AS A DOCTOR OF CHIROPRACTIC**

Please identify three (3) references who have known you for at least three (3) years and complete all information requested. List one licensed DC or Professor at a school of Chiropractic and two individual character references. Please note, the Board may contact the names below to answer any questions regarding your moral turpitude or your application for Doctor of Chiropractic in the State of Nevada.

DC Applicant Name:
Address:

DC or Professor: _____

Address: _____

Phone Number: _____

Email: _____

Individual: _____

Relationship: _____

Address: _____

Phone Number: _____

Email: _____

Individual: _____

Relationship: _____

Address: _____

Phone Number: _____

Email: _____



FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of requesting agency) Chiropractic Physicians' Board of Nevada that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize (enter name of requesting agency) CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

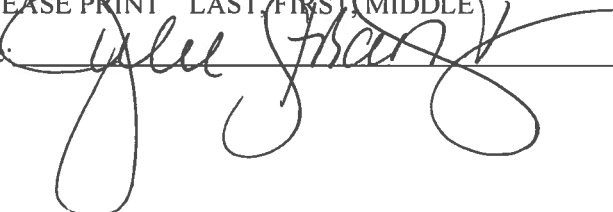
Applicant's Signature: _____

Date: _____

Submitting Agency: CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

Address: 4600 KIETZKE LANE, SUITE M245, RENO, NV 89502

Agency representative: STRANDBERG, JULIE
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature:  _____

Date: 02/19/2016