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## CHIROPRACTIC PHYSICIANS' 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:

The enclosed application form must be completely filled out including signature and date. The fingerprint card (May be obtained from and completed at any certified fingerprinting company or at a police department. Please note, the Board does not accept live-scan.), a 2"x2" passport type photo, and signed and dated civil applicant waiver must be submitted with the application to the above address.

The application processing fee of \$100.00 plus \$40.25 fee for background check (total \$140.25) may be paid by check, money order or cashier's check payable to **Chiropractic Physicians' Board of Nevada (CPBN)**, or may be paid by phone with debit/credit card. The fees are not refundable.

All forms and payment must be submitted to the Chiropractic Physicians' Board within **15 DAYS OF THE TRAINING START DATE.**

### Chiropractic Assistant Applicants:

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 to pay the \$75.00 exam fee, which must be paid prior to the exam date. Upon receipt of the exam fee, applicants will receive written notification of the date, time and location of the examinations.**

2" x 2"  
Photo Here

4600 KIETZKE LANE, SUITE M-245  
RENO, NEVADA 89502  
(775) 688-1921

# DO NOT FAX APPLICATIONS

## APPLICATION FOR CERTIFICATION OF CHIROPRACTOR'S ASSISTANT

<b>THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:</b>
1 \$140.25 Check, Money Order or Pay by Phone with Credit Card
2 One (1) completed fingerprint card
3 Signed and dated fingerprint waiver form
4 A recent passport-type photograph

**PLEASE NOTE:** Failure to answer ALL questions completely and truthfully will result in denial of this application.  
**FEES ARE NOT REFUNDABLE.**

<b>TYPE OR PRINT ONLY:</b>							
LAST		FIRST		MIDDLE		SEX: <input type="checkbox"/> M <input type="checkbox"/> F	
CURRENT RESIDENCE ADDRESS				WORK EMAIL:			
CITY/STATE/ZIP				TELEPHONE			
SOCIAL SECURITY NUMBER		DATE OF BIRTH	US CITIZEN?		YES	NO	BIRTH PLACE (CITY, STATE)

<b>TWO PERSONAL REFERENCES OF AT LEAST FIVE (5) YEARS ACQUAINTANCE:</b>	
NAME	
ADDRESS	
CITY/STATE/ZIP	TELEPHONE
NAME	
ADDRESS	
CITY/STATE/ZIP	TELEPHONE

<b>CURRENT EMPLOYER:</b>	
EMPLOYER'S NAME	
EMPLOYER'S ADDRESS	
CITY/STATE/ZIP	EMPLOYER'S PHONE & FAX

1. List all states where you have ever applied for certification as a Chiropractor's Assistant, the result of each application, and the current status of each application:

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2. If you have ever been certified as a Chiropractor's Assistant in any other state are you now or have you ever been the subject of a proceeding to discharge, dismiss or discipline you or any other proceeding of a like nature:

YES  NO If yes, name the state and give disposition of charges:

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PLEASE READ QUESTIONS #3 & #4 CAREFULLY. If you have any questions please contact the Board.

3. Have you EVER been arrested? YES NO
Have you EVER been charged with any crime other than a traffic violation (include any DUI's)? YES NO
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.

If you answered yes to the question above, name the state and give the disposition:

\_\_\_\_\_
\_\_\_\_\_

4. 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, name the state and give disposition:

\_\_\_\_\_
\_\_\_\_\_

5. Have you ever defaulted on a HEAL (Health Education Assistance Loan)?

YES NO If yes, give details and current status:

\_\_\_\_\_
\_\_\_\_\_

6. Have you ever been drug or alcohol dependent and/or enrolled in a drug or alcohol rehabilitation program?

YES NO If yes, give details and current status:

\_\_\_\_\_
\_\_\_\_\_

7. Have you ever served in the military? Yes No Dates of Service: From To

Branch(es) of Service

8. 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

Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a Reserve component of the

9. Armed Forces of the United States and separated from such service under conditions other than dishonorable?

Yes No

Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the

10. 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

11. Please mark the appropriate response regarding child support - even if you have no children (FAILURE TO MARK ONE OF THE BOXES BELOW 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 I 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.

12 Regarding <b>child abuse</b> , the following block <b>MUST BE READ AND INITIALED:</b>		
Initial Here	Date	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 has been abused or neglected.

<b>CERTIFICATION OF CHIROPRACTOR'S ASSISTANT TRAINING</b>	
EMPLOYER/SUPERVISING DC:	DATE OF HIRE
ADDRESS	
CITY/STATE/ZIP	TELEPHONE

<b>INDICATE PREVIOUS TRAINING OR CERTIFICATION:</b>	
1. <input type="checkbox"/>	FORMAL PROGRAM (TRANSCRIPT MUST BE SENT FROM SCHOOL)
SCHOOL ATTENDED:	
DATES ATTENDED: FROM	THROUGH
TOTAL NUMBER OF CLASSROOM HOURS ATTENDED:	

**IF YOU HAVE ALREADY RECEIVED FORMAL TRAINING AS A CHIROPRACTOR'S ASSISTANT AND COMPLETED NO. 1, SKIP NOS. 2 AND 3 AND SIGN AT THE BOTTOM OF THIS PAGE.**

**NOTE: TO APPLICANTS WHO ARE APPLYING FOR CERTIFICATION UNDER THE PROVISION FOR ON-THE-JOB TRAINING - APPLICATIONS MUST BE SUBMITTED WITHIN 15 DAYS OF BEGINNING OF TRAINING.**

2.  ON-THE-JOB TRAINING IN CHIROPRACTIC FACILITY

3.  ON-THE-JOB TRAINING IN A HEALTH CARE FACILITY OTHER THAN CHIROPRACTIC

<b>IF 2 OR 3 ABOVE APPLY, PLEASE COMPLETE THE FOLLOWING:</b>	
NAME OF CHIROPRACTIC PHYSICIAN RESPONSIBLE FOR YOUR TRAINING	
ADDRESS	
CITY/STATE/ZIP	TELEPHONE
DATES OF TRAINING: BEGINNING:	ENDING:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE



Nevada Department of  
**Public Safety**  
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 **Chiropractic Physicians Board of Nevada** (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant:

\_\_\_\_\_

*Initial*

\_\_\_\_\_

*Date*

5. 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 you 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.

6. 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.
7. 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.
8. I hereby authorize Chiropractic Physicians' Board of Nevada (*name of requesting agency*), 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.

Applicant:	
_____	_____
<i>Initial</i>	<i>Date</i>

9. 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 Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle

ADDRESS:

**PLEASE PRINT**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitting Agency:

Chiropractic Physicians' Board of Nevada

Address:

4600 Kietzke Lane, Suite M245

Reno, NV 89502

Agency Representative:

**PLEASE PRINT**

Strandberg

Julie

K

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle

Agency Representative Signature: \_\_\_\_\_

*Julie Strandberg*

Date: \_\_\_\_\_

3/19/2020