

BRIAN SANDOVAL
Governor
JASON O. JAEGER, DC
President
MORGAN ROVETTI, DC
Vice President
XAVIER MARTINEZ, DC
Secretary-Treasurer

STATE OF NEVADA



MAGGIE COLUCCI, DC
Member
NICOLE CANADA, DC
Member
TRACY DiFILLIPPO, ESQ
Consumer Member
JOHN BERTOLDO, ESQ
Consumer Member
JULIE STRANDBERG
Executive Director

CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

4600 Kietzke Lane, M-245
Reno, Nevada 89502-5000

Telephone (775) 688-1921
Website: <http://chirobd.nv.gov>

Fax (775) 688-1920

Email: chirobd@chirobd.nv.gov

Application for Chiropractor's Assistant:

The enclosed application form must be completely filled out including **notarized** signature and date. The fingerprint card, 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 \$36.25 fee for background check (total \$136.25) 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 CPBN within 15 DAYS OF TRAINING START DATE.

Chiropractor's 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 further information by letter with a CD containing the chiropractic laws and regulations.

Requirements for On-the-Job Training

Applicants must complete six months of full-time training, one year of part-time 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.

Examinations for Certification of Chiropractor's Assistants are administered twice per year.

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

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- 1 \$136.25 Check, Money Order or Pay by Phone with Credit Card
- 2 One (1) completed fingerprint card
- 3 Signed and dated civil applicant 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.

TYPE OR PRINT ONLY:

LAST	FIRST	MIDDLE	WORK EMAIL:	SEX: ___M ___F
CURRENT RESIDENCE ADDRESS				
CITY/STATE/ZIP				TELEPHONE
SOCIAL SECURITY NUMBER	DATE OF BIRTH	US CITIZEN?	YES	NO
BIRTH PLACE				

TWO PERSONAL REFERENCES OF AT LEAST FIVE (5) YEARS ACQUAINTANCE:

NAME	
ADDRESS	
CITY/STATE/ZIP	TELEPHONE
NAME	
ADDRESS	
CITY/STATE/ZIP	TELEPHONE

CURRENT EMPLOYER:

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:

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:



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

9. 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

10. 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

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 **child abuse**, the following block **MUST BE READ AND INITIALED:**

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.

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

INDICATE PREVIOUS TRAINING OR CERTIFICATION:	
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 IN THE PRESENCE OF A NOTARY.

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.	<input type="checkbox"/> ON-THE-JOB TRAINING IN CHIROPRACTIC FACILITY
3.	<input type="checkbox"/> ON-THE-JOB TRAINING IN A HEALTH CARE FACILITY OTHER THAN CHIROPRACTIC

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

DATE

APPLICANT'S SIGNATURE



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 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.

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

BRIAN SANDOVAL
Governor
JASON O. JAEGER, DC
President
MORGAN ROVETTI, DC
Vice President
XAVIER MARTINEZ, DC
Secretary-Treasurer

STATE OF NEVADA



MAGGIE COLUCCI, DC
Member
NICOLE CANADA, DC
Member
TRACY DiFILLIPPO, ESQ
Consumer Member
JOHN BERTOLDO, ESQ
Consumer Member
JULIE STRANDBERG
Executive Director

CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

4600 Kietzke Lane, M-245
Reno, Nevada 89502-5000
Fax (775) 688-1920

Telephone (775) 688-1921
Website: <http://chirobd.nv.gov>

Email: chirobd@chirobd.nv.gov

CHIROPRACTOR'S ASSISTANT (CA) TRAINING GUIDELINES

The nationwide trend in the primary care professions is not only to provide qualified health-care professionals, but also to assure that assistants are qualified to carry out their duties and responsibilities in caring for the health needs to patients.

Recommended Core Curriculum Components For On-The-Job Training:

Introduction:

- Chiropractic Healing Arts
- Professional responsibility
- Provider / patient relationship and professional boundaries
- Patient privacy / confidentiality (HIPPA)
- Terminology physiological therapeutics/ chiropractic / medical
- Anatomy / Physiology
- Open communication between the Doctor, OCTA and the patient
- Special considerations for specific patient populations
- Medical legal issues

Safety and Protection of the Patient:

- Chiropractic scope of practice review
- Appropriate vs. inappropriate delegation of DC authority
- Emergency / disaster procedures in the office
- Hygiene

Patient Clinical Information:

- Personal / demographic information
- Vital sign examination
 - Height, weight, temperature, respiration, pulse, blood pressure sitting and supine
- General observation

- Patient appearance / body type
- Supplemental updating of the patient's information and status
- Weight loss or gain
- Change in vitals
- Record any new complaint and any changes in existing complaint(s).

Introduction to Physiological therapeutics:

- Phases of care
- Applying basic anatomy for physiological therapeutics
 - Landmarks and applications
- Overview of physiological therapeutic procedures
- Thermal vs. mechanical vs. chemical
- General indications / contraindications
- Patient positioning considerations / draping
- Reviewing the doctor's directives
- Exercise and modifying activities of daily living

Specific Modalities and their Use:

- Discussion of each modality will include and introduce the physiologic effects, indications, contraindications, special precautions, dosage, treatment time, patient positions, safe application, and treatment termination procedures.
- Cryotherapy / Heat therapies / Contrast baths
- Diathermy
- Ultrasound
- Cold laser discussion
 - (This content is highly variable and should be overseen by the DC, this section will outline the basics of cold laser as the OCTA might be involved)
- Electrotherapy
- Spinal / Intersegmental traction

Record Keeping:

- Components of a patient file
- Maintaining a patient file
- Documentation / signature requirements
- Supporting the DC in file updates
- Documenting specific procedures
- Billing codes

X-Ray:

- Basic Principles
- Dangers to the Patients and Staff
- Patient Preparation
- Film Information (patient and office)
- Radiographic Terms
- Patient Positioning Routines (spine and extremities)
- Film Size
- Mark Film

- Cassette Position (body landmarks)
- Measuring Patient
- Set Factors (specific setting are not tested)
- Position Patient (demonstration required)
- Central Ray and FFD (film focal distance)
- Instruction to Patient
- Minimum View Studies / Routine Series

Applying this curriculum to specific jurisdictions:

- Overview of the applicable legal requirements
- In statute and regulation

Nevada Jurisprudence Required Reading:

- (NRS) Nevada Revised Statutes 634
- (NAC) Nevada Administrative Code 634
- (NRS) Nevada Revised Statutes 629

Note: Recommended Basic First Aid Certification from the Red Cross, or additional module may be available through the Chiropractic Therapy Assistant program for those without ready access to Red Cross training.

References for Chiropractic Assistants:

“Chiropractic Therapy Assistant – A Clinical Resource Guide”

Tennessee Chiropractic Association:

Call: 615-383-6231 Fax: 615-383-6233 or E-Mail: tca@tnchiro.com

Chiropractic Radiologic Technology Study Guide

American Chiropractic Registry of Radiologic Technologists (ACRRT)

Order on line at www.acrrt.com or Call: 847-705-1178