

# State of Arizona Board of Chiropractic Examiners

5060 North 19<sup>th</sup> Avenue Suite 416 • Phoenix, Arizona 85015  
Voice: (602) 864-5088 FAX (602) 864-5099  
Website: [www.azchiroboard.com](http://www.azchiroboard.com)

**Janice K. Brewer**  
Governor

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**P. Dianne Haydon, D.C.**  
Chairperson

**S. Steven Baker, D.C.**  
Vice-Chairperson

**Susan Wenberg, D.C.**  
Member

**Evelyn Gittinger**  
Member

**Francisco Heredia**  
Member

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**Patrice A. Pritzl**  
Executive Director

## Chiropractic Assistant Training Course Requirements for Board Approval

Thank you for your interest in getting your chiropractic assistant training course approved. Below are the requirements and documentation needed to do this.

### Requirements and Documentation:

1. Submit documentation that describes each subject. (*Attach syllabus and printed instructional material*)

Chiropractic Principles:	(minimum 4 hours)
Management of Common Diseases:	(minimum 4 hours)
History Taking:	(minimum 4 hours)
Record Keeping:	(minimum 4 hours)
Professional Standards of Conduct:	(minimum 4 hours)
CPR:	(minimum 4 hours)

Physiotherapy	(minimum 12 hours)
Acupuncture	(minimum 2 hours)

2. Curriculum Vitae from each instructor.
3. Proof of attendance form (*attach sample form*)

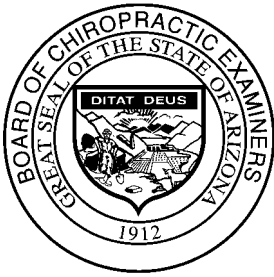
The Board must approve the training course before the course can be taught. If the course or instructors change, you will need to get the training course re-approved.

When approved, the Board will issue an approved course identification number. This will be used when filling out the chiropractic assistant registration, upon completion of training.

You can download the chiropractic assistant registration and associated forms from our website at: [www.azchiroboard.com](http://www.azchiroboard.com)

Sincerely,

Jennifer Mitchell  
Licensing Manager



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## Application for Approval of Chiropractic Assistant Training Course

1. Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_
4. Main Instructor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_
5. Course Title: \_\_\_\_\_
6. Topics: \_\_\_\_\_

*Fill in the number of hours per subject that apply to your training course. Attach a syllabus and any printed brochure for the training course.*

<i>Course Name</i>	<i>(minimum hours)</i>	<i>Hours</i>
Chiropractic Principles:	(minimum 4 hours)	_____
Management of Common Diseases:	(minimum 4 hours)	_____
History Taking:	(minimum 4 hours)	_____
Record Keeping:	(minimum 4 hours)	_____
Professional Standards of Conduct:	(minimum 4 hours)	_____
CPR:	(minimum 4 hours)	_____
Physiotherapy	(minimum 12 hours)	_____
Acupuncture	(minimum 2 hours)	_____

7. Will this course be available to C.A.'s, other than your employees? Yes:  No:
8. Proof of Attendance: *Attach sample attendance sheet*
9. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Board Use Only**

Course Approval #: \_\_\_\_\_ Date Approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

# Sample Course Outline

## Chiropractic Assistant Training

### Basic Coursework (24 hours required)

#### 1. Chiropractic Principles (4 hours)

Chiropractic Philosophy; Basic Spinal Anatomy; Musculoskeletal and Nervous Systems; Subluxation Complex; Spinal Pain Syndromes.

#### 2. Management of Common Diseases (4 hours)

Common Disorders treated by chiropractic; Common diseases not treated by chiropractic but affected by chiropractic care; Common diseases not treated by chiropractic.

#### 3. History Taking (4 hours)

What is involved in proper history taking; Types of history eg., worker compensation, auto; Interviewing principles; diagnostic tools.

#### 4. Record Keeping (4 hours)

Definition of medical records; Patient information; SOAP notes; Privacy and Confidentiality; Role of insurance; Consents and legal requirements; Legal Ramifications; Filing and records maintenance requirements; Reports and financial records.

#### 5. Professional Standards of Conduct (4 hours)

Doctor-patient relationship; Doctor-to-doctor conduct; CA- to-patient conduct; Office etiquette; Informed consent; Unprofessional conduct.

#### 6. CPR (4 hours)

Certification can be through Red Cross, fire departments, or comply with American Heart Association curriculum.

### Specialties Coursework

#### 7. Physiotherapy (12 hours)

Physiology of healing and repair; Instrumentation; Indications/contraindications; Exercise, ROM, stretching. General scope of physiological therapeutics.

#### 8. Acupuncture (2 hours)

Twelve pain meridians plus *Du* and *Ren*; course and flow of the meridian; Yin and yang characteristics; points of command; the Five Elements; Circadian rhythm; Theories of Clean Needle Technique.

### \*\*\* INSTRUCTIONS\*\*\*

When developing your training program, please specify the course content by the hour or fraction of an hour.

Example:	<b>Chiropractic Principles 4 hours</b>	
	Chiropractic Philosophy:	.5 hour
	Anatomy; muscular and nervous systems:	1.5 hour
	Subluxation Complex:	1.0 hour
	Spinal Pain Syndromes	1.0 hour