



D.C. Board of Chiropractic

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★ ★ ★ District of Columbia
 Department of Health
 Vincent C. Gray, Mayor



January 2011

LETTER FROM THE INTERIM CHAIR

The Board of Chiropractic is pleased to present our first newsletter of 2011.

In an effort to ensure safe and ethical practices in the District, the Board and staff attended the annual meeting of the Federation of Chiropractic Licensing Boards (FCLB). The FCLB met on September 30 - October 3, 2010.

The purpose of this meeting was primarily for the Board and staff to network with other chiropractic boards: to discuss issues, brainstorm ideas and raise concerns for the members to consider.

FCLB's motto is "Protecting the public by promoting excellence in chiropractic regulation through service to our members." The FCLB assists licensing boards with protecting the health, safety and welfare of the public; these are also the primary goals of our Board in the District of Columbia. Because the FCLB has similar goals and objectives as the DC Board of Chiropractic, this makes for a good partnership. The DC Board gains a wealth of information as we meet with other jurisdictions. Meetings of this magnitude are constructive as they facilitate determining best practices.

The Board of Chiropractic has a few projects to undertake as we enhance policy and regulatory statutes. Some of the initiatives we will undertake include but are not limited to the following:

- Review of requirement for licensure
- Review of chiropractic workforce in DC
- Increasing access to quality healthcare
- Chiropractors as Medicaid providers in the District
- Development of preceptor and chiropractic assistant regulations and guidelines
- Participation in HPLP (Health Professional Loan Repayment Program)
- Continuing Education audit

To keep you more informed, we have expanded our newsletter to twice a year. This provides us the opportunity to keep you updated concerning meetings, forums and or discussions as they take place within the fiscal year.

We would like to invite you to a special Open Session of the Board, on February 22, 2011, to solicit your feedback and suggested changes, to provide clarification and work on updating our current District of Columbia Municipal Regulations, Chapter 48 of Title 17 of the DCMR. (See top of page 4 of this newsletter.)

We extend the opportunity for you to contact us with your questions or concerns and look forward to hearing from you.



Keita Vanterpool, DC

Sincerely,
Keita Vanterpool, DC
Interim Chairperson
DC Board of Chiropractic

BOARD MEETING SCHEDULE

UPCOMING MEETINGS

February 22, 2011
(Reg Review Meeting)

March 8, 2011

June 14, 2011*

July 12, 2011

September 13, 2011

The Board of Chiropractic meets on the **SECOND TUESDAY** every other month.

Open Session is 1:30 pm.

*FCLB Annual Conference May 4-8.

FROM WHERE I SIT

by Jacqueline A. Watson, DO, MBA
Executive Director

Happy New Year!

Welcome to the January issue of the BOC newsletter. Our new fiscal year—FY2011—began in October last year and the Board decided to step up its outreach to you, and the public, by increasing the frequency of publishing the online newsletter from annually to biannually. You will now be receiving newsletters in January and July of each fiscal year.

Since our last publication there have been a lot of changes for us as a Board, as well as on the local and national stage. We have had a change in Board leadership with Dr. Keita Vanterpool being appointed as the Interim Chair for the Board. Dr. Anthony Mirando completed his many years of leadership, service and dedication at the end of FY2010. Thank you, Dr. Mirando!

There have also been changes on the local governmental level; we have a newly elected mayor, new leadership roles on the city council, and a new Acting Director of the Department of Health. Nationally, a change in the House and Senate, and healthcare reform is again center stage. With more people slated to have access to healthcare, the demand for healthcare providers and services will naturally increase. These changes and activities present new opportunities and I look forward to working with our new leaders, the Board, and staff as we continue to fulfill our mission to protect the safety and welfare of the public, while providing quality services to our licensees.

Dr. Vanterpool has been charging forward with her team and the BOC staff to ensure that key issues pertaining to the practice of the chiropractic profession get addressed.

In September, Dr. Vanterpool and I had the opportunity to attend our first Federation of Chiropractic Licensing Board (FCLB) District regional meeting, held in Florida. We participated in



Dr. Jacqueline A. Watson

roundtable discussions about all the hot issues in chiropractic regulation and professional governance, and our colleagues shared strategies on how best to operate and protect the public under increasingly tight budgetary constraints. The meeting was extremely productive and, during FY2011, the Board will be focusing on several key areas in our current DCMR regulations that need to be updated. We will be reaching out to you and other stakeholders to participate in the process. Please see page 5.

At the top of my to do list this year is to aggressively work with the Mayor's Office of Boards and Commissions (OBC) to have a full complement of Board members by the end of this fiscal year. Progress has already been made and a new Chiropractic member will be sworn-in by the end of the month. Two vacancies will need to be filled—1 chiropractor and 1 consumer.

If you are interested in volunteering to serve as a member of the Board, or if you would like to recommend a qualified candidate, please **visit www.obc.dc.gov** for information and to submit an application for consideration.

The renewal cycle is over and I hope that your renewal experience was a pleasant one. If you would like to share any comments with us about your renewal experience, please send an email to **dcdocsspeak@dc.gov**.

Late renewals will be processed through February 28 and assessed a late fee of \$85.

CE Audits will be conducted over the next few months. We will be auditing all licensees and asking for proof of documented CEs on your renewal. Please gather your documents and be prepared to submit to the Board once your notice is received.

Criminal Background Check (CBC): As of January 3, 2011, all new applicants requesting a license to practice their profession in the District will be required to undergo a CBC through the Metropolitan Police Department. Please see page 3 for the details.

Exam Re-Take: The Board will be administering the **DC Chiropractic Written Exam only** on March 8, 2011. If you failed the December 2010 examination, or if you would like to apply to sit for the March examination, please contact Antoinette Stokes via email at **antoinette.stokes@dc.gov** or call Ms. Stokes at (202) 724-8799.

The next full test administration date for the DC Chiropractic Written and Ancillary Privileges examination will be on June 14, 2011. (*See HPLA relocation notice on page 8 of this newsletter.*)

The FCLB will hold its 85th Annual Educational Congress In Florida from May 4-8. Our Board representative will be present so we can continue to stay on the cutting edge of the issues impacting the chiropractic profession.

Be well until our next issue in July.

IF YOU ARE INTERESTED IN VOLUNTEERING TO SERVE AS A MEMBER OF THE BOARD, PLEASE VISIT WWW.OBC.DC.GOV FOR INFORMATION AND TO SUBMIT AN APPLICATION FOR CONSIDERATION.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
Health Regulation and Licensing Administration



Criminal Background Check Unit

IMPORTANT NOTICE
Requirement for a Criminal Background Check

Effective January 3, 2011, each **new applicant** for license, registration or certification shall obtain a criminal background check. This criminal background check requirement is mandated for all health care professionals by the District's "Criminal Background Check Amendment Act of 2006".

An applicant for **initial licensure**, registration, or certification shall not be issued a license, registration or certification until the background check has been completed by the District's Metropolitan Police Department. A criminal background check shall be conducted in accordance with Metropolitan Police Department's (MPD) and Federal Bureau of Investigation's (FBI) policies and procedures and in a FBI-approved environment, by means of fingerprint and National Criminal Information Center checks and procedures.

For applicants residing in the District of Columbia:

1. Refer to the Criminal Background Check Unit link on the Board website, or <http://hpla.doh.dc.gov/hpla/cwp/view.a.1194.q.501826.asp>
2. Download the Live-Scan Fingerprint Appointment Request Form to schedule your appointment with the DC Metropolitan Police Department.
3. The fee to conduct a criminal background check through the MPD is \$50.00. (not included in licensure fee) The appointment request form and criminal background check fee shall be submitted with your licensure application.
4. The Criminal Background Check Unit will mail you an appointment confirmation and LIVE-SCAN request documents to take to the DC MPD.

Applicants who do not reside in the District of Columbia

If you reside outside of the District of Columbia, you can undergo a criminal background check in two ways:

1. You may come to District of Columbia and undergo a criminal background check with the District of Columbia Police Department. (refer to the process defined above)
2. You may go to any law enforcement agency in the state where you reside
 - a. Ask to be printed on a FBI Applicant Fingerprint card (FD-258)
 - b. Mail the Fingerprint card (FD-258) to the FBI. In the "Reason Fingerprinted" block of the card write in "License, certification or registration, Health Regulation and Licensing Administration, Department of Health, 717 14th Street, NW, 6th Floor, Washington, DC 20005."
 - c. The FBI will mail the results of the background check to you, the applicant.
 - d. Forward/mail the results of your background check in a sealed envelope to our office at the following address:
Criminal Background Check Unit
Health Regulation and Licensing Administration
717 14th Street, 6th Floor
Washington, DC 20005

Please note that the applicant is responsible in making sure that the criminal background check results are delivered to the Criminal Background Check Unit at the above address.

For more information regarding criminal background check from the FBI, please visit the FBI website: <http://www.fbi.gov/about-us/cjis/background-checks>.

Applications will not be processed without criminal background check

SPECIAL OPEN SESSION

REGULATION REVIEW: WE NEED YOUR COMMENTS

We want your input! Please join the Board of Chiropractic as we discuss updating the DCMR regulations.

Date: February 22, 2011

Time: 1:30 pm - 3:30 pm

Place: HPLA, 10th Floor, 717 14th Street, NW

You will have the opportunity to provide comments about the regs and areas that you believe should be changed.

Go to our website to review Chapter 48 of Title 17 of the District of Columbia Municipal Regulations. Go to www.hpla.doh.dc.gov/boc, then click on "DC Municipal Regulations for Chiropractors".

To confirm your attendance at this Open Session, please contact Health Licensing Specialist Antoinette Stokes today at antoinette.stokes@dc.gov or call Ms. Stokes at (202) 724-8799.

BOARD TERMS YOU SHOULD KNOW

CONSENT ORDER: A voluntary agreement entered into by a board and a respondent (person disciplined) in lieu of hearing for violation of the HORA. A Consent Order may or may not be reportable to the National Practitioner Data Bank.

NOTICE OF INTENT TO DISCIPLINE (OR DENY): A document requested by a board and prepared by the Office of the Attorney General which places a licensee on notice that he or she is being charged with violating one or more of the health profession laws as outlined in Title 3 Chapter 12 of the D.C. Code. It may also indicate violation of District regulations as found in Title 17 of the District Register, and/or federal law. It will give a summary of the facts which serve as the basis for the violations. The document also contains information about how to request a hearing. The disciplinary action (if any) from a "Notice" is reportable to the National Practitioner Data Bank.

SUMMARY SUSPENSION: A document requested by the Administrator of the Health Regulation and Licensing Administration (not a Board), and is prepared by the Office of the Attorney General. The purpose of the document is to immediately terminate the right of a person to practice a health profession because the Administrator believes that the person poses an imminent danger, because of his or her misconduct, to the health and safety of the residents of the District of Columbia or its visitors and guests. The "Suspension" informs the person that he or she must request a hearing within 72 hours and is entitled to a hearing within 72 hours – provided that the beginning and ending period for the 72 hours does not fall on a weekend or holiday, in which case it is carried over to the next business day. Failure to request a hearing within the 72 hours results in the suspension remaining in place until it is lifted by the board having jurisdiction over the licensee. A Summary Suspension is reportable to the National Practitioner Data Bank.

CEASE AND DESIST ORDER: A Cease and Desist order is a document requested by the Administrator and prepared by the Office of the Attorney General. It is served on a person whom the Administrator believes may cause immediate and irreparable harm. Unlike a Summary Suspension, it is usually served on persons who are engaging in a health profession while not being licensed, registered, or certified. The person receiving the Cease and Desist must request a hearing within 10 days and is entitled to a hearing within 10 days. If the hearing isn't requested, the Cease and Desist remains in effect. If the person continues to be engaged in the activity after being served a Cease and Desist, the Administrator may ask the Office of the Attorney General to seek a criminal prosecution to enjoin the activity.

COUNSEL'S COLUMN

THE PRECEPTORSHIP PROGRAM

By Eugene Irvin, Esq., Assistant Attorney General & Board Advisor

To encourage, support and provide guidance for the growing interest among individuals aspiring to get early, hands on exposure to/experience in the practice, the Board of Chiropractic has created the procedural framework for its Preceptorship program. Participation in this program will allow young aspirants to work in a chiropractic office under the direct supervision and guidance of a licensed practitioner, giving them an expanded opportunity to add the luster of practical experience to the knowledge gained through the classroom experience. The Board formulated standards for this program will be set out in this article.

The Preceptorship Program will be structured to offer two participant levels, which will be determined by the educational status of the participant. The entry phase, Level I, is designed to introduce participants to the basics of chiropractic office operations. The average participant at this level is expected to have completed the first two years of their chiropractic educational program. Level I participants will be limited to an observation only status while working in the chiropractor's office. It will be the mentoring chiropractor's responsibility to ensure that this restriction is faithfully observed.

The second stage will give the participants some real patient interactive experience. Level II participants will have completed the third year of their chiropractic educational program. Unlike Level I participants, Level II participants will be permitted to have physical contact with patients. These more advanced stage participants can perform all preparatory chiropractic procedures, but will be prohibited from performing adjustments and procedures involving the use of needles. They can, of course, observe any and all procedures that the chiropractor performs during the period the Level II participants are present, including those precluded from direct participation.

Each aspirant seeking entry into the Preceptorship Program must submit an application to the Board of Chiropractic. There are no fees associated with participation in this program. The criteria the applicant must meet are as follows:

1. Preceptorship applications must be submitted for Board approval at least sixty (60) days prior to start date;
2. The Board must receive a letter from the District of Columbia licensed chiropractic doctor requesting the Board's approval to allow the applicant to work under his or her supervision;
3. The licensed chiropractor must agree to be responsible for the actions of the applicants while under his or her supervision; and
4. The licensed District of Columbia chiropractic doctor selected must be in good standing with the Board.

The Board has high prospects for this program and is anxiously looking forward to its development and growth in the near future. All chiropractors are encouraged to be a mentor for an aspiring chiropractor, thus contributing to the success of the program and the molding of well trained entrants into the chiropractic community.

TIPS FOR EXPEDITING YOUR LICENSE

- **Make sure to have your entire application filled out and signed.**
- **Provide official court documents of final case dispositions for any felonies or misdemeanors that you incurred.**
- **Case dispositions should include a case number, jurisdiction, year, all the defendant names, all plaintiff names, a brief summary of the case, and final disposition, such as judgment dollar amount, dismissed with or without prejudice, or settlement dollar amount—this information must be sent with your application.**

WHEN YOU MOVE (OR CHANGE YOUR NAME)

All name and address changes must be submitted in writing to our office **within 30 days of the change**. Please include your name, address, Social Security number and license number, and email address. If you have a name change, you must also enclose a copy of your certificate of marriage, divorce decree, or court order that authorizes the change. Fax your request to (202) 727-8471, or mail your name and address change to the Board.

APPLY TO SERVE ON THE BOARD!

If you are a resident of the District of Columbia, in practice for 3 years or more and in good standing with the Board, you may apply to serve on the Board of Chiropractic.

We are seeking: One (1) Chiropractic Member
 One (1) Consumer Member

For full instructions on how to apply, please contact the Mayor's Office of Boards and Commissions (OBC):

OBC Website: www.obc.dc.gov
Phone: (202) 727-1372
Fax: (202) 727-2359
Address: Office of Boards and Commissions
 Executive Office of the Mayor
 1350 Pennsylvania Ave., NW
 Suite 302
 Washington, DC 20004

FILING A COMPLAINT WITH THE BOARD

To file a complaint against a licensed DC Chiropractor, simply write a letter that describes your complaint. The letter must be signed, and you should attach copies of any pertinent documents that you may have. The letter must also include your address, so we may contact you as necessary and notify you of any findings.

Note: You can print a complaint form from our website at www.hpla.doh.dc.gov/boc

You should mail the complaint to:

DC Board of Chiropractic
717 14th Street, NW
Suite 600
Washington, DC 20005

You can also fax the complaint to the Board at (202) 724-8677.

If your complaint alleges unlicensed activity, you should address your complaint to:

Supervisory Investigator
717 14th Street, NW
Suite 1000
Washington, DC 20005

You can also fax your complaint about unlicensed activity to (202) 724-8677.

Please be advised that the health professional licensing boards do not have jurisdiction over fee disputes, except for billing for services that were not provided. If you have a fee dispute with a health professional, you can seek redress through the civil courts.

BOARD ORDERS

July 31, 2010 through December 31, 2010

There have been no reportable Board Actions against Board of Chiropractic Licensees during this period.



Board Members and staff at recent Board meeting (left to right): Health Licensing Specialists Ms. Lisa Robinson and Ms. Antoinette Stokes; Board Executive Director Dr. Jacqueline Watson; Board Chair Dr. Keita Vanterpool; Board Member Mr. Vance Farrow; Board Legal Advisor Mr. Eugene Irvin, Esq.; and Health Licensing Specialist Ms. Aisha Williams.

HPLA MISSION

MISSION: The Health Professional Licensing Administration (HPLA) administers all District and federal laws and regulations governing the licensing, certification and registration of health-related professionals. The administration also provides staff support to the Health Professional boards and advisory committees that regulate the practice of their respective health professions in the District of Columbia. The staff of HPLA effectively administers the licensing programs, provides information to the public and licensees, and provides administrative and staff support to the boards, as well as manages the day-to-day business of the boards.

HPLA GOALS:

- To protect the public health of DC residents and have skilled, experienced personnel in appropriate positions to support the health care needs of the District.
- To remove unnecessary organizational, procedural, and legal barriers to obtaining and renewing health professional licenses.
- To be responsive to the needs of license applicants, existing licensees and other constituents.
- To rely to the fullest possible extent on technology to greatly accelerate the licensing process, reduce manual efforts and enhance information dissemination.
- To strengthen enforcement and investigative capabilities to protect the public.

CHIROPRACTIC EXAM DATES

If you are applying for a license to practice your profession in the District of Columbia, the next administration dates are as follows:

MARCH 8*

DC Chiropractic written exam only

JUNE 14

DC Chiropractic written exam and ancillary privileges

**special exam administration*

In our last newsletter, we announced that the Board voted to eliminate the requirement for new applicants to complete the practical components of the District Exam. This change must be put into District law; meaning that Chapter 48 of Title 17 of the District of Columbia Municipal Regulations must be amended. We anticipate these amendments will be implemented by the end of FY2011.

Until the law is amended, the requirement will remain in place.

LATE LICENSURE RENEWAL

If you have not yet renewed your license, there will be a late fee penalty of \$85. Late renewals will be processed through February 28, 2011.

NEW LICENSURE APPLICANTS

New applicants, as of January 3, are to undergo a Criminal Background Check (see page 3).



Government of the District of Columbia
Vincent C. Gray, Mayor



Health Professional
Licensing Administration

Address

DC Board of Chiropractic
717 14th Street, NW
Suite 600
Washington, DC 20005

Board phone number

(202) 724-8800

Fax number

(202) 724-8677

Health Professional
Licensing Administration

www.hpla.doh.dc.gov

**BOARD OF CHIROPRACTIC
WEB PAGE**

www.hpla.doh.dc.gov/boc

**Current Members
of The District of Columbia
Board of Chiropractic**

Keita Vanterpool, DC
Interim Chairperson

Vance Farrow, MPH,
Statutory Member

**Acting Director,
Department of Health**
Mohammad N. Akhter, MD, MPH

Board Staff

Executive Director
Jacqueline A. Watson, DO, MBA

Health Licensing Specialists

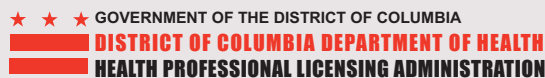
Lisa Robinson
Antoinette Stokes
Aisha Williams

Assistant Attorney General
Eugene Irvin, Esq.

Newsletter Editor/Layout

Nancy Kofie

To use HPLA's website to check and verify a license, go to: www.hpla.doh.dc.gov



**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION**

WE'RE MOVING!

**AS OF MARCH 1, 2011, THE HEALTH PROFESSIONAL LICENSING
ADMINISTRATION (HPLA) IS MOVING TO A NEW LOCATION.**

All processing of licensure applications and renewals, all current files of licensee data, and all HPLA Board meetings will be held at this location:

DC HEALTH PROFESSIONAL LICENSING ADMINISTRATION

1st Floor

899 North Capitol Street NE (building formerly known as 825 North Capitol)
Washington, DC 20002

Online: www.hpla.doh.dc.gov

Phone: (202) 724-4900 / (202) 724-8800 / (877) 672-2174

Office Hours: 8:15 am to 4:45 pm, Monday through Friday

(For notices of closings due to District holidays and inclement weather, go online at www.dc.gov.)

Questions or concerns? Please contact HPLA administrators at hpla.doh@dc.gov.