

**PROFESSIONAL LICENSURE DIVISION[645]**

**Notice of Intended Action**

**Proposing rulemaking related to licensure of chiropractic physicians  
and providing an opportunity for public comment**

The Board of Chiropractic hereby proposes to rescind Chapter 41, “Licensure of Chiropractic Physicians,” Iowa Administrative Code, and to adopt a new chapter with the same title.

*Legal Authority for Rulemaking*

This rulemaking is proposed under the authority provided in Iowa Code chapters 17A, 147, 151 and 272C.

*State or Federal Law Implemented*

This rulemaking implements, in whole or in part, Iowa Code chapter 151.

*Purpose and Summary*

These proposed rules establish minimum standards for obtaining licensure as a chiropractor. Iowa residents, licensees, and employers benefit from the rulemaking because it articulates the processes by which individuals apply for licensure, as directed in statute. This includes the process for initial licensure, renewal, and reinstatement. These requirements ensure public safety by ensuring that any individual entering the practice has minimum competency. Requirements include the application process, minimum educational qualifications, and examinations.

*Fiscal Impact*

This rulemaking has no fiscal impact to the State of Iowa.

*Jobs Impact*

After analysis and review of this rulemaking, no impact on jobs has been found.

*Waivers*

Any person who believes that the application of the discretionary provisions of this rulemaking would result in hardship or injustice to that person may petition the Board for a waiver of the discretionary provisions, if any, pursuant to 645—Chapter 18.

*Public Comment*

Any interested person may submit written or oral comments concerning this proposed rulemaking. Written or oral comments in response to this rulemaking must be received by the Department of Inspections, Appeals, and Licensing no later than 4:30 p.m. on January 31, 2024. Comments should be directed to:

Michele Royer  
Bureau of Board Support  
Iowa Department of Inspections, Appeals, and Licensing  
6200 Park Avenue  
Des Moines, Iowa 50321  
Phone: 515.281.5234  
Email: [michele.royer@iowa.gov](mailto:michele.royer@iowa.gov)

*Public Hearing*

Public hearings at which persons may present their views orally or in writing will be held as follows:

January 30, 2024  
12:30 p.m.

6200 Park Avenue  
Des Moines, Iowa  
Video call link:  
[meet.google.com/jji-jaoj-uqy](https://meet.google.com/jji-jaoj-uqy)  
Or dial: 1.904.330.1060  
PIN: 744 558 427#  
More phone numbers:  
[tel.meet/jji-jaoj-uqy?pin=4753713549740](https://tel.meet/jji-jaoj-uqy?pin=4753713549740)

January 31, 2024  
12:30 p.m.

6200 Park Avenue  
Des Moines, Iowa  
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[meet.google.com/jji-jaoj-uqy](https://meet.google.com/jji-jaoj-uqy)  
Or dial: 1.904.330.1060  
PIN: 744 558 427#  
More phone numbers:  
[tel.meet/jji-jaoj-uqy?pin=4753713549740](https://tel.meet/jji-jaoj-uqy?pin=4753713549740)

Persons who wish to make oral comments at a public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rulemaking. In an effort to ensure accuracy in memorializing a person’s comments, a person may provide written comments in addition to or in lieu of oral comments at a hearing.

Any persons who intend to attend a public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Department and advise of specific needs.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee’s meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rulemaking action is proposed:

ITEM 1. Rescind 645—Chapter 41 and adopt the following **new** chapter in lieu thereof:

*CHIROPRACTIC*

- CHAPTER 41 LICENSURE OF CHIROPRACTIC PHYSICIANS
- CHAPTER 42 COLLEGES FOR CHIROPRACTIC PHYSICIANS
- CHAPTER 43 PRACTICE OF CHIROPRACTIC PHYSICIANS
- CHAPTER 44 CONTINUING EDUCATION FOR CHIROPRACTIC PHYSICIANS
- CHAPTER 45 DISCIPLINE FOR CHIROPRACTIC PHYSICIANS

CHAPTER 41  
LICENSURE OF CHIROPRACTIC PHYSICIANS

**645—41.1(151) Definitions.** The following definitions will be applicable to the rules of the Iowa board of chiropractic:

“Active license” means a license that is current and has not expired.

“Board” means the Iowa board of chiropractic.

“*Council on Chiropractic Education*” or “*CCE*” means the organization that establishes the Educational Standards of Chiropractic Colleges and Bylaws.

“*Department*” means the Iowa Department of Inspections, Appeals, and Licensing.

“*Grace period*” means the 30-day period following expiration of a license when the license is still considered to be active. In order to renew a license during the grace period, a licensee is required to pay a late fee.

“*Inactive license*” means a license that has expired because it was not renewed by the end of the grace period. The category of “inactive license” may include licenses formerly known as lapsed, inactive, delinquent, closed, or retired.

“*License*” means license to practice chiropractic in Iowa.

“*Licensee*” means any person licensed to practice as a chiropractic physician in Iowa.

“*License expiration date*” means June 30 of even-numbered years.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice chiropractic to an applicant who is or has been licensed in another state and meets the criteria for licensure in this state.

“*NBCE*” means the National Board of Chiropractic Examiners.

“*Reactivate*” or “*reactivation*” means the process as outlined in rule 645—41.14(17A,147,272C) by which an inactive license is restored to active status.

“*Reinstatement*” means the process as outlined in rule 645—11.31(272C) by which a licensee who has had a license suspended or revoked or who has voluntarily surrendered a license may apply to have the license reinstated, with or without conditions. Once the license is reinstated, the licensee may apply for active status.

“*SPEC*” means Special Purposes Examination for Chiropractic, which is an examination provided by the NBCE that is designed specifically for utilization by state or foreign licensing agencies.

#### **645—41.2(151) Initial licensure.**

**41.2(1)** To apply for a license, the applicant will complete an online application packet and pay the nonrefundable application fee.

*a.* If licensed in another jurisdiction, the applicant will complete the licensure by endorsement application and submit a license verification document that discloses if disciplinary action was taken in the jurisdiction where the applicant was most recently licensed.

*b.* A person who is licensed in another jurisdiction and cannot satisfy the requirements of licensure by endorsement may apply for licensure by verification, if eligible, in accordance with rule 645—19.1(272C).

*c.* An application not completed according to guidelines will not be reviewed by the board.

*d.* The applicant will request the accredited chiropractic school submit official copies of the applicant’s transcripts to the board office.

*e.* The applicant will submit an official certificate of completion of 120 hours of physiotherapy that includes a practicum component from a board-approved chiropractic college.

*f.* The applicant will pass all parts of the NBCE examination as outlined in rule 645—41.3(151).

*g.* The applicant will submit a copy of the chiropractic diploma.

**41.2(2)** Licensees who were issued their licenses within six months prior to the renewal date are not required to renew their licenses until the renewal date two years later.

**41.2(3)** Incomplete applications that have been on file in the board office for more than two years will be:

*a.* Considered invalid and destroyed; or

*b.* Maintained upon written request from the candidate.

**41.2(4)** A license will be publicly displayed in the licensee’s primary place of practice.

**41.2(5)** Licensees are required to notify the board of chiropractic of changes in residence or place of practice within 30 days after the change of address occurs.

#### **645—41.3(151) Examination requirements.**

**41.3(1)** Applicants will submit the application for the NBCE examination and the fee directly to the NBCE.

**41.3(2)** The following criteria will apply for the NBCE:

*a.* Prior to July 1, 1973, applicants will provide proof of being issued a basic science certificate.  
*b.* After July 1, 1973, applicants will provide proof of successful completion of the required examination from the NBCE. The required examination will meet the following criteria:

(1) Examinations completed after July 1, 1973, will be defined as the successful completion of Parts I and II of the NBCE examination.

(2) Examinations completed after August 1, 1976, will be defined as the successful completion of Parts I, II and Physiotherapy of the NBCE examination.

(3) Examinations completed after January 1, 1987, will be defined as the successful completion of Parts I, II, III and Physiotherapy of the NBCE examination.

(4) Examinations completed after January 1, 1996, will be defined as satisfactory completion of Parts I, II, III, IV and Physiotherapy of the NBCE examination.

**645—41.4(151) Educational qualifications.**

**41.4(1)** An applicant will present an official transcript verifying graduation from a CCE-accredited and board-approved college of chiropractic.

**41.4(2)** Foreign-trained chiropractic physicians will:

*a.* Provide an equivalency evaluation of their educational credentials processed by the International Education Research Foundation, Inc. The professional curriculum must be equivalent to that stated in these rules. The candidate will bear the expense of the curriculum evaluation.

*b.* Provide a copy of the certificate or diploma awarded to the applicant from a chiropractic program in the country in which the applicant was educated.

*c.* Receive a final determination from the board regarding the application for licensure.

**645—41.5(151) Temporary certificate.**

**41.5(1)** The board may issue a temporary certificate to practice chiropractic at its discretion if the issuance is in the public interest and the applicant demonstrates a need for the temporary certificate and meets the professional qualifications for licensure.

**41.5(2)** Demonstrated need. An applicant must submit information explaining the demonstrated need, how the issuance would serve the public interest, the scope of practice requested, and why a temporary certificate should be granted. To meet the demonstrated need requirement, the applicant will show the need meets one of the following conditions:

*a.* The applicant will provide chiropractic services in connection with a special activity, event or program conducted in this state;

*b.* The applicant will provide chiropractic services in connection with a state emergency as proclaimed by the governor;

*c.* The applicant previously held an unrestricted license to practice chiropractic in this state and will provide gratuitous chiropractic services as a voluntary public service; or

*d.* The applicant will provide chiropractic services in connection with an urgent need.

**41.5(3)** Qualifications for licensure include the following:

*a.* Complete an online application packet on the Iowa Board of Chiropractic website and pay the nonrefundable application fee.

*b.* If licensed in another jurisdiction, submit a license verification document that discloses if disciplinary action was taken in the jurisdiction where the applicant was most recently licensed.

*c.* Provide a copy of a chiropractic diploma.

**41.5(4)** A temporary certificate will be issued for one year to fulfill the demonstrated need as described in subrule 41.5(2).

**41.5(5)** An applicant or temporary certificate holder who has been denied a temporary certificate may appeal the denial pursuant to rule 645—4.10(17A,147,272C). A temporary certificate holder is subject to discipline for any grounds for which licensee discipline may be imposed.

**41.5(6)** A temporary certificate holder who meets all licensure conditions as specified in rule 645—41.2(151) may obtain a permanent license in lieu of the temporary certificate. To obtain a permanent license, the applicant will submit any additional documentation required for permanent licensure that was not submitted as a part of the temporary certificate application. The applicant may receive fee credit toward the permanent licensure fee equivalent to the fee paid for the temporary certificate if the application for the permanent license and all required documentation are received by the board prior to the expiration of the temporary certificate.

**645—41.6(151) License renewal.**

**41.6(1)** The license renewal period for a license to practice begins on July 1 of an even numbered year and ends on June 30 of the next even numbered year.

**41.6(2)** An individual who was issued a license within six months of the license renewal date will not be required to renew the license until the subsequent renewal two years later.

**41.6(3)** A licensee applying for renewal will:

*a.* Meet the continuing education requirements of rule 645—44.2(272C) and the mandatory reporting requirements of subrule 41.8(4). A licensee whose license was reactivated during the current renewal compliance period may use continuing education credit earned during the compliance period for the first renewal following reactivation; and

*b.* Complete the online renewal application, pay the fee, and attach certificate of completing continuing education hours on the Iowa board of chiropractic website before the expiration date.

**41.6(4)** Mandatory reporter training requirements.

*a.* A licensee who examines, attends, counsels, or treats children, dependent adults or both in the scope of the licensee’s professional practice will complete the applicable department of health and human services training for identifying and reporting child abuse, dependent adult abuse or both. A licensee will maintain written documentation of training completion for three years. The training is not required if the licensee is engaged in active duty military service or holds a waiver from the board demonstrating a hardship in complying with these training requirements.

*b.* The board may select licensees for audit of compliance with the requirements in paragraph 41.8(4) “a.”

**41.6(5)** A two-year license will be issued after the requirements of rule are met. If the board receives adverse information on the renewal application, the board may refer the adverse information for further consideration or disciplinary investigation.

**41.6(6)** Late renewal. The licensee is responsible for renewing the license prior to expiration every two years. The licensee will complete the renewal requirements and pay the late fee within the 30-day grace period.

**41.6(7)** Inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice until the license is reactivated.

**645—41.7(17A,147,272C) Requirements for reactivation.** To apply for reactivation, a licensee will:

**41.7(1)** Complete an online reactivation application on the Iowa board of chiropractic website and pay the nonrefundable reactivation fee.

**41.7(2)** Provide verification of current competence to practice as a chiropractic physician by satisfying one of the following criteria:

*a.* If the license has been on inactive status for five years or less, an applicant must provide the following:

(1) Verification. If licensed in another jurisdiction, submit a license verification document that discloses if disciplinary action was taken in the jurisdiction where the applicant was most recently licensed.

(2) Proof. Submit proof of completing 40 hours of continuing education within two years of application.

*b.* If the license has been on inactive status for more than five years, an applicant must:

- (1) Send verification. Submit a license verification document that discloses if disciplinary action was taken against the applicant from every jurisdiction in which the applicant has been licensed.
- (2) Submit proof of completing 40 hours of continuing education within two years of application.
- (3) Send verification of passing the SPEC if the applicant does not have a current license and has not had an active license in the United States during three of the past five years.

**645—41.8(17A,147,272C) License reinstatement.** A licensee whose license has been revoked, suspended, or voluntarily surrendered must apply for and receive board-approved reinstatement of the license and must apply for and be granted reactivation prior to practicing in the state.

These rules are intended to implement Iowa Code chapters 17A, 147, 151 and 272C.