

NORTH DAKOTA STATE BOARD OF CHIROPRACTIC EXAMINERS—APPLICATION FOR EXAMINATION

- 1. Full Name _____ Birthdate _____
- 2. Current Address _____ Phone _____

- 3. Alternate Address & Phone (parent) _____
- 4. Birthplace _____ Social Security # _____
- 5. Citizenship: USA _____ Other _____
- 6. List All Chiropractic Licenses Held: _____
- 7. State when & where you have been in actual Chiropractic practice: _____
- 8. Have you ever had a Chiropractic License suspended or revoked? YES / NO
Have you ever been convicted of a felony? YES / NO
Are you currently under any investigation? YES / NO
- 9. Enclosed guaranteed US funds in the amount of \$200.00.

10. Please have the following documents forwarded to the Executive Director:
- a. Three letters of reference
 - b. Photocopy of birth certificate
 - c. Personal resume since high school
 - d. Photocopy of Chiropractic College diploma
 - e. Chiropractic College transcript
 - f. National Board transcript
 - g. ACA Documentation Webinar
 - h. If applicable, letter of good standing from #6 above.

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|---------------------------|
| Attach here: |
| Passport Size Photo |
| Approx. Date Taken: _____ |

STATE OF _____ COUNTY OF _____

On this _____ day of _____ 20____, appeared before me, _____, a Notary Public in and for the County and State aforesaid, _____ who affirms all EVIDENCE in this APPLICATION is TRUE.

SEAL:

Notary Public _____ Signature of Applicant _____

Commission Expires _____

Dear Doctor,

Please find the application for chiropractic licensure in the state of North Dakota. On the Board's website is a link to the law, rules, and regulations currently in effect in North Dakota. Your jurisprudence examination will be based upon these.

North Dakota does not administer a state examination. All testing requirements, other than the jurisprudence examination, are handled through the National Board of Chiropractic Examiners. The following criteria are in effect:

1. Hold a diploma from a chiropractic college fully accredited by the Council on Chiropractic Education.
2. If you graduated between 1966 and 1988, you must have passed Parts I and II of the National Board. In addition, you must take Part IV or the Special Purposes Examination for Chiropractic (SPEC) given by the National Board.
3. If you graduated between July 1988 and January 1997, you must have passed Parts I, II, and III of the National Board. In addition, you must take Part IV or the Special Purpose Examination for Chiropractic (SPEC) given by the National Board.
4. If you graduated after January 1997, you must have passed Parts I, II, III, IV, and Physiotherapy of the National Board.
5. Your passing grades for Part IV are effective for seven years after which time you may be required to take and pass the SPEC examination.
6. If you graduated before 1997 and do not have Part IV of the National Board, you may be eligible for a License Transfer Application to North Dakota. Please request details from the Board.
7. If you graduated between July 1988 and January 1997 and do not have Part III or IV of the National Board, you may be eligible for a License Transfer Application to North Dakota. Please request details from the Board.

The application fee is \$200.00 and the form with all its requirements must be complete. The License Transfer Application is \$250.00. In addition, you must provide verification from each state in which you are licensed or have ever been licensed in regarding the status of that license. All disciplinary complaints or actions must be accompanied by a written explanation from the state. Omission is considered fraud and can lead to a denial or later revocation of your license.

The ACA Documentation Webinar (Proper Medicare Documentation) is required prior to licensure. It is free and can be found at www.acatoday.org. Print the completion certificate and send it to me.

Once your application is complete, your jurisprudence exam will be mailed to you for completion, after which, you will be granted a license.

You will be mandated to attend a New Doctor Seminar sponsored by the North Dakota State Board of Chiropractic Examiners. The seminar will be held two times per year with no charge. You will have one year to attend following licensure or after establishing a practice in North

Dakota.

Licenses granted before July 1st of each year will expire September 1st of the same year. Those granted after July 1st will be valid until September 1st of the next year.

Information for any of the National Board examinations can be obtained by writing the National Board of Chiropractic Examiners, 901 54th Ave., Greeley, CO, 80634; or calling (970) 356-9100.

Any other questions can be directed to the address below.

Sincerely yours,

Jerry Blanchard, D.C.
Executive Director
PO Box 185
Grafton, ND 58237
(701) 213-0476
Fax (701) 352-2258
contact@ndsbce.org