

**ARTICLE 17-01
GENERAL ADMINISTRATION**

Chapter	
17-01-01	Organization of Board
17-01-02	Board Meetings
17-01-03	Duties of Officers

**CHAPTER 17-01-01
ORGANIZATION OF BOARD**

Section	
17-01-01-01	Organization and Functions of the Board of Chiropractic Examiners
17-01-01-02	Fees

17-01-01-01. Organization and functions of the board of chiropractic examiners.

1. **History.** The board of chiropractic examiners was first established in 1915 under laws now codified as North Dakota Century Code chapter 43-06. North Dakota was the first state in the United States to issue a license to practice chiropractic.
2. **Functions.** One function of the board is to examine, or designate a testing agency to examine, candidates coming into the state to see if they are qualified to practice chiropractic in North Dakota. It is also the function of the board to prevent those who are unqualified from practicing chiropractic in the state.
3. **Board membership.** The board consists of seven members appointed by the governor. The members are five doctors of chiropractic, one certified chiropractic clinical assistant, and one consumer. Members of the board serve five-year terms. Board members annually elect from board membership the president, vice president, and secretary-treasurer of the board.
4. **Secretary-treasurer.** The secretary-treasurer of the board is elected by the board and is responsible for overseeing the board's activities as stated in section 17-01-03-02.
5. **Executive director.** The board may hire an executive director to oversee the administrative duties of the board, and who will answer to the board president.

History: Amended effective December 1, 1981; March 1, 1986; April 1, 1988; July 1, 1990; April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2017; January 1, 2021.

General Authority: NDCC 43-06-04.1

Law Implemented: NDCC 28-32-02.1, 43-06-04, 43-06-04.1

17-01-01-02. Fees.

The board charges the following fees:

1. For an application for initial licensure, three hundred dollars.
 2. For renewal of a license, four hundred dollars for active status or one hundred dollars for inactive status.
 3. To change from inactive to active status, three hundred dollars.
 4. For a duplicate license, twenty-five dollars.
 5. The additional administrative fee for late renewals is three hundred dollars.
- Fees for a provisional license or temporary permit for a military spouse shall be waived.

History: Effective April 1, 2001; amended effective July 1, 2008; April 1, 2014; January 1, 2021.

General Authority: NDCC 43-06-04.1

Law Implemented: NDCC 43-06-08, 43-06-13

CHAPTER 17-01-02 BOARD MEETINGS

Section

- 17-01-02-01 Regular or Special Meetings
- 17-01-02-02 Procedural Rules
- 17-01-02-03 Board Expenses

17-01-02-01. Regular or special meetings.

The board will hold regular meetings at least twice a year. Regular or special meetings may be called at any time when the opinion of the board justifies such action.

History: Amended effective April 1, 1984; April 1, 2001.

General Authority: NDCC 28-32-02, 43-06-05

Law Implemented: NDCC 43-06-05

17-01-02-02. Procedural rules.

All proceedings of the board may be conducted consistent with Robert's Rules of Order Newly Revised.

History: Amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-05

17-01-02-03. Board expenses.

Each member of the board of chiropractic examiners shall be reimbursed for the member's expenses for each day the member is actually engaged in performing the duties of the member's office as provided for in North Dakota Century Code section 44-08-04, and such mileage and travel expenses as are provided for in North Dakota Century Code section 54-06-09 and additional allowance for other necessary expenses incurred. Each member of the board shall receive compensation in the amount of two hundred and fifty dollars for each day or portion thereof spent in the discharge of the member's duties.

History: Effective April 1, 1982; amended effective April 1, 1984; February 1, 1990; April 1, 2001; July 1, 2008; January 1, 2017.

General Authority: NDCC 28-32-02, 43-06-05

Law Implemented: NDCC 43-06-05, 44-08-04, 54-06-09

CHAPTER 17-01-03 DUTIES OF OFFICERS

Section

- 17-01-03-01 Duties of President
- 17-01-03-02 Duties of Secretary-Treasurer
- 17-01-03-02.1 Duties of Executive Director
- 17-01-03-03 Joint Duties of President and Secretary-Treasurer [Repealed]
- 17-01-03-04 Other Duties

17-01-03-01. Duties of president.

The president shall preside at all meetings of the board, and shall perform such other duties as generally devolve upon that office and as prescribed by law. In the president's absence the vice president shall preside and perform the duties of the president. In the absence of both the president and vice president, the secretary-treasurer shall preside and perform the duties of the president.

History: Amended effective February 1, 1990.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-05

17-01-03-02. Duties of secretary-treasurer.

The secretary-treasurer will review and sign minutes of all meetings as prepared by the executive director. Authorization by the secretary-treasurer is required for any checks that exceed five hundred dollars. The secretary-treasurer will review the bank statements each month. The secretary-treasurer will assume the duties of the executive director if the position is unfilled. In the absence of the secretary-treasurer, the president shall preside and perform the duties of the secretary-treasurer.

History: Amended effective April 1, 2001; January 1, 2021.

General Authority: NDCC43-06-04.1

Law Implemented: NDCC 43-06-05

17-01-03-02.1. Duties of executive director.

The executive director is responsible for such administrative, financial, licensure, disciplinary, and other responsibilities as specified by the board. The executive director is responsible for ensuring compliance with North Dakota Century Code chapter 44-04.

History: Effective April 1, 2001; amended effective January 1, 2021.

General Authority: NDCC 43-06-04.1

Law Implemented: NDCC 43-06-04.1, 43-06-05, 43-06-07

17-01-03-03. Joint duties of president and secretary-treasurer.

Repealed effective February 1, 1990.

17-01-03-04. Other duties.

The officers and members of the board shall perform such duties as are enjoined upon them by law.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-05

**ARTICLE 17-02
CHIROPRACTIC LICENSURE**

Chapter	
17-02-01	Admission to Practice Chiropractic
17-02-02	License Revocation [Repealed]
17-02-02.1	License Revocation or Suspension
17-02-03	Reporting Requirements
17-02-04	Authority of Chiropractors

**CHAPTER 17-02-01
ADMISSION TO PRACTICE CHIROPRACTIC**

Section	
17-02-01-01	Educational Requirements [Repealed]
17-02-01-01.1	Approved Schools [Repealed]
17-02-01-01.2	Definitions
17-02-01-02	Applications for Licensure
17-02-01-02.1	Reciprocity or Endorsement
17-02-01-03	Fee for Examination [Repealed]
17-02-01-04	Photograph
17-02-01-05	Examination Number [Repealed]
17-02-01-06	Examination Requirements [Repealed]
17-02-01-07	Conduct of Examination [Repealed]
17-02-01-08	Examination Subjects and Requirements
17-02-01-09	Declaration [Repealed]
17-02-01-10	License Issued
17-02-01-10.1	License Displayed
17-02-01-11	Second Examination [Repealed]
17-02-01-12	Licenses Recorded [Repealed]
17-02-01-13	License Renewal and Fees
17-02-01-14	License Renewal - Special Purposes Examination for Chiropractic [Repealed]
17-02-01-15	Lapsed Licenses
17-02-01-16	Reactivation of an Inactive License

17-02-01-01. Educational requirements.

Repealed effective February 1, 1990.

17-02-01-01.1. Approved schools.

Repealed effective February 1, 1990.

17-02-01-01.2. Definitions.

1. Unless specifically stated otherwise, all definitions found in North Dakota Century Code section 43-06-01 are applicable to this title.
2. "Actual consultation" as used in North Dakota Century Code section 43-06-02 means seeking or giving professional advice, opinions, or assistance in conjunction with a licensed chiropractor in this state with regard to a specific patient for the purpose of providing chiropractic treatment to the patient.
3. In this title, unless the context or subject matter otherwise requires:

- a. "Direct supervision" means a licensed chiropractor must be on the same premises as the intern when the intern is performing any patient care procedure and be readily available to the intern and patient.
- b. "Ethics and boundaries examination" or "E&B" means the ethics and boundaries examination offered by the Ethics and Boundaries Assessment Services, LLC (EBAS).
- c. "Graduate intern" means an unlicensed graduate of a chiropractic college qualified to participate in the graduate intern program and approved by a college of chiropractic and the board. A graduate intern has the abilities to observe a sponsoring licensed chiropractor caring for patients; have supervised participation in patient care, such as adjusting patients, performing examinations, and taking x-rays; participate in and performance of patient education and health care classes; and participate in administrative responsibilities.
- d. "Intern" means an unlicensed chiropractic student qualified to participate in the preceptorship program and approved by a college of chiropractic and the board. An intern has the abilities to observe a sponsoring licensed chiropractor caring for patients; have supervised participation in patient care, such as adjusting patients, performing examinations, and taking x-rays; participate in and performance of patient education and health care classes; and participate in administrative responsibilities, such as office procedures, filing, recordkeeping, billing, and staff meetings.
- e. "National board" means the national board of chiropractic examiners or its successor or equivalent as determined by the board.
- f. "Preceptorship" means a short-term structured clinical education experience in an off-campus clinic under the direct supervision of a sponsoring licensed doctor of chiropractic for qualified chiropractic students.
- g. "Special purposes examination for chiropractic" or "SPEC" means the special purposes examination for chiropractic offered by the national board.

History: Effective May 1, 1993; amended effective April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2017; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1

Law Implemented: NDCC 43-06-02, 43-06-10, 43-06-10.1

17-02-01-02. Application for licensure.

Application shall be made on the official form issued by the board. The forms may be secured from the board's office or the board's website.

History: Amended effective February 1, 1990; April 1, 2001; January 1, 2017; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-08

17-02-01-02.1. Reciprocity or endorsement.

An applicant for reciprocal licensure will be considered by the board if the following conditions are met:

1. The applicant has a license and is in good standing to practice chiropractic in another state or jurisdiction;
2. The applicant has been licensed to practice chiropractic for at least the preceding two years in the other state or jurisdiction;
3. The applicant has successfully passed the national board on an earlier occasion;
4. The applicant successfully passes the special purposes examination for chiropractic or part IV of the national board examination, unless waived by the board for good cause;

5. The applicant successfully passes the jurisprudence examination and provides an affidavit acknowledging that the applicant has read and understands North Dakota statutes and administrative rules governing the practice of chiropractic;
6. The applicant successfully has completed the criminal history record information background check as required by North Dakota Century Code section 43-06-11.1; and
7. The applicant applies for a temporary license under North Dakota Century Code chapter 43-51.

History: Effective May 1, 1993; amended effective April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-10.1

Law Implemented: NDCC 43-06-10, 43-06-10.1

17-02-01-03. Fee for examination.

Repealed effective February 1, 1990.

17-02-01-04. Photograph.

A photograph must be provided on the application before filing with the board. The photograph must have been taken within six months of the date of application.

History: Amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-08

17-02-01-05. Examination number.

Repealed effective April 1, 2001.

17-02-01-06. Examination requirements.

Repealed effective April 1, 2001.

17-02-01-07. Conduct of examination.

Repealed effective April 1, 2001.

17-02-01-08. Examination subjects and requirements.

Examinations will be provided by the national board, or its successor, except for jurisprudence, which will be administered by the board. An applicant must satisfy the following criteria:

1. The applicant must hold a diploma from a chiropractic college fully accredited by the council on chiropractic education or its successor or equivalent as determined by the board.
2. If the applicant graduated before 1966, the applicant must have been in active practice and have passed five examinations (x-ray, orthopedics, jurisprudence, nutrition, and neurology) and also five practicals (x-ray, spinal biomechanics, extremity adjusting, first aid, and case management).
3. If the applicant graduated between 1966 and 1988, the applicant must have passed parts I and II of the national board examination.
4. If the applicant graduated between July 1988 and January 1997, the applicant must have passed parts I, II, and III of the national board examination.

5. If the applicant graduated after January 1997, the applicant must have passed parts I, II, III, and IV of the national board examination.
6. Passing grades for part IV of the national board examination are effective for seven years after which time the applicant may be required to take and pass the SPEC.
7. Graduates after January 1, 2001, must reflect a passing score on the national board's physiotherapy examination.
8. All applicants shall have passed the jurisprudence examination and provide an affidavit acknowledging the applicant has read and understands North Dakota statutes and administrative rules governing the practice of chiropractic.

History: Amended effective February 1, 1990; April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2017; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-10, 43-06-10.1

17-02-01-09. Declaration.

Repealed effective April 1, 2001.

17-02-01-10. License issued.

When it shall have been determined by the board that any candidate has successfully passed the examination and made satisfactory demonstration of the clinical art, and has no other barriers to licensure under North Dakota Century Code section 43-06-15 or chapter 17-03, there shall be issued to such candidate a license to practice chiropractic, which must be signed by all members of the board.

History: Amended effective February 1, 1990; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-08

17-02-01-10.1. License displayed.

If a licensed chiropractor moves from the chiropractor's primary location or opens a branch office, the office of the executive director must be notified of the change of location of the chiropractor within fourteen days. A current certificate or duplicate certificate issued by the board must at all times be displayed in each office of the chiropractor. In case of loss by fire or other destruction, a duplicate certificate may be issued by the board at a regular meeting upon receipt of satisfactory evidence of the destruction.

History: Effective February 1, 1990; amended effective April 1, 2001; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-04.1

17-02-01-11. Second examination.

Repealed effective February 1, 1990.

17-02-01-12. Licenses recorded.

Repealed effective February 1, 1990.

17-02-01-13. License renewal and fees.

1. Every chiropractor who has been licensed by the board shall renew the license by remitting a renewal fee on or before eleven fifty-nine p.m. central standard time September first of each year, completing the questionnaire provided on the board's website, and reporting the appropriate number of continuing education credits. For applicants who receive an initial license after July first, the license will be deemed to be automatically renewed on September first for an additional year without payment of an additional renewal fee.
2. Subject to subsection 3, a license which has not been renewed as a result of nonpayment of the annual registration fee may be reinstated upon payment to the board of past renewal fees plus an additional administrative fee set by the board. Proof of appropriate continuing education hours must be presented.
3. If a license has not been renewed during a continuous two-year period, an applicant must reapply unless waived by the board for good cause.

History: Amended effective April 1, 1984; February 1, 1990; May 1, 1993; April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-04.1, 43-06-13

17-02-01-14. License renewal - Special purposes examination for chiropractic.

Repealed effective April 1, 2001.

17-02-01-15. Lapsed licenses.

Notwithstanding the provisions in this chapter regarding renewal of lapsed licenses, once a license has lapsed, the person who held the lapsed license may not practice chiropractic or use a title reserved under state law for individuals who are licensed by the board until the individual's license is renewed or until a new license is issued. A person whose license has lapsed but who continues to practice chiropractic or use a restricted title violates state law. Such a violation is grounds for denying an application by the former licensee for renewal of the lapsed license or for a new license.

History: Effective April 1, 2001; amended effective January 1, 2021.

General Authority: NDCC 43-06-04.1

Law Implemented: NDCC 43-06-04.1

17-02-01-16. Reactivation of an inactive license.

An applicant for reactivation of an inactive license will be considered if the following conditions are met:

1. The applicant must provide a letter from all states in which that chiropractor has practiced since their North Dakota license became inactive indicating that they are in good standing to practice chiropractic in that other state or states.
2. The applicant must appear before the board if the applicant cannot show proof of active practice in some state or jurisdiction for at least six months of the last three years.
3. The applicant must take and pass the special purposes examination for chiropractic test if it has been three or more years since the chiropractor was in active practice in any state. The board may select to have any holder of an inactive license applying for reactivation take the special purposes examination or any other evaluation at its discretion.
4. The applicant must have successfully passed the jurisprudence examination in the past twelve months.

5. The applicant agrees to submit to a statewide and nationwide criminal history record check. The nationwide criminal history record check must be conducted in the manner provided by North Dakota Century Code section 12-60-24. All costs associated with obtaining a criminal history record check are the responsibility of the applicant.

History: Effective January 1, 2017; amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-08

Law Implemented: NDCC 43-06-11.1, 43-06-13

CHAPTER 17-02-02 LICENSE REVOCATION

[Repealed effective February 1, 1990]

CHAPTER 17-02-02.1 LICENSE REVOCATION OR SUSPENSION

Section

17-02-02.1-01 Relicensure After Revocation

17-02-02.1-02 License Suspension

17-02-02.1-01. Relicensure after revocation.

A chiropractor who has had the chiropractor's license revoked is not eligible to apply for relicensure for at least one year following the date the revocation order was signed by a board official, unless otherwise specified in the order.

History: Effective July 1, 2008.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-04.1, 43-06-13

17-02-02.1-02. License suspension.

During a period of suspension the suspended chiropractor shall not provide or assist in any type of patient care or patient communications, unless specified otherwise in the order or settlement agreement.

History: Effective July 1, 2008; amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-04.1, 43-06-13

CHAPTER 17-02-03 REPORTING REQUIREMENTS

Section

17-02-03-01 Filing Addresses

17-02-03-02 Reporting Contagious or Infectious Diseases

17-02-03-03 Releasing Patients from Quarantine [Repealed]

17-02-03-04 Reporting Child Abuse

17-02-03-01. Filing addresses.

Every chiropractor shall file with the executive director of the board of examiners:

1. A valid email address and the chiropractor's mailing address in the city and location of the place where the chiropractor conducts practice; and
2. Shall report the name of any other city and place wherein the chiropractor maintains a branch office for the purpose of practice.

History: Amended effective April 1, 2001; January 1, 2017; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-13

17-02-03-02. Reporting contagious or infectious diseases.

To comply with the state law regarding contagious or infectious diseases, the chiropractor shall immediately notify the health officer of the region of the existence of such diseases in accordance with the state department of health list of contagious or infectious diseases.

History: Amended effective February 1, 1990; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-16

17-02-03-03. Releasing patients from quarantine.

Repealed effective April 1, 2001.

17-02-03-04. Reporting child or vulnerable adult abuse.

A chiropractor having knowledge of or reasonable cause to suspect that there is child or vulnerable adult abuse or neglect is mandated to report the circumstances to the department of human services if the knowledge or suspicion is derived from information received by the chiropractor in the chiropractor's professional capacity.

History: Effective July 1, 2008; amended effective January 1, 2016.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-04.1, 43-06-13, 50-25.1-03, 50-25.2-03

CHAPTER 17-02-04 AUTHORITY OF CHIROPRACTORS

Section

- 17-02-04-01 Rights and Privileges
- 17-02-04-02 Signing Death Certificates
- 17-02-04-03 Advertising
- 17-02-04-04 Definition of Practice of Chiropractic [Repealed]
- 17-02-04-05 School Certifications [Repealed]
- 17-02-04-06 Needle Acupuncture
- 17-02-04-07 Dry Needling

17-02-04-01. Rights and privileges.

Unless otherwise limited by statute, chiropractors shall be entitled to all rights and privileges of physicians and surgeons in this state.

History: Amended effective February 1, 1990.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-01, 43-06-17

17-02-04-02. Signing death certificates.

In case of the death of any individual, the chiropractor shall be required to fill out and sign such certificate of death as is required by statute.

History: Amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-16

17-02-04-03. Advertising.

Chiropractors will be privileged to advertise their practice in any legitimate manner except as limited or prohibited in section 17-03-01-01.

History: Amended effective February 1, 1990; April 1, 2001; January 1, 2021.

General Authority: NDCC 43-06-04.1, 43-06-15

Law Implemented: NDCC 43-06-15

17-02-04-04. Definition of practice of chiropractic.

Repealed effective February 1, 1990.

17-02-04-05. School certifications.

Repealed effective February 1, 1990.

17-02-04-06. Needle acupuncture.

1. "Needle acupuncture" means a system of diagnosis and treatment for the purpose of restoring the body back to health which includes the utilization of needles which may be manipulated or stimulated by hand as well as by electric, magnetic, light, heat, or ultrasound. "Needle acupuncture" does not include electric point stimulation, the use of pressure adjunctive techniques for muscle, ligamentous, or neurologic stimulation or inhibition, or the drawing of blood for the purpose of clinical diagnostic laboratory evaluation.
2. A chiropractor may only practice needle acupuncture if the chiropractor is certified to practice needle acupuncture by the board.
3. A minimum of one hundred hours of training in needle acupuncture sponsored by a council of chiropractic education accredited college of chiropractic is required before a chiropractor may be certified to practice needle acupuncture.
4. The one hundred hours of training in acupuncture must be certified by the sponsoring college and registered by the sponsoring college with the executive director of the board.
5. When the required hours of training are registered by the sponsoring college, the board will issue the chiropractor a letter certifying that the chiropractor is authorized to practice needle acupuncture.
6. Any person who is authorized by the board to practice needle acupuncture shall complete, as a part of the licensed chiropractors' annual requirement, two hours of continuing education in acupuncture or acupuncture-related subjects.
7. If a licenseholder fails to complete the continuing education requirement in subsection 6, the licenseholder shall pay an administrative fee of one hundred dollars and provide proof of required continuing education hours in order to reinstate their ability to perform needle acupuncture.

8. If a licenseholder fails to complete the continuing education requirement in subsection 6 for more than one year, but less than three years, the licenseholder shall pay the administrative fee of one hundred dollars, plus provide proof of completion of an approved twelve-hour recertification seminar.
9. If a licenseholder fails to complete the continuing education requirement in subsection 6 for three or more years, the licenseholder must successfully pass the national board of chiropractic examiners acupuncture examination, or equivalent.
10. If a licenseholder is practicing needle acupuncture in conjunction with a chiropractic practice, the licenseholder is not required to be licensed by the board of integrative health care.

History: Effective May 1, 1993; amended effective April 1, 2001; January 1, 2017; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1

Law Implemented: NDCC 43-06-04.1

17-02-04-07. Dry needling.

1. Dry needling is a method of treatment and rehabilitation for neuromusculoskeletal conditions. Dry needling is based on western medical concepts, including the art of examination, diagnosis, and case management.
2. A chiropractor may only practice dry needling if the chiropractor is certified by the board.
3. A minimum of fifty hours of face-to-face course study, which must include dry needling safety, is required before a chiropractor may be fully certified to practice dry needling. Online study is not considered appropriate training.
4. A temporary limited-scope certification is available for approved courses that divide the minimum training into successive independent modules. The board must be provided verification of completion prior to the temporary limited-scope certification being issued. The temporary limited-scope certification expires after eighteen months.
5. The face-to-face course of study must be sponsored by an institution accredited by the council of chiropractic or its equivalent or another course of study deemed appropriate by the board.
6. When the verification of required hours of training is provided to the board, the board shall issue the chiropractor a letter certifying that the chiropractor is authorized to practice dry needling.
7. Any person who is certified by the board to practice dry needling shall complete, as a part of the licensed chiropractors' annual requirement, two hours of continuing education in dry needling or dry needling-related subjects.
8. If a licenseholder fails to complete the continuing education requirement in subsection 6, the licenseholder shall pay an administrative fee of one hundred dollars and provide proof of required continuing education hours in order to reinstate their ability to perform dry needling.
9. If a licenseholder fails to complete the continuing education requirement in subsection 6 for more than one year, but less than three years, the licenseholder shall pay the administrative fee of one hundred dollars, plus provide proof of completion of a ten-hour, face-to-face dry needling seminar.
10. If a licenseholder fails to complete the continuing education requirement in subsection 6 for three or more years, the licenseholder must show proof of current certification by an institution accredited by the council of chiropractic or its equivalent or another course of study deemed appropriate by the board.

History: Effective January 1, 2017; amended effective January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1

Law Implemented: NDCC 43-06-04.1

**ARTICLE 17-03
DISCIPLINARY MATTERS**

Chapter	
17-03-01	Unprofessional Conduct
17-03-02	Professional Education

**CHAPTER 17-03-01
UNPROFESSIONAL CONDUCT**

Section	
17-03-01-01	Unprofessional Conduct
17-02-01-02	Marketing
17-03-01-03	Use of Special Purposes Examination for Chiropractic or the Ethics and Boundary Examination for Disciplinary Purposes
17-03-01-04	Code of Ethics [Repealed]
17-03-01-05	Prepaid Care Plans

17-03-01-01. Unprofessional conduct.

The board may revoke, suspend, or deny a license to any person otherwise qualified or licensed by the board who is found to have committed unprofessional conduct. Unprofessional conduct includes, but is not limited to, the following:

1. Exploitation of patients for financial gain, which includes:
 - a. Overutilization of chiropractic services. Overutilization is defined as services rendered or goods or appliances sold by a chiropractor to a patient for the financial gain of the chiropractor or a third party which are excessive in quality or quantity to the justified needs of the patient.
 - b. Ordering of excessive tests, treatment, or use of treatment facilities not warranted by the condition of the patient.
 - c. Exercising undue influence on a patient or client, including the promotion or the sale of services, goods, or appliances in such a manner as to exploit the patient or client.
 - d. The administration of treatment or the use of diagnostic procedures which are excessive as determined by the customary practices and standards of the local community of licensees.
2. Willfully or with reckless disregard harassing, abusing, or intimidating a patient, coworker, or individual who files a report against a licensee, either physically or verbally.
3. Failing to maintain the chiropractic standard of care for a patient record and a billing record for each patient which accurately reflects the evaluation or treatment, or both, of the patient and the fees charged to the patient. Unless otherwise provided, all patient records must be retained for at least seven years.
4. Violating or attempting to violate, directly or indirectly, or assisting in or abetting in the violations of, or conspiring to violate or failing to comply with provisions of federal, state, or local laws, rules, or regulations governing the practice of the profession.
5. Any conduct which has endangered or is likely to endanger the health, welfare, or safety of the public including habitual alcohol abuse, illegal use of controlled substances, or conducting unauthorized experiments or tests upon patients.
6. Conviction of a crime which is substantially related to the qualifications, functions, or duties of a chiropractor.

7. Conviction of a felony or any offense involving sexual misconduct, dishonesty, or corruption.
8. Violation of any of the provisions of law regulating the dispensing or administration of narcotics, dangerous drugs, or controlled substances.
9. The commission of any act involving sexual misconduct, infliction of physical harm or bodily injury to another individual, corruption, or dishonesty, whether the act is committed in the course of the individual's activities as a licenseholder or otherwise.
10. Knowingly making or signing any false certificate or other document relating to the practice of chiropractic care which falsely represents the existence or nonexistence of a state of facts.
11. Making or giving any false statement or information in connection with the application for issuance of a license.
12. Willful participation in any act of fraud or misrepresentation.
13. Except as required by law, the unauthorized disclosure of any information about a patient revealed or discovered during the course of examination or treatment.
14. The offering, delivering, receiving, or accepting of any rebate, refund, commission, preference, patronage, dividend, discount, or other consideration as compensation or inducement for referring patients to any person.
15. Practicing or offering to practice beyond the scope of work permitted by law.
16. Accepting and performing professional responsibilities which a licensee knows or has reason to know that the licensee is not competent to perform.
17. Performing without adequate supervision professional services which a licensee is authorized to perform only under the supervision of a licensed professional, except in an emergency situation where a person's life or health is in danger.
18. Delegating professional responsibilities to a person when the licensee delegating such responsibilities knows or has reason to know that such person is not qualified by training, by experience, or by licensure, to perform them.
19. Chiropractor is responsible for all patient care provided by them, or patient care directly delegated by said chiropractor to their agent or employee. For the purposes of this subsection, "patient care" includes the practice of chiropractic, patient recordkeeping, patient billing, insurance billing, and communication with insurance companies.
20. Advertising or soliciting for patronage that is not in the public interest, which includes:
 - a. Advertising or soliciting which is false, fraudulent, deceptive, or misleading. The term "specialist" in advertising may be utilized only by licenseholders who hold a current diploma or certification in a specialty area from the international chiropractic association, American chiropractic association, the Carrick institute, or other accredited certifying body as approved by the board upon request.
 - b. Advertising or soliciting which guarantees any service or result.
 - c. Advertising or soliciting which makes any claim relating to professional services or products or the cost or price thereof which cannot be substantiated by the licensee.
 - d. Advertising or soliciting which make claims of professional superiority which cannot be substantiated by the licensee.
 - e. Advertising or soliciting which is based upon a claim that the chiropractor uses a secret or special method of treatment and the chiropractor refuses to divulge the secret or special method of treatment to the board.
 - f. Advertising no out-of-pocket expenses or practicing same.
21. Violation of any term of suspension or probation imposed by the board.
22. Initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a current patient, even if the patient attempts to sexualize the relationship, except when the patient is the chiropractor's spouse or significant other.

History: Effective February 1, 1990; amended effective April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2017; January 1, 2021.

General Authority: NDCC 43-06-04.1, 43-06-15

Law Implemented: NDCC 43-06-15

17-03-01-02. Marketing.

1. Chiropractors who use marketing, either personally or through a professional company, are responsible for any representations made or statements given.
2. All marketing must comply with the rules pertaining to advertising adopted by the board.
3. Chiropractors who use marketing are required to keep records regarding the marketing for a period of two years. The records must include the script used, the name of the individual or company conducting the marketing, and the dates the marketing was conducted.
4. Chiropractors must make available to the board a copy of their marketing records upon the board's request.

History: Effective May 1, 1993; amended effective January 1, 2016; January 1, 2021.

General Authority: NDCC 28-32-02, 43-06-04.1

Law Implemented: NDCC 43-06-04.1, 43-06-15

17-03-01-03. Use of special purposes examination for chiropractic or the ethics and boundary examination for disciplinary purposes.

The board may require any person who is found to have committed unprofessional conduct to take the special purposes examination for chiropractic or the ethics and boundary examination provided by the national board of chiropractic examiners. Passing of one or both of these examinations may be made a requirement for continued licensure or to unencumber a suspended license.

History: Effective May 1, 1993; amended effective July 1, 2008.

General Authority: NDCC 28-32-02, 43-06-04.1

Law Implemented: NDCC 43-06-15

17-03-01-04. Code of ethics.

Repealed effective January 1, 2021.

17-03-01-05. Prepaid care plans.

Any arrangement or agreement between a chiropractor and a patient for a course of future treatment for which funds in an amount of five hundred dollars or more during any twelve month period are collected in advance of these services shall be considered a prepaid care plan within the meaning of this section. Services under a prepaid care plan may cost less than if the services were purchased individually. The reduction in cost must bear a reasonable relationship to the expense avoided by the provider due to reduced accounting and debt collection activities in accordance with Office of Inspector General (OIG) Advisory Opinion 08-03, regarding prompt payment discount. The prepaid care plan may provide for either an annual or monthly fee out of pocket. A chiropractor who offers such a plan is subject to the following requirements:

1. Escrow account. A designated escrow account insured by the FDIC shall be established for deposit of all funds received in connection with the prepaid care plan. Such funds may not be commingled with a chiropractor's personal or business account.

- a. All instruments, including checks and deposit slips, must bear the phrase "Escrow Account."
 - b. The chiropractor shall maintain a clear accounting of all funds received, including date and from whom the funds were received.
 - c. The chiropractor shall maintain a clear accounting of all disbursements including the dates and to whom the disbursements were made, and to which patient the disbursements are to be applied or accounted for.
 - d. If a patient's deposit in the escrow account earns in excess of five dollars during a twelve-month period, the interest must be paid or credited to the patient by the end of the period.
 - e. No more than one account is required regardless of the number of prepaid plans maintained by the chiropractor.
 - f. Funds may only be transferred out of the escrow account for the following reasons:
 - i. After services, goods, or appliances have been provided to the patient, and only in the usual and customary amounts specifically related to the services, goods, or appliances provided.
 - ii. To reimburse the patient any amounts owed following a notice by either the patient or the chiropractor to terminate the prepaid plan. Any amounts must be transferred according to the written agreement.
 - iii. Payment to the patient of interest earned when it exceeds five dollars per twelve month period.
 - g. The chiropractor shall cause a reconciliation of the escrow account to be made no less than quarterly, with a copy provided to the patient, and shall retain a copy of the reconciliations and all supporting documents for no less than seven years.
2. Written plan. All prepaid care plans require a written plan, signed by both the chiropractor and the patient, with a copy maintained in the patient's record and a copy provided to the patient, and must include at least the following:
- a. A list of all services, goods, and appliances which are covered by the plan.
 - b. A list of all fees related to the services described in the plan.
 - c. A statement that an accounting can be requested by the patient at any time. This accounting must:
 - i. Be provided to the patient within five working days of a written or verbal request; and
 - ii. Itemize all fees used to calculate any reimbursement.
 - d. An explanation of the reimbursement policies and formula that are used in returning unused funds to the patient in the event of early termination by either the chiropractor or the patient.
 - e. An explanation of any policy modifying the plan in the event of a injury, such as an auto injury or work-related injury or in the event of extended absence or new illness. These explanations must be separately initialed by the patient.
 - f. A provision that the patient will be notified in writing when the patient's account reaches a zero balance.
 - g. A statement that indicates the chiropractor makes no claim or representation that a particular treatment, procedure, or service, or any combination of treatments, procedures, or services, is guaranteed to result in a particular clinical outcome.
 - h. A statement that the patient has the right to cancel the prepay plan without penalty within three business days of entering into the plan by submitting a written and signed cancellation notice, and upon the chiropractor's receipt of the cancellation notice, the chiropractor shall have seven working days to fully refund any unused funds to the patient. This right of cancellation may not be waived or otherwise surrendered.

3. Early termination. The patient has the right to terminate the prepaid plan at any time; under such circumstances as completing care early, moving, or a new injury or illness. The chiropractor may terminate the prepaid plan at any time, for good and sufficient cause, except the chiropractor must ensure that patient abandonment does not occur.
 - a. In event of early termination of a prepaid plan by the patient, the maximum fee charged cannot exceed the chiropractor's usual and customary fee for services rendered.
 - b. In event of early termination of a prepaid plan by the chiropractor, any cost reduction for the package of services must be prorated when determining the amount of repayment.
 - c. In event of early termination of a prepaid plan, the fee for the unused portion must be returned with no penalty.
4. Prepaid plans must be compliant with all applicable state and federal laws.
5. When providing care as a part of a prepaid plan a chiropractor shall provide competent, necessary care in a timely and professional manner. All care recommended and rendered must be clinically justified and appropriately documented.
6. A prepaid plan is not health insurance and does not meet the Affordable Care Act "individual mandate" requirements for health insurance coverage.
7. The regulations in this section do not release a chiropractor from any contractual obligations that the chiropractor has with an insurer or other entity. A chiropractor who is contracted with an insurance carrier shall adhere to the terms of their provider contract in regards to the collection of copayments, co-insurances, and applied deductibles. A chiropractor may not bill a reimbursement entity or a patient for any amount exceeding what is earned and distributed to the chiropractor.
8. Failure to abide with the requirements of this section is unprofessional conduct.

History: Effective January 1, 2016.

General Authority: NDCC 28-32-02, 43-06-04(1) & (6), 43-06-04.1.

Law Implemented: NDCC 43-06-04(6)(a) & (g), 43-06-15(1)(e).

CHAPTER 17-03-02 PROFESSIONAL EDUCATION

Section

- 17-03-02-01 Professional Education
- 17-03-02-02 Peer Review
- 17-03-02-03 Report of Disciplinary Actions

17-03-02-01. Professional education.

1. All licensees shall complete a minimum of twenty hours of approved continuing chiropractic education per year. Hours earned through a provider of approved continuing education or board-approved continuing chiropractic education programs will be acceptable. In order to receive board approval, a continuing chiropractic education program must meet one of the following:
 - a. A program sponsored by the board;
 - b. A program sponsored or cosponsored by a college of chiropractic accredited by the council on chiropractic education or its successor or equivalent;
 - c. A health-related seminar sponsored by an equally accredited college or university;
or
 - d. A health-related educational program or seminar arranged by a medical or chiropractic association and approved by the board.

2. In order to have a program approved, the sponsor shall submit to the board the following information in addition to any other information requested by the board:
 - a. A detailed course outline or syllabus including such items as the method of instruction and the testing materials.
 - b. The qualifications and subjects taught by each instructor appearing in the program.
 - c. The procedure to be used for recording attendance of those attendees seeking to apply for continuing chiropractic education credit.
 - d. The instructor is approved by the board of chiropractic examiners.
3. The board must be the sole determinant of whether the courses are approved for continuing chiropractic education credit. The board shall make that determination based on the information submitted to it. In making its decision, the board shall determine whether or not the course submitted for credit meets the basic objectives and goals of continuing chiropractic education. Those basic goals include the growth of knowledge, the cultivation of skills and greater understanding, the continual striving for excellence in chiropractic care, and the improvement of health and welfare of the public.
4. On or before September first of each year, licensees may elect to renew their licenses as inactive. The inactive status is at a reduced fee for those licensees who do not practice, consult, or provide any service relative to the chiropractic profession in the state. The inactive licensee does not have to provide proof of continuing educational hours. Any inactive licensee may activate the license at any time by paying an additional fee and showing proof of twenty hours of continuing education in the last twelve months.
5. All licensees must have three hours of professional boundary study every three years prior to renewal of their licenses. These three hours will be included in the annual twenty-hour requirement in the year taken.

History: Effective February 1, 1990; amended effective April 1, 2001; July 1, 2008; January 1, 2016; January 1, 2021.

General Authority: NDCC 43-06-13, 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-13

17-03-02-02. Peer review.

1. Peer review must be performed by a committee of three individuals appointed by the board. Membership on the committee shall consist of three licensed chiropractors, none of whom may be in a direct or indirect business or personal relationship with the provider, insurer, or patient whose care is being reviewed.
2. The peer review committee shall investigate any complaint referred by the board concerning whether a licensed chiropractor may have violated any standard of practice.

History: Effective February 1, 1990; amended effective July 1, 2008; January 1, 2016; January 1, 2021.

General Authority: NDCC 43-06-14.1

Law Implemented: NDCC 43-06-14.1

17-03-02-03. Report of disciplinary actions.

The board, or a reporting agent utilized by the board, will report all final disciplinary actions to the chiropractic information network board action data bank (CIN-BAD). In addition, by law, the board will report all final disciplinary actions to the national practitioner data bank. The board will also publish all final disciplinary actions on the board's website.

History: Effective April 1, 2001; amended effective July 1, 2008; January 1, 2021.

General Authority: NDCC 43-06-04.1, 43-06-05

Law Implemented: NDCC 43-06-15

**ARTICLE 17-04
CERTIFIED CHIROPRACTIC CLINICAL ASSISTANT**

Chapter
17-04-01 Certification

**CHAPTER 17-04-01
CERTIFICATION**

Section
17-04-01-01 Lapsed Certifications
17-04-01-02 Reactivation of an Inactive Certification

17-04-01-01. Lapsed certifications.

Notwithstanding the provisions in this chapter regarding renewal of lapsed certifications, once a certification has lapsed, the individual who held the lapsed certification may not practice as a certified chiropractic clinical assistant or use a title reserved under state law for individuals who are certified by the board until the individual's certification is renewed or until a new certification is issued. An individual whose certification has lapsed but who continues to practice as a certified chiropractic clinical assistant or use a restricted title violates state law. Such a violation is grounds for denying an application by the former certification holder for renewal of the lapsed certification or for a new certification.

History: Effective January 1, 2021.
General Authority: NDCC 43-06-04.1
Law Implemented: NDCC 43-06-16.1

17-04-01-02. Reactivation of an inactive certification.

An applicant for reactivation of a lapsed certification will be considered if the following conditions are met:

1. The applicant must provide a letter from all states in which that certified chiropractic clinical assistant has practiced since their North Dakota certification became inactive indicating that they are in good standing to practice as a certified chiropractic clinical assistant in that other state or states.
2. The applicant must appear before the board if the applicant cannot show proof of active practice in some state or jurisdiction for at least six months of the last three years.
3. The applicant must have filed with the board proof of successful completion of the certified chiropractic clinical assistant program and examination by the federation of chiropractic licensing boards.
4. The applicant agrees to submit to a statewide and nationwide criminal history record check. The nationwide criminal history record check must be conducted in the manner provided by North Dakota Century Code section 12-60-24. All costs associated with obtaining a criminal history record check are the responsibility of the applicant.

History: Effective January 1, 2021.
General Authority: NDCC 43-06-04.1
Law Implemented: NDCC 43-06-16.1