

Chiropractic Therapy Assistant 50 Hour Program

Frequently Asked Questions



Please read through all of these thoroughly and carefully.

Q: *When did the Chiropractic Therapy Assistant law go into effect?*

A: The state law went into effect on June 23, 2000. The 101st General Assembly enacted this legislation requiring all chiropractic assistants performing therapy on patients be licensed and certified by the state. All C.A.'s needing to obtain licensure must take the state mandated fifty-hour course. In an effort to benefit the C.A. and the doctor's practice, we have created this program as a **Distance Learning Program**.

Q: *What is the CTA 50 Hour Distance Learning Program?*

A: This program was designed to expedite the educational process. It includes an eight-hour video program, ACA issued text book, and a working CTA 50 Hour Course Manual that will take you through each step of the course. The 50 Hour Course Manual also includes important forms for your convenience (see below).

Q: *What are the requirements for CTA licensure?*

A: Before applying for CTA licensure you must be sure that you meet **all** eligibility requirements set by the State Board of Chiropractic Examiners. As it states in the General Rules Governing Chiropractic Therapy Assistants (Rule 0260-5-.03), a person must comply with the following procedures and requirements prior to submitting an application:

- Be at least eighteen (18) years of age
- Be of good moral character
- Be a high school graduate or equivalent

Q: *How much will the CTA 50 Hour Program cost?*

A: The cost of the CTA 50 Hour Program is \$200.00 plus a \$15 shipping and handling fee for a total of \$215.00. Once your program is ordered it will be shipped within 24 hours. Please note that the kit will be shipped to your home address unless otherwise noted.

Q: *Are we required to order a separate program for each CA in the office?*

A: YES. As with all licensed professionals, the state issues licenses to an individual and not a practice or facility. Therefore each individual is required to complete the program and show proof of completion. We do understand that situations may arise where a C.A. may purchase a program and then decide she/he does not wish to complete the licensure process. If this situation occurs and the program is not compromised, we do offer a **30 day period** in which you may transfer your program to another individual within the **same practice**. **After 30 days we can no longer offer this option.**

Q: *How long do I have to wait to take the exam?*

A: The only time requirement to take the exam is that you have had the program in your possession for at least 50 working hours (approx. 7 days). Once you have completed the 50 Hour Program you are eligible to take the State Examination. Exams are given on Tuesdays and Thursdays at 2:00 pm at the TCA Offices in Nashville. You will receive an Exam Handbook with your course materials that will take you through the exam application process. If you are unable to meet with the above exam times, we will make every effort within our means to accommodate you.

Q: *What am I required to present at the State Examination?*

A: You must bring with you two things. The first form is an *Affidavit of Completion* that can be found in the back of the CTA Workbook. We are **required** to have the original copy of this form **notarized** before we can administer the exam. We will also need to see your valid Drivers License.

Q: *What is considered a passing grade?*

A: To successfully complete the State Board Examination applicants must pass with a minimum score of 75.

Q: *What are the Exam fees and State fees?*

A: There is a \$100.00 dollar license application fee, \$150.00 certificate fee, \$10.00 regulatory fee, and a \$150.00 exam fee. You will pay your exam fee when you apply for your examination and the remaining \$260.00 is paid when you submit your application to the state board.

Q: *Are there any additional requirements?*

A: **YES.** As of April 16, 2003 the TN State Board of Chiropractic Examiners changed their rules regarding the starting date for your clinical internship. Only **after you pass your exam**, will you be eligible to begin your clinical internship. The state requires you to accrue **1200 hours of supervised practical training**. However, note that you will have to finish your 1200 hours in order to submit your completed application to the state board.

Q: *What is required to apply to the State for Licensure?*

A: You will need to complete an **Application for Licensure as a Chiropractic Therapy Assistant** issued by the TN Board of Chiropractic Examiners and gather the requested documents listed on the front page of the application. The state will regulate the application process once you have completed your 50 Hour Course, passed the State Exam, and completed your 1200 hours of clinical internship. Specific instructions are provided on the Chiropractic Therapy Assistant application for licensure form, along with the address to mail your completed paperwork. If you would like a copy of the complete rules and regulations, you can view them at www.state.tn.us/sos/rules/0260/0260.htm

Q: *Will there be continuing education requirements?*

A: Yes, six (6) hours of continuing education credits are required each calendar year, post course completion. CTA's are responsible for retaining their records of attendance. The state performs random audits to verify that the hours have been taken. The state may audit you as far back as four (4) years. The TCA provides continuing education seminars throughout the year at various times and different locations throughout the state.

Effective March 21, 2006 the TN Board of Chiropractic Examiners will require all licensed Chiropractic Therapy Assistants to attend a one-time two hour course. This course will cover sexual boundaries, risk management, and jurisprudence. This seminar is designed to help the CTA define all issues surrounding those boundaries. The TCA will be holding this course in several different areas of the state in 2006. Locations and times will be announced as seminar dates are finalized.