

# ***Chiropractic Therapy Assistant***

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## HANDBOOK

*for*  
Chiropractic Therapy Assistant Licensing  
in Tennessee

# 2006

POLICIES, PROCEDURES AND INFORMATION IN THIS HANDBOOK SUPERSEDE PREVIOUS EDITIONS

*This booklet provides important information for persons planning to take the  
CTA 50 Hour Distance Learning Program and CTA State Examination  
for the purpose of state credentialing.*

**Please review this information very carefully.  
You may direct questions and/or correspondence to  
the Tennessee State Board of Chiropractic Examiners  
or the Tennessee Chiropractic Association.**

## How to Use This Handbook

This *Handbook for Chiropractic Therapy Assistant Licensing* is designed to help state licensing candidates understand and correctly follow each step in the credentialing process. To ensure that your state licensing experience is as successful as possible, you will want to read the following information very carefully and keep this handbook for future reference.

In these pages, you will find . . .

- Step-by-step instructions on applying for your CTA 50 Hour Distance Learning Program and scheduling your exam
- Tips on the CTA State Exam format and testing procedures
- Information on everything you will need to do before submitting your application for licensure to the TN Board of Chiropractic Examiners

The information in this handbook supersedes prior publications. Earlier versions may contain outdated information. It is the candidate's responsibility to obtain a handbook corresponding to the year in which the examination is to be taken (as noted on the front cover of the handbook).

### Tennessee Chiropractic Association

628 West Iris Drive

Nashville, TN 37204

Phone (615) 383-6231 Fax (615) 383-6233

Visit our web site at [www.TNCHIRO.com](http://www.TNCHIRO.com)

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## Step 1: Apply for CTA 50 Hour Distance Learning Program

### **Requirements**

Before applying for CTA licensure you will want to 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

If you **do not** meet these requirements you are not eligible to apply for the CTA 50 Hour Distance Learning Program. If you **do** meet the above requirements you may fill out and submit an application for the CTA 50 Hour Program. The cost of the CTA 50 Hour Program is \$200<sup>00</sup> plus a \$15<sup>00</sup> shipping and handling fee for a total of \$215<sup>00</sup>. Application forms are available by request or on our website at [www.TNCHIRO.com](http://www.TNCHIRO.com).

### **Application Process**

Once your application has been processed your program will be shipped within 24 hours. It is our policy to ship all programs to the CA's home address unless otherwise requested.

### **Beginning the Course**

The CTA 50 Hour Program was designed to expedite the educational process for CA's across Tennessee who wish to increase their role in the office. It includes an eight-hour video program, ACA text book, internet study (optional), and a working CTA 50 Hour Course Manual that will take you through each step of the course. The 50 Hour Course Manual will be your map through the course, telling you when and what sections of the videos to view, what sections of the *The Chiropractic Assistant* textbook to complete and also includes review quizzes to gauge your understanding of each section.

### **Clinical Internship**

The TN State Board of Chiropractic Examiners changed their rules regarding the starting date for CTA clinical internships. If you have completed your 50 Hour Distance Learning Program and you have not yet taken the state examination you are **not** eligible to begin your clinical hours in the chiropractic office. Clinical hours may only begin to accrue after the state examination is successfully passed. Therefore we urge you not to delay in registering for the state examination. State exams are provided several times a week and in selected areas throughout the state.

### **Address or Name Changes**

Please notify the Tennessee Chiropractic Association and the Board of Examiners of any updates in your name or address. We cannot be held responsible for information that you do not receive because of incorrect contact information.

## Step 2: Apply for CTA State Examination

### Requirements

In addition to the requirements listed in Step 1, you will need to have applied for the 50 Hour Distance Learning Program and have had your materials for no less than fifty (50) working hours or seven (7) days before you are eligible to sit for the State Examination. You must also present your notarized **original** Affidavit of Completion (located in the back of the Study Manual) as well as your valid driver's license at the test site in order to be admitted to the State Exam.

### Scheduling Exam

Examinations are given at the Tennessee Chiropractic Association office every Tuesday and Thursday afternoon at 2:00 pm (CST). Although, the CTA Exam is not a timed test, the average testing period is approximately one (1) hour. An Exam Application is provided for your convenience with the Affidavit of Completion in the back of the Study Manual. Please fill in the blanks for your preferred test date and time and submit that with the \$150 exam fee to the TCA. You will receive a confirmation that you are scheduled for your preferred test date including directions to the TCA office. **You must complete the application and either fax or mail it along with your exam fee no later than one (1) week prior to the exam day to ensure that your preferred date will be available and that your application can be processed thoroughly. IF** scheduling problems arise, we will make every effort to accommodate you. **Absolutely no applications will be accepted at the door.**

### Changing Appointment

You can change your appointment at any time. However, we request that you submit your request at least a week before your intended test date. Exam applicants who fail to appear for a scheduled appointment will forfeit their Exam fee. The applicant must then re-apply.

### Exam Content

The CTA Exam consists of 100 questions based on the information provided in the CTA 50 Hour Program. The questions are written in a multiple choice and true/false format and are designed to measure the CA's knowledge, understanding and application of all practices and principles related to the duties of a Chiropractic Therapy Assistant. The TCA owns the rights to the CTA Exam. Law prohibits any attempt to reproduce all or part of the exam. Anyone caught removing exam materials from the test center, whether by physical removal or by reproducing materials from memory will be prosecuted to the full extent of the law.

### Environment

The TCA provides all testing materials. The CTA Exam is scored using the Scantron method and all answer sheets and pencils will be given to the applicant at the time of the exam. Please be aware that other tests may be administered in the testing area at the same time. TCA personnel will do their best to maintain a comfortable environment in the testing area.

### TCA Testing Procedures

TCA personnel follow designated procedures in order to adhere to state testing guidelines. Please review the following information prior to your CTA Exam date to become familiar with these procedures.

## **Your Exam Day**

*Read on to discover what you can expect the day of your CTA exam.*

### **Arrival at Testing Site**

Please plan to arrive at the test site at least 15 minutes before your scheduled Exam, to allow for travel and check-in procedures. We will do our best to begin your CTA Exam at the scheduled time; however when two or more applicants are scheduled for the same day, it may become necessary to wait until both applicants have arrived. Applicants should call to notify TCA personnel if an applicant knows that they will arrive at the test center more than 15 minutes after the scheduled Exam appointment.

### **Admission to the CTA State Exam**

When you arrive at the TCA test site you will be required to show a currently valid, official government issued photo ID. Acceptable IDs include driver's licenses, state-issued photo IDs, military IDs and passports. Hospital and student ID cards are not accepted. As previously mentioned in the *requirements* section of this chapter, you will also be required to present the original *Affidavit of Completion* signed and notarized before being admitted to the Exam.

You will also be required to sign your name on a sign-in sheet when entering the test site. By signing, you agree not to copy, retain or transmit examination questions in any form to any other person.

### **Requesting Assistance**

Raise your hand to notify the CTA Exam proctor if:

- you need assistance to read or interpret an exam question
- you need scratch paper or another writing utensil
- you are in need of emergency assistance

Please note that CTA Exam proctors will not be allowed to assist you with any vocabulary or other terminology.

### **Test Site Restrictions**

It is our goal to maintain a standardized testing environment to ensure that the exam results of all applicants are earned under comparable conditions and represent fair and accurate measurement. All exam applicants must adhere to the following regulations:

- No reference material may be brought into the testing room.
- No papers, pamphlets, books, food or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, etc. to the test site. You will be required to leave personal belongings outside the testing room. Secure storage will be provided, but space is limited so plan accordingly. The test site assumes no responsibility for applicant's personal belongings.
- Pagers and cell phones may not be used during the examination. Applicants may not leave the room in which the exam is being administered to make telephone calls.
- Eating, drinking or use of tobacco is not allowed in the testing room.
- Waiting areas at the TCA office are small. Friends, relatives or children who accompany you to the test center will be asked to remain quiet if they wish to remain in the waiting area during the testing appointment. However, they may not make contact with you during the examination.
- If you need to leave the testing room for personal reasons, you must first get the test center staff's permission. Checking notes, textbooks or talking with other individuals in person or by phone while out of the testing room is considered misconduct (see "misconduct" section to follow).
- Any applicant who leaves the test center building may not return to continue the exam.

## **Security Measures/Misconduct**

Numerous security measures are enforced during test administration to ensure the integrity of CTA examinations. Be aware that applicants will be observed at all times while taking the exam. Any irregular behavior during the examination - as evidenced by observation, statistical analysis of answers or otherwise on any portion of the examination may constitute grounds for the TCA to enforce any of the following consequences:

- permanently bar the applicant from all future examinations
- to terminate the applicants participation in the exam
- to invalidate the results of that exam and any prior exam
- to withhold scores
- to inform the TN State Board of Examiners
- to pursue legal action against the candidate in question

Individuals who engage in any of the following conduct will be dismissed from the test administration, and their test scores will be cancelled. Examples of misconduct include, but are not limited to, the following:

- failing to provide acceptable identification
- giving or receiving unauthorized help
- attempting to take the examination for someone else
- using notes, books or other unauthorized aids
- bringing any materials to the test center that may compromise the exam administration
- eating or drinking during the test
- attempting to remove test questions (in any format) from the room
- failing to follow the test center staff's instructions
- removing or attempting to remove scratch paper from the testing room
- creating a disturbance of any kind

## **What to Do If the Testing Site is Closed**

If you are unsure whether the test site is closed because of inclement weather or some other factor, you should call the TCA to verify that they will be open at that time. The TCA staff will leave a message with information regarding any change in hours of operation due to dangerous weather conditions. If the test site is open, it is your responsibility to keep the appointment. If it is closed, you will be given the opportunity to reschedule the appointment. Contact the TCA office as soon as possible to reschedule the examination.

## **After the Examination**

When you are finished with your exam you will be instructed to wait in the reception area while your test is being graded. Your TCA exam proctor will collect any scratch paper before dismissing you from the testing room. Applicants may not remove scratch paper from the testing room. Once your exam has been graded, the TCA exam proctor will notify you of your score and provide you with the TCA forms necessary for you to complete your application for Chiropractic Therapy Assistant. **After passing the State Exam, you are eligible to begin your 1200 hours of supervised training in the chiropractic office.** You will be required to contact the TN State Board of Chiropractic Examiners when you are nearing the end of your 1200 hours of clinical internship, so that they may send you the verification form for your internship hours. Please note that your Exam score is only valid for one (1) year. If your internship cannot be completed in that time you must contact the TN State Board to request an extension. You can contact them at (615) 532-5138.

## **Score Procedures**

All CTA license applicants will be required to successfully complete the State Board CTA Examination with a minimum score of 75. Your score will be kept confidential by the TCA and it is not mandatory for you to disclose it to anyone except the TN State Board of Chiropractic Examiners.

## **Re-examination**

Any applicants who fail to complete the CTA Exam with the minimum score of 75 are permitted to apply for re-examination one (1) week after the original exam date. All applicants for re-examination must pay the exam fee for each re-examination.

## Step 3: Apply to the TN State Board of Examiners for CTA Licensure

### **Requirements**

Before beginning the process of applying for licensure you will want to be sure that you have met the requirements set by the state to be eligible for licensure. 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:

- a) Be at least eighteen (18) years of age
- b) Be of good moral character
- c) Be a high school graduate or equivalent
- d) Complete prior to the date of examination a minimum combined total of fifty (50) hours of instruction approved by any board member or board designee, subject to full board approval, and which shall include but not be limited to such subject material as anatomy, physiology, patient protection, safety, emergency procedures, professional boundaries training, chiropractic therapy, and rehabilitation techniques.
- e) Provide proof of twelve hundred (1,200) hours of clinical internship under direct supervision. The supervisor is required to provide the Board of Chiropractic Examiners a report concerning the certificate holder's performance in each area of internship on forms provided by the Board.
- f) Pass to the satisfaction of the Board an examination conducted to determine fitness for practice as a chiropractic therapy assistant pursuant to Rule 0260-5-.08.

### **Completing Application**

Before mailing your CTA application, you must be sure to include all requested documents along with your paperwork to the state. On the front page of the application there is a box which contains a list of items requested as part of your application submission packet. You may use this as a checklist for putting together your application submission. Also, you will need to include any additional forms that the TN State Board may require of you, including your forms for proof of 1,200 hours of clinical internship.

### **TN State Board of Examiners**

For any additional information regarding CTA rules, CTA licensure procedures and fees, you may contact the TN Board of Chiropractic Examiners.

State of Tennessee  
Department of Health  
Health Related Boards  
First Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37247-1010

Local Nashville Area (615) 532-3202  
Toll Free for Non-Local Callers (888) 310-4650

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