

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 CAs needing to obtain licensure must take the state mandated fifty-hour course. In an effort to benefit the CA 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, text manual, and a CTA 50 Hour Course Workbook that will take you through each step of the course. The 50 Hour Course program 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 TN Board of Chiropractic Examiners. As it states in the General Rules Governing Chiropractic Therapy Assistants (Rule 0260-5-.04), 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 1 business day. 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 CA 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 multiple times a week at the TCA Office in Nashville as well as at regional TCA events. You will receive a CTA Program 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 is enclosed with the 50 Hour Program. **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 photo ID, which may include a driver's license, passport or military ID.

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 licensing fees?*

A: There is a \$150.00 exam fee, \$150.00 licensure application fee and a \$10.00 regulatory fee. You will pay your exam fee when you apply for your examination, and the remaining \$160.00 is paid when you submit your application to the state board for licensure. The criminal background checks required for licensed may cost additional fees; please reference the state's website for current information.

Q: *Are there any additional requirements?*

A: YES. As of April 16, 2003 the TN 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.** You must finish your 1200 clinical internship hours in order to submit your completed application to the state board. **As you are working in your clinical internship you are exempt from the certification requirements, but only for a period not to exceed one (1) year from the date of examination, unless an extension is granted by the TN Board of Chiropractic Examiners.**

Q: *Who is my supervisor during my clinical internship?*

A: Per Rule 0260-05-.01, supervision is defined as the ongoing, direct review, for the purpose of training or teaching, by a licensed chiropractic, medical or osteopathic physician, or chiropractic therapy assistant supervisor who monitors the performance of an intern.

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 oversee 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. If you would like a copy of the complete rules and regulations, you can view them at <https://publications.tnsosfiles.com/rules/0260/0260.htm>.

New in 2018: All applications for licensure must be submitted to the TN Board of Examiners through their new online portal. As of January 1, 2018, paper applications will no longer be accepted.

Q: *Does the Health Related Boards Background Check apply to CTA licensure?*

A: Yes, effective June 1, 2006, applicants for initial licensure in Tennessee must obtain a criminal background check. The company which Tennessee has selected to conduct the criminal background checks is IdentoGO. To obtain a criminal background check, applicants will have their fingerprints scanned by IdentoGO systems. To download the full explanation of this requirement go to <https://www.tn.gov/health/health-professionals/criminal-background-check/cbc-instructions.html>.

Q: *Will there be continuing education requirements?*

A: Yes, six (6) hours of continuing education credits are required each calendar year for active licensees. Licensed CTAs 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.

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 in sexual boundaries, risk management and jurisprudence. The course must be taken within twelve (12) months prior to certification or within the first (1st) calendar year that continuing education is required. This seminar is designed to help the CTA define all issues surrounding those boundaries.

The TCA provides these continuing education seminars throughout the year at various times and different locations throughout the state. For more information on these seminars, visit www.TNChiro.com and click on Events.

Q: *How will I know about upcoming continuing education (CE) seminars?*

A: The Tennessee Chiropractic Association sponsors several CE seminars throughout the year in various cities across the state. Brochures for all upcoming seminars will be mailed to both CTAs and Chiropractic offices for added convenience. Please notify the TCA office at (615) 383-6231 if your mailing address changes.