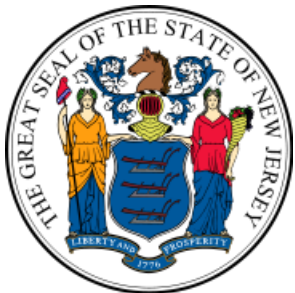


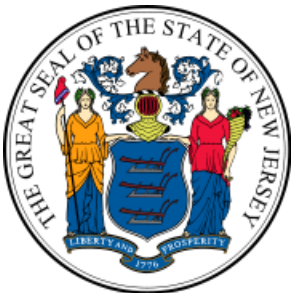
STATE OF NEW JERSEY  
State Board of Chiropractic Examiners

# Helpful Information Regarding the Application Process



# State Board of Chiropractic Examiners

- Applications can be found on the Board's website at:  
[www.NJConsumerAffairs.gov/chi](http://www.NJConsumerAffairs.gov/chi) under **Applications and Forms**
- Applications for licensure are online.
- If you do not have a social security number, please email the Board at [chiropractic@dca.njoag.gov](mailto:chiropractic@dca.njoag.gov) as you will not be able to complete the online application if you do not have a social security number.
- You can login to your MyLicense Online account, at any time, to upload documents for your application.
- You can check the status of your application at <http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>



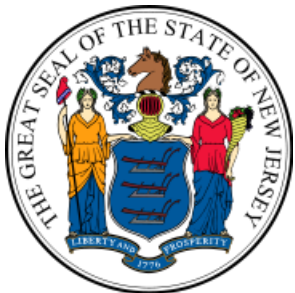
*No one may practice as a chiropractor without a current, active license.*



# When Should I Begin the Application Process?

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- If you are applying by National Boards Parts I,II, III and IV you can submit your application up to 4 months in advance to when you wish to begin practicing in New Jersey.
- If you are applying by Endorsement, please submit your application as far in advance as possible to when you wish to begin practicing in New Jersey (*up to 4 months in advance is encouraged*).



# Procedure for the Academic Qualifying Certificate from the New Jersey Department of Education

The academic qualifying certificate is a required credentialing of your undergraduate education processed by the New Jersey Department of Education, Office of Certification and Induction. You will need to register and create a profile with the New Jersey Department of Education on their website:

- Please go to the following website <https://njedcert.force.com/manage/s/> to create an account
- Once registered and logged in proceed and click on apply online
- Click credential application and then Chiropractic credentials
- Submit payment.

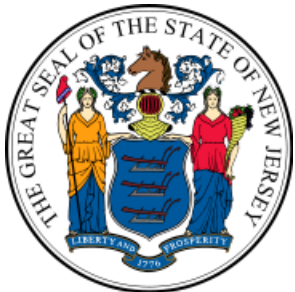
All official undergraduate transcripts only must be forwarded to the NJ Dept. of Education via email [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov)

If your school does not submit electronic transcripts the other option for paper transcripts is “ ***to take an official transcript (official and unopened envelope) to your New Jersey County Department of Education office as they would be able to scan and upload the transcripts right into the system.*** ”

Please contact the New Jersey Department of Education at 609-292-2070 or via email [Licensing.Requests@doe.nj.gov](mailto:Licensing.Requests@doe.nj.gov) if you have any questions in regards to the credentialing process.

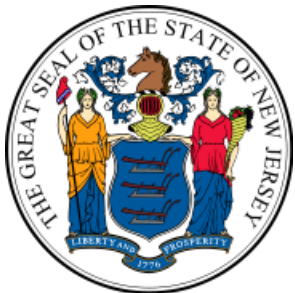
Once the Chiropractic Credential (*Academic Qualifying Certificate*) is issued, you must upload it or email it to [chiropractic@dca.njoag.gov](mailto:chiropractic@dca.njoag.gov)

**\*\*\*All other transcripts (chiropractic school transcripts, NBCE transcripts, license verification/certification letters(s)) must be forwarded directly to the New Jersey Board of Chiropractic Examiners.**



# Transcripts

- An applicant for licensure must arrange for his or her chiropractic school to submit an official transcript to the Board. The official chiropractic school transcript must have the degree conferred which includes the date of graduation. The chiropractic colleges/universities can provide official transcripts electronically to the Board at [chiropractic@dca.njoag.gov](mailto:chiropractic@dca.njoag.gov) Colleges/universities that do not send electronic transcripts can mail transcripts to Board of Chiropractic Examiners, P.O. Box 45004, Newark, NJ 07101.
- The Board cannot accept a transcript provided by the applicant.



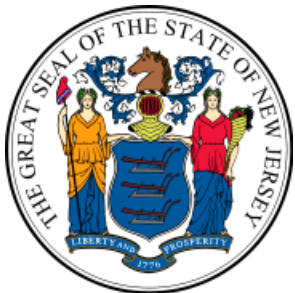
# Applying by Endorsement – Verification of Professional License

If you are applying by endorsement, you must arrange for a verification of your professional license that you hold or have held to be sent directly from the respective state boards. The respective state board or boards can email a verification of your license to [chiropractic@dca.njoag.gov](mailto:chiropractic@dca.njoag.gov). The respective state board or boards can also mail a verification of your license to Board of Chiropractic Examiners, P.O. Box 45004, Newark, NJ 07101. A verification of your license is required even if your license is expired or inactive in the other state or states.

If you are a new graduate and are newly licensed in another state, you are also required to arrange for a verification of your professional license in that state to be sent directly from the respective state board.

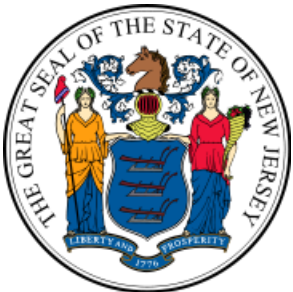
The submission of a copy of your out-of-state license does not meet the requirements for license verifications.

❖ A verification of your license is also known as a certificate of good standing.



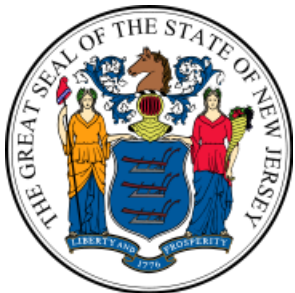
# Criminal History Background Check

- After you submit your online application, your application will be reviewed by the Board office within 3-7 business days. Once the Board office reviews your application, you will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.
- Applicants who do not live in the State of New Jersey may receive fingerprint cards with a letter requesting that they complete a criminal history background check. The letter includes an option to make an appointment in New Jersey for a live-scan. The Board office receives the results of a criminal history background check faster if the applicant completes a live-scan in New Jersey.
- If you were ever been arrested, please upload the following documents in the "Attach Documents" section of the online application: a written statement of the arrest(s), the police report(s), court documents and a copy of the disposition(s) of the arrest(s).



# New Licensee Orientation and Jurisprudence Examination

- All applicants must take and pass the “New Licensee Orientation and Jurisprudence Examination” for New Jersey.
- You will receive a letter with instructions on how to proceed to complete the Jurisprudence examination once the Board is in receipt of your application for licensure.
- The Examination features streaming video presentations with accompanying slides covering some topics, but not all sections will feature a video/presentation. A grade of 75% is required to pass the examination..
- You will be required to review the board’ s “Honor Code” and will be required to print it out and sign it upon the successful completion of the program and examination. This Form must be returned to the Board office as proof that you completed the examination. You can upload it in the “Attach Documents” section of the online application.





# Fees

## What is the application fee?

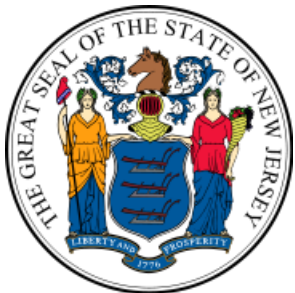
The application fee is \$125.00

## What is the fee for a chiropractic license?

If a chiropractic applicant is eligible for a license during the first year of the biennial renewal period (September 1<sup>st</sup> of every odd year through August 31<sup>st</sup> of every even year), the fee for a license is \$350.00.

If a chiropractic applicant is eligible for a license during the second year of the biennial renewal period (September 1<sup>st</sup> of every even year through August 31<sup>st</sup> of every odd year), the fee for a license is \$175.00.

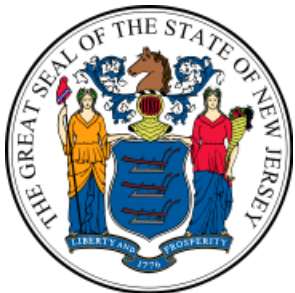
Once an applicant is determined to be eligible for a license, the New Jersey State Board of Chiropractic Examiners will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.



# Keeping Your License Current

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- Licenses are valid for 2 years (*biennial period is from September 1 of every odd to August 31 of every odd year*).
- Every chiropractic license and chiropractic assistant license expires on August 31<sup>st</sup> of odd-numbered years.
- You must keep your address and email address current with the Board.
- You must complete your continuing education requirement prior to the renewal expiration date.
- Renewals are done online and require a renewal fee (*currently \$350.00*).



# Useful Links

Checking Application Status

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

Frequently Asked Questions

<http://www.njconsumeraffairs.gov/chi/Pages/FAQ.aspx>

Verifying a License

<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

Continuing Education

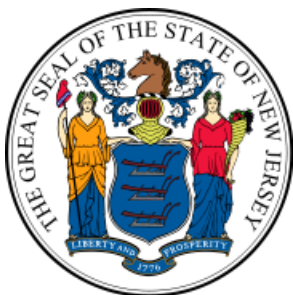
<http://www.njconsumeraffairs.gov/chi/Pages/continuingeducation.aspx>

Laws and Regulations

<http://www.njconsumeraffairs.gov/chi/Pages/regulations.aspx>

Renewing a License

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>



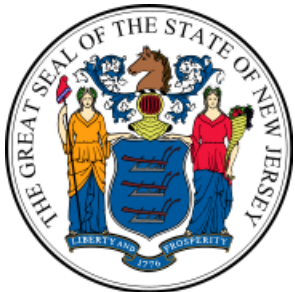
# Where Do I Send Mail for the State Board of Chiropractic Examiners?

## **Mailing Address:**

State Board of Chiropractic  
Examiners  
P.O. Box 45004  
Newark, NJ 07101

## **Physical Address:**

State Board of Chiropractic  
Examiners  
124 Halsey Street, 6<sup>th</sup> Floor  
Newark, NJ 07102



[Chiropractic@dca.njoag.gov](mailto:Chiropractic@dca.njoag.gov)

