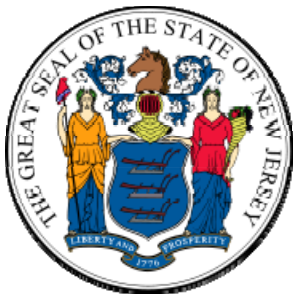


State Board of Chiropractic Examiners

Helpful Information Regarding the Application Process



State Board of Chiropractic Examiners

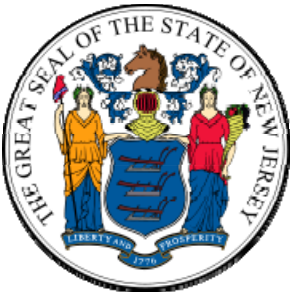
Applications can be downloaded from the Board's website at:

www.NJConsumerAffairs.gov/chi



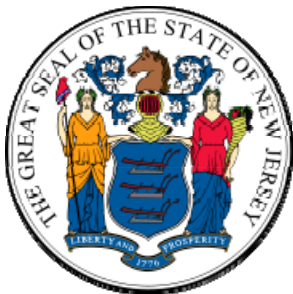
The screenshot shows the website for the New Jersey Division of Consumer Affairs. At the top, there are logos for 'The State of New Jersey' and 'Office of the Attorney General'. The main header features the 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' logo and a search bar. Below the header is a navigation menu with links for 'Home', 'Division Units', 'Boards & Committees', 'NJMP', 'News', and 'Contact'. A red 'File a Complaint' button is also visible. The main content area is titled 'State Board of Chiropractic Examiners' and includes a sidebar with links for 'Board Home', 'Members', 'Meetings', 'Disciplinary Actions', 'Applications and Forms', 'Top Tips for License Applicants', 'Laws and Regulations', 'License Information', and 'Continuing Education'. The main text describes the board's purpose and lists its goals: to protect the health, safety and welfare of the people of New Jersey; to regulate the practice of chiropractic; and to ensure that chiropractic is performed in compliance with State law. It also lists the board's public protection goals: ensuring that chiropractors meet all educational requirements for licensure; investigating and prosecuting chiropractors who have broken the state's consumer protection laws; and requiring all chiropractors to be licensed by the state and to renew their licenses every two years. Contact information for Steve C. Lee, Director, and Lisa Tadeo, Executive Director, is provided.

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



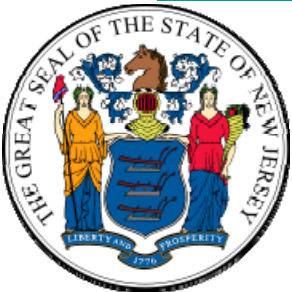
When Should I Begin the Application Process?

- 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*).



Application for Licensure

- All application questions must be completed. The application process will be delayed if you leave any question unanswered.
- Make sure the application is signed, dated and notarized.
- **Academic Qualifying Certificate** page – complete it accordingly and enclose it with application with a money order or certified check for \$30.00 made payable to *New Jersey Commissioner of Education*.
- Review the “Application Checklist” to ensure you are completing all the requirements.
- Official transcripts of which includes; *Chiropractic school, all undergraduate schools and National Boards of Chiropractic Examiners* must be mailed directly to the Board office from the school/university and National Boards of Chiropractic Examiners.
- Submit as much information as possible, if you answer “yes” to any of the questions on the application.
- Top Tips for License Applicants NJConsumerAffairs.gov/Documents/Top-Tips-for-License-Applicants.pdf

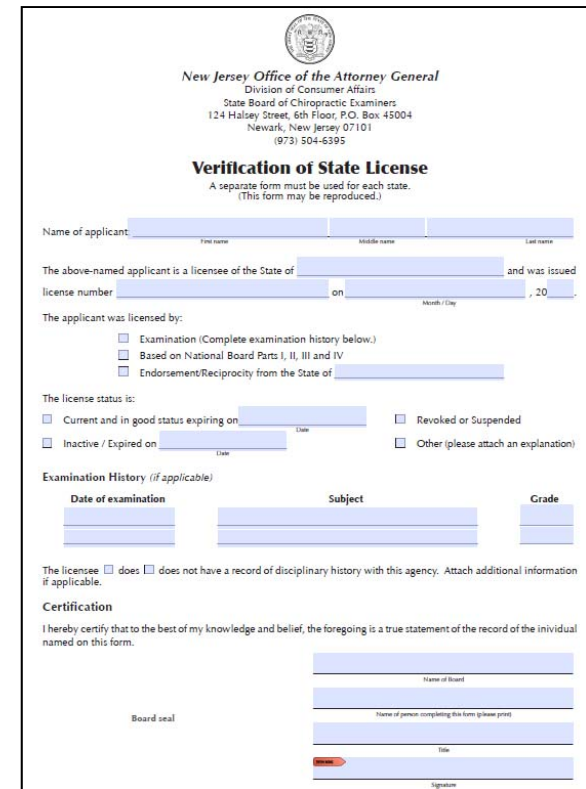


Verification of State License

Make photocopies of the Certificate of Verification of State License (verification form) and mail it to each state in which you hold (or have held) a professional license. The board in each state where you are or have been licensed must fill out the form, stamp it with the board's official seal and mail it directly to: State Board of Chiropractic Examiners, P.O. Box 45004, Newark, New Jersey 07101. Please contact each state office for the necessary processing fees for verification before mailing out your verification forms.

If you are a new graduate and are newly licensed in another state, you are also required to complete the Certificate of Valid Licensure form.

The Board is aware that some states will only provide electronic verifications.



The form is titled "New Jersey Office of the Attorney General" and "State Board of Chiropractic Examiners". It includes the address: "124 Halsey Street, 6th Floor, P.O. Box 45004 Newark, New Jersey 07101 (973) 504-6395". The form is for "Verification of State License" and states "A separate form must be used for each state. (This form may be reproduced.)".

Name of applicant: [First name] [Middle name] [Last name]

The above-named applicant is a licensee of the State of [State] and was issued license number [License number] on [Month / Day], 20 [Year].

The applicant was licensed by:

- Examination (Complete examination history below.)
- Based on National Board Parts I, II, III and IV
- Endorsement/Reciprocity from the State of [State]

The license status is:

- Current and in good status expiring on [Date]
- Revoked or Suspended
- Inactive / Expired on [Date]
- Other (please attach an explanation)

Examination History (if applicable)

Date of examination	Subject	Grade
[Date]	[Subject]	[Grade]

The licensee does does not have a record of disciplinary history with this agency. Attach additional information if applicable.

Certification

I hereby certify that to the best of my knowledge and belief, the foregoing is a true statement of the record of the individual named on this form.

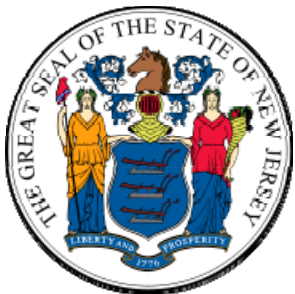
Board seal: [Seal]

Name of Board: [Name]

Name of person completing this form (please print): [Name]

Title: [Title]

Signature: [Signature]

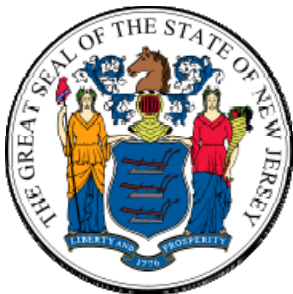


The submission of a copy of your out-of-state license **does not** meet the requirements for license verification.



Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application.
- Only after the Board is in receipt of a application for licensure, you will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.
- 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 at a MorphoTrust facility. The Board office receives the results of a criminal history background check faster if the applicant completes a live-scan at a MorphoTrust facility in New Jersey.




Criminal History Background Check

- If an applicant has ever been arrested, it makes the process faster if the applicant provides a written statement of the arrest(s), the police report(s), court documents and a copy of the disposition(s) of the arrest(s) with their application.
- The fee on the Certification and Authorization form does not apply to every applicant. Do not send this fee if you Do Not hold a license or certification by any Board or Committee of the New Jersey Division of Consumer Affairs. Do not send this fee if you are unsure. The Board office will notify you if it is needed.

Official Use Only
 Dual License
License Type 1
Applicant's number _____
License Type 2
Applicant's number _____

Official Use Only
 Resultant
Board or Committee


New Jersey Office of the Attorney General
Division of Consumer Affairs
State Board of Chiropractic Examiners
P.O. Box 40004
Newark, New Jersey 07101
(973) 504-6395

**CERTIFICATION AND AUTHORIZATION FORM
FOR A CRIMINAL HISTORY BACKGROUND CHECK**

Directions: Answer all of the questions on this form.

1. Name Mr. Ms. Ms. Last First Middle Initial Suffix

2. Address Street or P.O. Box City State ZIP code

3. Date of birth Month Day Year Sex: Male Female

4. Social Security number

5. Have you completed the fingerprinting process for any Board or Committee of the New Jersey Division of Consumer Affairs since November 2003? Yes No
If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history record background check process. No payment is necessary as of now.
If "Yes," please provide the following information and follow the instructions outlined below:
Send to committee mailing for fingerprinting _____ Mail and pay your own fingerprinting _____

If you were fingerprinted after November 2003 as part of the criminal history record background check process for licensure or certification by any other Board or Committee of the New Jersey Division of Consumer Affairs is background check conducted for the Department of Education, another state agency or another state does not apply, you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history record background check each time you apply for licensure or certification. The fee for this service is \$17.50. Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

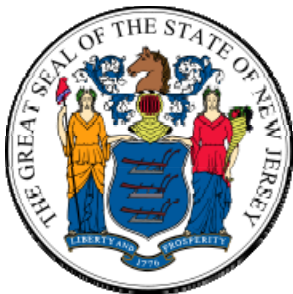
6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.) Yes No

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, must be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation must be submitted with this form. Failure to follow these instructions may result in the denial of an initial application.

Notes: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

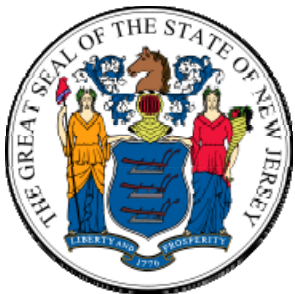
Your continuing responsibility to disclose convictions of crimes or offenses. You must notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

Continuation on the reverse side ➔



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 by mail as proof that you have completed the examination.



Fees

What is the application fee?

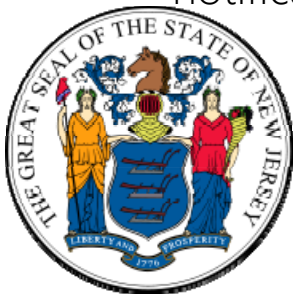
The application fee is \$125.00

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 1st of every odd year through August 31st 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 1st of every even year through August 31st 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.



Useful Links

Checking Application Status & Renewing a License

NJConsumerAffairs.gov/Pages/licensingboards.aspx

Frequently Asked Questions

NJConsumerAffairs.gov/chi/Pages/FAQ.aspx

Verifying a License

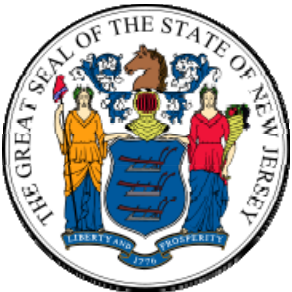
NJConsumerAffairs.gov/Pages/verification.aspx

Continuing Education

NJConsumerAffairs.gov/chi/Pages/continuingeducation.aspx

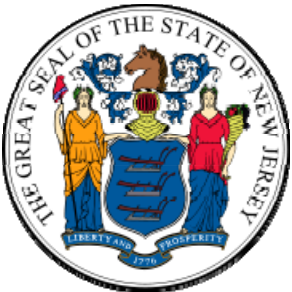
Laws and Regulations

NJConsumerAffairs.gov/chi/Pages/regulations.aspx



Keeping Your License Current

- 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 expires on August 31st 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*).



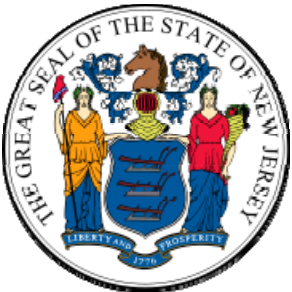
Where Do I Send Mail for the State Board of Chiropractic Examiners?

Mailing Address

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

Physical Address

State Board of Chiropractic Examiners
124 Haley Street, 6th Floor
Newark, NJ 07102



Chiropractic@dca.lps.state.nj.us

