

**Department of Health**  
**Chiropractic Quality Assurance Commission**  
**Policy Statement**

Revised – 10/18/11

<i>Title:</i>	Continuing Education Credit Policy for Attendance at Meetings of the Chiropractic Quality Assurance Commission.	<i>Number:</i> 5.13.21
<i>References:</i>	<a href="#">RCW 18.25.070</a> and <a href="#">WAC 246-808-150</a>	
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<i>Effective Date:</i>	May 13, 2021	
<i>Supersedes:</i>	Continuing Education Credit Policy for Attendance at Governmental Regulation Meetings relevant to Chiropractic and Chapter 18.25 WAC and WAC 246-808-150, effective August 10, 2017.	
<i>Approved By:</i>	Dr. David Folweiler, D.C., Chair, Chiropractic Quality Assurance Commission	

**Policy Statement**

Under the terms of this Policy Statement, the Chiropractic Quality Assurance Commission (Commission) is outlining steps for chiropractors to obtain continuing education (CE) for attending either an in-person or virtual regular meeting, special meeting, or sub-committee meeting of the Commission.

This policy will remain in effect until the Commission withdraws this policy at an open public meeting.

**In-Person Meeting**

Chiropractors should complete the following steps in order to receive CE credit for attending an in-person Commission meeting:

- Sign-in as a meeting attendee noting the current date, time, and interest in obtaining CE.
- If you must leave the meeting early, but are going to return, you must sign out on the CE sign-in sheet and note when you will be returning. Upon your return to the meeting, you will need to sign-in again noting the current time.
- When you are leaving the meeting and not returning, you must sign out on the CE sign-in sheet and note the time you left.
- At the end of the meeting, the Commission chair or vice-chair will review the CE credit sign-in sheet, complete the CE certificate with a signature, and note how many CE hours are being awarded.
- Chiropractors should maintain the CE certificate for four years ([WAC 246-12-200](#)).
- Attendance at the Commission meeting must be for at least fifty minutes in order to qualify for CE ([WAC 246-12-220](#)).

## Virtual Meeting

Chiropractors should complete the following steps in order to receive CE credit for attending a virtual Commission meeting:

- Chiropractors should join the virtual meeting platform being used by the Commission for the meeting.
- If you must leave the meeting early, but are going to return, you should email the Commission at [cqac@doh.wa.gov](mailto:cqac@doh.wa.gov). Upon your return to the meeting, you will need to email the Commission at [cqac@doh.wa.gov](mailto:cqac@doh.wa.gov).
- When you are leaving the meeting and not returning, you must email the Commission at [cqac@doh.wa.gov](mailto:cqac@doh.wa.gov) noting the time you joined the meeting, left the meeting, and total hours spent attending the meeting.
- At the end of the meeting, the Department of Health staff supporting the Commission will review emails received, complete the CE certificate with a signature, and note how many CE hours are being awarded.
- Chiropractors should maintain the CE certificate for four years ([WAC 246-12-200](#)).
- Attendance at the Commission meeting must be for at least fifty minutes in order to qualify for CE ([WAC 246-12-220](#)).

## **Background**

Chiropractors in Washington State must complete twenty-five hours per year of CE that is recognized and approved by the Commission as a prerequisite to renewal ([RCW 18.25.070](#) and [WAC 246-808-150\(1\)](#)).

Chiropractors may obtain up to twelve hours per year of CE for attending meetings related to governmental regulations relevant to chiropractic and public health ([WAC 246-808-150\(5\)\(p\)](#)). The Commission has interpreted this rule to include attendance at the Commission's regular meetings, special meetings, and sub-committee meetings.

Since March 2020, the Commission has been required to hold all of its meetings virtually rather than holding in-person business meetings because of COVID-19 emergency proclamations issued by the Governor. Specifically, Proclamation 20-28 - Open Public Meetings Act and Public Records Act Proclamations (since amended to [Proclamation 20-28.15 – Open Public Meetings Act and Public Record Act Proclamations](#)) waived the relevant portions of the Open Public Meetings Act ([chapter 42.30 RCW](#)) that required the Commission to provide a physical location for the public to attend its meetings.

The Commission previously had a policy/procedure that outlined the steps necessary to obtain CE for attending Commission meetings. The Commission wrote this policy/procedure under the assumption that meetings of the Commission would always have a physical location for the public to attend. As this is no longer the case, the Commission is updating the policy/procedure to provide steps for attendees to obtain CE for attending the Commission's virtual meetings.



**David Folweiler, DC, Chair**

May 13, 2021

**Date**