

Alabama Extern / Preceptor Program



**ALABAMA STATE BOARD OF
CHIROPRACTIC EXAMINERS**

2/16/2020

Our Program

PROGRAM ADMINISTRATION

Executive Director: Sheila Bolton

Applications for Extern / Preceptor / Licensure
Administrative Assistant II: Ashley Stewart
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Clanton, AL 35045
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Hours: 8:00 a.m. – 4:00 p.m. central time, Monday –
Friday

PRECEPTOR DIRECTOR



Allan Lowman, DC
Preceptor Director
Lowman Spine & Rehab Center
2691 Sandlin Rd SW Ste A
Decatur, AL 35601
(256) 353-4600
aspride@aol.com

OUR PROGRAM IS ONE STUDENT / ONE PRECEPTOR DOCTOR.

To start the process:

Apply online or submit by mail: your name, mailing address, Chiropractic College, potential graduation date, email address, telephone number and fee of \$375.00. Please add a note to your request that you plan to participate in the Extern / Preceptor program and if you are participating in your schools program.

Note: a complete licensure by examination application file is required for application to the Extern program in Alabama. The fee must be a cashier's check or money order.

Establishing the Program in Alabama

The Director of the Preceptor / Extern program shall be a licensed Alabama Doctor in active practice appointed by the Board of Examiners.

The Director reviews application packets for approval or denial of participation in Alabama's program. He /she is responsible for checking by phone or on site visits with each preceptor doctor at least quarterly. He /she is responsible for notifying the Board president or staff of known violations of the program.

Definitions

PRECEPTOR DOCTOR:



The **sponsoring licensed doctor** who participates with a chiropractic college as part of the preceptor program. The program is designed to provide experience and practice for unlicensed or student doctors before or after graduation as further qualified by the **Rules and Regulations** and the **Chiropractic Practice Act**.

Violations of the Preceptor program are considered Unprofessional Conduct.



Extern. A student enrolled in their last year at a Board approved chiropractic college accredited by the Council of Chiropractic Education that has been approved to practice under the direct on-premises supervision of a sponsor doctor licensed to practice chiropractic in the state of Alabama and in the case of a student, under the supervision of the accredited school.

Graduate. A recent chiropractic graduate who applies **within the six (6) months** from graduation an approved chiropractic college maintaining a standard of training acceptable to the Board and not yet licensed in any other state.

Tier I. Applicants whose results from any required background checks have not yet been received. Tier I applicants are not

allowed to adjust, or make any diagnosis or treatment directly with the patient. Tier I externs can perform same services as a chiropractic assistant as long as under the direct supervision of the preceptor doctor and may observe the preceptor doctors treatment of patients.

Tier II. Applicants who have successfully complied with all requirements set out in this rule. Tier II applicants should be able to have full patient treatment privileges as long as under the direct supervision of the preceptor doctor. A student who graduates is no longer eligible to participate in the preceptorship program unless at the time of graduation the requirements of Part IV of the National Board of Chiropractors Examination have not been satisfied. In that event, participation in the preceptor program may continue for no longer than twelve (12) months following the date of graduation.

Extern Application Process

Qualifications in order to Extern:

- Must submit an Extern application and licensure by examination application, including fees and all documentation. (See licensure by examination application process.)
- Have submitted a current transcript directly from the Chiropractic College;
- Have submitted a letter from College verifying student is in final academic year & potential graduation date;
- Shall only deliver chiropractic services under the direct on-premises supervision of an approved sponsoring preceptor. The chiropractic services delivered are those specified in the Alabama Chiropractic Practice Act or in any Rule adopted by the Board. (See Tier I and Tier II definitions.)

Student

- Be currently enrolled in the final academic year at an approved chiropractic college which maintains a standard of training acceptable to the Board;
- Have a transcript submitted to Alabama showing successfully passing Parts I and II of the National Board of Chiropractic Examination.

Graduate

- A student who graduates is no longer eligible to participate in the program unless at the time of graduation they have not passed NBCE Part IV. In that event, the graduate may continue for no longer than twelve (12) months following the graduation date.
- Have graduated from an approved chiropractic college maintaining a standard of training acceptable to the Alabama Board within six (6) months prior to the filing of applications for licensure and not yet licensed in any other state.
- Have a transcript submitted to Alabama successfully passing Parts I, II and III of the National Board of Chiropractic Examination.
- Must successfully pass Part IV of the National Board of Chiropractic Examination within twelve (12) months following the date of graduation.

*In addition to the Extern application the student **must** have a completed Alabama licensure application file, including all fees and documentation, required by all student applicants for licensure.*

LICENSURE BY EXAMINATION APPLICATION PROCESS

- Fees for \$375 covers application, examination and license issue (cashier check, money order, certified bank check)

We strongly recommend the student return the fingerprint cards, MO and form ASAP as it takes up to 4 weeks for the results to come back to the Board.

- Completed ALEA Records Release Form.* Do not mail to State Bureau of Investigation.* Mail back to ASBCE*;
- Money order or cashier's check payable for \$38.25 made to ALEA Records & Identification.* Do not mail to State Bureau of Investigation.* Mail back to ASBCE.*;
- 2 Completed Fingerprint Cards*Do not mail to State Bureau of Investigation.* Mail back to ASBCE.*;
- Application for Licensure by Examination- completed online, printed, signed and mailed; or application in packet completed, signed and mailed;
- Signed photograph (uploaded with online application or attached to paper application and mailed.);
- Citizenship documents from list (uploaded with online application or attached to paper application and mailed.);
- Chiropractic College transcript, directly from College;
- Letter from College verifying student is in final academic year & potential graduation date;
- Final Chiropractic College transcript directly from the College after graduation;
- Transcript with Bachelor's degree from an accredited College or University;
- National Board transcript Parts I and II, directly from National Board;
- National Board transcript Parts I, II, and SPEC, directly from National Board or
- National Board transcript Parts I, II, III and IV, directly from National Board prior to Jurisprudence exam;

- Verification of Licensure from other states active or inactive after graduation;
The above is in addition to:
- Extern application (on our website will print with online Extern application);
- Preceptor application(on our website);
 - Current copy of malpractice insurance;
 - Preceptor fees \$75 (per quarter); and
 - Student work schedule.

* Per 34-24-160(b) and 34-24-165(f):

The fingerprints will be utilized to conduct a federal and state criminal background check. Being possessed of sound mind and legally competent to complete this request, the applicant authorizes the Alabama Board of Chiropractic Examiners to obtain any and all criminal history information on said applicant from the ALEA and/or FBI. Applicant may challenge or appeal any portion of his/her own Criminal History Record Information (CHRI) that he/she believes to be incomplete or inaccurate by visiting the website of the Alabama Law Enforcement Agency (ALEA) at www.alea.gov or call (334) 353-4340.

PRECEPTOR DOCTOR APPLICATION PROCESS

Alabama requirements:

- Have an active Alabama license and be in **active** practice for three (3) or more years;
- Have no Class A or B violations of Board rules for two (2) years and have no present investigations for possible Board violations;
- Mail in a completed preceptor application which states that he or she has read and understands Code of Alabama 1975, 34-24-145, and Board rules and regulations pertaining to this program;
- Submit the quarterly fee of \$75 with the preceptor application;
- Send a copy of current unexpired malpractice insurance for themselves; and
- Submit a schedule showing the location and when the extern will be working under direct on premises supervision for the program.

Note: In cases where more than one licensed doctor is in the clinic, each doctor who will direct the unlicensed student must be approved as outlined above. This does not apply to students participating in a school based program.

ONE EXTERN / ONE DOCTOR

In compliance with most chiropractic college preceptor programs Alabama follows one Extern / one Doctor Policy.

FREQUENTLY ASKED QUESTIONS

- ❖ Do I have to wait for the school approval before I start my Extern application?
 - No you should make application to Alabama as soon as you decide this is where you want to Extern. An application file remains open for 24 months.
- ❖ What should I do first, once I receive my application packet?
 - Go to local law enforcement and do the fingerprint cards and mail back to our office with the ALEA form and the MO for \$38.25.
- ❖ Why do I have to provide a 10 year residence history?
 - It is required on the application for licensure by examination.
- ❖ Why do I have to provide citizenship documents?
 - It is required by the Code of Alabama
- ❖ Can I apply for Extern before I pass NBCE I and II?
 - You can apply but we can't process the application without NBCE transcript successfully passing I and II.
- ❖ Can I be in the Preceptors office before my paperwork is approved?
 - No.

- ❖ When I graduate what do I have to finish before I can be licensed?
 - Must have the college submit a final chiropractic transcript;
 - Must have National Board submit transcript of successfully passing Parts I, II, III and IV;
 - Must pass the Jurisprudence Examination and the license will be issued.
- ❖ Can I take the Jurisprudence before I graduate?
 - No a final transcript must be on file before you are set up for the jurisprudence exam.

Reservation of Rights

ASBCE Extern Preceptor Program Handbook

It is the responsibility of program participants to read the Extern Preceptor Program Handbook, thoroughly and become familiar with its contents. ASBCE reserves the right, without notice, to change, revise, or eliminate any information in the handbook. Revised information may supersede, modify, or eliminate existing information. An up-to-date version of the handbook will be maintained on the ASBCE website and in the Board office. It is the responsibility of program participants to inquire as to whether a change has been made.

CONTACT US

Directions From:

Birmingham, Alabama: Take I-65 South to the third (3rd) Clanton Exit number 205. At the top of the exit ramp turn right and travel approximately 1.3 miles. (You will come to a strip mall on the right, this is Chilton Place.) Turn into Chilton Place and our office is the last one on the right end of the building.

From Montgomery, Alabama: Take I-65 North to the first (1st) Clanton Exit number 205. At the top of the exit ramp turn left and travel approximately 1.3 miles. (You will come to a strip mall on the right, this is Chilton Place.) Turn into Chilton Place and our office is the last one on the right end of the building.

Phone: 205-755-8000 or 1-800-949-5838

Email: ashley.stewart@chiro.alabama.gov

Web: www.chiro.alabama.gov

ASBCE

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