



# STATE OF MAINE BOARD OF CHIROPRACTIC LICENSURE

**Applicant information to assist  
in completing your application**

Chiropractor

**Do not return the following informational pages with your  
application; it is for your information only**

Department of Professional and Financial Regulation  
Office of Licensing and Registration  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8689 or Main Receptionist (207) 624-8603  
TTY/Hearing Impaired 1-888-577-6690  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [chiropractic.lic@maine.gov](mailto:chiropractic.lic@maine.gov)

# **APPLICATION INSTRUCTIONS** **CHIROPRACTOR**

✓ Information checklist for documents to be submitted to the Board in one package at time of application. (This is an abbreviated checklist and does not replace the requirements outlined in the Chiropractic Laws and Rules. Please review them carefully for more detailed and clarifying information.)

**Completed Application**

Complete and sign the application and submit with the appropriate fees and documentation.

**Proof of age**

A copy of your official birth certificate or other official legal document is acceptable.

**Proof of Education**

Submit a copy of your Chiropractic Diploma;  
Submit Official Pre-Chiropractic Transcripts (must include English and Biology); and  
Submit Official Transcripts of Chiropractic Transcripts.

**Proof of National Board Scores – Parts 1, 2, 3, 4 and Physiotherapy**

**Self query results for the HIPDB and the NPDB**

In accordance with 10 MRS §8003, sub-§10, the Office of Licensing and Registration now requires all applicants to submit a NPDB/HIPDB\* Self-Query Report as part of the initial application for licensure within each of the following allied health licensure programs effective 11/1/2007. The instructions to request a self-query report are available at NPDB/HIPDB's website: [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)

**Any other supporting documentation such as: Good Moral Character forms, Verification of licensure or criminal conviction information.**

Submit verification from every state in which you currently hold or have ever held any type of professional license (except Maine).

Court judgment and decision of any criminal conviction and a written statement regarding the crime.

## **MAINE JURISPRUDENCE EXAMINATION**

Once your application has been approved, a Jurisprudence exam will be mailed to you. This is a take home exam and must be returned to the Board within 20 days.

## **CONTINUING EDUCATION**

As a Chiropractor you will be required to satisfy the Continuing Education requirements identified in Chapter 6 of the Board's Rules. Please be sure to review this chapter carefully.

**INITIAL EACH PAGE OF YOUR APPLICATION WHERE NOTED.** Be sure to initial the bottom of each page where noted on your application. This is critical to insuring that each page of your application is intact with the correlating application and will help us with expediting your application review.

The Board of Chiropractic Licensure requires that all supporting documents and fees be submitted with the filing of your application. **Your application will be considered incomplete and will be returned if supporting documents and/or fees are omitted.** Documents that have been modified or altered in any way will not be accepted.

## **PROCESSING TIME:**

- ✓ Please allow approximately three (3) weeks processing time from date of receipt for mailing of the Jurisprudence Examination. Upon receipt of the Jurisprudence examination and results allow approximately two (2) weeks processing time.
- ✓ Please do not call our office regarding the status of your application as numerous calls will delay processing applications. Information regarding the status of applications may be found at the Office of Licensing and Registration's website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) We appreciate your thoughtful attention to this request.
- ✓ Once your license is issued it is immediately visible online. Licenses are printed off site and require at least 14 days for delivery.
- ✓ Once your application has been approved, a Jurisprudence exam will be mailed to you. This is a take home exam and must be returned to the Board within 20 days. Once all of the requirements are met, a license will be issued. You cannot practice in Maine until you receive a Maine license.

If you wish to apply for the Chiropractic Acupuncture Authority please submit the separate required application.

## VERIFICATION OF LICENSURE IN ANOTHER STATE OR JURISDICTION

If you hold or have held a chiropractic license in another state or jurisdiction, you must submit evidence from the State of licensure in the form of a License Verification.

Please contact the state of licensure to request an official License Verification. At a minimum, the license verification must contain:

- Name of State providing the License Verification
- Your name
- License number and expiration date
- Status of your license i.e. active, inactive, lapsed, probation, restricted, suspended, revoked...
- Type of license issued to you
- Date your license was issued
- If appropriate, hours of internship completed with beginning and ending dates
- Method your license was issued i.e. Original State, Reciprocity/Endorsement, Score Transfer
- Examinations taken i.e. NBCE, part I, part II, part III, part IV, physiotherapy, Jurisprudence, other
- Disciplinary action(s) against your license, if any
- Signature and title of person from the licensing jurisdiction providing License Verification
- State Seal

Please direct the licensing jurisdiction to send the License Verification report to you directly and in turn you must submit this verification with your completed Maine application.

## Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; upon issuance of your license by this office your status will be ACTIVE.
- **How far back do I go answering the criminal question?** Any conviction, ever.

## Notices

**BACKGROUND CHECK:** Pursuant to 5 MRS §5301-5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq.). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C) (1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**SECTION 1: EDUCATION**

Pre Chiropractic Degree:		
<input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other describe: : _____		
Name of Educational Provider		Date of Graduation
Contact Address: Street or P.O. Box		
City	State	Zip Code
Semester English course was acquired:		
Semester Biology course was acquired:		
Official Transcripts demonstrating your education must be submitted with your application		

Chiropractic Degree:		
<input type="checkbox"/> Doctorate Degree		
Name of Educational Provider		Date of Graduation
Contact Address: Street or P.O. Box		
City	State	Zip Code
Official Transcripts demonstrating your education must be submitted with your application		

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INITIALS OF APPLICANT

**SECTION 2: LIST BELOW EVERY JURISDICTION IN WHICH YOU HOLD OR HAVE EVER HELD A PROFESSIONAL LICENSE. LICENSE VERIFICATION REQUIRED IF YOU HAVE EVEN HAD A CHIROPRACTIC LICENSE IN ANOTHER JURISDICTION.**

1. State, Territory, Country	License Number/Type	Date Issued	Expiration Date
2. State, Territory, Country	License Number/Type	Date Issued	Expiration Date
3. State, Territory, Country	License Number/Type	Date Issued	Expiration Date

For each of the above, you must submit with this application an official Verification of Licensure from the licensing jurisdiction. **IMPORTANT:** Applications submitted without all of the Verification of Licensure from the licensing jurisdiction(s) will not be accepted and your application returned as incomplete.

**SECTION 3: CHECK APPROPRIATE RESPONSE TO THE QUESTIONS BELOW. ANY YES RESPONSE MUST BE FULLY EXPLAINED BY WRITTEN STATEMENT ON A SEPARATE SHEET OF PAPER, SIGNED AND DATED, AND SUBMITTED WITH YOUR APPLICATION.**

Had hospital or similar health care institution privileges ever been denied or which had previously been granted to you suspended, restricted or withdrawn involuntarily; or have you ever voluntarily surrendered privileges or resigned from staff membership while under peer review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever received a sanction from Medicare or from a state Medicaid program?  1. <input type="checkbox"/> Medicare <u>OR</u> <input type="checkbox"/> Medicaid Program (State) _____ 2. Submit a copy of the official action by the entity. 3. Provide a detailed explanation in your own words on a separate sheet of paper.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any physical or mental impairment related to drugs, alcohol, or finding of mental incompetence that would limit your ability to undertake the practice of a chiropractor safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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INITIALS OF APPLICANT

**SECTION 4: EXAMINATIONS**

Have you ever taken an NBCE national examinations?

- Yes
- No

If yes, list the jurisdiction(s) where you took the examination, type of examination, date of examination and score:

Examination Type	Jurisdiction	Date	Score
Part I			
Part II			
Part III			
Part IV			
Physiotherapy			
Acupuncture			

Have you ever taken a State Board examination?

- Yes
- No

If yes, list the jurisdiction(s) where you took the examination, type of examination, date of examination and score:

Examination Type	Jurisdiction	Date	Score

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INITIALS OF APPLICANT

## **SECTION 5: NOTICES**

### → **Public Information**

This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRS §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website.

### → **10 Day Notification Requirement**

This applicant/licensee must report in writing to the Board the following information no later than 10 days after the change or event, as the case may be:

Change of name or address of the licensee;

A criminal conviction of the licensee or anyone listed on this application as having an ownership interest in the licensee;

A revocation, suspension, or other disciplinary action taken in this or any other jurisdiction against any occupational or professional license held by the applicant/licensee or anyone listed on this application as having an ownership interest in the licensee; or

Any material change in the conditions or qualifications set forth in the original application for licensure submitted to the Board.

### → **Social Security Number Disclosure**

The following statement is made pursuant to the Privacy Act of 1974 section 7 (B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 MRS section 175 as authorized by the Tax Reform Act of 1976 (42 USC section-405 (C) (2) (1)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

### → **Healthcare Integrity and Protection Data Bank ("HIPDB") Self-Query Reports**

In accordance with 10 MRS §8003(10), all applicants must submit a HIPDB Self-Query Report as part of the initial application for licensure. The instructions to request a self-query report are available at HIPDB's website: [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov) The website includes a Fact Sheet on self-querying, as well as FAQs to assist you in requesting a report. Customer Service Contact information: **NPDB-HIPDB Customer Service Center Tel: (800)767-6732 - TDD: (703)802-9395**

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INITIALS OF APPLICANT

## **SECTION 6: APPLICANT'S CERTIFICATION AND SIGNATURE**

Read the statement below and sign where indicated as your certification of the information provided on this application.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Maine Board of Chiropractic Licensure will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

Printed Name of Applicant	Title
Signature of Applicant	Date

Applications that are incomplete, altered, defaced, or compromised will not be accepted and will be returned. This includes, but not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing supporting documents, and/or missing or wrong fee.

## CERTIFICATE OF MORAL CHARACTER

*This form must be completed by the person attesting to the applicant's good moral, ethical and professional character.*

The person attesting to the applicant's good moral character must be personally known to him/her and be prepared to furnish additional information concerning the applicant's character, education, and standing as may be requested by the Board of Chiropractic Licensure.

I, the undersigned, hereby confer that I am personally acquainted with the applicant named below and know him/her to be of good moral character.

*Please write legibly.*

Applicant's Name <i>(Please Print)</i>			
Name of Person Conferring Applicant's Character	Name		
	Street		
	City/State/Zip		
	Telephone #	Email Address:	
	Occupation		Date
	Signature		
Briefly describe how the applicant is known to you. (e.g. fellow colleague, neighbor, long time friend, etc.)			

By submitting this application and supporting documents I understand that the Board of Chiropractic Licensure will rely upon this information for issuance of my license and that this information is truthful and factual and that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

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SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE