

ALABAMA STATE BOARD OF CHIROPRACTIC EXAMINERS
ADMINISTRATIVE CODECHAPTER 190-X-1
ORGANIZATION, ADMINISTRATION AND PROCEDURE

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190-X-1-.01 Purpose. The Alabama State Board of Chiropractic Examiners was created to ensure that the people of Alabama are adequately provided with the services of qualified chiropractors. It is also the duty of the Board to ensure that the public is protected from the incompetent practice of chiropractic. This purpose is achieved through the establishment of minimum qualifications for entry into the profession, through the conduction of regular examinations, through the adoption of rules defining and expounding unlawful and unprofessional and dishonorable conduct, and through swift and effective discipline, for those practitioners and non licensed clinic owners who violate the applicable laws or rules promulgated thereunder.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-144; 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed February 16, 1984. **Amended:** Filed June 18, 2009; effective July 23, 2009.

190-X-1-.02 Composition And Selection Of Board.

(1) Composition and Selection of Board. The Board shall be composed of nine members, eight of which shall be licensed to practice and are currently practicing in Alabama who meet the qualifications set out in Code of Ala. 1975, §§34-24-140, 34-24-141 and one consumer member appointed by the Governor. Members serve staggered four-year terms and continue to serve until a new member is appointed/elected, and qualified. No member shall serve more than two consecutive terms. The Alabama State Board of Chiropractic Examiners shall conduct an annual election according to the terms set out in this rule. When a vacancy occurs, whether by expiration of the term, death, resignation of a member, or other cause, the vacancy shall be filled in the same manner as the original appointment/elections are made.

(2) Candidate/Elected Member Qualification. In order to qualify the potential candidate/ elected member must meet the following qualifications:

(a) Be a citizen and a resident of Alabama who has resided in this State for at least five (5) years;

(b) Reside in the Congressional district from which they seek election, except for one African American elected from the state at-large;

(c) Be a graduate of a chartered chiropractic school which required actual attendance in the school as a prerequisite to graduation;

(d) Be actively licensed in Alabama and currently engaged in the clinical practice of chiropractic and have been so engaged for at least the five (5) immediately preceding years;

(e) Have renewed his or her license to practice chiropractic by September 30 of the year in which the election shall take place;

(f) Be of good moral character, with no board convictions in the five (5) years preceding qualification, no prior criminal convictions, and no recent history of drug or alcohol abuse; and

(g) Must not be presently on probation relating to the practice of chiropractic in any state including this state; and

(h) Candidates shall qualify by submitting their name to the executive director of the board during the qualifying period which shall be not less than twenty (20) days nor more than forty (40) days after notice is mailed.

(i) Each member of the board shall meet all qualifications to be a candidate for his or her seat on the board during his or her entire term. Any member who fails to continue to meet the qualifications for his or her seat shall forfeit his or her seat on the board and resign or the board seat shall be declared vacant by the board.

(3) Voter Qualification. In order to be eligible to vote in a board election you must meet the following qualifications:

(a) Reside in the respective congressional district.

(b) Certify your residency in the congressional district on your completed ballot.

(c) Have an active Alabama license.

(4) Ballots.

(a) Not less than fourteen (14) days after the deadline for qualification, each licensed chiropractor shall be mailed a ballot for the appropriate congressional district where the vacancy is to be filled.

(b) In order to be counted the ballot shall be mailed to the independent agency conducting the election, postmarked not later than 14 business days after the ballots were mailed by the board.

(c) Only original, official ballots will be counted.

(d) The ballots shall be maintained for a period of six (6) months by the independent agency conducting the election.

(5) Ballot Counting.

The independent agency conducting the election shall tabulate eligible ballots and shall certify the results. The candidate receiving a simple majority of eligible ballots in the applicable congressional district shall be certified as the winner and deemed elected.

In the event no candidate in a congressional district receives the required majority there shall be a run-off election in the same manner as set out in Code of Ala. 1975, §34-24-140.

The individual(s) certified as the winner of the election in their district shall take office immediately upon their election.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-140, 34-24-141, 34-24-144, 34-24-165.

History: Filed September 30, 1982. **Emergency rule** filed July 21, 1986. **Amended:** Filed November 8, 1988; January 31, 1990. **Amended:** Filed September 19, 1996; effective October 24, 1996. **Amended:** Filed January 21, 1997; effective February 25, 1997. **Amended:** Filed November 6, 2003; effective December 11, 2003. **Amended:** Filed August 24, 2006; effective September 28, 2006. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed October 17, 2013; effective November 21, 2013. **Amended:** Filed October 19, 2015; effective November 23, 2015.

190-X-1-.03 General Description Of Organization And Operation.

The Board is an independent agency of the State of Alabama. All costs of operating the Board, including administrative, legal, secretarial, clerical and investigative, are paid from legislative appropriation of fees collected by the Board. Any fee which is received by the board shall not be refunded. The attorney general and his assistants may also provide legal services to the Board.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed June 12, 2000; effective July 17, 2000. **Amended:** Filed August 24, 2006; effective September 28, 2006.

190-X-1-.04 Rules Of Order. All proceedings of the Board shall be governed by Roberts Rules of Order, except during disciplinary hearings and except where otherwise provided in these rules.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982.

190-X-1-.05 Quorum. Five (5) members of the Board shall constitute a quorum. However, the board may appoint hearing panels consisting of no fewer than three (3) board members. The consumer member of the board may be a member of each hearing panel. The hearing panels are authorized to conduct hearings in the same manner as the full board is authorized to conduct hearings.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §34-24-140, 34-24-144.

History: Filed September 30, 1982. **Amended:** Filed December 2, 1986. Filed February 18, 1993. **Amended:** Filed September 11, 1996; effective October 16, 1996. **Amended:** Filed November 6, 2003; effective December 11, 2003. **Amended:** Filed August 24, 2006; effective September 28, 2006.

190-X-1-.06 Meetings.

(1) The Board shall meet as prescribed by the Code of Ala. 1975, §34-24-144 and other times the Board deems necessary.

(2) The Board shall comply with the provision of the Alabama Open Meetings Act in connection with any meeting.

(3) All meetings of the Board of Chiropractic Examiners, not including any part relating to the good name or character of an Individual, shall be open and public. Reports of investigations or complaints alleging violation of any law or rule, documents subpoenaed by the Board, reports of any

investigator or investigative agency appointed or employed by the Board, memorandum or reports of the Board's counsel, memorandum or reports of the Board's counsel relating to investigations or complaints alleging violation of any law or rule, statements of persons interviewed by the Board or any committee or member thereof unless made a public hearing, reports of information received by the Board or any member thereof in confidence, reports of sensitive personnel records or information, reports of pending criminal investigations or reports or information the disclosure of which would be detrimental to the best interest of the public shall be considered privileged and confidential and shall not be disclosed except to an agent, attorney or employee of the Board of Chiropractic Examiners. The foregoing non-public records or writings shall not be subject to subpoena except upon the express order of a court of competent jurisdiction.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed December 2, 1986; January 31, 1990. **Amended:** Filed September 11, 1996; effective October 16, 1996. **Amended:** Filed September 7, 1999; effective October 12, 1999. **Amended:** Filed April 19, 2002; effective May 24, 2002. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed October 3, 2011; effective November 7, 2011.

190-X-1-.07 Questions Of Procedure And Evidence. (REPEALED)

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Repealed:** Filed October 17, 2013; effective November 21, 2013.

190-X-1-.08 Voting. All Board members, including the president, are entitled to vote and are entitled to make or second motions. A majority of those members of the Board present and voting on any matter shall decide that matter before the Board. The president shall vote as a member of the Board and his/her vote shall count no more than the vote of any other member, except that in the event of a tie vote the president shall vote again to break the tie.

Any vote that involves termination of any non merit staff member or termination of any contract requires two-thirds vote of all nine (9) members to pass.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed January 31, 1990. **Amended:** Filed September 19, 1996; effective October 24, 1996. **Amended:** Filed January 21, 2014; effective February 25, 2014. **Amended:** Filed October 15, 2018; effective November 29, 2018.

190-X-1-.09 Use Of Forms. All applications and requests for which the Board has prescribed a form must be made on the prescribed form. Forms used by the Board may be acquired from the Executive Director. Forms currently used are found in Appendix to these rules and/or at www.chiro.alabama.gov.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed October 17, 2013; effective November 21, 2013.

190-X-1-.10 Executive Director.

(1) The Board shall select an Executive Director who shall be responsible for the administration of Board policy. The Executive Director is designated as the agent for the Board for service of legal process upon the Board. All correspondence to the Board, including requests for information and all submissions and other requests, should be made to the Executive Director at the Board's headquarters as follows:

Office of the Executive Director
Alabama State Board of Chiropractic Examiners
126 Chilton Place
Clanton, AL 35045

(2) The Board may employ other full or part time administrative staff, including an administrative assistant, secretaries or others, who shall work under the direction and supervision of the Executive Director.

(3) All Board administrative staff, including the Executive Director and the administrative assistant, shall be entitled to reimbursement for travel the same as other employees of the State of Alabama, including actual expenses for authorized out-of-state travel, and per diem and transportation costs for in-state travel.

(4) The Executive Director shall keep a record of all meetings of the Board. The place of each meeting, names of the members present, all official acts of the Board, and the votes shall be recorded in the minutes. The minutes shall be presented for approval or amendment at the next meetings of the Board. The minutes, not including any section relating to the good name or character of an individual, shall be open to public inspection.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-140, 34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed January 31, 1990. **Amended:** Filed September 11, 1996; effective October 16, 1996. **Amended:** Filed April 19, 2002; effective May 24, 2002. **Amended:** Filed January 23, 2006; effective February 27, 2006. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed April 27, 2012; effective June 1, 2012.

190-X-1-.11 Records.

(1) "Public Record" for the purpose of these rules means all Board records which are reasonably necessary to record the business and activities required to be done or carried on by the Board so that the status and condition of such business and activities can be known by the public. Public records shall not include, but not necessarily limited to, reports of investigations or complaints alleging violation of any rule or law, documents subpoenaed by the Board, reports of any investigators or investigative agency appointed or employed by the Board, memorandum or reports of the Board's counsel, memorandum or reports of the Board's counsel relating to investigations or complaints alleging violation of any rule or law, statements of persons interviewed by the Board or any committee or member thereof unless made at a public hearing, reports of sensitive, personnel, confidential or health information, reports of pending criminal investigations or reports or information the disclosure of which would be

detrimental to the best interest of the public. The foregoing non-public records or writings shall not be subject to subpoena except upon the express order of a court of competent jurisdiction.

(2) Specific public records are available for inspection at Board headquarters. Any person wishing to view public records should submit a request form detailing the record or records desired. An appointment will be scheduled with the Board staff who must locate and retrieve the requested records during regular business hours.

(3) Specific records may be obtained by submitting the above request and the fee as established in Rule 190-X-1-.18

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165, 41-22-4(1) (c).

History: Filed September 30, 1982. **Amended:** Filed February 26, 2003; effective April 2, 2003. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed February 22, 2016; effective April 7, 2016.

190-X-1-.12 Employment Of Agents, Etc. The Board may employ investigators, inspectors, attorneys and any other agents and employees and assistants as may from time to time be necessary, and may use any other means necessary to bring about and maintain a rigid administration and enforcement of the code and these rules.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-1 - 34-24-6, 34-24-144, 34-24-165.

History: Filed September 30, 1982.

190-X-1-.13 Directory Of Licensees Published. The Board shall publish annually a directory listing all permit holders and all persons licensed to practice chiropractic in Alabama. Copies of the directory shall be made available from the Executive Director at cost, as established in Rule 190-X-1-.18.

Author: Board of Chiropractic Examiners

Statutory Authority: Code of Ala. 1975, §§34-24-1 - 34-24-6, 34-24-28, 34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed

October 17, 2013; effective November 21, 2013. **Amended:** Filed February 22, 2016; effective April 7, 2016.

190-X-1-.14 Funds For Scholarships, Etc. This Board is authorized to accept any public or private funds, grants, appropriations, or other monies to be used for scholarships for qualified persons to study chiropractic in an approved chiropractic college.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982.

190-X-1-.15 Donations Of Equipment, Supplies, Etc. This Board is authorized to accept any donation of funds, equipment, supplies, or other goods or services from any source.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165.

History: Filed September 30, 1982. **Amended:** Filed January 31, 1990.

190-X-1-.16 Declaratory Rulings.

(1) The Board may issue declaratory rulings upon petition of any person substantially affected by a rule, with respect to the validity of the rule, or with respect to the applicability to any person, property, or state of facts of any rule or statute enforceable by the Board, or with respect to the meaning and scope of any order of the Board. Any such petition shall comply with the requirements of Code of Alabama 1975 §41-22-11 and the following:

(a) All petitions shall be in writing and shall be sent to the Executive Director of the Alabama Board of Chiropractic Examiners by registered mail with return receipt requested and shall specifically state that it is a "request for a declaratory ruling."

(b) The petition shall state with particularity facts sufficient to show the person/entity seeking relief is substantially affected by the rule in question and shall also

state sufficient facts to permit the Board to make a valid determination.

(2) Provided that the petition or the matters stated therein arise from an actual question or controversy, the Board shall do one or more of the following:

(a) Issue a declaratory ruling with respect to the validity of one of the Board's rules; or

(b) Issue a declaratory ruling with respect to the applicability to any person/entity, property or state of facts of any rule of the Board or statute enforceable by the Board; or

(c) Issue a declaratory ruling with respect to the meaning and scope of any order of the Board.

(3) If the petition does not meet the requirements set out above, the petition shall be returned and the party shall be notified in writing of this failure and shall further be notified of their right to submit the petition again.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144, 34-24-165, 41-22-11.

History: Filed September 30, 1982. **Amended:** Filed October 15, 2018; effective November 29, 2018.

190-X-1-.17 Advisory Opinion.

(1) The Board may, in its discretion, issue an advisory opinion upon written request.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-140, 34-24-144, 34-24-165, 41-22-11.

History: Filed January 31, 1990. **Amended:** Filed October 15, 2018; effective November 29, 2018.

190-X-1-.18 Fees. Fees shall be as follows:

(1) License Application Fee \$150
An applicant for a license shall submit to the Board the application fee of \$150.00.

(2) Exam Application Fee \$150
An applicant for licensure or permit must submit an examination fee in the amount of \$150.00.

(3) Original License or Permit \$75
An applicant for a license or permit shall submit to the Board the initial issuance fee of \$75.00.

(4) Clinic Owner Non Licensed \$300
An applicant for a permit shall submit to the Board an initial or renewal application as prescribed by the Board, along with a permit fee in the amount of \$300.00.

(5) Permit or License Replacement or Duplicate \$75
The fee for any replacement permit or license shall be \$75.00. Upon request, a duplicate chiropractic license or facility permit may be issued upon payment of a fee in the amount of \$75.00.

(6) Renewal-Active \$300
The annual license renewal fee is \$300.00.

(7) Renewal-Retired \$150
The annual fee for maintenance of a retired license is \$150.00

(8) Renewal-Inactive \$150
The annual fee for an inactive license is \$150.00

(9) Late Fees for Licensees and Clinic Owner Non Licensed \$100 - \$300
The late penalty for renewal during the month of October is one hundred (\$100), for renewal during the month of November is two hundred dollars (\$200) and for renewal during the month of December is three hundred dollars (\$300).

(10) Reinstatement \$150 - 2,500
Any licensee or permit holder who allows his/her license/permit to lapse past December 31 must apply to the Board for a reinstatement of the license or permit and must submit to the Board a reinstatement fee of \$150.00 together with all back fees including the highest late renewal fee. Any licensee or permit holder who allows his/her license/permit to lapse past January 31 must also pay a penalty in the amount of \$2,500.

(11) Preceptor Doctor \$25/month (\$75/quarter)
Shall submit \$25.00 monthly (payable the first quarter with the preceptor application and thereafter quarterly in advance.)

(12) Disciplinary Fines \$1,000 - 8,000 per violation

(a) The Board may impose a fine not to exceed \$4,000 for each violation of any of the following provisions of law governing the practice of chiropractic or any rule adopted pursuant thereto (Class A violations)

1. Section 34-24-166(b) (1);
2. Section 34-24-166(b) (2);
3. Section 34-24-166(b) (3);
4. Section 34-24-166(b) (4);
5. Section 34-24-166(b) (5);
6. Section 34-24-166(b) (6);
7. Section 34-24-166(b) (9);
8. Section 34-24-166(b) (10);
9. Section 34-24-166(b) (11);
10. Section 34-24-166(b) (12); and
11. Section 34-24-166(b) (15);

(b) The Board may impose a fine not to exceed \$1,000-8,000 for each violation of any of the following provisions of law governing the practice of chiropractic or any rule adopted pursuant thereto (Class B violations):

1. Section 34-24-166(b) (7); and
2. Section 34-24-166(b) (8);

(c) The Board may impose a fine not to exceed \$500 - 8,000 for each violation of any of the following provisions of law governing the practice of chiropractic or any rule adopted pursuant thereto (Class C violations);

1. Section 34-24-166(b) (13);
2. Section 34-24-166(b) (14);

3. Section 34-24-166(b) (16); and

4. Section 34-24-166(b) (17)

(13) Costs

The Board may impose actual costs incurred.

(14) Annual Directory \$50

Copies of the directory shall be made available from the Executive Director upon the payment of \$50 per copy.

(15) CCE Provider/Course Approval Application \$75/per module

(16) 5 Year CCE History \$25 per licensee

(17) Permit holder or Licensee Listing (paper list) \$50

(18) The following fee schedule will apply to all organizations (except state and local government agencies) requesting information from the licensee or clinic databases:

(a) A fee of ten cents (\$.10) per record, up to (10) data fields, and a fee of one cent (\$.01) for each data field exceeding ten (10) will be charged. These fees apply to data released via email or CDROM disks in Microsoft Excel format;

(b) Additional charges will incur for (but may not be limited to) the cost of CDROM disks (\$2.00) each), plus postage;

(c) A minimum total fee of (\$75.00) will be charged for each request.

(d) State and local government agencies will be exempt from all charges except for materials used. These agencies may choose to supply their own CDROM disks and pick up the data, thereby avoiding all charges.

(19) Mailing Labels (paper) \$60

(20) License Verification \$12.50
Any permit holder or licensee who requires written verification of his/her Alabama license or permit may request certification upon payment of a fee of \$ 12.50 each.

(21) Copy of Rules (paper) \$50

(22) Copies .50 cents/page plus postage

(23) NSF Fee Max allowed by law
Pursuant to Code of Ala. 1975, 8-8-15, this fee must accompany any check, or other negotiable instrument drawn on a bank or other depository institution and made payable to the Board, if the instrument is not paid or is dishonored by the institution.

(24) Fee to resend Mail \$25

(25) Rule Subscription \$10 (annual subscription)

(26) Licensure by Credentials

(a) Application Fee \$1,000

(b) Application Hearing Fee (if applicable) \$2,000

Author: ASBCE

Statutory Authority: Code of Ala. 1975, 34-24-144; 34-24-16(e); 34-24-166(c)(1).

History: New Rule: Filed August 19, 2008; effective September 23, 2008. **Amended:** Filed January 29, 2009; effective March 5, 2009. **Amended:** Filed June 18, 2009; effective July 23, 2009. **Amended:** Filed April 13, 2010; effective May 18, 2010. **Amended:** Filed June 1, 2011; effective July 6, 2011. **Amended:** Filed July 3, 2013; effective August 7, 2013. **Amended:** Filed October 17, 2013; effective November 21, 2013. **Amended:** Filed January 21, 2015; effective February 25, 2015. **Amended:** Filed October 19, 2015; effective November 23, 2015. **Amended:** Filed August 15, 2016; effective September 29, 2016. **Amended:** Filed April 14, 2017; effective May 29, 2017. **Amended:** Published March 31, 2021; effective May 15, 2021.

190-X-1-.19 Criteria For Approval Of Continuing Education.

All continuing education providers must apply for course approval from the Alabama Board in order for a licensee in Alabama to receive credit for license renewal. Blanket approval is given for Board approved chiropractic continuing education courses in other states for licensees who live and practice in that state to use for Alabama license renewal as long as the course is presented on topics which fall within the current scope of practice in Alabama.

- (1) Applications for approval shall:
 - (a) Be on the form prescribed by the Board;
 - (b) Be accompanied by the fee set by the Board;
 - (c) Include a detailed list of dates and locations for each seminar or module within a 365 day range;
 - (d) Include a sample CCE verification form;
 - (e) Include a CV for each speaker;
 - (f) Include a course syllabus;
 - (g) Include draft or final advertising brochures.
- (2) A separate application with documentation, etc. must be submitted for each seminar or module.
- (3) Applications for online courses must contain a start date and finish date for the course which may not be more than 365 days.
- (4) Any request for approval should be submitted to the Board no less than thirty (30) days prior to offering of the course.
- (5) A condition of approval shall be that the course is pertinent to the practice of chiropractic. Continuing education may include, but is not limited to, attendance at lectures, college and post graduate courses, scientific sessions of conventions, research, graduate studies, teachings, video tapes, internet courses or home study courses. Continuing education programs may include, but are not limited to, programs that address the following:
 - (a) Government regulations
 - (b) Clinical and technological subjects including but not limited to techniques and procedures in the Alabama scope of chiropractic or recognized specialties, chiropractic equipment, diagnosis and treatment planning and radiology.
 - (c) Risk Management
 - (d) CPR

(6) Programs meeting the general requirements of this rule may be developed and offered by any of the following agencies or organizations:

(a) National, state, district or local chiropractic associations;

(b) Accredited colleges or schools;

(c) Individuals or organizations established to provide chiropractic post graduate courses;

(d) The Red Cross;

(e) American Heart Association.

(7) After examination of the subject material, the Board, in its discretion, may grant credit towards license renewal. In determining whether credit is granted and the number of credit hours granted, the Board shall consider the apparent quality of the material taught and its professional value to the practitioner.

(8) The Board of Chiropractic Examiners shall have the right to monitor or audit any course or program to determine whether that course or program is in compliance with these rules. Any fees associated with such audit must be waived by the provider. No continuing education credit will be awarded as part of the audit.

(9) Dates and locations may be added to an approved course by submitting a letter to the Board office containing the title, approval number, new dates and locations.

(10) Providers shall provide the Alabama Board or each participant with adequate documentation of his / her successful completion of the course. The documentation shall include but it not limited to:

(a) Name and license number of the participant;

(b) Name of the course provider;

(c) Name and title of the course;

(d) Hours/CEU's completed;

- (e) Date of completion;
- (f) Authorizing signature, and
- (g) Board issued approval number.

(11) The Board will notify the continuing education providers of the approval or disapproval of a course. The notification will include the number of the approval.

Author: ASBCE

Statutory Authority: Code of Ala. 1975, §§34-24-144; 34-24-145.

History: New Rule: Filed January 16, 2013; effective February 20, 2013. **Amended:** Filed October 15, 2018; effective November 29, 2018.