

1 Board of Chiropractic Examiners

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3 Adopted Permanent Rules Relating to Examination Procedures

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5 Rules as Adopted

6 2500.2500 TEST ADMINISTRATION.

7 The board may solicit the help of Minnesota licensed
8 chiropractors for the purpose of:

9 A. examination development;

10 B. examination administration; and

11 C. postexamination audit.

12 Each chiropractor must be in good standing with the board
13 and must have been licensed in Minnesota three years before
14 helping with any portion of the examination.

15 Other than board members, no chiropractor may participate
16 in more than one portion of the examination process for any
17 single administration of the examination.

18 2500.2510 CONTINUING EDUCATION HOURS FOR EXAMINERS.

19 Minnesota licensed chiropractors who contribute at least
20 two hours of time in the development of an examination, the
21 administration of the examination, or the postexamination audit
22 shall receive two regular continuing education hours applied
23 toward the next license renewal. No chiropractor may receive
24 more than four hours per calendar year.

25 2500.2520 APPLICATION PREREQUISITES.

26 In addition to the prerequisites in Minnesota Statutes,
27 section 148.06, evidence of passing the National Board of
28 Chiropractic Examiners' tests: Part I, Part II, the Written
29 Clinical Competency Examination, and the Physiotherapy
30 Examination, is required for the applicant to be permitted to
31 sit for the examination.

32 2500.2530 EXAMINATION DEADLINE.

33 All applications, all other required documents, and fees
34 must be received by the board not less than four weeks before

1 the first day of the scheduled examination. During the fourth
2 week before the examination, notices of approval to sit for the
3 boards, notices of application deficiency, and notices of denial
4 to sit for the boards shall be mailed to each applicant.

5 If an applicant receives a notice of application
6 deficiency, the applicant has until two weeks before the first
7 day of the examination to submit to the board missing documents.

8 If an application is still incomplete two weeks before the
9 first day of the examination, the applicant shall not be allowed
10 to sit for the boards, and the board shall mail a notice of
11 denial to sit for the boards.

12 2500.2540 REGRADES.

13 Applicants who want the board to verify that the score
14 reported to them is accurate may request a hand grading of their
15 examinations. The board shall honor the request if the
16 following criteria are met:

17 A. requests must be received by the board no later
18 than 30 days after the examination results have been mailed by
19 the board;

20 B. requests must be in writing, indicating which
21 subjects the applicant wishes to have regraded; and

22 C. a money order or cashier's check must be submitted
23 in the amount of \$30 a subject.

24 Payment must be received before the regrade. To protect
25 the integrity of the examination process, applicants may not
26 review their examinations under any circumstances.

27 2500.2550 RETAKING EXAMINATION.

28 Applicants who fail portions of the licensure examination
29 may retake the failed portions once at the next scheduled
30 examination.

31 Applicants need not reapply to the board for examination;
32 however, applicants must notify the board of their intention to
33 sit for the boards not later than 30 days before the examination.

34 If, after retaking the failed portions of the examination,
35 the applicant fails to pass that examination, the applicant must

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- 1 resubmit an application, pay the required examination fee, and
- 2 retake the entire examination.