

# **RULES AND PROCEDURES**

**AMERICAN CHIROPRACTIC BOARD OF OCCUPATIONAL HEALTH (A.C.B.O.H.)**

**Revised October 1994**

## **ARTICLES**

### **ARTICLE I NAME**

**This organization shall be known as the American Chiropractic Board of Occupational Health (A.C.B.O.H.). It shall be defined as a National Certification Board in the bylaws of the Council of Occupational Health of the American Chiropractic Association.**

### **ARTICLE II OBJECTIVES**

#### **Section 1**

**Section 1. To establish minimum educational and clinical criteria in the specialty of chiropractic occupational health.**

### **ARTICLE II OBJECTIVES**

#### **Section 2**

**Section 2. To determine that candidates desiring certification by the American Chiropractic Board of Occupational Health have satisfied requisites of professional education and experience as stated in these Rules and Procedures in force at the time of application.**

### **ARTICLE II OBJECTIVES**

#### **Section 3**

**Section 3. To conduct A.C.B.O.H. credentialing examinations for the purpose of evaluating all candidates for their proficiency in occupational health.**

### **ARTICLE II OBJECTIVES**

#### **Section 4**

**Section 4. To credential and designate as Diplomates of the American Chiropractic board of Occupational Health those candidates who have fulfilled all requirements for such status.**

**ARTICLE III MEMBERSHIP**

**Section 1**

**Section 1. The A.C.B.O.H. shall be made up of five (5) members who have voting privilege and four (4) Alternate Members who have no voting privileges.**

**ARTICLE III MEMBERSHIP**

**Section 2**

**Section 2. The members of A.C.B.O.H. shall be selected from the Diplomates of the A.C.B.O.H. who are members of the Council on Occupational Health and shall be appointed for staggered terms of five (5) years each by the Executive Committee of the Council on Occupational Health, from recommendations made by the Council and the A.C.B.O.H.. Alternate Members are appointed for terms of two (2) years each.**

**ARTICLE III MEMBERSHIP**

**Section 3**

**Section 3. As the term of each member and Alternate member of the A.C.B.O.H. expires, it may be filled by reappointment or replacement by the Executive Committee of the Council on recommendation by the A.C.B.O.H.. A member shall serve two consecutive full terms after which the member shall not be eligible for reappointment for at least one (1) year.**

**ARTICLE III MEMBERSHIP**

**Section 4**

**Section 4. In the absence of a member at any meeting of the Committee, the President of the A.C.B.O.H. may appoint an Alternate Member with voting privileges to replace the absent member.**

**ARTICLE III MEMBERSHIP**

**Section 5**

**Section 5. Upon inability of a member to serve full term, the Executive Committee of the Council on Occupational Health on recommendation by the A.C.B.O.H. shall appoint a replacement to complete the term.**

**ARTICLE III MEMBERSHIP**

**Section 6**

**Section 6. Voting privileges for a specified meeting may be conferred upon by vote of the A.C.B.O.H.**

## **ARTICLE III MEMBERSHIP**

### **Section 7**

**Section 7. No member of the A.C.B.O.H. may hold administrative or policy making positions with any chiropractic college.**

## **ARTICLE IV OFFICERS**

### **Section 1**

**Section 1. The officers of the A.C.B.O.H. shall be elected by A.C.B.O.H. from its five members and shall consist of a President, Vice President, Secretary and Treasurer (Secretary/Treasurer). The President, Vice President and Secretary shall constitute the Executive Board; the Executive Board will conduct the business of the A.C.B.O.H. between regular meetings. Each officer shall report the activities of his/her office to the other officers on a quarterly basis, and quarterly reports shall be made by the Board President to the Council President who shall report to the ACA Board liaison.**

## **ARTICLE IV OFFICERS**

### **Section 2**

**Section 2. Officers shall be elected for a yearly term or until their successors shall be elected. When new officers are elected, the offices shall be assumed at the close of the session as which the election takes place. If any office(s) of the Executive Board become(s) vacant before the scheduled annual meeting, the remaining A.C.B.O.H. member will appoint an A.C.B.O.H. member to fill any such vacancy until such times as A.C.B.O.H. holds an election of officers. Any officer may be re-elected until his/her term as an A.C.B.O.H. member expires.**

## **ARTICLE IV OFFICERS**

### **Section 3**

**Section 3. The A.C.B.O.H. Secretary shall record the results of all elections and promptly notify the President of the Council on Occupational Health.**

## **ARTICLE IV OFFICERS**

### **Section 4**

**Section 4. The A.C.B.O.H. Treasurer shall file with the Council Treasurer by May 1<sup>st</sup> of each year, a complete financial statement of all monies received and disbursed, and of all accounts receivable and payable. The Treasurer shall be bonded.**

## **ARTICLE V CERTIFICATIN EXAMINATION COMMITTEE**

### **Section 1**

**Section 1. The Certification Examination Committee shall be selected by the President of the A.C.B.O.H. from the A.C.B.O.H. members and/or Alternates, and shall be responsible for the selection of all questioned used in the certification examination. Potential questions shall be solicited from the Diplomates of the A.C.B.O.H., from the postgraduate divisions of chiropractic colleges representing approved courses in occupational health and other appropriate sources. Answers shall be provided for all proposed questions along with authoritative references.**

## **ARTICLE VI MEETINGS**

### **Section 1**

**Section 1. There shall be an annual meeting of the A.C.B.O.H. and such other meetings as are required to carry out its functions.**

## **ARTICLE VI MEETINGS**

### **Section 2**

**Section 2. There shall be a meeting of the A.C.B.O.H. following each regular examination for verification of grades and such other business as may be appropriate.**

## **ARTICLE VI MEETINGS**

### **Section 3**

**Section 3. A special meeting of the members of the A.C.B.O.H. may be called at any time by the President or a majority of the A.C.B.O.H. Executive Board.**

## **ARTICLE VI MEETINGS**

### **Section 4**

**Section 4. Meetings of the A.C.B.O.H. Executive Board may be held at such time and place as it or the President may from time to time determine.**

## **ARTICLE VI MEETINGS**

### **Section 5**

**Section 5. Alternative members may attend any A.C.B.O.H. meeting. The A.C.B.O.H. Executive Board will determine whether travel expenses and/or per diem for Alternates will be paid.**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 1**

**Section 1. Successful completion of a postgraduate course of instruction on occupational health (min. of 300 hrs.) with a grad of not less than 75% on each modular examination, presented by a chiropractic college having status with an accrediting agency recognized by the U. S. Department of Education, or an agency having a reciprocal agreement with the Council on Occupational Health and the A.C.B.O.H.. Sixty percent (60%) of te instruction must be taught or supervised by Diplomates of the A.C.B.O.H.; the remaining forty percent (40%) may be taught by qualified guest lecturers. A curriculum outline approved by the Council on Occupational Health and the A.C.B.O.H. shall be the basis of instruction.**

**For domains other than the United States and Canada, the A.C.B.O.H. upon request may determine minimum eligibility requirements and, if so done, may examine and certify qualified candidates from other countries, issuing a Diplomate certificate qualified as “Diplomate, American Chiropractic Board of Occupational Health.”**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 2**

**Section 2. Upon successful completion of the course, the candidate shall be termed “Board-eligible” and upon fulfillment of all requirements contained in these Rules and Procedures shall be eligible to sit for the A.C.B.O.H. examination. The examination consists of two (2) parts. Part I shall be a written examination; Part II shall be essentially an oral and practical examination. Part I must be successfully completed before the candidate can sit for the Part II examination.**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 3**

**Section 3. Prior to sitting for Part I, the candidate must file with the Board a letter of intent to sit for the examination, specifying the date and location of the examination requested. The current examination fee shall be included with the letter of intent. This letter of intent with examination fee must be received by the A.C.B.O.H. Secretary at least ninety (90) days prior to the date of examination requested. The candidate must then present to the A.C.B.O.H. written recommendations from the Dean or other authorized officer of the postgraduate school, a transcript of postdoctoral hours and grades, certification of graduation with a D.C. degree from the appropriate chiropractic college official, a photocopy of the applicant’s chiropractic college diploma and a photocopy of the applicant’s state or province license to practice chiropractic.**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 4**

**Section 4. Application to sit for Part II of the A.C.B.O.H. examination may be made after receiving notification that Part I of the examination has been successfully completed.**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 5**

**Section 5. (blank)**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 6**

**Section 6. A letter of intent to sit for Part II of the examination must be received by the A.C.B.O.H. Secretary not less than ninety (90) days prior to the date of the examination and must be accompanied by the current examination fee.**

## **ARTICLE VII CERTIFICATION PROCESS**

### **Section 7, Subsection A**

**Subsection A. Effective October 1, 1991, the fee for Part I is \$350.00. The fee for retaking all sections of Part I is \$275.00 and or retaking only one or two sections of Part I is \$185.00. Part II fee is \$450.00 for the first time or retake. The fee must accompany the initial letter of intent to sit for examination. The fee for the Diplomate plaque is \$75.00. These fees are subject to change without notice by a majority vote of the A.C.B.O.H. as required to maintain fiscal integrity of the Board.**

## **ARTICLE VIII EXAMINATION CONTENT**

### **Section 1, Subsection B**

**Subsection B. Part II is an objective structured clinical examination (OSCE) designed to test the clinical competency of the candidate for Diplomate status with the A.C.B.O.H..**

## **ARTICLE IX GRADING AND RE-EXAMINATION**

### **Section 1.**

**Section 1. A passing grade of not less than 80% shall be required in each section of Part I and of Part II. An overall average will not pertain. If three (3) or more sections of Part I are failed, the candidate will be required to retake all the sections. If fewer than three (3) sections of Part I are failed, the candidate is required to retake only the failed section(s). If Part I retake examinations are failed twice, the candidate must provide to the A.C.B.O.H. evidence (a transcript of credits) of 36 hours of additional postdoctoral instruction in subjects germane to the sections of the examination failed, prior to sitting for additional examination.**

**If Part II examination retakes are failed twice additional education as noted above will be required prior to sitting for additional examination.**

## **ARTICLE IX GRADING AND RE-EXAMINATION**

### **Section 2.**

**Section 2. Part I is scored by an independent computer agency. Final grading shall be determined by the appropriate psychometric standard deviation methodology. Part II will be graded by the examiner(s) giving the test, subject to review and final grading by the Board. After an examination has been taken in full or in part, no fees are refundable.**

## **ARTICLE IX GRADING AND RE-EXAMINATION**

### **Section 3.**

**Section 3. Candidates will be notified by the A.C.B.O.H. Secretary of the results of their examination approximately six (6) weeks following the examination.**

## **ARTICLE X COMPLIANCE**

### **Section 1.**

**Section 1. Decisions regarding compliance with the preceding Rules and Procedures shall be made by majority vote of A.C.B.O.H..**

## **ARTICLE X COMPLIANCE**

### **Section 2.**

**Section 2. (Blank)**

## **ARTICLE X COMPLIANCE**

### **Section 3.**

**Section 3. The A.C.B.O.H. shall comply with Article VII of the American Chiropractic Association Council on Occupational Health (ACACOH) Bylaws, Duties of the Council to the ACA.**

## **ARTICLE XI REVISIONS**

**Revision of these Rules and Procedures may be made by majority vote of the A.C.B.O.H.. Copies of the revised Rules and Procedures shall be provided to the Executive Committee of the Council on Occupational Health and to all chiropractic colleges providing approved postdoctoral training in occupational health. Revisions are not in effect until approved by the ACA House of Delegates.**

## **ARTICLE XII PROCEDURES NOT COVERED**

**Any procedure not covered in these Rules and Procedures shall be governed by the appropriate rules in the latest edition of Robert's Rules of Order, Newly Revised, Current Edition.**

## **A.C.B.O.H. BOARD PROCEDURES**

### **Section 1.**

**Section 1. (Blank)**

### **A.C.B.O.H. BOARD PROCEDURES**

#### **Section 2, Subsection A.**

**Subsection A. The A.C.B.O.H. shall maintain a question pool containing questions appropriate to the determination of competency in occupational health.**

### **A.C.B.O.H. BOARD PROCEDURES**

#### **Section 2, Subsection B.**

**Subsection B. The Examination Committee shall collect, evaluate, edit and otherwise prepare questions for entry into the A.C.B.O.H. question pool. Sources for these questions may be from Diplomates of the A.C.B.O.H., postdoctoral examinations in occupational health provided by instructors in the various courses (from as many chiropractic colleges as will cooperate) and other appropriate sources such as data bases of the National Institutes of Health. Requests for copies of actual examinations given in the postdoctoral courses shall be made regularly.**

### **A.C.B.O.H. BOARD PROCEDURES**

#### **Section 2, Subsection C.**

**Subsection C. The collected questions and an answer key shall be sent to persons competent in grammar for editing the syntax, grammar, spelling, etc., and shall then be reviewed by the Board prior to inclusion in the A.C.B.O.H. data base. An authoritative reference shall be provided for each answer.**

### **A.C.B.O.H. BOARD PROCEDURES**

#### **Section 2, Subsection D.**

**Subsection D. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 2, Subsection E.**

**Subsection E. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 2, Subsection F.**

**Subsection F. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 2, Subsection G.**

**Subsection G. The committee will cause the final examination copy to be proofread, reprinted if necessary, and sent to the A.C.B.O.H. Secretary for printing and binding.**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection A.**

**Subsection A. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection B.**

**Subsection B. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection C.**

**Subsection C. (Blank)**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection D.**

**Subsection D. The examination will be given under standard testing conditions. The examiner, just prior to the examination, will read the following disclaimer statement to the candidates prior to beginning the examination: “Understand that you can be disqualified from taking or continuing to sit for an examination, or from receiving grades or scores from an examination taken, if the A.C.B.O.H. or the Examination Administrator concludes that: (1) any of the statements or information contained in your**

application are false or misleading; (2) you are found to be cheating, either based upon observation or upon statistical analyses of answer sheets; (3) you engage in any act of conduct which jeopardizes or tends to jeopardize the integrity of the A.C.B.O.H.'s examinations including, but not limited to, copying or reproducing the questions and/or answers to any other person at any time, or (4) engage in any other conduct which might tend to invalidate the examination results. You acknowledge that your failure to adhere to instructions given at the examination or any conduct or communication during an examination by which information to another examinee placing yourself or any other examinee at an advantage he or she otherwise would not have had, shall constitute cheating.”

**A.C.B.O.H. BOARD PROCEDURES**  
**Section 3, Subsection G.**

**Subsection G.** During the examination, the examiner shall request from the front desk of the hotel a print-out of the registered candidates which then should be checked against the test roster. Any candidates not listed on the hotel computer print-out should then be checked through the front desk for hotel registration. This procedure helps establish the A.C.B.O.H.'s room pick-up.

**A.C.B.O.H. BOARD PROCEDURES**  
**Section 3, Subsection K.**

**Subsection K.** The Secretary of the A.C.B.O.H., upon receiving the candidate's final grade for Part 1 as determined by appropriate psychometric standard deviation method, will record the grade on the examinee's application form and with three (3) weeks will send a letter to the candidate advising of the score and of further procedures to be taken regarding retakes, preparation for Part II, or specific ABOH action as the case may be.

**A.C.B.O.H. BOARD PROCEDURES**  
**Section 3, Subsection L.**

**Subsection L.** At the next A.C.B.O.H. meeting following a Part II examination, applicants who have been determined by A.C.B.O.H. to have passed become eligible for Diplomate status and will be notified within three (3) weeks of such determination. An applicant not passing Part II will be so advised within three (3) weeks and notified as to the next site or retake examination, cost and procedure for reapplication.

**A.C.B.O.H. BOARD PROCEDURES**  
**Section 3, Subsection M.**

**Subsection M.** The ACOBH shall assume all expenses (excluding expenses for the candidates) attendant up giving the regularly scheduled examinations including but not

**limited to: the cost of the meeting room, cost of special equipment to be used in the examination, computer scoring costs, examiner's travel and other reasonable expenses (air travel to be at coach rates) and per diem as set by the A.C.B.O.H..**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection N.**

**Subsection N. If an examination is specially scheduled, a surcharge to the examination fee will be made to cover all costs of providing such examination.**

**A.C.B.O.H. BOARD PROCEDURES  
Section 3, Subsection O.**

**Subsection O. Upon evaluation of a candidate to Diplomate status, the Diplomate certificate shall be ordered within a reasonable time.**

**A.C.B.O.H. SECRETARY PROCEDURES  
Section 1, Subsection A.**

**Subsection A. (Blank)**

**A.C.B.O.H. SECRETARY PROCEDURES  
Section 1, Subsection B.**

**Subsection B. The notification will state that each applicant must have letter of intent to sit accompanied by a check for examination fee in full on file with the Secretary of the A.C.B.O.H. no later than ninety (90) days prior to the examination date.**

**A.C.B.O.H. SECRETARY PROCEDURES  
Section 2**

**Section 2. (Blank)**

**A.C.B.O.H. SECRETARY PROCEDURES  
Section 3**

**Section 3. (Blank)**

**A.C.B.O.H. SECRETARY PROCEDURES  
Section 4**

**Section 4. (Blank)**

**A.C.B.O.H. SECRETARY PROCEDURES**  
**Section 5, Subsection A.**

**Subsection A. The Secretary will check the files to see that all requirements have been met and documents are in file.**

- 1. The application for has been completely and correctly filled out with a photograph attached bearing part of the notary seal.**
- 2. Form A with copy of transcript of credits has been returned which verifies the DC status of the applicant with a signature of an appropriate official signatures.**
- 3. Form B has been returned together with a transcript of credits from the college offering the postdoctoral occupational health course and with appropriate official signatures.**
- 4. A second photograph has been received (not notarized) but signed on the back opposite the facial region by applicant. This photo will be used to make a security ID badge.**
- 5. Photocopies of the applicant's diploma and state/province license to practice chiropractic are present in the file.**
- 6. For applicants sitting Part II, a photograph signed on the back opposite the facial region to make a security ID badge.**

**A.C.B.O.H. SECRETARY PROCEDURES**  
**Section 6**

**Section 6. (blank)**

**A.C.B.O.H. SECRETARY PROCEDURES**  
**Section 7**

**Section 7. (blank)**

**A.C.B.O.H. SECRETARY PROCEDURES**  
**Section 8**

**Ssection 8. Afer the A.C.B.O.H. meeting at which final grades of applicants are determined, the Secretary will:**