

Colorado Division of Registrations  
**Office of Licensing—Chiropractic**  
1560 Broadway, Suite 1350  
Denver, CO 80202  
Phone: (303) 894-7800  
FAX: (303) 894-7693  
[www.dora.state.co.us/registrations](http://www.dora.state.co.us/registrations)

## **APPLICATION FOR ACUPUNCTURE AUTHORITY—CHIROPRACTOR**

### **APPLICANT INSTRUCTIONS**

**About the Application.** This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. The application forms must be completed in original ink or typed. Keep a copy of the completed application and supporting documents for your records. Failure to complete the application thoroughly or to submit all supporting documents may delay processing.

**Application Expiration.** Your application will be kept on file for one (1) year from the date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process within one year. You will need to submit a new application packet after that time.

**Social Security Number is Required.** Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that an affidavit be mailed to you.

**Disclosure of Addresses.** Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Registrations Online Services at [www.doradls.state.co.us](http://www.doradls.state.co.us).

### **APPLICANT CHECKLIST**

#### **To apply for Acupuncture Authority—Chiropractor:**

- Complete the attached application.** Return the completed application and all supporting documentation to the Office of Licensing.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- Submit verification of completion of a minimum of 100 hours of theoretical study and supervised clinical instruction,** or the equivalent hours of study and clinical supervision obtained from an instructor approved by the Board pursuant to [Board Rule 17](#). Submit official transcripts in OFFICIAL SEALED ENVELOPE(S) from a Council on Chiropractic Education (CCE)-approved college where acupuncture occurred.
- Provide proof of passing a nationally-recognized acupuncture exam** from the National Board of Chiropractic Examiners (NBCE).

#### **Return your completed application packet and all supporting documentation to:**

Division of Registrations  
**Office of Licensing—Chiropractic**  
1560 Broadway, Suite 1350  
Denver, CO 80202



## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Rosemary McCool, Director, Division of Registrations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Registrations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Colorado Chiropractor License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PART 1—APPLICANT INFORMATION**

<b>Name:</b> Last:		First:	Middle:	Suffix:
<b>Previous Name(s):</b>				
<b>Social Security Number: *</b>		<b>Date of Birth</b> (mm/dd/yyyy):	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Place of Birth</b> (city and state, or foreign country):				
<b>Mailing Address:</b> <i>This is a</i> <input type="checkbox"/> Home <input type="checkbox"/> Business		PO Box, Street:  City, State, Zip:		
<b>Daytime Telephone Number:</b> (     )			<b>E-mail Address:</b> <i>Preferred method for communication:</i> <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	

**PART 2—EDUCATION / TRAINING**

List the college where you completed a minimum of 100 hours of theoretical study and supervised clinical instruction in acupuncture.	
<b>College where acupuncture occurred:</b>	<b>Completion Date:</b> (mm/yyyy)
<b>School Location</b> (city and state, or foreign country):	

\*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in Title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's Social Security Number. Disclosure of your Social Security Number is mandatory for purposes of establishing, modifying, or enforcing child support under Section 14-14-113 and Section 26-13-126, C.R.S.; locating an individual who is under an obligation to pay child support as required by Section 26-13-107(3)(a)(I)(A), C.R.S.; and reporting to the Health Integrity and Protection Data Bank as required by 45 CFR Sections 61.1 *et seq.* Failure to provide your Social Security Number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your Social Security Number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your Social Security Number will not be released for any other purpose unless provided for by law.

**PART 3—SCREENING QUESTIONS**

**You must provide the following for each “YES” response to the screening questions below:**

- An explanation, signed and dated by you, of your behavior or practice that led to the occurrence, including:
  - Date(s) of event/offense
  - Description of event/offense
  - Location/court
  - Current status/outcome.

**You may be required to provide the following:**

- Copies of legal documents relating to the event/offense
- Copies of legal documents indicating your compliance with any requirements imposed upon you.

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| 1. Have you ever been convicted of a crime? Conviction includes the acceptance of a guilty plea, a plea of <i>nolo contendere</i> , or the imposition of a deferred sentence.  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Are you currently on probation or parole, or under court supervision pursuant to a deferred judgment, sentence or prosecution?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a chiropractor safely and competently? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Have you ever had a judgment entered against you in a civil malpractice suit or agreed to an out-of court settlement? <ul style="list-style-type: none"> <li>➤ If <b>YES</b>, provide a copy of the Complaint, Response, Settlement or Judgment, and a letter of explanation for each matter.</li> </ul>  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Have you ever had a disciplinary action filed against you by any state agency (Chiropractic licensing board, attorney general’s office, etc.)? <ul style="list-style-type: none"> <li>➤ If <b>YES</b>, attach a copy of the action(s).</li> </ul>   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Have you ever been denied a license, permission to practice chiropractic or any other healing art, or permission to take an examination in any state, country, or U.S. federal jurisdiction?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Have you ever voluntarily surrendered a license to practice chiropractic or any other healing arts in any other state? This does not include allowing your license to lapse solely due to non-payment of the renewal fee.   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, and that may impair your ability to practice as a chiropractor safely and competently, such as bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**ATTESTATION**

**By my signature below, I certify that I am in compliance with the rules and regulations promulgated by the Colorado Department of Public Health and Environment regarding the regulation of acupuncture.**

(Contact the Colorado Department of Public Health and Environment at (303) 692-2000 for more information.)

**I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date