



**AMERICAN CHIROPRACTIC BOARD OF OCCUPATIONAL HEALTH
(ACBOH)**

**DIPLOMATE IN THE AMERICAN BOARD OF
CHIROPRACTIC OCCUPATIONAL HEALTH
(DACBOH)**

CANDIDATE HANDBOOK

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Please note: information in this handbook may change at any time and without notice.

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MISSION STATEMENT

The American Chiropractic Board of Occupational Health (ACBOH) will foster fair and equitable credentialing practices which measure the knowledge, skills and competency of doctors of chiropractic in the specialty of chiropractic occupational health and applied ergonomics for serving the public. The ACBOH fosters professional practice standards and requires the continued competence of doctors who successfully complete the DACBOH examinations.

PURPOSE

The American Chiropractic Board of Occupational Health (ACBOH) is the National Certification Board for Doctors of Chiropractic who have completed the required minimum of 300 hours of the postgraduate Chiropractic Occupational Health and Applied Ergonomics program (including hours attributed as educational courses and hours attributed to a field study project or research paper). The ACBOH's published objectives are to:

- a. Establish minimum educational and clinical criteria in the specialty of Chiropractic Occupational Health and Applied Ergonomics;
- b. Determine whether Candidates desiring to sit for board examination have satisfied established requisites of professional educational and experience/research;
- c. Conduct (or otherwise make available) ACBOH credential examinations for the purpose of evaluating all Candidates for professional competency in occupational health and applied ergonomics; and,
- d. Award status and recognition to a doctor of chiropractic as a Diplomate of the American Chiropractic Board of Occupational Health (DACBOH) upon successful completion of all educational, experiential, and examination requirements in force at the time of application.

PURPOSE OF COMPETENCY AND EXAMINATIONS

The successful completion of coursework, the successful completion of an approved field study project or research paper, and the successful completion of the proctored written examination, are all required of the doctor. These requirements are intended to demonstrate and evaluate the competency of qualified doctors of chiropractic as experts in the specialty field of chiropractic occupational health and applied ergonomics. The processes address the current areas defined and validated by subject matter experts, educators, and individuals working in their respective fields relative to this specialty field. The purpose of the Diplomate examination procedures lends toward ensuring the public that specialized and quality education is available to doctors of chiropractic choosing to specialize in occupational health and applied ergonomics, and to serve as evidence of the academic standards of excellence to private, public, and professional entities.

DEFINITIONS

Board eligible means that a doctor of chiropractic has completed the educational requirements for eligibility to sit for the required proctored written examination.

Board certified, or, Diplomate status, by contrast, means a doctor of chiropractic has completed and passed all required educational, experiential, and examinations in order to be awarded Diplomate status in the ACBOH.

Recertification, or Maintenance of Competency (MOC) means that a doctor already having been awarded DACBOH status must complete specific continuing education for continued competency and to maintain such status.

ELIGIBILITY REQUIREMENTS

Qualified Candidates have earned the Doctor of Chiropractic (DC) degree from a Council on Chiropractic Education (CCE) accredited college (or an internationally equivalent degree), and is licensed to practice. A qualified Candidate will have successfully completed:

- 1) A minimum of 228 hours of the chiropractic occupational health and applied ergonomics postgraduate coursework; and,
- 2) Achieved passing scores/grades on all post-tests of the chiropractic occupational health and applied ergonomics postgraduate courses (a passing score is 75% or greater score as indicated by a Council on Chiropractic Education (CCE) accredited chiropractic college or university following a course outline approved by the American Chiropractic Association's Council on Occupational Health); and,
- 3) The required field study project (report) or research paper (counted as 72 hours); and,
- 4) Acquired the appropriate transcript(s) and records of having accomplished items 1, 2, and 3 mentioned under Eligibility Requirements.

WRITTEN EXAMINATION (About the Exam)

The written examination will be completed online in the physical presence of an identified, qualified and approved proctor who will be an active and current member serving on the ACBOH's Board of Directors. The written examination consists of minimally 100 multiple choice questions drawn from a larger pool of questions. A passing grade will be at 80% (or at the discretion of the sponsoring educational institution according to imposed accreditation standards). Time allotted to the candidate for completion of the written exam is no more than 2 hours.

Planning for and completing the written exam is an experience unique to the Candidate. To make an exam possible for a Candidate requires significant planning by many persons well in advance of the scheduled exam session or day. When applying to sit for the exam you must have a copy of your transcript demonstrating that you have achieved successful completion of the total required 300 hours.

A typical exam appointment requires 4 – 8 hours, all depending on the events and activities surrounding your unique experience. A representative of the ACBOH, the Proctor for your exam, and technical support people, are made available for the various phases of administrative planning and scheduling for your exam appointment as well on the day of your appointment.

Content of the written examination questions are based on:

- Course (DVD) presentation content
- Verbal presentation content
- Reflective or 'test your knowledge' quizzes that may be included in an online course
- Handouts, downloadable handouts, and any other course materials (including such resources as books, DVDs, etc. purchased with a course)
- Federal guidelines and standards pertaining to occupational health and safety and to applied ergonomics

Broad Content Areas of Written Examination Include:

- 1) Introduction to Occupational Health
- 2) Promoting Chiropractic Services with an Emphasis on Industrial Relations
- 3) Dept. of Transportation Drug Testing, and Alcohol Screening
- 4) Dept. of Transportation: Physical Examinations
- 5) Chiropractic Services within the Industrial Setting
- 6) Ergonomic Considerations for Seated Workers
- 7) Biomechanical Stress Index: Post-job-offer, Pre-placement Physical Examination Screening
- 8) Applied Ergonomics
- 9) The Business of Chiropractic Occupational Health
- 10) Workers' Compensation Insurance, Managed Care, and Regulatory Agencies Critical to Occupational Health Consulting and Treating Work-Related Injuries and Illness
- 11) Introduction to Environmental and Chemical Hazards. Applied Ergonomics.
- 12) Stress Management
- 13) Upper Extremity, Cumulative Trauma Disorders
- 14) Worksite Accident Prevention
- 15) Workplace Wellness
- 16) Returning the Injured Worker to the Workplace
- 17) Forensics Considerations in Occupational Health and the Functional Capacities Evaluation
- 18) Physical Rehabilitation of the Injured Worker
- 19) Identifying and Responding to Employers' Needs
- 20) Integration, Technology and Survival: Putting It All Together
- 21) Ergonomics – Setting Up Your Business for Success
- 22) Accident Investigation (Workplace)
- 23) On-site Chiropractic Employee Health & Safety

(The above list will evolve as course offerings become removed or added or updated; if in doubt, please inquire.)

Where to Complete the Exam

The online written examination is a proctored exam and may be completed at a remote location or on the campus of the university currently sponsoring the postgraduate program series.

Significant planning is involved and it takes many people to coordinate planning efforts to make it possible for you to complete your written exam. Please inquire about sitting for the exam at least 3 months in advance. Call (507) 455-1025 to get the ball rolling. (A good time to make this call is when you are about to cross the finish line for achieving the required 300 hours.)

Results

The Candidate sitting for the written exam will receive an immediate notification of the results/outcome of the completed written exam (barring any technical difficulties). Result will show a percentage score. The Candidate will not be able to review incorrectly answered questions or any unanswered questions; nor will the Candidate be able to review correctly answered questions.

Retaking the Exam – Read Carefully

The Candidate may retake the written exam if the first attempt resulted in failure. No two exams are exactly the same since exam questions are scrambled per exam attempt, and exam questions are randomly drawn from a larger pool of questions. Be advised that on the day of your first attempt at the exam, should it become necessary to retake the exam for any reason, it may or may not be possible to *immediately* retake the exam.

However, you might wish to be prepared to provide credit card (VISA/MC) information *at that time if* it is possible to proceed to immediately retaking the exam. Exam sessions are hard-wired for timing; once you submit the exam for scoring, you will not be permitted to immediately access the exam again. The opportunity for an *immediate* retake depends on the availability of remotely located personnel to be 'on stand-by' the day of your exam for accomplishing back-end administrative and technical functions to make the retake possible. Such persons may not be available. (*Credit card payment is only possible in the event of an immediate retake.*) Where *immediate retake* is not possible for any reason, please call 507-455-1025 to schedule the retake. (See also EMERGENCIES, pg. 9.)

Should the Candidate need to retake the written test a third time, the Candidate must wait for a period of 30 days and also make arrangements. Retake exam fee applies.

NOTE: WHEN YOU ACTUALLY ACCESS THE ONLINE EXAM – BE INTENTIONAL ABOUT READING EVERYTHING THOUGHTFULLY AND VERY CAREFULLY, SUCH AS:

- **Instructions appearing once you have access to the exam**
- **Every exam question, and every possible multiple choice answer**
- **ALL BUTTONS AND LINKS!**

PRACTICAL EXAMINATION FULFILLMENT

The Field Study Project or Research Paper is the equivalent of a practical examination. (Counted as 72 hours). Note that the written examination may not be applied for nor taken until the field study project or research paper has been submitted, completed and approved (in writing) by the mentor and specifically authorized educational institution, and/or the ACBOH Board of Directors.

NON-DISCRIMINATION POLICY

It is the policy of the ACBOH to not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Disabilities; Special Needs

The ACBOH will, upon request, make all reasonable accommodations (according to the Americans with Disabilities Act) to assist Candidates with disabilities toward completing the examination processes. Requests for special needs or reasonable accommodation must be made in writing at the time of application. In some cases, when accommodations may exceed 'reasonable accommodation', the costs for such will be at the Candidate's expense. Please be sure to make special needs or accommodations requests well in advance of the scheduled examination date.

Special Requests

Request for special testing accommodations that may be denied include (but is not limited to): Modified content of an examination; requests for extended time to complete exam; translation of educational, or study, or examination content; translation of educational or examination content to another language; provision of interpreter(s); and other special requests.

It is up to the Candidate to make any requests for reasonable accommodations **at the time of application**.

RECOMMENDATION LETTER REQUIREMENT

A Candidate **must** submit a letter of recommendation from the Dean or other authorized officer of the postgraduate school to the Secretary of the ACBOH Board of Directors to sit for the examination. This must be included with the application for examination(s).

APPLICATION PROCESS & SUPPORTING DOCUMENTS

To apply, the Candidate must complete the application form and submit it no less than 60 days prior to the scheduled examination date(s). **See Appendix A** for *Application Form*. The fee(s) must be paid at the time the application and all supporting documents are submitted. Examination date will be determined by the ACBOH Board of Directors' Secretary and other Board Directors and the Candidate.

In addition, the Candidate must submit the following:

- a letter of intent to the Secretary of the ACBOH Board of Directors to sit for the examination(s);
- a transcript of post-doctoral hours and grades (for the chiropractic occupational health and applied ergonomics program);
- certification of graduation with a DC degree from the college of chiropractic;
- a photocopy of the applicant's chiropractic college diploma;
- a letter of recommendation from the Dean or other authorized officer of the postgraduate

school;

- a photocopy of the applicant's current state(s) or province license to (currently) practice chiropractic.

Additionally, the Candidate assumes all responsibility for obtaining any study guides or manuals, or handout materials, DVDs, recommended reading lists, and any other materials relevant to the required coursework and/or preparations to sitting for examinations. Be sure to inquire about this when you apply.

Payment along with the application and any supporting documents must be mailed in a singular envelope or package. Incomplete or illegible application packages will result in the package being returned to the sender, and will result in a delay for the Candidate to participate in or schedule an examination.

EXAM FEES

Examination fees must be included with the *Application Form* no less than sixty (60) days prior to the scheduled examination date(s). Fees are payable by check or money order made payable to ACBOH.

Schedule of fees: (subject to change without notice)

\$ 65.00 Application Fee (first time submission)

\$ 65.00 Application Fee (resubmission of application due to incomplete application information or incomplete application package)

\$675.00 Written Examination

\$ ---.-- Proctor fee is to be Determined/Approved (Per Diem decided by ACBOH Board)*

\$ ---.-- to Retake Written Examination (to be determined)

* Candidate may be responsible for other reasonable Proctor expenses as: Proctor's reasonable travel expenses (determined per candidate exam session); other expenses decided during the planning stages for your written examination appointment.

Published examination fees are subject to change without notice.

Additional Fees

While the ACBOH awards the successful Candidate with a printed certificate indicating having achieved Diplomate status in the American Chiropractic Board of Occupational Health (DACBOH) at no cost to you, you may wish to have your certificate beautifully mounted on a wood award plaque or in another manner. Contemporary or traditional styles are available and at quite reasonable pricing; please inquire by calling 507-455-1025 during business hours.

Expenses that are entirely Your Own

Candidates are responsible for their own travel related expenses involved for participating in an

examination or for participating in any retake of the examination. Candidates are responsible for their own welfare and travel to and from any remote site and while at that site where the Candidate will complete the written examination. The ACBOH and its Board of Directors is not responsible for these things, nor are they responsible for mishaps, accidents and/or injuries the Candidate may incur as a result of being on any testing site property.

EMERGENCIES AND WITHDRAWAL

Emergency Medical

In the event of a Candidate's medical emergency causing cancellation or postponement, 90% of the examination fee will be refundable only if a written medical document to include original signature of physician is provided to the ACBOH Board and the Board gives approval for refunding.

Other than Emergency Medical (i.e., family emergency, etc.)

In the event the Candidate wishes to postpone the examination date for other reasons than a medical emergency, fees are non-refundable but will be applied to the next scheduled examination date. Candidate is subject to any published increases of fees and may be responsible for other expenses including but not limited to any applicable proctor fees/expenses, and certainly for technical support fees since technical support begins very early on in the planning for an individual Candidate's exam. A letter of intent must accompany the Candidate's request for postponement.

Emergencies as natural disasters (i.e., fire, building evacuation, flood, extreme weather, and other unfortunate situations) that might interrupt the examination that are not related to, or are outside of the control of the candidate and/or proctor, the candidate will not be held responsible for the consequences of; and if as the result of the emergency, the exam would need to be rescheduled, no additional exam fees would be required of the candidate; however travel and related expenses he/she might incur would remain the responsibility of the candidate. Contact the ACBOH to make arrangements to complete the exam at a later date.

Withdrawal

In the event of withdrawal by the Candidate, fees are non-refundable unless a written notice of withdrawal is received no later than 30 business days prior the schedule examination date. Even so, the Candidate may be responsible for expenses of the intended and approved proctor – an amount approved by the ACBOH Board. And the Candidate will also be responsible for paying the ACBOH a technical fee (amount to be determined at the time) because technical support is required even before the intended exam day/appointment.

APPROVAL FOR SITTING FOR EXAMINATION(S): ADMISSION LETTER

Upon approval to sit for the examination(s), an admission letter from the Secretary of the ACBOH will be provided to the Candidate no later than 45 days prior to the test date to include specific testing site, date, and reporting time. **Candidate must be on time; late arrival will**

result in non-admittance to the testing center. **Important:** the Candidate will be required to present admission letter at the testing center to gain admittance to the examination. Candidate must also present two forms of identification of which one must be a photo ID.

PREPARING FOR THE EXAMINATION

Preparing for the examination is the responsibilities of the Candidate. Preparation for sitting for the examination process involves steps listed below, and it is the responsibility of the Candidate to see that they have accomplished preparation steps to include:

- 1) Visit http://www.acacoh.com/ACBOH_candidate_handbook.html to view steps for preparing to sit for the examination(s) and (if any) a recommended reading list. **Be sure to check often for updates.** (*Be sure to refresh the web page each time you visit so that any new information will be visible.*)
- 2) **Review all handouts and notes and DVDs provided in the chiropractic occupational health and applied ergonomics postgraduate coursework material, including photo images of workplace settings that may have been referenced to in the printed or visual course content materials;** if you no longer have access to these materials please contact Northwestern Health Sciences University to request access.*
- 3) Review of any study guides provided to the Candidate if available. The Candidate must request and acknowledge receipt of such guides;
- 4) Be familiar with the broad field of chiropractic occupational health and applied ergonomics;
- 5) Be familiar with current federal guidelines pertaining to the Department of Transportation (DOT) and including the Federal Motor Carrier Safety Administration (FMCSA) and other DOT agencies; go to the DOT/FMCSA sources online to find federal guidelines;
- 6) Contact course instructors as appropriate if so desired;
- 7) Be familiar with current regulatory governmental standards, regulations, and mandates pertaining to the business and regulatory side of occupational safety and health; and,
- 8) Pay particular attention to the website as the study/prep guides (if any) and information about preparation steps may change without notice. Call (507) 455-1025 if for any reason you are not able to access the website. (Go to www.acacoh.com, and find the link for ACBOH then navigate to links for 'exams'.)

Important: the Candidate is responsible for broad knowledge of the entire field of chiropractic occupational health and applied ergonomics even though state and provincial laws governing the scope of chiropractic practice are highly variable.

Additionally, the Candidate is responsible for all preparation to also include desired self-study measures as appropriate. Should a written examination contain misspellings or typographical errors, the Candidate is still responsible for failure or success in testing.

The ACBOH conducts examination activities in a manner that upholds standards of competency in practice within the chiropractic specialty of occupational health and applied ergonomics.

*** Postgraduate coursework is the foundation for examination preparation. Review of all coursework content and materials will be essential to a successful outcome.**

Supplemental resources may be available

It is the responsibility of the Candidate to request and obtain (and therefore confirm receipt of) any available study guide(s), and any available recommended reading list, and other resources that may be available to you for the sake of preparing for the examination processes. Such information may also be provided at the following link:

At http://www.acacoh.com/ACBOH_candidate_handbook.html (updated at intervals, always refresh the web page each time you visit);

RULES OF CONDUCT FOR BOARD EXAMINATION PROCESSES

The Candidate will adhere to the following:

- 1) Arrive on time for scheduled examinations; as well, observe any requirement to arrive early for check-in or other administrative procedures conducted by exam site personnel;
- 2) Arrive with two forms of identification, one which will include a photo ID;
- 3) Assume assigned seating when required;
- 4) Arrive in attire that accommodates climate or room temperature changes;
- 5) Testing aids, study guides, and any other material relative to the completed coursework is forbidden from entering the testing center, including any audio materials, notes stored on cell phones or other technology/devices;
- 6) Refrain entirely from bringing food, drink, or tobacco products into the testing center; (sealed bottled water is permissible and your proctor may or may not provide this);
- 7) Remain within the testing center, taking any breaks at designated times only; should the Candidate require any unscheduled breaks, breaks will be documented by the testing center Proctor; during designated breaks, Candidate will be permitted to enter only certain areas of the testing facility;
- 8) Observe allotted time for scheduled breaks; Candidate is permitted a ten minute break per every exam hour during the exam. Exams are hard-wired on the back-end to run only for a specifically scheduled time period of 140 minutes (120 minutes allotted to the Candidate for completing and submitting the exam for final scoring; and two ten minute scheduled breaks. Unscheduled breaks are considered 'time lost' to the Candidate and cannot be made up.
- 9) You will not have use of cell phones, or have access to brief cases, or study materials in any form during the scheduled exam day until dismissal from the testing site. **Do not bring these items to the testing site.** If you bring a cell phone while traveling to the site, you must surrender it to the Proctor upon arrival to the testing site. However, you remain fully responsible in the event of any loss or damage or otherwise unfortunate happening. You will not have any access to your cell phone during the rest of your exam appointment. Be sure to pick up your cell phone from the Proctor at the end of the exam day;

- 10) You will be provided with a username and password minutes prior to accessing the online exam; this information is private to you and may not be shared with any other person including the Proctor and other testing site personnel. Login information and access to the exam expires once you have submitted exam for scoring and received the result of the exam (visible on screen to you).
- 11) Refrain completely from conversing with other Candidate(s) or with the Proctor or with others at the testing site concerning the examination questions and possible answers throughout the testing session/day and during breaks, including asking for, or giving or receiving assistance concerning the examination questions!
- 12) Communicate only with the Proctor during testing session/day for such things as technical problems, administrative tasks to be completed, scheduling breaks, and responding to events of the day.
- 13) Refrain completely from duplicating examination material in any way, and from removing examination material from the testing site/center including by verbal communication or by use of any technology; violation of this rule will be addressed by the ACBOH Board, potentially resulting in an outcome as a failed exam without the privilege for retaking the exam. Where criminal activity is involved, the candidate is subject to all imposed consequences.
- 14) Sign the required confidentiality statement(s) before accessing the exam; to refuse will result in the loss of the privilege to proceed with any testing and an automatic forfeiture any paid examination fees;
- 15) Refrain completely from bringing any and all personal items to the testing center; Candidate will not have access to such items during the testing session or at the testing site. If you leave such items in your vehicle (such as prior to entering the testing site) you assume full responsible for the safeguarding of such items.
- 16) If special accommodations are required concerning bringing necessary medications or personal medical equipment into the testing site, please contact the ACBOH prior to arriving at the testing center!
- 17) Refrain completely from bringing friends or relatives or others to the testing center; such individuals will not be permitted to wait at the site or be in contact with the Candidate throughout the testing session or during scheduled or any unscheduled breaks. (See also Special Accommodations in this Handbook.)
- 18) Use only pens, and other equipment provided to the Candidate at the testing center for the sake of signing the appropriate forms prior to accessing the online exam; surrender the pen to the Proctor prior accessing the testing room/space and prior to accessing the online exam.
- 19) The only item you are permitted to bring into the testing room is bottled water that is still sealed upon arrival to the testing site, or drinking water provided by the Proctor.
- 20) Examination administration sessions begin at sign-in and end at sign-out; Candidate will sign-in and sign-out at any breaks (time lost in unscheduled breaks cannot be made up).
- 21) Alert the proctor should any problems arise during the examination process; he or she is there to assist and to monitor you and the process throughout.

- 22) Refrain entirely any and all dishonest or unethical conduct! It is a privilege granted to you to participate in the written examination process, from planning to administration of the exam to completion and to dismissal from the testing site!
- 23) Refrain entirely from causing disturbances of any form; testing center administrators, supervisors, or proctors have full authority to determine action is a disturbance.
- 24) The online written examination requires login information that will be provided by the ACBOH representative 'the last minute' just before you are allowed to access the written exam. Such login info is to remain private to the Candidate! Exam times out and shuts down after you have been allotted 120 minutes exam time. Upon completion of the timed exam, future access to the examination is not possible.
- 25) The Proctor is required to provide as disturbance-free environment as is possible/practical. However, the Candidate should anticipate that there may be the usual sounds and even unpreventable sounds at the facility in which the exam takes place. (Examples: a clinical or university setting; or sounds associated with construction or sirens or people.) Because the exam is completed in remote areas in environments beyond the control of the ACBOH, anticipate what your environment might be like. It is doubtful that any environment (remotely or on campus) would be entirely distraction or noise free.
- 26) Candidate should be prepared – be sure you know these rules in advance.

GROUND FOR DISMISSAL; TERMINATION OF EXAMINATION PROCESS DUE TO VIOLATIONS

Violation of the Rules of Conduct will be documented in writing by the Proctor. A violation will likely result in the Candidate losing the privilege to proceed with any testing and an automatic forfeiture of examination fees paid. Violators will be dismissed from the testing center by the Proctor. The Candidate is always under the supervision of the Proctor.

YOUR POSITIVE EXPERIENCE

In all cases, the ACBOH will do the very best to prevent problems that could result in unplanned and unfortunate circumstances such as a late start, or rescheduling your exam at the last minute, or some other inconvenience. But even with every best effort, weeks of planning, and many people involved to make your exam session go smoothly, circumstances or unanticipated problems may occur that are beyond anyone's control.

As mentioned elsewhere in this handbook, many people become involved early on for making your exam possible; be assured it is not a casual thing, and that we are all devoted (as in absolutely committed) to making your experience a positive one.

And please remember, that we do not have any control over disruptions in internet service should it happen during your exam. (If the internet is down, arrange for the appropriate person which may be the Proctor or another person at the testing site to contact the service provider.)

The ACBOH assumes no responsibility or liability for inconvenience, expenses or other personal/professional damages that may be incurred by the Candidate due to unfortunate events.

TECHNOLOGY

Because the examination is online, the use of the internet is required. Any fee (if there is one) for the use of the internet is the Candidate's responsibility.

On the day of your examination, the ACBOH will have certain people in place (remotely) so that should a technical problem with the examination arise, assistance will be available.

THEREFORE, SCHEDULE YOUR EXAM SESSION FOR A WORK/WEEK DAY as these people are not available to you on weekends or holidays or evening hours.

Cell phones may not be used for taking the examination (and as mentioned elsewhere in this handbook are not permitted at the testing site). Candidates may not use their own devices for the exam.

The testing site is required to provide a computer for you to use for accessing and completing the exam; such computer (or laptop) may not previously have been owned by you, or loaned to you, or otherwise made accessible to you, or have been within your control.

Information on the Screen

Once you submit the exam for scoring, the result will nearly immediately display on the screen in front of you. Wait for it. Follow 'log-in and log-out instructions' that will be provided to you once your exam session/day has been scheduled.

Be aware that since the Proctor is required to observe that you have logged into the exam and that it displays for you, and then also observe as you log out of the exam, it is possible that a test score or result appearing on the screen at that time may be seen by the Proctor. Since the Proctor will be a Board member of the ACBOH, this will not compromise your privacy of the result because scores are reported to the ACBOH for its determination in awarding Diplomat status.

Similarly, during the examination as you respond to exam questions, at times, the Proctor may be within visual proximity of what appears on screen. Be comfortable knowing that the ACBOH provides a Proctor to ensure the integrity of the exam process, the safeguarding of the exam, to lend supervision to the Candidate, and to provide general oversight during the exam.

COMPLAINTS AND APPEALS PROCEDURES

Problems happen and inconveniences are common to living life. Your first course of action if a problem arises is to talk with your Proctor. In most situations, a practical solution can be arrived at and everyone enjoys a positive outcome.

For Unresolved Disputes

Please keep in mind that: Proctors are not police; Candidates are not robots; and the Board is comprised of people committed to your best interests. Our commonality is that we all want the best to happen. Let's work together for the integrity of all concerned, for the credibility of the exam, and the competency of the doctor, and safety for the general public.

However, if a dispute continues, the following actions are to take place:

1. Administrative adjudication of a complaint or dispute.
2. The complainant shall specifically state the complaint or dispute in written format addressed and submitted to the ACBOH Board Secretary for response by the full Board.
3. The Board shall respond within thirty (30) days to the submitted complaint or dispute.
4. The complainant shall then have thirty (30) days to respond to the report of the Board and submit any additional information supportive of the originally submitted complaint or dispute.
5. The Board shall then have thirty (30) days to respond concerning any additional information that was submitted by the complainant.
6. The complainant shall then have thirty (30) days to request an Appeal for a Full Review Board.

Appeal to a full Review Board

1. **Formation.** If the administrative adjudication is unsuccessful and the complainant requests it in writing, then a Review Board shall be designated by the Board to be formed consisting of:
 - a) a Diplomate of the American Chiropractic Board on Occupational Health (ACBOH) in good standing and who is not a member of the ACBOH Board;
 - b) an individual who is either an attorney or trained in law, such as an arbitrator or hearing officer; and,
 - c) an individual designated by the complainant.
2. **Procedure.** The Chair of the Review Board shall be designated by the Board. The Review Board shall remain neutral and shall act as a judicial tribunal to hear the complaint or dispute. The Review Board shall set a date within thirty days (30) for a hearing and conduct a hearing at which time the Board shall make a presentation concerning the dispute and the complainant or representative thereof shall make a presentation concerning the dispute. Witnesses, testimony and other evidence shall be presented to the Review Board for its consideration. The Review Board shall make a finding of facts and conclusions binding all parties, within sixty (60) days of the hearing.
3. **Costs.** All costs for the Review Board proceedings shall be borne and paid by the non-prevailing party, including but not limited to attorney's fees and *per diem* expenses and remuneration of Review Board members and witnesses. In order to initiate the proceedings, the complaining party shall post with the Board a bond in the amount of fifteen thousand dollars (\$15,000 U.S.), unless, upon showing of good cause, the Board determines a lesser amount appropriate. If the complaining party does not prevail, the bond amount shall be applied to the Board's costs and attorneys' fees, and any balance shall be returned. Any costs and attorneys' fees exceeding the bond amount shall be paid by, and may be recovered against, the complaining party.

Examination Appeals

1. The Board must receive Complaints/Appeals within three (3) months of the (postmarked) mailing date of exam results to be considered.
2. The cost of reviewing failed parts of the examination will be non-refundable and set annually by the Board.
3. The written examination is graded by computer and is not subject to re-grading. Other complaints regarding the examination will be adjudicated according to the general Appeals policy and procedure.
4. Appeal of the Field Study Project (or Research Paper) consists of two Board members who did not grade the candidate's project prior by reviewing and (re)scoring. If the two Board members disagree on the outcome, a third Board member will step in to aid the process. This will occur within thirty (30) days after the appeal is made.
5. See the general Appeals Policy and Procedure to take the process further than described above.

DIPLOMATE STATUS – RECORDKEEPING

The ACBOH will maintain a database of DCs awarded Diplomate status in the American Chiropractic Board of Occupational Health (DACBOH). It is the responsibility of the DC to inform the ACBOH of any name changes, as well as changes in address, phone, email or other contact information, as well as in the event of the loss of license to practice chiropractic. (A benefit of keeping your information current is that you can be kept abreast of any news concerning the ACBOH or Diplomate program, re-certification requirements, and so forth.) The database of DACBOHs is not sold nor provided to any other source except where law or bylaws require such provision for public record. The American Chiropractic Association (ACA) does publish a list of Diplomates of all Chiropractic Specialties on its website.

DIPLOMATE RECOGNITION

Doctors awarded Diplomate status in the American Chiropractic Board on Occupational Health (DACBOH) are required to adhere to its published Code of Ethics, recertification or Maintenance of Certification (MOC) requirements, and all other program policies and procedures in their current or amended form. (Published Code of Ethics may or may not be the same as currently published Code of Ethics of the ACA.)

MAINTENANCE OF CERTIFICATION REQUIREMENTS (MOC)

As per decision of the Board. Currently it is 12 hours CE credits biannually. Further information and guidance is available by calling 507-455-1025. MOC requirements may change without advance notice.

APPENDIX A

- **Application Instructions and Form**
- **Study Guide Information**
- **Recommended Reading Information ([link](#))**

APPLICATION FORM: EXAMINATION OF THE AMERICAN CHIROPRACTIC BOARD ON OCCUPATIONAL HEALTH (ACBOH)

Page 1 of 3

Application Completion Instructions

- The application will not be processed unless it is complete and includes all necessary and required documentation and payments.
- Include a clear copy of your current license to practice chiropractic (required).
- It is your responsibility to request the college submit transcripts/confirmation of your completion of the chiropractic occupational health and applied ergonomics coursework in its entirety.
- Transcript must be provided with your application.
- Provide written evidence that your field study project or research paper has been approved.
- **This signed application, test fee and supporting documents must be received no later than 60 days prior to the examination date.**
- Include payment with your application; refer to the EXAM FEES published in this handbook.
- You are responsible to have read the Candidate Handbook and all terms associated with applying and fees involved including medical emergency and postponement and cancellation.
- Submission of your application packet is your acknowledgement of having read the entire Handbook and understanding terms within it.
- Applications including all supporting documents and payments are to be mailed (at the expense of the Candidate) in a manner in which the applicant is able to confirm the packet has been received by recipient. Use USPS, UPS, or FED EX.
- Be sure to keep photocopies of your application and all supporting documents.
- Applications and all supporting documents and payments in full should be mailed to: **ACBOH Headquarters, 930 Crestview Lane, Owatonna MN 55060 or call 507-455-1025 to inquire.**

I AM APPLYING FOR: (circle appropriate exam)

written exam

retake written exam

NAME _____ email: _____

ADDRESS: (street, not PO Box) _____

CITY _____ STATE _____ ZIP _____

OFC PH: _____ CELL/OTHER: _____

LICENSE # _____ STATE _____ OTHER STATE(S) _____

CHIROPRACTIC COLLEGE _____ YR. OF GRADUATION _____

COMPLETION DATE OF DIPLOMATE COURSEWORK _____ (per transcript)

DESIGNATE OTHER DEGREES _____

SPECIAL ACCOMMODATIONS – PLEASE BE SPECIFIC (please include a physician’s note supporting your need for special accommodations):

CONTINUE TO NEXT PAGE OF APPLICATION!

Application: page 2 of 3

EXAMINATION FEES

- \$ 65.00 Application Fee (first time submission)
- \$ 65.00 Application Fee (resubmission of application fee)
- \$675.00 Written Examination
- \$ ---.-- Proctor fee is to be Determined/Approved (Depending on the Proctor)
- \$ ---.-- to Retake Written Examination (to be determined)

Published examination fees are subject to change without notice. Be sure to inquire upon application by calling (507) 455-1025 during normal business hours.

TOTAL AMOUNT ENCLOSED:

\$ _____ **Check #:** _____ (Sorry, no credit card payments accepted.)

* *Candidate must provide written permission by ACBOH Secretary to apply for and retake examination(s).*

PAYMENT METHOD

Pay by check (only) made payable to: ACBOH. Cashier's checks are also accepted. Do not send cash.

SUPPORTING DOCUMENTS AND INFORMATION REQUIRED

Provide the following with your application and payment:

- Copy of current chiropractic license to practice
- Copy of official transcript indicating completion of minimum required hours of the chiropractic occupational health and applied ergonomics postgraduate coursework
- Any supplemental documentation requested above
- Wallet sized photo of yourself with your printed name and personal signature on the back
- Payment in full (see fee structure above)
- All 3 pages of the Application Form

Be informed that on the day of your exam, should it become necessary to retake the exam because of being unsuccessful at the first attempt to achieve a passing score, it may or may not be possible to *immediately* retake the exam. However, you might wish to be prepared to provide credit card (VISA/MC) information *at that time* if it is possible to proceed to immediately retaking the exam. Exam sessions are hard-wired for timing; once you submit the exam for scoring, you will not be able to access the exam again. The opportunity for an *immediate* retake depends on the availability of certain personnel to be 'on stand-by' the day of your exam for accomplishing back-end administrative and technical functions to make the retake possible. Such persons may not be available. Credit card payment is only possible in the event of an immediate retake.

CONTINUE TO NEXT PAGE OF APPLICATION!

Application: page 3 of 3

ACBOH CERTIFICANT AND CANDIDATE AGREEMENT AND RELEASE

I certify that the information provided in this application is accurate and complete. By my signature below, I represent and agree to the terms, conditions, and releases related to ACBOH certification:

- I agree to satisfy and conduct myself in accordance with all ACBOH certification and recertification policies and requirements, including any ACBOH Code of Ethics, recertification requirements, and all other ACBOH Certification Program policies and procedures, in their current or amended form.
- I agree to notify the ACBOH Board of changes concerning the information I have provided here.
- I will provide a complete and accurate explanation and true copies of the materials to the ACBOH with this application.
- I agree that the ACBOH has the right to communicate with any person, educational institution, or organization to review or confirm the information in this application or any other information related to my application or ACBOH certification. Further, I agree to, and authorize, the release of any information requested by the ACBOH for such review and confirmation.
- I agree that certification by the ACBOH does not imply licensure, registration, or government authorization to practice chiropractic occupational health or to engage in related activities.
- I agree that all materials that I submit to the ACBOH become the property of the ACBOH and that the ACBOH is not required to return any of these materials to me.
- I agree that all disputes relating in any way to my application for certification, examination, and/or recertification will be resolved solely and exclusively by means of ACBOH Certification Program policies, procedures and rules, including the Certification Appeals Procedures.
- I release and indemnify the ACBOH from all liability and claims that may arise out of, or be related to, my practice of chiropractic occupational health and related activities.
- I hereby release, discharge, and indemnify the ACBOH, its directors, officers, members, examiners, employees, proctors, administrative individuals, attorneys, representatives, and agents from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with, this application, the scores given with respect to the examination, or any other action taken by the ACBOH Board of Directors with regard to certification, testing, and recertification, including, but not limited to, all actions related to ethics matters and cases.
- I understand and agree that any decisions concerning whether I qualify for any certification, as well as any decisions regarding my continuing qualification for any certification and my compliance with the ACBOH Code of Ethics, rest within the sole and exclusive discretion of the ACBOH Board of Directors and that decisions are final.

I understand and agree to all of the terms set forth above.

SIGNATURE _____ **Date** _____

PRINTED NAME _____

CURRENT EMAIL ADDRESS: _____

MAIL APPLICATION (all pages) ALONG WITH PAYMENT AND SUPPORTING DOCUMENTS AND INFORMATION TO:

**ACBOH HEADQUARTERS
930 CRESTVIEW LN
OWATONNA MN 55060** (Do not email your application documents! They will not be accepted!)

STUDY/PREP (for exam) TIPS

To prepare for examinations, carefully and thoroughly review all:

- Course handout materials and DVDs candidate purchased through Northwestern Health Sciences University's Diplomate course offerings;
- *Important Critical Reminders & Clarification: DOT Substance Testing* (visit http://www.acacoh.com/ACBOH_candidate_handbook.html or email boardexaminfo@gmail.com to obtain this file);
- All Federal Guidelines pertaining to the Medical Program (performing DOT physical examinations) at <http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm>;
- All Federal Guidelines pertaining to DOT drug testing and DOT alcohol screening at <http://www.dot.gov/odapc/part40.html> ;
- OSHA 300 Log Recordkeeping Federal Guidelines which may be accessed at <http://www.OSHA.gov/recordkeeping>;
- Items posted at http://www.acacoh.com/ACBOH_candidate_handbook.html.

RECOMMENDED READING LIST

Recommended Reading (if available) will be posted at
http://www.acacoh.com/ACBOH_candidate_handbook.html.