

## Chapter Chir 2 EXAMINATIONS

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**Chir 2.01 Scheduling of examination.** (1) The board shall determine the subjects for examination of applicants for license as a chiropractor. The scope, content, form and character of the examination shall be the same for all applicants.

(2) Examinations shall be held at least twice a year at a time and place designated by the board.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85.

**Chir 2.02 Applications.** An applicant for the practical examination demonstrating clinical competence for license as a chiropractor shall make application on a form prescribed by the board at least 30 days prior to the date of the next scheduled examination and shall also submit:

**Note:** Applications are available upon request to the board office, 1400 East Washington Avenue, Madison, Wisconsin 53702.

(1) The fee required under s. 440.05 (1), Stats.

(3) An official certified transcript sent directly to the board from a college or university accredited by an accrediting body listed as nationally recognized by the secretary of the federal department of education, or a post-secondary technical college showing completion by the applicant of a minimum of 60 credits in post-secondary academic education as specified in s. 446.02 (2), Stats.

**Note:** Accrediting bodies nationally recognized by the secretary of the federal department of education include the New England Association of Schools and Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

(4) An official certified transcript sent directly to the board from a chiropractic college accredited by the commission on accreditation of the council on chiropractic education, or approved by the board.

(5) Proof of successful completion of the initial licensure examinations of the national board of chiropractic examiners.

(6) Applications for an initial license to practice chiropractic in this state received on or after July 1, 1998, shall include all of the following:

(a) An official certified transcript sent directly to the board from a college or university accredited by an accrediting body listed as nationally recognized by the secretary of the federal department of education, stating that the applicant has graduated from that college or university with a bachelor's degree.

(b) An official certified transcript sent directly to the board from a college of chiropractic accredited by the council on chiropractic education and approved by the board stating that the applicant has graduated from the college with the degree of doctor of chiropractic.

(7) An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

**Note:** The bachelor's degree and the doctor of chiropractic degree may be earned in either order or simultaneously, but the board may not grant a license to any applicant who does not have both degrees.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. (4), Register, May, 1986, No. 365, eff. 6-1-86; am. (4), Register, November, 1989, No. 407, eff. 12-1-89; cr. (6), Register, September, 1994, No. 465, eff. 7-1-98; am. (4), Register,

September, 1995, No. 477, eff. 10-1-95; am. (intro.), (1), (3) to (6), r. (2), cr. (7), Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 2.025 Time for completing applications and taking examination.** An application is incomplete until all materials described in s. Chir 2.02 are filed with the board. All application materials described in s. Chir 2.02 shall be filed with the board within one year from the date the first item is filed. If an application is incomplete for more than one year, or if an applicant fails to take an examination within one year from the date the application is complete, the applicant shall begin the application process anew in order to take the practical examination demonstrating clinical competence for a license as a chiropractor.

**History:** Cr. Register, November, 1989, No. 407, eff. 12-1-89; am. Register, June, 1993, No. 450, eff. 7-1-93; am. Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 2.03 Form of examination.** (1) STATE LAW EXAMINATION. An applicant shall pass an examination on state laws including but not limited to ch. 446, Stats., and chs. Chir 1 to 11.

(2) PRACTICAL EXAMINATION DEMONSTRATING CLINICAL COMPETENCE. An applicant shall pass each part of a practical examination demonstrating clinical competence which includes the following parts:

- (a) Physical and clinical diagnosis.
- (b) X-ray interpretation.
- (c) Adjustment and technique.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; am. Register, October, 1988, No. 394, eff. 11-1-88; am. (1), (2) (intro.) and (b), Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 2.04 Unauthorized assistance or cheating on examinations.** The board may withhold the grade, deny release of grades or deny issuance of a credential of an applicant who gives or receives unauthorized assistance during the state law or practical examination demonstrating clinical competence, violates rules of conduct of an examination, or otherwise cheats or acts dishonestly respecting an examination. The board may consider this applicant for retesting at a future time.

**History:** Cr. Register, December, 1984, No. 348, eff. 1-1-85; r. and recr. Register, October, 1988, No. 394, eff. 11-1-88; am. Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 2.05 Controls.** The board chairperson, examiner, or examination provider personnel may announce time limits and other necessary controls prior to the examinations. A valid driver's license bearing the applicant's photograph or an official photo identification card shall be required for admission to all examinations.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. Register, September, 1999, No. 525, eff. 10-1-99.

**Chir 2.06 Instructions to be followed.** The board may deny credit on any question if examination instructions are not followed.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88.

**Chir 2.07 Passing grade.** (1) NATIONAL EXAMINATION. To pass the examination of the national board of chiropractic

examiners, each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by the national board of chiropractic examiners.

**(2) STATE LAW EXAMINATION.** To pass the state law examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice.

**(3) PRACTICAL EXAMINATION DEMONSTRATING CLINICAL COMPETENCE.** To pass the practical examination demonstrating clinical competence, an applicant shall receive a grade determined by the board to represent minimum competence to practice on each part of the examination.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; **am. (2) and (3), Register, September, 1999, No. 525, eff. 10-1-99.**

**Chir 2.08 Announcement of results.** Examination results shall be released to the applicant after all papers are graded and the results have been approved by the board.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; **am. Register, September, 1999, No. 525, eff. 10-1-99.**

**Chir 2.09 Failure and review. (1)** In case of failure of an applicant on the practical examination demonstrating clinical competence, all grades below passing shall be reviewed by the board or by 2 members designated by the chairperson.

**(2)** An applicant who fails the state board examination may request a review of that examination. The applicant must file a written request to the board within 30 days of the date on which examination results were mailed.

**(3)** The time for review shall be limited to 4 hours.

**(4)** The examination shall be reviewed only by the applicant and in the presence of the proctor.

**(5)** The proctor shall not respond to inquiries by the applicant regarding allegations of examination error.

**(6)** Any comments or claims of error regarding specific questions or procedures in the examination may be placed in writing on the provided form. These comments shall be retained and made available to the applicant for use at a subsequent hearing.

**(7)** An applicant shall be permitted to review the examination only once.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; **am. (1), Register, September, 1999, No. 525, eff. 10-1-99.**

**Chir 2.10 Claim of examination error. (1)** An applicant wishing to claim examination error must file a written request

for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of license applied for.

(c) A description of the perceived error; including specific questions or procedures claimed to be in error.

(d) The facts which the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

**(2)** The board shall review the claim and notify the applicant in writing of the board's decision and any resulting grade changes.

**(3)** If the decision does not result in the applicant passing the examination, the applicant's application shall be deemed incomplete, and the applicant may be reexamined. If reexamination is not available within 6 months of the date of the examination which the applicant failed, the applicant may request a hearing under s. RL 1.07.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; **am. (1) (intro.) to (c) and (3), Register, September, 1999, No. 525, eff. 10-1-99.**

**Chir 2.11 Reexamination. (1) STATE LAW EXAMINATION.** An applicant who fails the state law examination shall be required to retake that examination.

**(2) PRACTICAL EXAMINATION DEMONSTRATING CLINICAL COMPETENCE.** An applicant who fails the practical examination demonstrating clinical competence due to the failure of one part of the examination may retake the failed part only. An applicant who fails the practical examination demonstrating clinical competence due to the failure of 2 or more parts of the practical examination shall be required to retake the entire practical examination demonstrating clinical competence.

**Note:** A list of all current examination fees may be obtained at no charge from the Office of Examinations, Department of Regulation and Licensing, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

**(3) LIMITATION ON REEXAMINATION.** If an applicant does not pass all parts of the examinations under subs. (1) and (2) within 2 years of the first attempt, the applicant shall retake and pass the entire practical examination demonstrating clinical competence and state law examination in order to be licensed.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; **am. (1) and (2), Register, June, 1994, No. 462, eff. 7-1-94; am. (2) and (3), Register, September, 1999, No. 525, eff. 10-1-99.**