



## **Annual Recertification Requirements for Diplomates:**

**The following items need to be submitted to complete your recertification requirements:**

- **Payment of the annual recertification fee**
- **Proof of attendance for at least 30 more hours of continuing education from a CAGEN approved source or through self-study (Self-study credit requires pre-approval, please let me know if you need the instructions)**
- **A bibliography listing of at least 24 neurology related journal articles from peer-reviewed publications**
- **A copy/image/picture of your unexpired DC or medical license uploaded to your profile or a letter of good standing from your board of chiropractic**

An invoice with a payment link will be emailed to you either upon request or in September. The payment is due in the period between October 1st and December 31<sup>st</sup>. Waiting until the end of that period to email your recertification documents and make payment will delay the processing of the recertification documents, due to the volume of submissions at that time.

Early submissions are appreciated and facilitate a much faster turn around on certification status verification.

The policy for continuing education is a sliding two-year review window. For 2022 the years under review are 2021-2022. Next year the review window will be 2022-2023. The requirement is for a minimum of 60 hours in the two years with an annual minimum of 15 CE hours.

Please email the documents to the Executive Director at [executivedirector.acnb.org](mailto:executivedirector.acnb.org) or fax them in to (254) 230-9711.

Your annual fee may either be by check, money order, credit or debit card online or through PayPal-Send Money to a Friend feature.

Mail your check or money order to: ACNB, 3710 Robinhood Drive. Temple, TX 76502.

Please check the information in the Doctor Locator to assure that your contact information is correct. Notify the ACNB office with the updated information if it is not.

If you have not completed your re-certification for the current year or have any questions, please contact April Cousins, Executive Director by email at [ExecutiveDirector@acnb.org](mailto:ExecutiveDirector@acnb.org) or calling (254) 231-8508.