



American Chiropractic  
Neurology Board

# Candidate Handbook

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# Introduction

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## Mission Statement

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The mission of the American Chiropractic Neurology Board (ACNB) is to protect public safety by conducting certification and recertification activities in a manner that upholds standards for competent practice in the health care specialty of Chiropractic Neurology.

The Board administers examinations for the purpose of evaluating the candidate's proficiency in Neurology and issues the credential of Diplomate of the American Chiropractic Neurology Board (DACNB) to those candidates who successfully pass its Board examinations.

## Purpose

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The purpose of the certification program of the American Chiropractic Neurology Board is to conduct certification activities in a manner that upholds standards for competent practice in the health care specialty of Chiropractic Neurology. The Board also conducts recertification designed to enhance the continued competence of the individual with respect to personal knowledge and skills and changes in practice in the field.

The population of certificants are Doctors of Chiropractic, or an equivalent doctorate degree in medicine or osteopathy, and is duly licensed or registered in their state or country, who have completed specialist level training in neurology from a chiropractic college, university, institution, foundation or agency who is approved by the Commission for Accreditation of Graduate Education in Neurology (CAGEN) of a minimum of 300 credit hours and who have demonstrated competency in both written and performance examinations administered by the Board in the specialty of chiropractic neurology.

The Board administers examinations for the purpose of evaluating the candidate's proficiency in chiropractic neurology. Each candidate who is successful on all parts of the Board Examination of the ACNB shall receive a document certifying that he/she is a:

**DIPLOMATE OF THE AMERICAN CHIROPRACTIC NEUROLOGY BOARD**

The Board maintains testing mechanism(s) that measure the knowledge, skills and abilities required for entry level, maintenance and/or advancement in the specialty of chiropractic neurology. The test construction is based on the content specified by the job analysis and the examinations are statistically verified as valid and reliable. The most recent job analysis was completed in 2019. The examinations cover both a cognitive written examination and a performance examination demonstrating desired cognitive knowledge, psychomotor skills and clinical applications of the content identified in the job analysis. The Board awards certification only after the knowledge, skills and abilities of the individual have been evaluated and determined to be acceptable.

## Scope

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The population of certificants are Doctors of Chiropractic, or an equivalent doctorate degree in medicine or osteopathy, and is duly licensed or registered in their state or country, who have completed specialist level training in neurology from a chiropractic college, university, institution, foundation or agency who is approved by the Commission for Accreditation of Graduate Education in Neurology (CAGEN) of a minimum of 300 credit hours and who have demonstrated competency in both written and performance examinations administered by the Board in the specialty of neurology.

Each Diplomate must maintain annual recertification. The ACNB lists all Diplomates in good standing in the Doctor Locator link on the [www.acnb.org](http://www.acnb.org) website. This serves to inform the public that these individuals have demonstrated the knowledge, skills and abilities of an entrance level chiropractic neurologist and continue to maintain their certification annually.

Development and maintenance of the examination is based on a Job Analysis Study process that is designed to ascertain, directly from practicing professionals, the frequency with which prerequisite knowledge is applied in practice, and the importance or criticality of this knowledge. Content is added to the examination only after it has been identified through this process and accepted by subject matter experts as required by the ACNB examination development policies in this manual.

# Section 1: Applying for Certification

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## Eligibility Rationale

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ACNB has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by ACNB have an acceptable level of knowledge and skill needed to provide Chiropractic Neurology services at an entry level. In establishing these requirements, the ACNB acknowledges that a combination of education, licensure, work experience, and demonstrated knowledge are essential for individuals earning the DACNB credential. Using a nationally recognized process to define the roles and responsibilities of the industry professional, ACNB awards the DACNB credential after the individual passes a written and performance exam to demonstrate their competence.

- **Education**: Completion of a Doctor of Chiropractic program, or equivalent doctorate degree in medicine or osteopathy and duly licensed in his/her state or country, provided by an accredited college demonstrates that applicants have received education in basic sciences and chiropractic technique, have been prepared as primary healthcare professionals, have received evidence-based clinical training, and are qualified to provide patient examination, diagnosis, and treatment.
- **Post-doctoral program in neurology**: Completion of a post-doctoral neurology program demonstrates that applicants have received advanced education related to neurological disorders with an understanding of neurological disease and the principles and methods of neurological assessment that is not included in Doctor of Chiropractic curriculum.
- **License or registration**: Compliance with legal requirements for licensure or registration is required as an essential component of public protection.

All candidates for certification must meet all the eligibility requirements established by the ACNB in effect at the time of their application for certification (see Eligibility Criteria section below). Candidates cannot earn certification without passing the certification exams.

## Eligibility Criteria

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To be eligible for certification as a Diplomate of the American Chiropractic Neurology Board (DACNB) all applicants must:

1. Hold the degree of Doctor of Chiropractic, or an equivalent doctorate degree in medicine or osteopathy, and is duly licensed or registered in their state or country, from a CCE accredited college (USA) or its equivalent.

2. Provide official transcripts and diploma from the CCE accredited chiropractic college or its equivalent.
3. Show evidence of having successfully completed a post-doctoral program in neurology of at least 300 credit hours from a chiropractic college, university, institution, foundation or agency whose program is approved by the continuing education committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN). The Chiropractic College, organization, institution, foundation, or agency from which the applicant has completed his/her course of study must certify to the Board that the applicant has satisfactorily completed at least 300 credit hours of postdoctoral instruction in neurology.
4. Possess a chiropractic or medical license or other clinical license that permits diagnosing and treating patients by the laws in the jurisdiction where the individual practices and be in good standing with the respective licensing/registration agency.
5. Submit an application online with the requirements specified by the Board by the Board designated deadline.
6. Submit the non-refundable application fee.

The ACNB does not accept alternatives to the requirements for initial certification set forth above. Specifically, the clinical degree and license to practice are essential under the law and cannot be subsumed by any amount of alternative experience. The three hundred (300) hours of study in Neurology must be completed as defined above. To alter this requirement might serve to jeopardize the consumer of quality services.

## **Application Instructions and Requirements**

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Taking the certification examination is voluntary. ACNB strictly adheres to the eligibility requirements for certification. It is the responsibility of the applicant to comply with all policies, procedures, and deadlines in order to establish eligibility to take the examinations.

To apply for certification candidates must register and demonstrate that they meet the required eligibility criteria. To complete the registration process, you must:

- Complete the application available under the “Resources” tab of the ACNB web site at: <https://www.acnb.org/Resources.aspx>
- Print the application, complete, sign, and submit it with the required documentation (as outlined below) by one of the following methods:
  1. Email: [Executivedirector@acnb.org](mailto:Executivedirector@acnb.org)
  2. Fax: 254-230-9711
  3. Mail: ACNB, 203 Champion Drive, Little River-Academy, Texas 76554

- Submit the non-refundable examination fee. The fee is set by the Board annually and can be found under the “Resources” tab of the ACNB web site at:  
<https://www.acnb.org/Resources.aspx>.

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### *The following documentation must be submitted:*

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- Completed DACNB Examination Application
- Doctor of Chiropractic:  
Applicants are required to supply a copy of their diploma or transcript. Documents are reviewed to verify degree was received from a CCE accredited college in the USA or its equivalent internationally.
- Post-doctoral program:  
Applicants are required to submit certificates of attendance for each class taken. Proof of attendance from the teaching institution is sent to the Executive Director from the candidate or teaching institution.
- Chiropractic license, medical license or other clinical license that permits diagnosing and treating patients by the laws in the jurisdiction where the individual practices:  
Applicants are required to submit a copy of their license or third-party proof of a valid license, such as a listing of status from the respective state or provincial or national board of medicine licensing. The Executive Director reviews the license to ensure that it is current and in good standing.
- Request for Special Accommodations documentation (if applicable)

Information provided by applicants will be reviewed and verified.

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### *Examination Fees*

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The examination fee schedule is posted on the ACNB web site at  
<https://www.acnb.org/Resources.aspx>.

The examination fee covers exam consultant and construction, exam printing, shipping fees to exam sites, certificate printing and mailing fees, exam administration fees at each exam site, travel expenses for examiners and exam administrators.

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### *Application Deadlines*

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Applications are due 90 days prior to the published examination dates. Candidates will be notified by email regarding acceptance of their application.

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### *Incomplete Applications*

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An application will be considered incomplete if any of the requested information is missing, illegible, or the appropriate fee is not included. Candidates will be notified via email that the application is incomplete and what must be done to complete the application. If the candidate does not respond, an email notification will be sent to inform the candidate that the application

will not be processed. Applications must be complete before they are processed and approved. Incomplete applications will not be returned.

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### *Examination Dates and Locations*

The DACNB written and performance exams are offered at least once each year. The exam is offered in at least one location specified by the Board. The dates and locations of upcoming exam administrations are published on the ACNB web site at [www.acnb.org](http://www.acnb.org).

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### *Eligibility Appeals*

A candidate whose eligibility has been denied may appeal the decision.

If an applicant who holds a chiropractic, medical license or other clinical license that permits diagnosing and treating patients by the laws in the jurisdiction where the individual practices and has acquired advanced training in neurology of at least 300 credit hours, he or she may request reconsideration of an adverse eligibility decision.

Any request for reconsideration must be sent to the ACNB Executive Director via email within 10 days of the receipt of the adverse eligibility decision. The Executive Director will forward the notice to the Board of Directors for review. The Board will review the applicant's training and the program or coursework that the individual took and make a determination on equivalency and appropriateness, licensure appropriateness or timing of graduation. The reconsideration request will be reviewed within 10 days of receipt. If deemed equivalent and appropriate by the Board, the applicant will be permitted to take the examination and written notice will be sent to the applicant within 10 days of the review. The applicant must re-submit the application within 10 days after the receipt of the review decision in order to take the examination.

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## **Exam Scheduling**

Within 10 days of completion of the examination application process, ANCB will verify candidates' eligibility to test and will confirm, via email, the candidate's scheduled exam date and location. The exam application process includes the receipt of all required documentation by the ACNB and payment of the exam fees by the Candidate.

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### *Cancellations and Rescheduling*

Examination fees are non-refundable. Applicants who must cancel their exam due to severe illness, active military duty, or other extenuating circumstances may request a refund or request to apply examination fees to a future exam by contacting the Executive Director prior to the examination date. Such requests are considered on a case-by-case basis by the Board.



## Section 2: Preparing for the Examinations

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### How the Exams Were Developed

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The American Chiropractic Neurology Board conducts certification activities in a manner that upholds standards for competent practice in the health care specialty of Chiropractic Neurology in order to protect the public. The DACNB examination is designed to assess the knowledge and skills required for certification in the healthcare specialty of Chiropractic Neurology. The examination identifies individuals who can perform duties around specified skill sets, without harm to participants or the general public and distinguishes between qualified and unqualified candidates.

The written and performance examinations are developed based on a Job Analysis Study conducted by ACNB every 5 (five) years. Each job analysis includes contributions from qualified Subject Matter Experts (SMEs) and incorporates the knowledge, skills, and attitudes of the DACNB. The determined life of the Job Analysis is based on the rate of expected change in relevant information, scientific progress in the field, and other changes in the profession.

Test items used in the examination are keyed to the examination content outline/blueprint and validated by the collective judgment of the subject matter experts available in a series of committees. These committees include objective writers, case study writers, item writers and distracter writers. These committees validate items using source documents from the chiropractic neurology field. All of these activities are conducted under the direction of a consultant psychometrician and are subject to the National Commission for Certifying Agencies (NCCA) (USA) Standards.

ACNB oversees a continual process of question writing, review and evaluation to ensure that exam content remains up-to-date, accurate, and consistent with the content outline.

### Studying for the Exams

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The DACNB exam has written and performance components. The exams cover the topic areas outlined in the Job Analysis and Exam Content Outline. Candidates are encouraged to review these areas and the resources listed below in preparation for the exams. Candidates also are encouraged to discuss the rigors of the Board Certification Examination with other Diplomates as well as with their post-graduate course professors and instructors.

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#### *Written Exam*

The written exam is a 300 item, multiple-choice examination. The questions are designed to test recall skills and the candidate's ability to apply knowledge, interpret data, and solve problems. The exam is offered in English only. Eight (8) hours are allowed to take the exam.

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#### *Performance Exam*

The performance examination includes a complete physical/neurological examination resulting in a diagnosis, differential diagnoses, any investigative imaging or referrals, treatment plan. The performance exam is offered in English only. One and one-half hours (90 minutes) are allowed to complete the performance exam.

## Study Resources

- **Post Graduate Neurology Programs**

Post Graduate Neurology programs that are accredited by the Commission for the Accreditation of Graduate Education in Neurology (CAGEN) are the foundation for Board Examination preparation. The American Chiropractic Association's Council on Neurology Education Committee has provided CAGEN with certain guidelines and expectations.

- **Board Review Course**

Individuals are encouraged to take a Board Review Course approved by the Commission for the Accreditation of Graduate Education in Neurology (CAGEN). The ACNB does not conduct or sponsor review courses. Candidates for examination should realize that all questions are specific to the practice of Chiropractic Neurology.

- **ACNB Competency Guide**

The Competency Guide is posted on the ACNB web site ([www.acnb.org](http://www.acnb.org)), in the Resources section, at no cost. This material covers the Job Analysis and Test Blueprints, references used to validate the examination items and other pertinent materials and logistics involved in the development of the exam.

## Exam Content Outline

Both the written and the performance examination are clinical in nature and reflect the job analysis. Candidates are encouraged to review the exam content outline and the following suggested study resources to prepare for the evaluations.

Written Exam Content Outline (continued on the next page)

Work Activities	Percentage and Number of Questions	
	%	N
1. Take a Patient History	5%	15
2. Perform a Physical Exam	10%	30
3. Conduct or Order Special Studies	6%	18
4. Identify Diagnosis(es), Differential Diagnosis(es), Disease Processes, Metabolic Rate, Pathways	45%	135
5. Treatment and Rehabilitation	30%	90
6. Referral	4%	12
<b>Total</b>	<b>100%</b>	<b>300</b>
Content Domains	Percentage and Number of Questions	
	%	N
1. Autonomic Nervous System	7%	21
2. Basal Ganglia	6%	18
3. Brain and Its Environment	5%	15
4. Brainstem	8%	23
5. Cerebellum	8%	25
6. Cranial Nerves	7%	21
7. Head and Face Pain	6%	18

8. Limbic System	5%	14
9. Lobes of the Brain	6%	18
10. Neuro-Endocrine System	4%	13
11. Neuron Theory	5%	16
12. Pain	8%	23
13. Peripheral Nerves	7%	22
14. Receptor Systems	6%	17
15. Reflexogenic Systems	6%	17
16. Spinal Cord	6%	19
<b>Total</b>	<b>100%</b>	<b>300</b>

### *Sample Questions: Written Examination*

The exam will have cases followed by questions on the case and there will be stand-alone items that are not based on a case. There may be more than one option that could pertain to the case or the question. The wording of each item is asking for the **BEST** or **MOST APPROPRIATE** option. Be sure you read the case details and the questions carefully in order to understand what is being asked and what is the **BEST** or **MOST APPROPRIATE** for that case or that question. Below are sample questions.

- Monitoring the metabolic state of this patient during treatment would **best be** accomplished by \_\_\_\_\_.
  - Observing for tearing
  - Observing heart rate using a pulse oximeter
  - Evaluating muscle strength in the upper extremities.
  - Asking the patient about the severity of her symptoms.

**Answer: B**
- What other imaging or special studies would be **most appropriate** for this patient if she failed conservative rehabilitation?
  - Doppler ultrasound of right upper extremity
  - Cervical Oblique Radiographs
  - Needle EMG of the right upper extremity
  - Brain MRI/MRA

**Answer: C**
- What is the **most appropriate** next step for this patient?
  - Call her Primary Care Physician with findings and suspected diagnosis
  - Refer to Emergency Room
  - Cervical manipulation on the right
  - Cervical manipulation on the left

**Answer: B**
- What EMG/NCV findings would **best** help confirm the diagnosis above?
  - Delayed sensory responses in sural and plantar nerves

- B. Decreased insertional activity and interference patterns
- C. Fibrillations and positive sharp waves in the first dorsal interossei muscle
- D. Fibrillations in paraspinal muscles with intact sensory responses

**Answer: D**

### *Performance Exam Content Outline*

Physical Examination	Test Weights
1. Obtain the Patient's Vital Signs	3
2. Perform Cranial Nerve Examinations	18
3. Perform Sensory Examinations	10
4. Perform Testing of the Motor Systems	14
5. Perform Reflex Testing	5
6. Evaluate the Cerebellum and Vestibular Systems	15
7. Cardiovascular	5
8. Respiratory	4
9. Abdomen	3
10. Perform Tests Related to the Basal Ganglia	10
11. Perform Tests Related to the Limbic System	5
12. Perform Cognitive Tests	6
13. Additional Tests	2
<b>Total</b>	<b>100</b>
Case Study	Test Weights
1. Identify Diagnosis(es), Differential Diagnosis(es), Disease Processes, Metabolic Rate, Pathways	45
2. Conduct or Order Special Studies	6
3. Referral	4
4. Treatment and Rehabilitation	30
5. Take a Patient History	5
6. Case PE	10
<b>Total</b>	<b>100</b>

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## Section 3: Taking the Exams

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### What to Expect on Exam Day

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Candidates are eligible to take the written and performance exams after their application, with documentation of prerequisites, has been approved by the Executive Director.

To provide a fair and consistent environment for all candidates, the exams are delivered using standardized procedures and following strict security protocols. Candidates are required to follow all exam site rules at all times. Failure to follow these rules may result in termination of a candidate's testing session and/or invalidation of the candidate's exam score.

During any portion of the exams candidates may make note directly on the exam of any items they feel may be unfair or unclear. This written feedback will be submitted by candidates to the exam proctor at the end of the exam session. Feedback received from candidates will be reviewed as part of the overall examination review and quality assurance process. Candidates will not receive direct feedback regarding specific item decisions.

### Taking the Exam

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The written exam is administered by computerized live remote proctoring by Prolydian. The written exam is a full day exam, broken into two parts, morning and afternoon of the same day, with lunch as the only scheduled break. Candidates may take timed breaks with notification to the proctor during the exam.

The performance exam is administered by on site examination scored by two associate examiners. Your scheduled time for this section of the exam may take place any time between 8:00 AM and 5:00 PM on the day of the examination. You will be notified of the time of your practical examination and the time to present for registration for the practical examination.

Prior to taking the performance exam all candidates are required to attend a 30 minute orientation session that occurs at 7:30 AM for candidates with morning performance exam schedules and at 12:30 PM for candidates with afternoon performance exam schedules.

No exam questions are to be discussed during or after the exam administration. Any infraction of these terms is a violation of your ethical responsibilities. It is also a violation of copyright law and exam security.

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#### *Identification*

Candidates are required to present a valid, government issued, photo identification at the sign in for the written exam live remote proctored exam and on site for the practical exam. Acceptable forms of primary identification (photograph and signature required) include a

government-issued driver's license; passport or passport card; permanent resident visa; military issued identification card.

All identification must be valid and must be an original document. Birth certificates, social security cards, student and employee IDs, and marriage certificates are examples of unacceptable forms of identification. Candidates will not be admitted to the examination without proper identification. There will be no refund of the examination fee.

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### ***Cheating***

Individuals suspected of cheating will be subject to the ACNB disciplinary policies and procedures. Any incidents of suspected cheating, violation of any ACNB policies, disturbances, attempts to remove test materials or notes from the testing room, or other exam-related irregularities will be reported immediately. All serious incidents will be investigated by ACNB. Testing irregularities may result in termination of a candidate's participation in the examination administration or invalidation of exam scores. ACNB reserves the right to investigate any incident of suspected misconduct or irregularity.

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### ***Copyright Information***

All proprietary rights to the DACNB exam, including copyright, are held by the ACNB. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary materials. The law strictly prohibits any attempt to reproduce all or part of the DACNB exam. Such attempts may include, but are not limited to: removing materials from the testing room; aiding others, by any means, in reconstructing any portion of the exam; posting content on any discussion forum; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam or practice exams. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated.

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## **ESL (English as a Second Language) & Extra Time**

Those who read slowly are allowed to schedule up to 1 hour extra for each part of the exam. An additional fee will apply for extra time.

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## **Accommodations for Candidates with Disabilities**

ACNB complies with all applicable federal and state laws (ADA) with respect to certification and recertification responsibilities. The Board strongly encourages all colleges, universities, foundations, agencies and institutions offering postgraduate Neurology courses to comply with ADA accessibility standards. The Board assures that vendors for examination facilities and services adhere to nondiscrimination policies and that the facilities are ADA accessible.

The Board does not discriminate on the basis of disability. This includes disability involving the special senses, mobility, brain injury, language impairment, or developmental or acquired disability as long as the minimum requirements for candidacy have been met. The Board does not discriminate on the basis of a prior drug and/or alcohol abuse history as long as the candidate is not currently abusing substances. In the instance when a Diplomate is suspected of substance abuse, the Diplomate will be strongly urged to enroll in the licensing agency's professional treatment program and undergo the required counseling and monitoring. Some severe disabilities may limit the individual's ability to practice in the field. The Board reviews this on a case-by-case basis.

Upon request, the Board shall make or permit all reasonable accommodations to assist candidates with disabilities or language barriers in taking the examination or participating in other Board activities. Examples of these accommodations include a sign language translator for a candidate who is hearing impaired, an assistant/reader or adaptive equipment for a candidate who is visually impaired, a personal assistant for a candidate who is mobility impaired.

All examination facilities meet ADA standards and are accessible by those in wheelchairs or with other mobility impairments. Special arrangements can be made for candidates with disabilities by submitting a letter requesting special arrangements with the completed application. A current letter from a health care specialist knowledgeable of the candidate's disability stating the specific needs of the candidate must accompany the completed application and letter of request. Pursuant to the ADA, accommodations will be provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to the agency.

Additionally, any adaptive equipment for overcoming obstacles imposed by a disability that the candidate must use in his/her office in order to practice will be permitted for purpose of the examination.

Any special accommodations must be requested at the time of application. All candidates requiring special accommodations are required to notify the Board of these specific requirements in the appropriate section on the application.

Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the examination facility or providing for the examination to be taken in an accessible location, providing for a reasonable extension of testing time, or alternative method of testing (paper instead of computer).

Examples of requests for special testing accommodations that may be denied include modification of the content of an examination, providing for unlimited testing time, or paraphrase of test material.

The Board Examination is in English and the Board does not translate its examination into foreign languages, nor does it provide or allow interpreters to translate the examination. All candidates requiring special accommodations are required to notify the Board of these specific requirements in the appropriate section on the application. The Board will allow extra time for the examination and scripts for any auditory components.

## Section 4: After the Exams

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### Exam Results

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The Board will provide applicants with a notification of examination results, both those failing the examination and those passing the examination. The notification will include information on general content areas of deficiency. The results will be emailed to all candidates within three (3) months of the examination. The publicized list of active and certified Diplomates will be updated within three (3) months of the examination.

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#### *Written Examination*

All candidates receive a diagnostic score report outlining their strengths and weaknesses to be addressed in future continuing education and all failing candidates to assess the areas for future study necessary to pass the examination. All passing candidates receive a letter indicating their successful achievement on the competency evaluation.

Candidates who pass will not receive their scores because the test is not meant to discriminate excellence but demonstrate minimal qualification. Therefore, all exam results are simply pass or fail.

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#### *Performance Examination*

All candidates receive a diagnostic score report outlining the areas / tasks for which they did not provide the correct diagnosis, differential diagnoses, and therapeutic methods for treating the provided case.

### Understanding Your Exam Result

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A criterion-referenced standard setting process is used to establish the passing point for each exam (such as the Angoff or Bookmark methods). This means that each candidate's performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota. The ACNB does not round up scores on the written examination but does round up within one point on the performance examination because of the slight possibility of human error.

This passing point is established using a panel of subject matter experts who carefully review each exam item to determine the basic level of knowledge or skill that is expected. The passing



point for the exam is established to identify individuals with an acceptable level of knowledge and skill. Receiving a score that is higher than the passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

## **Re-Examination**

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Candidates may retake only the part(s) of the examination that were failed. Failed parts of the examination must be rewritten within three years of the initial failure or the candidate must re-write the entire examination unless special authorization by the Board of Directors is received. Furthermore, once a candidate has unsuccessfully sat for the examination three times, he/she must return to the neurology education requirement and retake the 300 hours to requalify for the examination. The candidate must then retake the entire examination unless the Board grants a special dispensation.

The ACNB sets a reexamination fee annually for the performance examination and the written examination. This fee is the same as the fee to take each portion of the examination for the first time.

## **Exam Appeals**

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Candidates who fail the written and/or performance portions of the exam and who believe that irregular testing conditions, ACNB error, or policy violations were a contributing factor may file a request for reconsideration to the ACNB. All requests must be made in writing and sent to the Executive Director via email. All requests must describe the test related issue and include any relevant supporting information.

The content of the examination is not an acceptable basis for reconsideration, and requests regarding the examination content outline/test specifications or specific test content will not be accepted. Feedback from candidates regarding the content of the exam or specific exam items may be submitted via the comment process during the examination administration. All feedback received will be reviewed and considered by SMEs as part of the ongoing item review and test development process.

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### *Exam Appeals Steps*

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1. To be considered, the Board must receive the request for reconsideration within three months of the mailing date of exam results.
2. The cost of reviewing failed parts of the examination will be non-refundable and set annually by the Board.
3. If the candidate requests re-grading and/or believes that an error in grading has occurred, the Executive Director of the ACNB and the Board will select reviewers. The reviewers will re-grade the candidate's exam. Their results are sent to the Executive Director who tallies

the score and applies the cut score. The Board is notified of these results, and then the candidate is notified of the outcome of the reconsideration request. This process does not begin until the request for reconsideration period has expired.

Notice of the ACNB's final determination will be provided to the candidate within 30 days of the expiration of the reconsideration period. The determination of the ACNB will be final.

## Section 5: Complaints and Disciplinary Actions

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### Role of the ACNB

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Chiropractic Neurologists are practitioners of Chiropractic, or practitioners with equivalent education and training in medicine or osteopathy, licensed to practice a health care profession. Complaints regarding an individual's practice of Chiropractic Neurology should be heard by the governmental agency involved in the statutory regulation of the profession in the local where the doctor is practicing.

Complaints received against an individual Diplomate certified by the Board will be immediately forwarded to the Governmental agency responsible for the Diplomate's licensure to Practice Chiropractic.

Complaints may involve incompetence, unethical behavior, or physical/mental impairment affecting performance. If a Chiropractic Neurologist receives a sanction from a licensing agency or regulatory body the American Chiropractic Neurology Board would schedule an administrative adjudication of the action.

In order to qualify for, maintain and recertify his/her credential, the Chiropractic Neurologist must maintain a license in good standing to practice the profession.

The Board Certification of a Diplomate of the American Chiropractic Neurology Board would be subject to suspension if the Diplomate is subject to sanctions, suspensions, etc. that would prevent him/her from practicing as a Doctor of Chiropractic. The suspension would run concurrently with Governmental sanctions and the Diplomate would be able to re-activate his/her Board Certification when legally able to practice again, providing that all matters of recertification have been met.

Individuals whose status has been suspended and who have not completed the necessary recertification criterion will be subject to reexamination in order to reinstate the credential. The reexamination shall be the entire Diplomate Board Certification Examination.

The role of the American Chiropractic Neurology Board is to certify individuals as being capable of serving the public and profession in the specialty of Chiropractic Neurology. If a sanction arises concerning a Diplomate certified by the Board, the following actions are to take place.

### Introduction

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In order to maintain and enhance the credibility of the ACNB DACNB certification program the ACNB has adopted the following procedures to allow individuals to bring complaints concerning the conduct of DACNB certificant(s) to the ACNB.

In the event a certificant violates the ACNB Code of Conduct, certification rules, requirements, and/or ACNB policies, the Board may reprimand or suspend the individual or may revoke certification.

## Grounds for Sanctions

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The Board shall discipline certificants for conduct deemed harmful to the public or inappropriate to the discipline.

The grounds for sanctions under these procedures may include, but are not necessarily limited to:

- Any restrictions such as revocation, suspension, probation, or other sanctions of a professional license by a recognized licensing authority.
- Violation of established ACNB code of conduct, rules, requirements, and/or policies.
- Conviction of a felony or other crime of moral turpitude under federal or state law (or the equivalent in the certificant's country) in a matter related to the practice of, or qualifications for, Chiropractic Neurology.
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved ACNB certification.
- Fraud, falsification, or misrepresentation in an initial application for certification or recertification application.
- Falsification of any material information requested by the ACNB.
- Misrepresentation of DACNB credentials and/or certification status.
- Cheating on any certification examination.

Actions taken under this policy do not constitute enforcement of the law, although as noted in the Role of the ACNB section above, referral to appropriate federal, state, or local government licensure agencies will be made about the conduct of the certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

## Complaints

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### *Filing a Complaint*

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Complaints regarding an ACNB certificant may be submitted by any individual or entity. Complaints should be reported to ACNB in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with ACNB's Confidentiality policy.

### ***Preliminary Review***

Upon receipt and preliminary review of a complaint involving the certification program the Executive Director will present the complaint to the ACNB Board. The Board may conclude, in its sole discretion, that the submission:

- contains unreliable or insufficient information, or
- is patently frivolous or inconsequential.

In such cases, the Board may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the ACNB for investigation and a determination of whether there has been a violation of substantive requirements of the certification process. If so, the submission is disposed of by notice from the Board President to its submitter.

Preliminary review will be conducted within 15 business days of receipt of the complaint.

### ***Administrative Adjudication of a Regulatory Agency Sanction against Licensure***

The Board will impose sanctions of the same time period as the regulatory agency involved in licensing with the exception of fines and penalties. The only sanction the ACNB might institute is suspension of an individual's Diplomate Status for the time that he/she does not qualify to practice as a Doctor of Chiropractic. The Diplomate will be reinstated as a Board Certified Chiropractic Neurologist providing he/she has completed the recertification parameters delineated in the ACNB bylaws.

### ***Determination of a Valid and Actionable Complaint***

If a submission is deemed by the Executive Director and Board President to be a valid and actionable complaint, the Board President will see that written notice is provided to the certificant whose conduct has been called into question. The certificant whose conduct is at issue will also be given the opportunity to respond to the complaint. The Board President will also ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by the ACNB.

## **Complaint Review**

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For each complaint that the Board President concludes is a valid and actionable complaint, the ACNB authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.

### ***Review Committee Appointment***

The Board President appoints a Review Committee of three or more individuals, who may or may not be members of the ACNB to investigate and make an appropriate determination with respect to each such valid and actionable complaint; the Review Committee may review one or more such complaints as determined by the Board President.

### ***Investigation***

The Review Committee initially determines whether it is appropriate to review the complaint under these Procedures or whether the matter should be referred to another entity engaged in the administration of law.

The timeline for responses and for providing any additional information will be established by the Review Committee. The Review Committee may be assisted in the conduct of its investigation by other members of the ACNB and/or ACNB staff or legal counsel. The Board President exercises general supervision over all investigations.

Both the individual submitting the complaint and the certificant who is the subject of the investigation may be contacted for additional information with respect to the complaint. The Review Committee, or the ACNB on its behalf, may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the Review Committee and the ACNB are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudgment. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held and the parties are not expected to be represented by counsel, although the Review Committee and ACNB may consult their own counsel.

Members of the Review Committee will be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

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## Determination of Violation

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### *Review Committee Recommendation*

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Upon completion of an investigation, the Review Committee recommends whether the ACNB Board of Directors should make a determination that there has been a violation of ACNB policies and rules. When the Review Committee recommends that the Board find a violation, the Review Committee also recommends imposition of an appropriate sanction.

If the Review Committee so recommends, a proposed determination with a proposed sanction is prepared under the supervision of the Chair and is presented by a representative of the Review Committee to the Board along with the record of the Review Committee's investigation.

If the Review Committee recommends against a determination that a violation has occurred, the complaint is dismissed with notice to the certificant, the certificant's employer (if involved in the investigation), and the individual or entity who submitted the complaint; a summary report is also made to the Board.

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### *Board Review and Determination*

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The Board reviews the recommendation of the Review Committee based upon the record of the investigation. The Board may accept, reject, or modify the Review Committee's recommendation, either with respect to the determination of a violation or the recommended sanction to be imposed.

If the Board makes a determination that a violation has occurred, this determination and the imposition of a sanction are promulgated by written notice to the certificant, and to the

individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the ACNB.

In certain circumstances, the Board may consider a recommendation from the Review Committee that the certificant who has violated the certification program policies or rules should be offered an opportunity to submit a written assurance that the conduct in question has been revoked and will not recur. The decision of the Review Committee to make such a recommendation and of the Board to accept it is within their respective discretionary powers. If such an offer is extended, the certificant at issue must submit the required written assurance within thirty days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the Board. If the Board accepts the assurance, notice is given to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

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### *Sanctions*

Any of the following sanctions may be imposed by the Board upon a certificant whom the Board has determined to have violated the policies and rules of its certification program(s), although the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

- written reprimand to the certificant;
- suspension of the certificant for a designated period; or
- termination of the certificant's certification.

For sanctions that include suspension or termination, a summary of the final determination and the sanction with the certificant's name and date is published by the Board. This information will be published only after any appeal has either been considered or the appeal period has passed.

Reprimand in the form of a written notice from the Board President normally is sent to a certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a certificant who has received two substantiated complaints. Termination normally is imposed on a certificant who has received two substantiated complaints within a two year period, or three or more substantiated complaints, or who is found to have cheated on a Board examination. The Board may at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

Certificants who have had their certification revoked and may not be considered for Board certification in the future. If certification is revoked, any and all certificates or other materials requested by the Board must be returned promptly to the Board.

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## **Appeal**

Within thirty (30) days from receipt of notice of a determination by the Board that a certificant violated the certification program policies and/or rules, the affected certificant may submit to the ACNB Executive Director in writing a request for an appeal.

Upon receipt of a request for appeal, the Board President establishes an appellate body consisting of at least three, but not more than five, individuals and appoints a Chairperson from the members of the Appeal Committee. The Appeal Committee will consist of:

- ACNB legal counsel
- One Board director to represent the Board
- Three DACNBs with at least 5 years of experience and who are not currently serving on the ACNB Board
- One individual selected by the complainant

This Appeal Committee may review one or more appeals, upon request of the President. No current members of the Review Committee or the ACNB Board may serve on the Appeal Committee; further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee. Members of the Appeal Committee may be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

The appeal committee may meet by Skype or teleconference.

The Appeal Committee may only review whether the determination by the Board of a violation of the certification program policies and/or rules was inappropriate because of:

- material errors of fact, or
- failure of the Review Committee or the Board to conform to published criteria, policies, or procedures.

Only facts and conditions up to and including the time of the Board's determination as represented by facts known to the Board are considered during an appeal. The appeal will not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the Board and the Appeal Committee. The Board and Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within ninety days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the member and of the Board. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of the Board, but does not address a sanction imposed by the Board. The decision of the Appeal Committee, including a statement of the reasons for the decision, is reported to the Board.

The Appeal Committee decision is binding upon the Board, the certificant who is subject to the termination, and all other persons.

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## Resignation

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification at any time during the pendency of a complaint under these Procedures, the complaint is dismissed without any further action by the Review Committee, the Board, or an Appeal Committee established after an appeal. The entire record is sealed and the individual may not

reapply for certification. However, the Board may authorize the Board President to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the certificant's employer and the person or entity who submitted the complaint are notified of the fact and date of resignation and that Board has dismissed the complaint as a result.

## **Non-Disciplinary Complaints**

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Complaints or disputes regarding actions of the ACNB outside of the scope of the Reconsideration of Eligibility Determinations, Reconsideration of Recertification Determinations, and Certificant Complaints & Disciplinary Actions policies may be submitted to the ACNB for consideration.

Complaints must be submitted in writing, via email, to the ACNB Board Secretary. The Board will review and respond to the complaint within 30 days of submission. The complainant shall then have thirty (30) days to reply to the Board's response and submit additional information supportive of his complaint. The Board shall then have thirty (30) days to respond to the complaint and additional information being submitted.

Any determination made by the Board is final.

## **Section 6: Maintaining Your Certification**

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### **Maintaining Certification**

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The recertification program is designed to enhance the continued competence of the Diplomate. To support this purpose, the recertification requirements require continuing education and professional activities that enhance ongoing professional development, require participation in ongoing learning opportunities, and promote activities that strengthen and expand the knowledge and skills of certificants.

In order to protect and serve the public and profession, all Board Certified Chiropractic Neurologists must recertify their credential on a yearly basis. The requirement for annual recertification is based on the need for Diplomates to remain up-to-date with both current practices and emerging knowledge through continued exposure to new practices, research, and information introduced in the field. Annual recertification ensures that Diplomates are continually presented with opportunities for critical thinking, improving clinical practices, and utilizing new knowledge.

The recertification cycle is based on the calendar year, with certification expiration on January 1 of each year. The recertification cycle begins in the year following initial certification.

Recertification applications are due by December 31 each year.



## Renewal Rationale and Requirements

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**Licensure:** In order to protect the public and ensure each Diplomate has a current license to practice, a copy of license is required annually or when the previous license expires.

**Continuing Education:** The requirement that learning activities must be directly related to the practice of Chiropractic Neurology and either accredited or ACNB Board approved ensures that these activities contribute to the ongoing professional development and continued competence of each Diplomate in a relevant, credible, and meaningful way. CAGEN and ACCME accreditations ensure that continuing education activities are learning oriented at a high level by requiring on-site inspection, student and instructor evaluations, establishing qualifications for instructors, observing classes, and reviewing curriculum and class materials for content and subject matter.

In order to enhance continued competence, all Diplomates must complete:

- A minimum of 30 classroom credit hours of continuing education, or an equivalent activity as listed below, in neurology each year in a program of study accredited by the Education Committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN) or by the Accreditation Council for Continuing Medical Education (ACCME) in the field of neurology.
- Review a minimum of 24 articles yearly in the field of neurology published in indexed peer reviewed journals yearly. The Diplomate must provide the Board with the names of the articles, author(s) and journal citations when requested by the Board.

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### *Alternative Recertification Options*

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The mandatory 30 credit hours of continuing education in neurology may be waived by the board if the Diplomate completes the following activities:

- Authors an article in the field of neurology which is published in an indexed peer reviewed journal in the year of recertification. Research to author an article in the field of neurology in a peer reviewed journal will meet the requirements for the 30 CE hours of continuing education.
- Elects to have an on-site examination (i.e., in the Diplomate's office) including observation of clinical visits, records review and oral responses to questions which will prove his/her competency. The Diplomate will be responsible for the reasonable costs involved in the onsite review. Costs may include transportation of examiners, one day lodging of examiners, expenses, and a fee.
- Has instructed a minimum of 30 credit hours of education in neurology accredited by the Education Committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN) during the year of recertification. The Diplomate may not claim the same course every year. There must be a variety of courses taught at the

post-graduate level. Teaching 30 hours requires topic study and planning for lecture material which fulfills the 30 CE hour requirement.

- Undergoes a rigorous program of self-study in neurology. The Diplomate electing this method of compliance will supply the board with a needs self-study and proposal to address the identified needs. The Board must pre-approve such a study. The proposal must include the topic, any formal courses, learning objectives, readings, observations and timelines for the project. Then, after the study, the Diplomate electing this method of compliance will supply the Board with a narrative report of his/her studies including a description of the breadth and depth of the material of all items studied as well as the applications of the material in the chiropractic neurologist's practice. The course of self-study must be equivalent to 30 credit hours of continuing classroom education with such determination made by the board. The self-study is reviewed and approved to meet the 30 CE hour requirement based on topic, peer reviewed literature, neurology texts studied, and the required essay write up from the candidate.
- Proposes alternative methodology of recertification to the Board which will demonstrate enhanced, continued competence. Such proposals must be in writing to the Board and must be accepted by the Board as fulfilling criterion for recertification before being implemented by the Diplomate. The Diplomate is instructed to use the same format as the self-study proposal. Any alternative methodology of recertification proposed will be reviewed as to merit for fulfilling the 30 CE hour requirement.
- Utilize any combination of items above approved by the Board in satisfaction of the continuing education requirements necessary to assure the public that the Diplomate's competence as a Board Certified Chiropractic Neurologist has been recertified.

## **Recertification Fee**

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All Diplomates of the Board shall pay an annual recertification fee set by the Board on or before December 31st annually.

## **Incomplete Renewal Applications**

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Recertification applications are considered incomplete if any of the required information is missing and/or illegible, or the appropriate fee is not included.

Certificants will be notified at least once that the recertification application is incomplete and what must be done to complete the application. If the certificant does not respond in a timely manner notification will be sent to inform the certificant that the renewal application will not be processed. The candidate will be notified of the consequences for failing to recertify.

Renewal applications must be complete before they are processed and approved.

## Audit Verification

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In order to maintain the credibility and integrity of the certification process ACNB reserves the right to verify any information provided on renewal applications. Requests for verification may be made prior to recertification or at a future time. Certificants are advised to retain all recertification documentation for at least one year after their renewal deadline.

**Licensure:** A copy of a current license, or equivalent verification from state licensing board, in good standing must be submitted. All licensing information submitted is reviewed to ensure that the license is current.

**Continuing Education:** Proof of class attendance is submitted to ACNB directly from the teaching institutions. Self-reporting is not permitted.

All information submitted with a recertification application is reviewed. If any areas of non-compliance are identified during the review the individual will have 30 days to submit any required information. If the required information is not provided the individual's certification will expire at the end of the 30 days or on the normal expiration date (whichever comes last).

If the certificant does not respond or does not submit the requested documentation, certification will not be renewed.

## Failure to Recertify (Revised 05/20/2019)

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### 12-24 months of expiration

Diplomates who do not comply with the yearly recertification requirements of the Board will be suspended from the current roster of Board Certified Chiropractic Neurologists and notified of their pending suspension by email.

The Diplomat will be allowed to recertify and demonstrate continued competence in the field of Chiropractic Neurology by complying with the yearly recertification requirements and an additional 15 classroom credit hours of continuing education in neurology accredited by the Education Committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN) before recertification is granted. The additional 15 hours of continuing education obtained cannot be utilized to fulfill recertification criterion for the following year.

### More than 24 months of expiration

Diplomates who have not complied with yearly recertification requirements of the Board for a period of 24 months since their last certification will be sent a notice of suspension from the current roster of Board Certified Chiropractic Neurologists and will be required to demonstrate continued competency by taking and passing the full Board Certification examination of the ACNB, or by showing continued competency either (1) by providing written case studies from

their practice, or (2) by providing a self-study essay on breadth, depth and clinical applications of programs attended or literature research they have completed.

Any use, or advertising of, ACNB credentials will be in violation of the Use of Certification Mark policy and subject to disciplinary action.

## **Recertification Appeal**

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Diplomates who have not complied with yearly recertification requirements because of illness or extenuating circumstances may appeal to the Board for consideration of their status. Such individuals will have to comply with the yearly recertification requirements when the circumstances have resolved but will not re-sit the examination if the Board approves the waiver. Extended disability may not be approved.

## **Renewal Acceptance**

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ACNB will issue a renewal letter to the certificant once all recertification requirements have been met. Recertification applications will not be accepted from individual's whose certification is in a state of expiration, suspension or has been revoked as a result of a disciplinary matter.

## **Renewal Appeals and Reconsideration of Recertification Determinations**

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The recertification decision will be based solely on the submitted materials.

If recertification is denied, the certificant may submit request for reconsideration to the ACNB Executive Director via email within 10 days of the receipt of the adverse recertification decision. The request should state the certificant's reasons he/she is eligible for recertification and complies with the requirements.

The Executive Director will review the request within 15 days. If the issue can be resolved by the Executive Director he/she will make a determination and will notify the Board of the result.

If the issue cannot be resolved by the Executive Director he/she may refer the reconsideration request to the Board. The request will also be referred to the Board if the certificant does not accept a determination by the Executive Director.

Within 30 days, the Board will either review the request or will appoint sub-committee to review the request. Review of the request and a determination will be completed within 30 days. The decision made by the Board or its sub-committee will be final. The certificant will be notified of the decision within 2 weeks of the decision.

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## Section 7: Code of Ethics & Code of Conduct

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### Code of Ethics

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This Code of Ethics for Diplomates of the ACNB shall further its mission and values summarized and shall be adhered to by all Diplomates of the ACNB in conducting their activities related to their capacity as Diplomates.

The Code of Ethics is a set of principles intended to guide the decision making, activities, and behavior of Diplomates to promote the ACNB's core values of honesty, integrity, transparency, confidentiality, and safety.

Diplomates of the ACNB shall:

1. Practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust.
2. Act according to the highest standards and visions of their organization, profession and conscience.
3. Inspire others through their own sense of dedication and high purpose.
4. Improve their professional knowledge and skills, so that their performance will better serve others.
5. Demonstrate concern for the interests and well-being of individuals affected by their actions.
6. Value the privacy, freedom of choice and interests of all those affected by their actions.
7. Foster cultural diversity and pluralistic values, and treat all people with dignity and respect.
8. Adhere to the spirit as well as the letter of all applicable laws and regulations.
9. Advocate within their organizations, adherence to all applicable laws and regulations.
10. Avoid even the appearance of any criminal offense or professional misconduct.
11. Encourage colleagues to embrace and practice these ethical principles and standards of professional practice.

### Code of Conduct

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The ACNB Code of Conduct applies to each DACNB certified by the ACNB and to each individual seeking certification from the ACNB.

All applicants and certificants agree to the Code of Conduct (Code) as a condition of certification. The Code of Conduct is designed to provide enforceable standards of conduct for

all certificants and candidates. Violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy.

The Code of Conduct will be published and available to all applicants and certificants.

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### *Code of Conduct*

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#### Diplomates Professional Obligations:

1. Diplomates shall follow all ACNB policies, procedures, requirements and rules. This includes the obligation to be aware of and understand these policies and requirements and to provide complete and accurate information to ACNB.
2. Diplomates shall not engage in activities that harm the member's clients, or profession.
3. Diplomates shall not engage in activities that conflict with their fiduciary, ethical and legal obligations to their practices and their clients.
4. Diplomates shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
5. Diplomates shall not exploit any relationship with a prospective, existing or former certificant or employee for the benefit of the member or the member's practice.
6. Diplomates shall comply with all applicable local, state, provincial, federal, civil and criminal laws.
7. Diplomates recognize their individual and practice boundaries of competence and are forthcoming and truthful about their professional experience and qualifications. This includes the obligation to use all professional licenses, titles, degrees and credentials in an accurate manner and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
8. Diplomates shall take care to ensure that all solicitation and marketing materials are accurate and correctly reflect the organization's mission.
9. Diplomates shall not disclose privileged or confidential information to unauthorized parties.
10. Diplomates shall refrain from discrimination in professional activities, including relationships with employees, employers, patients, and other professionals.
11. Diplomates shall keep confidential all examination information. No part of the examination may be copied, recorded, reproduced, shared, removed from the examination site or otherwise compromised in any manner.

Diplomates shall fully cooperate with the ACNB regarding matters related to complaints and disciplinary investigations.

## Section 8: Other ACNB Certification Council Policies

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### **Nondiscrimination**

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The Board does not discriminate for the purposes of Board membership or office, application, examination, continuing education, recertification or any other activity of the Board on the basis of age, sex, sexual preference, color, religion, creed, marital status, national origin, race, language, medical condition or disability. All candidates and members are considered on the basis of their skill and knowledge as practitioners based solely on their ability to treat the consumer safely and effectively.

### **Confidential Information**

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ACNB is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process. The confidentiality policy applies to all contract labor, Board members, committee members, other volunteers, consultants, testing company employees, and other individuals who are permitted access to confidential information.

Confidential materials include, but are not limited to: an individual's application status, personal applicant /certificant information, exam development documentation (including role delineation study reports, technical reports, and cut score studies), exam items and answers, exam forms, and individual exam scores.

To ensure the security of the examination, all test materials are confidential and will not be released to any person or agency, except as required by these policies for the purpose of examination development and administration.

### **Release of Information**

Information about a candidate/certificant will only be released to that candidate/certificant unless release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicant/certificants with an application or recertification application is considered confidential. Personal information retained within the applicant /certificant database will be kept confidential.

All application information is confidential and will not be shared with any party other than exam administration vendors as needed for certification processing purposes. Information concerning any candidate will only be release to that candidate upon receipt of a written request.

Examination results are released only to the examination candidate unless a signed release is provided in writing by the individual or is required by law.

## **Verification & Aggregate Data**

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An individuals' certification status is not considered confidential. The ACNB will provide confirmation of certification status to anyone who requests the information. Verification of certification status will include the individuals name, current certification status, and credential awarded by ACNB.

The names of certified individuals are not considered confidential and may be published by the ACNB.

The Board will update the Diplomate listing within three months after each examination so that the consumer may make informed choices about providers according to certification status.

The Board shall supply the Federation of Chiropractic Licensing Boards with the yearly public listing of Board Certified Chiropractic Neurologists.

The Board shall supply the American Chiropractic Association with the yearly public listing of Board Certified Chiropractic Neurologists.

Certification status for any individual may be verified by contacting the Executive Director. An individual's name and current certification status will be verified upon request. Application status, information about whether or not an individual has taken the exam, and score information will not be released.

Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available and updated annually. Aggregate exam statistics, studies and reports concerning applicants /certificants will contain no information identifiable with any applicant/certificant.

## **Use of Certification Mark**

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Diplomate of the American Chiropractic Neurology Board shall be referred to as a Board Certified Chiropractic Neurologist or Diplomate of the American Chiropractic Neurology Board. He/she may use the Board acronym DACNB.

Candidates who are successful in all parts of the Board Examination of the ACNB shall receive a diploma certifying that they are a:

### **DIPLOMATE OF THE AMERICAN CHIROPRACTIC NEUROLOGY BOARD**

After receiving notification of DACNB designation, the credential may be used as long as certification remains valid and in good standing. Individuals may not use the DACNB credential until they have received specific written notification that they have successfully completed all



requirements, including passing the exam. Certificants must comply with all recertification requirements to maintain use of the credential.

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### *Proper Use of Credentials*

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After meeting all eligibility requirements and passing the examination, individuals may use their credential(s) in all correspondence and professional relations. The credential is typically used after the certificant's name following any academic degrees and licensure (e.g. Mary Smith, DC, DACNB).

The certification mark(s) may be used only as long as certification is valid.

All certificates are the sole property of the ACNB and must be returned upon request. When disciplinary actions result in the revocation of an individual's certification the ACNB will require the return of any certificates issued.