



**American Chiropractic
Neurology Board**

Policy & Procedures Manual

Revised May 2023

CONTROLLED DOCUMENT

ACNB Board of Directors

As of September 21, 2022

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Purpose & Scope

Policy Number: 100
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2000
Date Revised: 01/07/2016; 06/04/2018

*References: Bylaws, Article II, Objectives and Purpose
NCCA Standard 1^a
ISO 17024 Standards 8.2, 8.3*

Certification as a Diplomate of the American Chiropractic Neurology Board (DACNB) demonstrates that certified individuals have the knowledge and expertise required for practice as a chiropractic neurologist.

Mission Statement (Approved 2/1/2000)

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 (Approved 2/1/2000)

The purpose of the ACNB certification program 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. The Board administers examinations for the purpose of evaluating the candidate's proficiency in neurology and neurological subspecialties.

Scope

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

^a NCCA Standards for the Accreditation of Certification Programs. Revised 2014.

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 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.

ACNB Governing Authority

Policy Number: 101
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 3/6/2008
 Date Revised: 01/07/2016; 06/04/2018; 05/20/2019, 08/20/2021

*Reference: NCCA Standards 2 and 3
 ISO 17024 Standards 4.2, 4.3, 5.1.2, 9.4^b*

ACNB Board members are selected to represent the diverse demographic characteristics, roles, and settings in which chiropractic neurologists practice. They also represent diverse geographic areas within the United States of America (USA) and internationally.

Conduct/Limitations of the Board of Directors (Approved 3/6/2008)

Reference: Bylaws, Article III, Section 2

Compensation for Services

Unless authorized by applicable law, voting Board Directors, including Officers, shall not receive any compensation, or other tangible or financial benefit for service on the Board of Directors. However, the Board of Directors may authorize payment by the ACNB of actual, reasonable

^b ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons. Second edition. 2012.

expenses incurred by Directors regarding attendance at Board meetings and other approved activities.

Compensation from ACNB Activities

Unless authorized by applicable law, voting Board Directors, including Officers, shall not receive any compensation, or other tangible or financial benefit from any element or activity of, or related to, the ACNB, except as reimbursement for actual, reasonable expenses directly associated with such corporate element or activity, when authorized by the Board of Directors.

Corporation and Director Independence/Loyalty

Board Directors, including Officers, shall act in an independent manner consistent with their obligations to ACNB and applicable law, regardless of any other affiliations, membership, or positions.

Authority

Reference: Bylaws, Article III, Section 1

The certification program of the ACNB shall be structured and governed in ways that are appropriate for the specialty of Chiropractic Neurology and shall ensure autonomy in decision making over essential certification activities including eligibility standards; standards for initial certification and maintaining certification; disciplinary determinations; the development, administration, and scoring of the examinations; selection of subject matter experts; and oversight of operational processes.

The development, administration, and scoring of examinations shall promote the purpose of the certification program of the American Chiropractic Neurology Board.

The structure and governance of the American Chiropractic Neurology Board shall reflect the interests of the general public in the credential(s) offered by ACNB.

ACNB Board Directors, as individuals, have no authority over certification program matters, except as authorized by action of the ACNB Board of Directors.

All policies and procedures for the ACNB certification program are determined and approved by the Board of Directors.

Roles and Responsibilities (Revised: August 20, 2021)

The ACNB Board of Directors is solely responsible for all essential decisions related to the development, administration, and ongoing maintenance of its certification program(s). While the ACNB Board may delegate ongoing program operations to employees, a testing company,

and/or consultants as needed, these areas of policy level decision-making responsibility may not be subcontracted to any other organization or entity.

The ACNB Board's responsibilities include:

- A. Development and maintenance of the certification scheme.
- B. Decisions on certification, including the granting, maintaining, recertifying, expanding, reducing, suspending, or withdrawing of certification.
- C. To establish the policies and procedures for granting certification.
- D. To establish the policies and procedures for maintaining certification.
- E. To establish the policies and procedures for suspending or withdrawing certification, including the oversight of all disciplinary investigations and actions related to ACNB certificants.
- F. To establish examination, membership, certification, and recertification fees.
- G. To provide for the fiscal management of the organization.
- H. To provide no fewer than two (2) diplomates with at least five (5) years certification for the purpose of conducting examinations
- I. To ensure that the development, maintenance, administration, and scoring of examinations offered by ACNB is conducted in a manner consistent with generally accepted psychometric practices and to ensure sufficient record keeping of all examinations administered by the Board.
- J. To maintain direct protection of essential certification decisions from undue influence.
- K. To provide oversight of qualified personnel and committees.
- L. To maintain information for the public regarding the activities and policies of the Board and the status of the certificants.
- M. To protect the interests of the public, employers, and consumers seeking the services of Diplomates of the Board.

Limitations (Revised: May 20, 2019)

Reference: NCCA Standards 3, 8

The ACNB will not establish policies related to, or participate in, the development or delivery of educational content designed to prepare individuals to take ACNB certification examinations.

The ACNB will not accredit, approve, or endorse educational, or training programs designed to prepare individuals for certification.

During their term(s) of service, members of the ACNB Board of Directors will not participate in the development or delivery of any educational program designed or intended to prepare individuals to take ACNB certification examinations.

Members of the ACNB Board that participate in creating and/or reviewing content for the examination, including serving as item writers, item reviewers, and/or cut score study panelists, may be subject to additional restrictions as established in these policies and procedures.

Board of Directors Composition

Policy Number: 102
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 1/30/2013
 Date Revised: 01/07/2016; 06/04/2018; 05/20/2019

Composition (Approved 1/30/2013)

*Reference: Bylaws Article III, Section 4; Article IV, Section 1
 ISO 17024 Standards 4.3, 5, 8.4*

The Board of Directors is composed of a minimum of five members:

- At least 4 members who are certificants of the Board that represent the neurology diplomate program (DACNB). The DACNB board members are elected from those Diplomates of the Board who are in good standing with the Board.
- One member who is a Public Member appointed to represent the interests of the public. The Public Member is appointed by the ACNB Board.

Officers of the Board include a President, Vice-President, Secretary, and Treasurer.

The ACNB Executive Director shall serve as a non-voting, ex-officio member of the Board and all ACNB committees.

Terms

Reference: Bylaws Article III, Section 8

ACNB Board members are selected for 36-month terms of service. Terms will be staggered so that approximately one third of the terms are scheduled to end each year.

Board members, if re-elected, may serve additional terms.

Terms will begin on March 1st with elections held starting the first week in February.

Board officers serve three-year terms and may be re-elected to serve additional terms as officers as long as they remain eligible to serve on the Board.

Duties

Board members are responsible for:

- Selection of the President, Vice-President, Secretary, and Treasurer
- Appointment of the Public Member
- Filling of vacancies on the Board as provided in the Bylaws
- Fulfillment of the roles and responsibilities of the Board as provided in these policies (see ACNB Governing Authority Policy)

Duties of Officers

Reference: Bylaws Article IV, Section 3

Duties of Officers are defined in the Bylaws.

Board of Directors Selection & Qualifications

Policy Number: 103
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018, 5/20/2019

*References: Bylaws Article III, Section 7; Board of Directors Composition Policy
ISO 17024 Standards 5.1, 6.1*

The ACNB board members are elected from those Diplomates of the Board who are in good standing with the Board. The Public Member is appointed by the Board of Directors. Officers of the Board are elected by the Board of Directors.

Nominating Committee

References: Bylaws, Article III, Section 7 and Committees Policy

A Nominating Committee will be appointed by the Board of Directors to:

- Accept nominations from any DACNB certificant in good standing. Self-nominations are encouraged.
- Solicit and screen qualified candidates for vacant DACNB representative Board positions to ensure they meet the qualifications of the position they are seeking.
- Seek a diverse, qualified group of candidates (see Qualifications of Board Members Policy)
- In selecting candidates consider relevant factors that may include, but are not limited to, geographic location, area of specialty, and experience
- Present an appropriate, qualified slate of candidates to the population of DACNB certificants in good standing for vote (electorate)
- At least two candidates are preferred for each vacant position.
- Conduct an election via mail or electronic survey ballot

Selection of DACNB Diplomate Board Members

Board members representing DACNB Diplomates will be elected by the eligible population of DACNB certificants following the nomination and election process in this policy. The candidate for each position who receives the most votes will be elected to the Board.

Selection of Public Member

The Board of Directors will identify and screen candidates for the Public Member position. The Public Member will be elected by a majority vote of the Board. This election may be held in conjunction with the annual election of Board officers as needed.

The Board may request the Nominating Committee's assistance in soliciting and screening qualified candidates for a vacant Public Member position.

Selection of Board Officers

Reference: Bylaws, Article IV, Section 1

The Board will elect a President, Vice President, Secretary and Treasurer on an annual basis. Officers will be elected by majority vote of the Board.

Qualifications of Board Members

Reference: Bylaws Article III, Section 5

In addition to the position-specific qualifications listed below, all Board members will:

- be selected to ensure, to the extent reasonably possible, that the ACNB Board is a diverse group in terms of gender, age, geographic location (including international representation), specialty practice areas, educational backgrounds, and employment experience
- be qualified for their position with relevant education and experience

DACNB Diplomate Representative Qualifications

Individuals selected to serve as Board members who represent the population of DACNB certificants will hold the DACNB certification in good standing and have been certified by ACNB for a minimum of five years prior to their election.

No DACNB representative to the Board will be permitted to hold an administrative or policymaking position with any chiropractic college, university, institution, foundation, or agency whose post graduate neurology program is approved by the continuing education committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN).

Public Member Qualifications

The Public Member is appointed to represent the direct and indirect users of the services of DACNB certificants, to broaden the perspective of the Board, to focus attention on patient concerns as they relate to quality and effectiveness, and to help balance the ACNB's role in protecting the public while advancing the needs of its certificants.

The Public Member has no professional/career affiliation with chiropractic neurology or certification. The public member will meet the criteria established in the current National Commission for Certifying Agencies (NCCA) *Standards for the Accreditation of Certification Programs*. The Public Member will **NOT** be:

- A current or previous member of the profession, occupation, role, or specialty area encompassed by the ACNB certification program.
- A supervisor, manager, direct co-worker, or an employee or subordinate of individuals in the profession of Chiropractic Neurology.
- An employee of an individual certified by ACNB or of an employer of individuals in the profession of Chiropractic Neurology.

- A person who currently receives or within the last five years has received income from the profession of Chiropractic Neurology.

The Public Member is a full, voting member of the Board and is expected to perform the same duties as those of all other voting Board members.

ACNB Board of Directors Meetings

Policy Number:	104
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	3/20/2008
Date Revised:	01/07/2016, 05/20/2019

Meetings (Approved 3/20/2008)

The Board of Directors of the American Chiropractic Neurology Board, Inc. convenes a meeting at least annually. Called or Special Meetings occur as often as necessary to enact the business of the Board. Customarily, meetings occur on a quarterly basis. The Board may enact business activities electronically between called meetings. The meetings of the Board of Directors may be in person or via teleconference or via web conferences over secure web or telephone conference sites.

The Secretary notifies all the Directors of the next Board meeting called by the President one week to ten days prior to the date and sends out the agenda. Board members who have an agenda item provide it to the Secretary at least two days before the Board meeting or as accepted at the discretion of the Secretary if notice is less than two days. The Secretary sends a final Agenda to the Directors twenty-four hours before the meeting.

Quorum (Approved 3/20/2008)

The American Chiropractic Neurology Board defines a quorum for enacting business as a simple majority of the Board of Directors. Without this simple majority, no meeting may have a binding vote. The Directors included are the representatives of the Diplomates of the Board (the Executive Board) and the Public Member. The Executive Director is an ex-officio member and has voice but no vote.

Minutes (Approved 3/20/2008, 5/20/2019)

The Secretary of the Board is responsible for taking minutes of each meeting and submitting the minutes of each meeting to all members of the Board within one week of the meeting. This enables each member to review for accuracy and verify the responsibility of the parties for items scheduled for action between the meetings. The Secretary maintains a computer file for the minutes with back-ups of the file to ensure it is not damaged or lost. The Secretary adds the copies of each set of minutes to a Board of Directors File in Dropbox. Each board member has access to the file. The Executive Director maintains a second copy of the minutes by downloading them from the Dropbox file. All Directors are to submit their reports of assigned

activities twenty-four hours before each upcoming Directors meeting. This includes the Financial Report and any committee reports appropriate.

Participation

ACNB Board members are required to attend at least 75% of all regular and special meetings scheduled each year. A Board member who is unable to fulfill the attendance requirement may be asked to resign or may be removed from the Board.

Board Member Orientation

Policy Number: 105
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

*Reference: NCCA Standard 23
ISO 17024 Standard 6.1*

All ACNB Board members receive an appropriate orientation at or prior to the beginning of their initial term.

Orientation Materials

Orientation materials include:

- ACNB Bylaws
- The Policy and Procedure Manual
- Candidate handbook
- Application and recertification forms
- Board meeting minutes for the previous 6-12 months
- Financial reports for the current and previous year
- Expense reimbursement forms
- Other materials as needed to provide adequate background information for the new Board member

Annual Training

As schedules allow, newly selected Board members will attend, as observers, an ACNB Board meeting prior to the start of their term for orientation purposes.

An annual training / orientation session will be provided for new Board members. While all Board members are strongly encouraged to participate in the training / orientation session, the session is mandatory for new Board members. The session will include (but is not limited to):

- An overview of the NCCA accreditation standards for certification programs as well as certification program best practices
- An overview of the examination development process including introductory information regarding generally accepted psychometric practices and an overview of the examination development and maintenance cycle
- An overview of ACNB Bylaws, policies, and meeting procedures

Confidentiality

Policy Number: 106
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 3/6/2008
Date Revised: 01/07/2016; 06/04/2018

*Reference: NCCA Standard 10
ISO 17024 Standards 6.1, 7.3*

In order to assure trust of the members and proper use of information, the Board of Directors, staff, committee members and volunteers must maintain confidentiality with respect to certain information to which they may be privy as a result of their work on the Board in daily operations and in committee work.

Confidential Information

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.

All confidential materials will be retained in a secure manner as required by the security and record retention policies. Board members, committee members, and other volunteers will keep confidential and secure any confidential materials that are sent to them. These materials will be kept in a secure and private location at all times until they are returned to the ACNB office or are destroyed as directed.

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 released 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.

Board members will not disclose confidential information related to or discussed during Board meetings unless authorized by the Board. This includes any verbal or written information identified as a confidential matter.

Confidentiality Agreements (Approved 3/6/2008)

Each individual must sign the appropriate confidentiality agreement upon acceptance of the position and/or prior to receiving any confidential information. Each agreement reflects the appropriate level of information covered for the group: Board, staff, committee members and volunteers.

Board Members

The Board receives such information as Candidate examination packets, test scores and results, recertification packets, personnel information on members and contractors, personal information on nominees, confidential information about tests, contracts/contractors and the American Chiropractic Neurology Board, Inc. organization as a whole.

Contract Labor

The contract labor consultant receives such information as ACNB certification and recertification packets, personnel information on other staff (contract rate information, etc.),

credit card and financial information from certificants and candidates, contract information from vendors, information from the Board, committees, volunteers, and members that may be of a confidential nature, as well as information on the general operations of the organization as a whole. Unless specifically authorized by the Board or by the individual's job description, contract labor must keep this information confidential. Each contract labor member is required to sign a confidentiality agreement upon hire and annually thereafter.

Committee Members

ACNB Committee Members may become privy to confidential information during committee work. Each member is required to sign a confidentiality agreement prior to the participation in any committee.

Other Volunteers

Volunteers may become privy to confidential information in the course or volunteer responsibilities. The Volunteers should sign Confidentiality Agreements prior to beginning work as a volunteer with ACNB.

Applicants for Certification

Applicants for certification will be required to read and acknowledge a confidentiality statement as part of the application process.

Verification & Aggregate Data

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.

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.

Access to Confidential Information

Access to confidential information will be limited to those individuals who require access in order to perform necessary work related to the certification program during the time frame for which access is required. Access will be granted in compliance with the provisions of the security policy.

Conflicts of Interest

Policy Number: 107
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 3/6/2008
Date Revised: 01/07/2016; 06/04/2018

*References: Bylaws, Article III, Section 10
NCCA Standards 2, 11, 18
ISO 17024 Standards 4.3, 6.1, 6.2*

The purpose of the conflict-of-interest policy is to protect the interests of the tax-exempt organization, American Chiropractic Neurology Board, Inc., when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

The ACNB supports operational, administrative, and examination related policies that are free from actual, potential, or perceived conflicts of interest by ACNB contracted personnel, consultants, vendors, and those in elected, appointed, or volunteer positions. No ACNB Board member will derive any personal profit or gain from his or her participation on the ACNB Board of Directors.

Members of the ACNB Board will disclose all other Boards that they are a member of and any changes of employment or other changes in qualification during their service on the Board.

Definitions

Conflict of Interest

A situation in which personal or professional concerns or connections of an individual affect his or her ability to place the welfare of the ACNB and/or ACNB's certification program before personal benefits.

Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family has any of the following relationships, interests, or ownerships:

- a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement
- b. A compensation arrangement with any entity or individual with which the organization has a transaction or arrangement
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III of the bylaws, a person who has a financial interest may have a conflict of interest only if the appropriate governing Board or Committee decides that a conflict of interest exists.

Procedures

1. In connection with any actual or possible conflict of interest, an interested person must fully and promptly disclose any existing or potential conflict of interest the individual may have, of either a personal, professional, business, or financial nature and be given the opportunity to disclose all material facts to the Board members and/or members of relevant committees considering the proposed transaction or arrangement. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.
2. The remaining Board or Committee members shall decide if a conflict of interest exists.
3. After disclosure of the actual or possible conflict of interest and all material facts, and after any discussion with the interested person, he/she shall be asked to leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. If so determined by the Board or Committee, the individual will refrain from participation in any discussion and vote on such matter.

Whistleblower Protection

Policy Number: 108
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 3/6/2008
Date Revised: 01/07/2016

The American Chiropractic Neurology Board, Inc. (ACNB) prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies.

Pursuant to this policy, personnel who become aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director or President of the Board of Directors to allow the organization to investigate and, if applicable, correct the situation or condition.

If the Executive Director or President is involved or believed to be involved in the matter being reported, personnel may, in the alternative, make a report to the ACNB's legal counsel obtained through the American Chiropractic Association. The ACNB will investigate and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

"Financial wrongdoing" may include, but is not limited to:

- Questionable accounting practices
- Fraud or deliberate error in financial statements or recordkeeping
- Deficiencies of internal accounting controls
- Misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any ACNB personnel reports in good faith what the personnel believes to be a violation of the law and/or financial wrongdoing to the ACNB, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the ACNB's policy that there will be no retaliation taken against ACNB personnel.

Personnel are reminded of the importance of keeping financial matters confidential. Personnel with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director or President.

Committees

Policy Number: 109
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018; 05/20/2019

*Reference: Bylaws, Article VIII
ISO 17024 Standard 8.4*

Establishing Committees

The ACNB Board of Directors may establish and appoint members to committees, sub-committees, working groups, and/or task forces (herein after referred to as committees) as needed to perform the work of the certification program. Such committees may include, but are not limited to, a nominating committee, examination development committee, an appeals committee, item writing committees, etc.

Authority

With the exception of an executive committee and approval authority granted to the Examination Development Committees in this policy, all committees will function in an advisory capacity to the Board. Committees will follow all ACNB policies and procedures.

The Board may dissolve or restructure any committee.

Composition, Selection & Terms

Committee members and committee Chairs are appointed by the by the Board member designated as the director for the committees, with the approval of the Board.

Committee members are appointed for 1-year terms and may be reappointed for additional terms. To the extent reasonably possible, committee composition will reflect the diversity of ACNB certificants. Geographic representation, specialty/practice area, populations served, and experience level will be among the factors considered.

Committees will have a minimum of three members, unless otherwise required by policy. There is no mandatory limit on the maximum number of committee members, but in appointing the committee members the Board President will consider the anticipated workload of the committee and the need for the committee to be able to work efficiently.

The Executive Director will function as a non-voting, ex-officio member of all committees.

Qualifications

With the exception of any public member appointed to a committee, all committee members will be certified diplomates of the ACNB in good standing and not associated with training of examination candidates as a teaching instructor at a CAGEN approved teaching institution within two years of serving on an examination committee. Failure to maintain certification status may result in loss of an appointed committee position.

The President of the Board, with approval of the Board, may make exceptions to the certification requirements as needed to ensure appropriate expertise and representation on committees involved in the examination development process.

Executive Committee

Reference: Bylaws, Article VIII, Section 2

The Board of Directors may choose to form an Executive Committee when the total number of voting Board members exceeds seven (7). The composition and authority of the Executive Committee is defined in the Bylaws.

All actions by the Executive Committee shall be reported at the next Board meeting, except as the Board may waive compliance with the requirement. The Board may reconsider any action by the Executive Committee, and may act thereon, provided that no such reconsideration shall adversely affect the rights of third parties who have acted in reliance on action of the Executive Committee taken in accordance with the authority of these policies.

A majority of the voting members of the Executive Committee shall constitute a quorum of that committee.

Examination Development Committees (Approved: May 20, 2019)

Written Examination Development Committee and Practical Examination Development Committee members will be appointed on an ad-hoc basis as needed to conduct examination development activities.

Committee members will be recruited via an open Call for Volunteers. Committee members and Committee Chairs will be appointed as required in the Composition, Selection & Terms section above.

Each Committee will be composed of 6 to 20 subject matter experts. All Committee members will be DACNB certified. To the extent reasonably possible, committee composition will reflect the diversity of ACNB certificants including the demographics noted in the Examination Development & Ongoing Maintenance Policy (#300).

Each Committee Chair will be responsible for ensuring their committee fulfills the responsibilities outlined below, ensuring committee meetings are scheduled as needed, approving meeting agendas, leading meetings, and ensuring meetings are documented in meeting minutes.

The Written Examination Development Committee is responsible for the following activities related to the written exam:

- Maintaining the security and confidentiality of all examination content
- Item writing and item review activities including completing mandatory item development training, writing, and reviewing exam items, and reviewing and approving any pre-test items
- Reviewing and approving written examination forms
- Periodically reviewing item and exam form performance

- Making recommendations to the Board as needed

The Practical Examination Development Committee is responsible for the following activities related to the practical exam:

- Maintaining the security and confidentiality of all examination content
- Item writing and item review activities including completing mandatory item development training, writing and reviewing exam items, and reviewing and approving any pre-test items
- Reviewing and approving practical examination forms
- Periodically reviewing item and exam performance
- Making recommendations to the Board as needed

Financial Management

Policy Number:	110
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	3/20/2008
Date Revised:	01/07/2016; 06/04/2018

*References: Bylaws, Article VII
NCCA Standards 4, 23
ISO 17024 Standards 4.3, 4.4*

Budget

The Treasurer and Executive Director will annually prepare and present to the Board a draft budget that provides adequate financial resources to conduct effective certification and recertification activities.

Once the budget is approved by the Board, the Treasurer and Executive Director will ensure that the organization operates within the approved budget.

Financial Reporting to the Board

The Treasurer of the Board is to supply the Board with quarterly financial statements of a minimum of the Profit and Loss Summary Report and a Detailed Profit and Loss Report when requested. The Treasurer is to present both reports at least twenty-four hours prior to each Director's meeting in collaboration with the Executive Director.

Annual Financial Review or Audit

The Treasurer, with the approval of the Board, will oversee the annual selection of an independent Certified Public Accountant to conduct either a financial review or an audit. At a minimum a financial review will be conducted by an independent CPA to verify that the organizations financial statements are free of misrepresentations and follow generally accepted accounting principles (GAAP). The report prepared by the CPA will be reviewed by the Treasurer and presented to the Board.

Banking

The American Chiropractic Neurology Board, Inc. shall maintain a bank account in a bank that has national offices.

Required Signatures

All members of the Board of Directors and the Executive Director shall be signatories on the account. The Executive Director is authorized to sign checks and approve payments, including debit card purchases or payments, for amounts under \$500. Payments or purchases of \$500-\$1,000 must approved and signed by the Executive Director and one Board member. Approval by a full vote of the Board is required to approve expenditures greater than \$1,000. Expenditures greater than \$1,000 must be signed by the Executive Director and one Board member. Alternatively, any checks requiring two signatures may be signed by two members of the Board if the Executive Director is not available.

Approval may be acquired either via a Board meeting with accompanying minutes or through an electronic mail vote where the Secretary of the Board retains the record of the vote. The electronic vote may take up to seventy-two hours. A majority of the votes cast determines the outcome.

Bill Payment

The Board shall maintain online checking with electronic bill pay. The Executive Director is responsible for paying all bills in a timely fashion.

Reconciliation of Bank Statements

Bank statements are to be reconciled monthly by the Executive Director and relayed to the Board Treasurer.

Accounts

The Board may place funds not in immediate use into a Money Market account through the Bank where the Board maintains checking and online banking.

Credit Card Charges

Fee payments to the Board may be by check, cashier's check, money order, bank transfers or online payment via credit cards. If Diplomates or Candidates make payments via credit cards, the Board may place a surcharge of not less than three percent (3%) of the total to cover credit fees.

Certification Fees

The examination and reexamination fees shall be a non-refundable fee set by the Board.

All Diplomates of the Board shall pay an annual recertification on or before January 1st annually accompanied by their certificate of re-certification.

Expenses

The Board shall be entitled to reimbursement for reasonable, necessary, and customary expenses incurred in the conduct of each elected office. Covered expenses include reasonable coach-class, roundtrip airfare (or mileage at the currently established Federal reimbursed rate); ground transportation; lodging; parking; and reasonable meal expenses and gratuities for required meetings and other travel. The lowest cost travel arrangements available within reasonable limits are expected to be utilized.

The Board shall determine expense provisions for its members, designated associate examiners, and support staff during each examination period.

The Board shall provide for public information expenses including web site and web mastering fees, printing costs, and dissemination of information to the public.

Executive Director

Policy Number: 111
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

*References: Bylaws, Article VI
NCCA Standard 5
ISO 17024 Standards 4.3, 6.1*

ACNB will employ with a qualified individual to manage the day-to-day operation of the organization under the oversight of the Board.

Roles & Responsibilities

The executive director is responsible for daily certification program operations management, providing administrative support to the Board and committees, and for implementing policy decisions made by the Board.

The Executive Director will be responsible for:

- Supporting and advising the Board
- Providing routine informational updates to the Board regarding certification and other activities
- Supervising and managing the daily operations of the certification program
- Supervising and managing any contracted certification program staff members
- Coordinating all testing company activities, vendor, and consultant activities and serving as the primary point of contact
- Preparing a draft certification program budget with the Treasurer
- Monitoring ongoing compliance with the approved budget
- Providing regular financial information to the Treasurer
- Implementing all policies, strategic plans, and directives of the Board
- Overseeing all communication with candidates and certificants
- Providing compliance oversight by monitoring and ensuring compliance with certification program accreditation standards
- Serving as a non-voting, ex-officio member of the Board and its committees
- Other duties as assigned by the Board

Staff Orientation & Training

Policy Number:	112
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	01/07/2016
Date Revised:	06/04/2018

*Reference: NCCA Standards 5, 23
ISO 17024 Standard 6.1*

The ACNB Board understands that managing the daily operations of a professional certification program and monitoring compliance with national accreditation standards requires a strong working knowledge of certification program operations. Staff members who understand and can apply certification program best practices, national accreditation standards, examination

development practices and basic psychometric principles can ensure that the program makes well informed and effective decisions.

The Board expects the Executive Director to participate in professional development activities related to certification program administration at least annually. These activities may include, but are not limited to:

- attendance at certification industry conferences or seminars, such as those provided by the Institute of Credentialing Excellence, the Association of Test Publishers, and Certification Networking Group
- participation in seminars, workshops, and/or webinars
- review of published white papers, journal articles, and textbooks

New staff members will receive orientation regarding certification program and examination development best practices. This orientation may include participation in the annual Board member training/orientation session.

Sub-Contracting

Policy Number:	113
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	01/07/2016
Date Revised:	06/04/2018

Reference: ISO 17024 Standards 6.1, 6.3, 8.4

The services of consultants, vendors, and other contractors (herein after referred to as “subcontractors”) described in this policy refer to work subcontracted by the Board to an external organization, company, or person under a written agreement. The term “subcontracting” in this policy describes situations in which substantive work is conducted by an individual, company, or organization other than ACNB.

This policy does not apply to employees of ACNB or to vendor relationships for the purchase of equipment, supplies, maintenance services, etc.

Contracts (Revised 06/04/2018)

The ACNB may retain the services of subcontractors as needed to conduct the operations of the certification program in compliance with ACNB policies and procedures and within the approved certification program budget. These services may include psychometric consultation, examination security or administration consultation, and other similar services. The Board will be responsible for determining the need for a subcontractor and for participating in the

selection of qualified subcontractors. Screening and/or selection of subcontractors may be delegated to the executive director.

Legal contracts for subcontractor services will be reviewed upon the recommendation of the executive director. Contracts will be approved and signed by ACNB in accordance with ACNB policies and procedures. All subcontractors must sign confidentiality and conflict of interest forms or must provide these provisions in their contract.

Contracts will include the scope of work and payment terms. When applicable, intellectual property ownerships should be addressed in the contract.

Essential certification decisions, including, but not limited to eligibility requirements, recertification policies, and establishing the examination passing point(s), cannot be delegated to any subcontractor.

Monitoring (Approved 06/04/2018)

The executive director for monitoring subcontractor work relative to the agreed upon scope of services and timeline.

The executive director will maintain a list of all subcontractors that provide services for the certification program.

Subcontractor performance evaluations will be conducted by the executive director and documented at least annually (see Appendix E).

Monitoring activities may include, but are not limited to:

- Periodic phone calls and/or meetings
- Review of status/activity reports provided by the subcontractor
- Review of applicant/candidate surveys
-

DACNB Eligibility Requirements

Policy Number: 200
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018; 05/20/2019, 08/20/2021

*Reference: NCCA Standards 7, 8
ISO 17024 Standards 5.2, 8.2, 8.3, 9.4*

Rationale

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.

- **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.

Candidates cannot earn certification without passing the certification exam. Eligibility requirements will be published in the candidate handbook and will be readily available to applicants.

Eligibility

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 a field of medicine (e.g., MD, DO, ND), and
2. Is duly licensed or registered in their state or country, from a CCE accredited college (USA) or its equivalent.
3. The candidate must also 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).

4. 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.
5. The candidate must 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.
6. Apply online with the requirements specified by the Board by the Board designated deadline.
7. Submit the non-refundable application fee.

The Board shall 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 as defined above must be completed. To alter this requirement might serve to jeopardize the consumer of quality assured services.

Reciprocal Recognition of Other Credentials

The ACNB does not recognize or grant reciprocal certification for similar credentials in the absence of successful demonstration of both content and empirical equivalence between the examinations, eligibility requirements, and recertification requirements.

Examination Preparation Policy

Policy Number:	201
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	2/1/2000
Date Revised:	06/04/2018

*Reference: NCCA Standard 3
ISO 17024 Standard 5.2*

Candidates for examination should remember that the purpose 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 to protect the public. 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. Candidates are encouraged to discuss the rigors of the Board Certification Examination with other Diplomates

as well as with their course professors and instructors. 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. Both the written and the performance examination are clinical in nature and reflect the job analysis. Candidates are encouraged to make use of the Candidate Handbook and ACNB Competency Requirements Guide posted, without cost, on the www.acnb.org website. 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 examination process.

Reconsideration of Eligibility Determinations

Policy Number: 202
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2000
Date Revised: 06/04/2018

*Reference: NCCA Standards 6, 7
ISO 17024 Standard 9.8*

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 decide 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 have the application to take the examination into the ACNB 10 days after the application period is opened for that examination year to facilitate any reconsideration of eligibility.

Fees

Policy Number: 203

Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2009
Date Revised: 12/31/2013; 06/04/2018; 05/20/2019

Reference: ISO 17024 Standard 4.3

Fees are set annually by the Board and are non-refundable and non-transferable. Current fees will be posted on the web site, in application forms, and available to contacting the Executive Director.

ESL (English as a Second Language) extra time accommodation

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

(Note: ADA accommodation policy appears on page 35 of this document.)

Application Processing

Policy Number: 204
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

*Reference: NCCA Standard 7
ISO 17024 Standards 4.3, 9.1, 9.4*

Incomplete Applications

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 once via email and once via telephone 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.

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 of Directors.

Verification

The Executive Director reviews and verifies the information provided by applicants as follows:

- 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.

Code of Ethics & Code of Conduct

Policy Number: 214
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 3/6/2008
Date Revised: 06/04/2018

*Reference: NCCA Standard 7
ISO 17024 Standard 8.2*

Code of Ethics

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

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.

Code of Conduct

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

Published Certification Program Information

Policy Number: 206
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors

Date Approved: 01/07/2016
Date Revised: 06/04/2018

*References: NCCA Standard 6
ISO 17024 Standard 7.2*

Summary of Certification Activities

The Executive Director will prepare and publish a summary of certification activities at least annually. The published information will include a summary of certification activities including the number of individuals who took each exam, pass/fail rates for each exam, the number of currently certified individuals, and other aggregate certification/recertification data as appropriate.

The information will be publicly available.

Public Information about the Certification Program

Publicly available information about the Certification Program will include:

- Certification and recertification requirements
- Continuing education requirements
- Application forms
- Information regarding the procedures used to construct and validate the examinations
- Information regarding the administration of the examinations including, but not limited to, administration procedures, exam formats, dates, locations, fees, and reporting of results
- Examination content domains and weightings
- ADA accommodations procedures
- Complaints, disciplinary, reconsideration, and appeals procedures
- Description of the examinations including a weighted content outline
- Nondiscrimination policy

Nondiscrimination

Policy Number: 207
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2000
Date Revised:

Reference: NCCA Standard 6

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 based on their skill and knowledge as practitioners based solely on their ability to treat the consumer safely and effectively.

A statement of nondiscrimination shall appear on all announcements for certification and recertification.

Accommodations for Candidates with Disabilities

Policy Number: 208
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 1/3/2002
Date Revised: 06/04/2018

*Reference: NCCA Standard 6
ISO 17024 Standard 9.2*

The Board 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 based on disability. This includes disability involving the special senses, mobility, brain injury, language impairment, or developmental or acquired disability if the minimum requirements for candidacy have been met. The Board does not discriminate based on a prior drug and/or alcohol abuse history if 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. The written examination content is computer based and can be adapted for visually 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 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.

To facilitate the Board in providing for special accommodations, a section on the application shall request that the applicant indicate when and what special accommodations are necessary. These accommodations may include visual adaptations, auditory adaptations, translators, readers, examinations in Braille, mobility adaptations, extra time, etc.

Reasonable accommodations are decided upon based on:

- the individual's specific request,
- the individual's specific disability,
- documentation submitted,
- and the appropriateness of the request.

Reasonable accommodations generally are provided for candidates who:

- have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks)
- have a record of such physical or mental impairment
- are regarded as having a physical or mental impairment

Requests for accommodations will be reviewed by the executive director who will communicate approved accommodations to the testing company.

Use of Certification Mark

Policy Number:	209
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	01/07/2016
Date Revised:	06/04/2018; 05/20/2019, 08/20/2021

*Reference: NCCA Standard 8
ISO 17024 Standard 9.7*

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.

Proper Use of Credentials

After meeting all eligibility requirements and passing the examination, individuals may use their credential(s) and the DACNB Seal 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) and seal(s) may be used only if certification is valid.

The DACNB seal is available on request from the ACNB and may be used for display on the certificant's website, and in all correspondence and professional relations.

Certificates

Each Diplomate receives a certificate that includes:

- the certificant's name
- certification type
- date of initial certification
- statement that the certification must be renewed annually
- the location of current certification status information

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.

Recertification

Policy Number: 210
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 1/2/2000
 Date Revised: 01/07/2016; 06/04/2018; 05/20/2019, 08/20/2021, 9/27/22

*Reference: NCCA Standard 22
 ISO 17024 Standards 8.2, 8.3, 9.6*

Purpose & Rationale

Purpose

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.

Rationale

Licensure: 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: To enhance continued competence, all Diplomates must complete a yearly minimum number of classroom credit hours of continuing education in neurology, or an equivalent activity as listed in the ACNB Policy and Procedures on page 40. All credit hours must be accredited by 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.

Public Listing

The yearly public listing of Diplomates clearly indicates the initial certification date and recertification expiration date. The Board will supply the Federation of Chiropractic Licensing Boards and the American Chiropractic Association with the yearly public listing of Board-Certified Chiropractic Neurologists via the www.acnb.org website under the Doctor Locator link.

Publicly available information regarding the recertification requirements will include:

- Recertification policies and procedures
- Statement of purpose, definitions, and rationales related to recertification and recertification requirements
- An explanation of the scope and limitations of certification and recertification to promote public understanding of what the certification and recertification program are intended to achieve. This information will include an explanation of the limitations of continuing education in relation to the public's likely understanding of continuing competence.

Recertification Requirements

A Diplomate of the American Chiropractic Neurology Board must be recertified on a yearly basis by meeting the following requirements:

- **Licensure:** 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. A photograph is optional but recommended for the Diplomate's profile on the website and will be used in case of an emergency (hurricane, etc.) for the identification of the Diplomate if state records are lost.
- **Continuing Education:** To enhance continued competence, all Diplomates must complete and provide documentation for:

- In the review window of the current year and the year previous a minimum of 60 classroom credit hours of continuing education in neurology, with a minimum of 15 continuing education hours in each year, in a program of study accredited by the Education Committee of the Commission for the Accreditation of Graduate Education in Neurology (CAGEN).
- 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.
- Payment of the annual recertification fee.

The recertification cycle is based on the calendar year, with certification expiration on December 31 of each year. The recertification cycle begins in the year following initial certification.

Recertification applications are due by December 31.

Alternative Recertification Options

The mandatory 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 15 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 15 hours requires topic study and planning for lecture material which counts toward fulfilling the 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 towards fulfilling the 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.

Incomplete Renewal Applications

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

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 08/20/2021)

12-24 months of expiration

Diplomates who do not comply with the yearly recertification requirements of the Board will receive email notification of the expiration of their certification and pending withdrawal of certification from the current roster of Board-Certified Chiropractic Neurologists.

The Diplomate 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 withdrawal of certification 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

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.

Recertification Fee

All Diplomates of the Board shall pay an annual recertification fee set by the Board on or before December 31st annually. There will be a \$25.00 late fee applied after a grace period ending January 31st of the following year.

Renewal Acceptance

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 suspension or has been revoked because of a disciplinary matter.

Reconsideration of Recertification Determinations

Policy Number: 211
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

*Reference: NCCA Standards 6, 7
ISO 17024 Standard 9.8*

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.

Recertification Application Processing

Policy Number: 212
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

*Reference: NCCA Standard 22
ISO 17024 Standard 4.3*

The following procedures are used to process and verify information submitted with applications for recertification.

Licensure

A copy of the Diplomate's license to practice or proof of a medical license or other clinical license that permits diagnosing and treating patients by the laws in the jurisdiction where the individual practices must be submitted. The license will be reviewed to ensure that it is current. Copies of this licensure proof are entered into the Diplomate's physical file in hard copy and is also maintained in electronic format in the Diplomate's digital records.

Continuing Education

Proof of attendance for continuing education classes from approved teaching institutions is reviewed. Copies of the proofs of attendance are entered into the Diplomate's physical file in hard copy and is also maintained in electronic format in the Diplomate's digital records.

Self-Study

A written request for self-study must be pre-approved by the Secretary of the ACNB Board of Directors. Following review and approval of the self-study content the Diplomate will receive additional information regarding the required format for self-study documentation.

The records of Diplomates who self-attest to compliance with the self-study requirements will be subject to an audit process that selects a sample of all certificants who have submitted self-study documents for the purposes of fulfilling their continuing education requirements to verify that the Diplomates documentation is compliant with the requirements of self-study for re-certification purposes.

Based on the small number of Diplomates who have been approved for self-study and have completed and submitted self-study as a fulfillment of continuing education, 100% of all self-study submissions will be audited.

If the number of Diplomates who select and complete a course of self-study increases significantly in the future, this procedure will be re-evaluated.

Non-Disciplinary Complaints

Policy Number: 213
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018

Reference: ISO 17024 Standard 9.9

Complaints or disputes regarding actions of the ACNB Board 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.

Public Information

This policy will be published on the ACNB web site.

Certificant Complaints and Disciplinary Actions

Policy Number: 214
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2000
Date Revised: 01/07/2016; 06/04/2018

*Reference: NCCA Standards 6, 7, 18
ISO 17024 Standards 4.3, 8.3, 9.5, 9.8, 9.9*

Role of the ACNB

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.

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 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

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 certificants' 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.

Public Information

Information regarding the complaint and disciplinary process will be available to the public via the ACNB web site and other published documents. A complete copy of this policy will be made available on the web site.

Grounds for Sanctions

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

Filing a Complaint

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

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.

Determination of Violation

Review Committee Recommendation

Upon completion of an investigation, the Review Committee recommends whether the ACNB Board of Directors should decide 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.

Board Review and Determination

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 decides 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 terminated and will not recur. The decision of the Review Committee to make such a recommendation and of the Board to accept it are 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.

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
- revocation of the certificant's certification.

For sanctions that include suspension or revocation, 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 their certification revoked may not be considered for Board certification in the future. If certification is revoked, all certificates or other materials requested by the Board must be returned promptly to the Board.

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 to 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 revocation, and all other persons.

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.

Examination Development & Ongoing Maintenance

Policy Number: 300
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 01/07/2016
 Date Revised: 3/2/2000; 06/04/2018; 05/20/2019

*References: NCCA Standards 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23
 ISO 17024 Standards 8.2, 8.3, 8.4, 8.5, 9.2, 9.3*

The ACNB Board of Directors participates in and provides oversight for the development and ongoing maintenance of the DACNB examinations. The Board and Executive Director work in partnership with a qualified psychometrician to ensure the examination is developed and

maintained in a manner consistent with generally accepted psychometric principles, educational testing practices, and national accreditation standards for certification programs.

Subject Matter Experts (Revised 05/20/2019)

The Board selects diverse groups of qualified subject matter experts (SMEs) to participate in exam development activities throughout the exam development process. See the Committees Policy (#109) for committee authority, responsibilities, composition, selection, and terms.

SMEs are selected based on their demonstrated expertise, experience level, and geographic representation (including international representation).

Each working group of SMEs (which may also be referred to as SME committees or panels), to the extent reasonably possible, are representative of the DACNB certified population and when selected for a specific task, including selection for an Examination Development Committee (see Committees Policy, #109), will represent:

- A range of Chiropractic Neurology practitioner experience
- A range of practice areas, job settings, specialties, etc.
- A range of geographical areas, including international representation
- Cultural, ethnic diversity, and gender diversity

SMEs are appointed on an ad-hoc basis to working groups and committees. Appointments are made by the member of the Board directed to manage the examination construction, with approval of the Board. Members of the Board, except for the public member, may serve as SMEs. The public member is welcome to participate in examination development activities as an observer.

The qualifications of SMEs along with relevant demographic characteristics will be documented in examination development reports.

As noted below, SMEs participate throughout the test development process. Some overlap among groups of SMEs is acceptable; however, the same SMEs are not used across multiple committees to ensure sufficient diversity and representation. In some cases, such as item writing and item review, overlap is not acceptable (in other words the same SME cannot both write and review/approve the same item).

Job Analysis Studies

Job Analysis Studies are conducted to identify and validate the knowledge and skills which will be measured by the examinations. The results of the Job Analysis Studies will serve as the basis for the exam.

The ACNB Board has determined that a formal Job Analysis Study will be conducted every 5 years. This determination is based on the rate of expected change in relevant information, scientific progress in the field, and other changes in the profession.

Examination Specifications

The content for the written and practical examinations is determined based on the recommended content outline and content area weights developed from the Job Analysis Study. The final content outline and corresponding content weights must be approved by the Board of Directors.

Examination time limits are developed by the Board in consultation with the psychometric consultant. Time limits will allow sufficient time for completing the exams without providing unnecessary additional time that could facilitate security breaches by test takers. In accordance with American Psychological Association Standards for Test Administration, additional time may be provided to candidates for whom English is their second language. This must be requested in advance. Additionally, since the speed of reading is not a component of the examination, any candidate desiring extra time may request this accommodation PRIOR to the examination.

Item Writing and Review (Revised 05/20/2019)

The development of all items for the exams is directly linked to the approved content outline.

SMEs will be selected to write and review items for the exams.

SME item writers and reviewers will:

- Complete mandatory training on best practices for item writing/review for certification examinations
- Submit a signed confidentiality form prior to participating in any item writing/review activities
- Have an item writing/review guide available for reference
- Have an item style guide available for reference

Test items used in the examination are keyed to the examination content outline/blueprint and validated by the collective judgment of the subject matter expert members of the Written Examination Committee (see policy #109). Items for the practical exam are developed and reviewed by the Practical Exam Committee (see policy #109). These SME committees validate items using source documents from the chiropractic neurology field. All these activities are conducted under the direction of a consultant psychometrician and are subject to the National Commission for Certifying Agencies (NCCA) (USA) Standards.

Once items have been written by trained SMEs, they are reviewed by the relevant Written Exam Committee or Practical Exam Committee under the direction of the psychometric consultant. Once an item has satisfactorily completed this initial review it is added to the item bank. Items are reviewed again when they are included on a test form (see Test Assembly below).

Item writing activities are conducted at least annually, or more often as needed, to build and maintain an item bank that is sufficient for developing and administering new exam forms as needed.

Item writing activities may occur during in-person meetings and/or at other times or via teleconference/screen sharing or other technologies that allow everyone present to participate fully, items to be seen by participants, and for all participants to be heard. Trained, experienced item writers and item reviewers may submit items via Dropbox or remote item writing authoring system.

Item Bank

An item bank will be maintained which includes all items developed for the DACNB examinations. The Executive Director will oversee maintenance and security of the item bank.

A final review panel, outside of the examination development committees, reviews the work of the committees and monitors the validation procedures used by the committees, the linkages of the test items to the examination blueprint/content outline and associated content specifications. The procedures used by the panel minimize content error on the part of the committees and provide assurances that the committees followed generally accepted principles in item development. Each examination question undergoes this process, and the items are entered into an item-banking computerized program that allows the board to maintain all of the specifications of the test item relating to its linkage to the examination blueprint, job analysis, and content validity.

Data for each item stored in the item bank will include their status (e.g., draft, active, retired), correct answer key, content outline linkage, reference, and performance statistics.

Examination Assembly & Approval (Approved 3/2/2002)

All candidates are examined using the same form of the comprehensive written examination. No equivalent forms of the competency evaluation are needed. The ACNB has established a policy that all examinations will be generated in English. Written translations of the competency evaluation are not available. No adaptations of the evaluation material are used at this time. Accommodations for candidates with disabilities are dealt with on an individual basis in accordance with the Americans with Disabilities Act and upon special request and validation of the disability (see Accommodations for Candidates with Disabilities policy).

After a sufficient pool of questions is developed and banked into the software, an assessment is made of the number of test items developed for each content domain to ensure that there is a sufficient pool of items in each major/minor content area. Once satisfied that a sufficient pool of items is established, a form of the examination is generated according to the content specifications. This form is subjected to yet another field test by a selected group of Diplomates who sit the exam as pilot test takers. After signing the appropriate confidentiality forms, the reviewers take the test and rate the worthiness of the test and the test items according to

predetermined criteria. A consultant psychometrician reviews comments, edits, and recommendations and makes necessary changes.

Establishing a Passing Point (Approved 3/2/2002; Revised : 05/20/2019)

A cut-score committee is assembled when exam forms based on a new content outline are developed to establish the passing point of the examinations. The committee members selected are screened for their qualifications in the field of chiropractic neurology (see Subject Matter Experts section above). The members selected do not include any Diplomates involved in the item development process.

The ACNB uses a criterion-referenced standard setting methodology (e.g., the modified Angoff Method) to identify passing scores for the written and practical examinations. To identify the passing score based on the results of the standard setting methodology, the ACNB may take into consideration the history of passing scores and exam performance. If the ACNB wishes to adjust the passing score, they will make the adjustment using psychometrically acceptable methods (e.g., the standard error of measurement, the standard error of judgement, etc.) and document the rationale for the adjustment.

The passing point for subsequent written exam forms, based on the same content outline, will be determined via an equating procedure.

The passing point recommendation will be considered by the Board of Directors. The Board is responsible for approving the passing point for each exam.

The process used to determine the passing point will be documented as part of a cut score study report. Any adjustments to the recommended passing point made by the Board will be documented in the report along with the rationale for such changes.

Test Grading Policy (Approved 2/1/2011; Revised 05/20/2019, 05/02/2023)

Written Examination

The written examination is administered by ACNB. The raw data is provided to the ACNB psychometrician for scoring and equating. The cut score is set by the cut score panel using either the Angoff or the Bookmark methods.

Each candidate's item responses are entered into a spreadsheet and verified. Each candidate response that matches the key is scored by the item analysis program as correct (one point) and all other responses are scored as incorrect (zero points). If the total number of points meets or exceeds the cut score, the candidate passes the exam.

Each exam form is subject to item analysis procedures. The item analysis program is designed to determine the strength of the test item as it relates to the ability of the test item to discriminate between candidates who know the information and candidates who are deficient.

The item analysis program also provides information regarding the performance of individual test items in relation to a candidate's overall performance. Cronbach's alpha reliability and the difficulty level of individual items are calculated. Additional statistics include the mean, standard deviation, standard error of the measurement and the range. The rationale for utilizing a standard error of measurement rests on the assumption that a sampling error may occur in the selection of test items from the content areas outlined.

Performance Examination (Approved 5/20/2019)

The performance examination is rated by two trained Associate Examiners and the raw data returned to the ACNB office for tallying by the psychometrician.

Each of the Associate Examiners uses the standardized score sheet that lists each task on the performance examination along with a box to check if the candidate performs the task proficiently or not. Associate Examiners receive detailed training prior to each examination administration regarding the procedures for the exam and exam scoring to ensure adequate inter-rater reliability. Associate Examiners do not make pass/fail decisions on candidates they are scoring.

Results Reporting

Candidates will receive a report of examination results that will include at least the following:

- Candidate name and identification number
- Pass / fail result
- An explanation of the types of information reported
- Appropriate uses of the reported information
- Guidance regarding the use of any provided domain-level information
- Information regarding the re-testing policy for failing candidates

Written Examination (Approved 2/1/2011)

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. Once score reports have been generated and disseminated, aggregate information is assembled into a report summarizing the examination process. All the information will be published in aggregate fashion with no breach in confidentiality as it relates to individual candidates and their respective scores.

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

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.

Test Analysis / Technical Reports

Performance statistics will be calculated and retained for exam items and each examination form. A technical report, including statistical analysis, will be performed by the psychometric consultant following each administration of the exam. When exam forms are constructed from items that have not been previously used or pre-tested, the statistical analysis will be reviewed prior to release of the final exam scores to candidates. As needed, items may be removed from scoring or other adjustments made, as approved by the Board in consultation with the psychometrician.

Test analysis or technical reports will be produced by the testing company or psychometrician and reviewed by the Board. Test analysis/technical reports will be utilized by the examination development committees, working with the psychometric consultant, to evaluate the reliability and effectiveness of the examination and to determine any areas that must be reviewed or revised.

At a minimum the technical reports will include a summary of the exam administration, the number of exam takers, the passing point and number of exam items, measures of average performance, measures of performance variability, reliability indices, pass-fail percentages, rater reliability, and recommendations from the psychometric consultant.

Examination Administration

Policy Number: 301
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 2/1/2000
Date Revised: 01/07/2016; 06/04/2018; 05/20/2019, 09/27/22

Reference: NCCA Standard 10, 12, 18, 19
ISO 17024 Standards 6.2, 6.4, 7.4, 9.3, 9.8

The DACNB examinations are administered at least once annually. Examination date(s) and locations are established by the Board.

The written examination is a 300 item, multiple-choice examination delivered via computer with live remote proctoring. The performance examination includes a complete physical/neurological examination resulting in a diagnosis, differential diagnoses, any special studies or referrals, and a treatment plan.

Examination application forms, fees, deadlines, and other instructions are published in the candidate handbook and on the website at ACNB.org.

Exam Appeals & Complaints (Approved 2/1/2000)

Submission of Complaints — Examination

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.

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 notifies the Board of an appeal and the two reviewers are chosen. The test materials are sent to the selected reviewers, and they are given 15 days to re-grade the candidate's exam. The two reviewers will be two diplomates that have not been involved with the candidate's exam scoring. 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. The determination of the ACNB will be final.

Proctors (Approved 2/2/2002; Revised 05/20/2019)

The ACNB also proctors trained by the ACNB to assist with both the written and the performance examination.

The proctors for the examinations handle the following tasks:

1. Pre-test examination of testing rooms, restrooms, and common areas for test security
2. Physical room arrangements to include lighting, ventilation, tables/writing surfaces, chairs, clocks, spacing, entrances/exits
3. Directing/accompanying candidates to restroom location
4. Noise control
5. Confiscation of materials prohibited from test site
6. Site registration of candidates including identity verification and distribution of badges.
7. Sign-out/Sign-in logs for examination materials and supplies
8. Shipping of examination materials under the supervision of the Lead Examiner for the site

Role of Proctors

Proctors are trained on examination security issues, confidentiality issues, and requirements for a noise-free and distraction-free examination environment. For the performance exam, proctors are required to ensure that the examiners and candidates are in their designated areas at the appropriate time(s). During this phase of the competency evaluation, the only conversation required is minimal discussion related to the examination itself. Camera operators are trained on proper techniques. The patient/ model is also trained on his/her responsibilities and conduct. All proctors and camera personnel are required to sign confidentiality agreements. At the conclusion of the testing, the Test Development Director and the Board review all proctors and Associate Examiners for performance.

To prevent a conflict of interest and to ensure the impartiality of proctors, the following requirement has been established:

- Proctors must sign a confidentiality and conflict of interest form before participating in an exam administration.

Associate Examiner Qualifications for the Performance Exam

Examiners, referred to as “Associate Examiners,” for the practical exam use their knowledge and expertise to rate the performance of each candidate and to gauge the candidate’s

knowledge using standardized rating sheets. While standardized rating forms are used to ensure consistency and fairness, proctors must be qualified and trained to judge compliance with the rating guidelines.

All Associate Examiners must:

1. Be ACNB Diplomates in good standing with a minimum of three years of experience
2. Be able to attend to candidates during the entire length of the exam session
3. Be able to follow instructions and work within the structure and instructions for the performance examination
4. Complete the mandatory proctor training prior
5. Refrain from providing candidates with any feedback or coaching during the examination administration
6. Proctors cannot evaluate any candidate they are currently employing or supervising or have previously employed or supervised.

Associate Examiners who fail to participate in mandatory training, who no longer meet the qualifications, and/or who do not follow the required procedures may be dismissed from duty as a proctor.

ACNB Board Members may serve as examiners, recusing themselves from certification decisions concerning candidates they know.

Site selection

All examination sites meet the following criteria:

- Examination areas will be quiet and free of disruption
- Rooms will have adequate and comfortable ventilation, lighting, and temperature
- All exam administrations will be monitored by approved proctors as noted above
- Entrances/exits will be monitored/controlled and working fire exits will be available
- The test site will be accessible in compliance with the ADA
- Candidates will have access to restroom facilities

Examination Admission

Candidates are required to present a valid, government issued, photo identification to gain admission to the test center.

Score Reporting (Approved 2/1/2002)

The Board, in the notification of examination results, shall provide applicants, both those failing the examination and those passing the examination, information on general content areas of deficiency.

1. An Angoff or Bookmark panel evaluates each question/item with individual items deemed unreliable by psychometric analysis removed from the evaluation and grading. Calculations from the ratings of this panel determine the cut score.
2. The results will be emailed to all candidates within three (3) months of the examination.
3. The publicized list of active and certified Diplomates will be updated within three (3) months of the examination.

Re-Examination (Approved 2/1/2002; Revised 03/8/2023)

Reference: NCCA Standard 6

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.

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.

Security

Policy Number: 400
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 2/1/2000
 Date Revised: 3/2/2000; 2/1/2006; 01/07/2016; 06/04/2018

*Reference: NCCA Standards 10, 12, 18
 ISO 17024 Standard 7.4*

Confidential Documents

Confidential information is defined in the confidentiality policy. All confidential information will be retained in a secure manner as required by this policy.

Certification exams, job analysis studies, cut score reports, item banks, technical reports and all other exam development documents are confidential and the sole property of the certification program.

Access

Access to confidential/secure materials (both printed and electronic) will be limited to only those staff, Board, committee members, subject matter experts, and consultants who need to view the information. These individuals will sign a confidentiality agreement before being granted access to any confidential information. Access specific to examination materials is addressed in the Examination Materials Storage and Access section below.

Any outside companies, vendors, consultants, or contractors given access to confidential information will be required to maintain strict security of all confidential materials.

Individuals who are involved in developing or delivering content for educational courses that prepare applicants for the ACNB examinations are not granted access to exam items, exam forms, or any other confidential exam documentation.

Examination Materials (Approved 3/2/2002)

All examination materials are copyrighted material of the ACNB. No reproduction or duplication of the material is permitted, unless authorized by ACNB. All draft materials utilized by examination development committee members are kept secured in a double locked enclosed area and inventoried regularly. All committee members sign confidentiality agreements when generating and/or reviewing examination materials. Any material considered unusable is shredded prior to disposal.

Any examination materials delivered to an examination site by courier service have an inventory list that is signed off prior to delivery and upon opening. Once used and repackaged for courier shipment, the inventory list is completed and initialed again.

Examination Materials Storage and Access (Approved 2/1/2000; Revised: 2/1/2006)

All examination materials, including draft materials, electronic forms, reports, answer sheets, and data analysis files are retained in a secure, double-locked, temperature-controlled environment and inventoried in detail for legal defensibility purposes.

Validation materials, including the production of job analysis data, content specifications, examination blueprints and source documents are retained, inventoried, and controlled with limited access in a secure, well-ventilated environment.

Personnel of the Board identified Board members, and the consultant will have access to the assessment instruments and associated data. Documentation logs are kept outlining who is accessing which materials on specified dates and times.

All assessment instruments have control numbers for quality control purposes. Any assessment instruments deemed unusable are shredded prior to disposal. Control numbers on the disposed instruments are considered invalid for future use. All assessment instruments are reviewed for accuracy and any discrepancies by at least two individuals, including the consultant, prior to use. Electronic forms are backed up routinely for security purposes. Access to electronic data is limited to only a select group of individuals that are directly involved with the assessment process. Different levels of access to electronic data are based on criteria of need. Assessment results are retained in electronic fashion indefinitely with back-up copies.

The assessment instruments and the validity data are kept on a master hard drive that is maintained in a fireproof safe at the ACNB office. The Executive Director and the Chief Operations Officer have keys.

Physical Security

When shipping is required, confidential materials are shipped using a traceable shipping method and delivery is confirmed. Tamper evident packaging will be used.

Printed confidential materials will be always stored in double locked areas. Office areas containing confidential files will be secured when not occupied by authorized personnel.

Electronic Security

Routine backups will be performed at least weekly for all electronic data and backup data will be stored in a separate off-site location.

If confidential documents are transmitted via email, or other electronic means, the electronic files will be secured with a password before being sent. Confidential materials stored on CD-ROM, USB drive, external hard drive, or similar media will be password protected.

Confidential materials stored on ACNB computers, servers, and hard drives will have limited, password protected access for authorized certification program personnel only.

Personal computers/laptops will be password always protected and stored securely.

Exam Administration

The Chair of the Examination Development Committee will ensure that the examination is administered at secure and standardized test sites, in compliance with the Examination Administration policy, to ensure a fair and consistent testing experience for all candidates.

Security Violations

The continued security of the ACNB examinations is an essential component of all phases of the exam development, maintenance, and administration process. Any possible/suspected security violations will be reported promptly to the Executive Director and any member of the Board for investigation and/or correction as needed.

Irregularities observed during testing, including but not limited to creating a disturbance, giving or receiving unauthorized information or aid to or from other persons, or attempting to remove test materials or notes from the testing room, may be sufficient cause to terminate candidate participation in the examination administration or to invalidate scores. Irregularities may also be evidenced by subsequent statistical analysis of testing materials.

Document Management

Policy Number: 401
 Approved By: ACNB Board of Directors
 Changes Authorized By: ACNB Board of Directors
 Date Approved: 3/6/2008
 Date Revised: 01/07/2016; 06/04/2018

*Reference: NCCA Standard 9
 ISO 17024 Standards 7.1, 9.4, 10.2*

Policy Development (Approved 06/04/2018)

Board policies may only be revised or updated with the approval of the Board. Changes to policies may be suggested or proposed by ACNB staff members, Board members, committee members, and other appropriate individuals.

Certification program operational procedures and documents are developed for consistency and compliance with Board policies. Program documents and operational procedures are reviewed and approved by the executive director and do not require Board approval. These documents include, but are not limited to, web site content, Candidate Handbooks, application and recertification forms, marketing materials, and job descriptions.

Policies are reviewed at least annually as noted in the Quality Management System policy.

Document Access (Approved 06/04/2018)

Board members and staff members with certification program responsibilities will have access to all controlled documents relevant to their required duties.

Document Control (Approved 06/04/2018 Revised 8/20/21)

Documents will be marked as “Controlled,” “Internal,” and/or “Confidential” as required by their intended use and permitted access. Each controlled document will include in the footer a unique code and the date last revised, which will be visible to all users of the documents.

The code will resemble: ACNB\XXXXXX\nnnn, where XXXXXX is the subject area of the document and nnnn is a sequential numeric.

The subject areas are:

BIZDOC – business related documents
CONFID – confidentiality and similar agreements
EXAMIN – examination related documents
RECERT – recertification related documents

Other subject area codes may be added as needed, conforming to the six-character requirement.

Electronic files will be clearly labeled so that the current version is easily identified. Outdated versions will be saved in archive folders separate from current versions.

Controlled Documents Master List

The executive director will maintain a list of all controlled documents. The master list of controlled documents will include the document type, document location, and authority for document changes.

Policy Manual & Operational Procedures

All certification program policies and operational procedures will be available to ACNB staff members on the shared network drive.

All policies and procedures will have a heading that clearly identifies each policy/procedure and ensures that only the current version is in use.

The policy heading will include:

- a. Policy name
- b. Policy number
- c. Approved By: the body (example: ACNB Board) that is responsible for approving the policy
- d. Changes Authorized By: the body (example: ACNB Board) that is responsible for approving revisions to the policy
- e. Date Approved: the date the policy was initially approved
- f. Date(s) Revised: the date(s) the policy was updated or revised

All operational procedures will include a heading similar in format to the policy heading (procedure name, procedure number, etc.).

Forms

All forms will include the most recent approval and/or revision date, including the month and year.

Handbooks & Other Publications

All publications will include the most recent approval and/or revision date, including the month and year.

Job Descriptions

Job descriptions for certification program personnel will be reviewed at least annually by the executive director and updated as needed.

Database (Approved 06/04/2018)

The executive director maintains a database of all certification applicants/candidates and previous and active certificants.

Record Retention (Revised 06/04/2018)

ACNB has adopted a document retention policy based on regulatory requirements, in which documents must be available upon demand and good business practice. All documents that are received by the ACNB or generated within the ACNB are to be retained according to the schedule outlined within this policy.

Document disposal must be handled by the executive director using one of two methods. The executive director will shred the documents using a crosscut paper shredder in the ACNB office or by securely transporting the documents to be destroyed to a site that ensures secure paper shredding. The executive director will oversee the work to deposit the documents into a locked, secure receptacle controlled by a vendor that offers secure shredding services.

Definition

The use of the term “documents” in this policy includes all printed copy and electronic materials. Examples include all written text, facsimiles, e-mails, notes, and instant messaging. Documents received in hard copy may be converted to electronic format for storage.

All confidential materials will be retained in compliance with the security policy.

Retention Schedule

The following document retention schedule has been adopted:

Retain indefinitely

1. Examinations are maintained permanently in write once read many (WORM) electronic form (CD-ROM or USB) with at least 2 backup copies kept in separate fireproof locations. (See Retain 3 Years section below regarding examinations in their original form)
2. Examination development documentation including, but not limited to, job analysis surveys and reports, test specifications (content outline), records of item writing activities, cut-score studies, and technical/test analysis reports.
3. Examination items (item bank)
4. Audit reports and financial statements
5. Capital stock and bond records
6. Cash books
7. Contracts and leases in force
8. Copyrights, patents, trademark registrations
9. Corporation charter, minute books and bylaws
10. Correspondence on legal and tax matters
11. Deeds, mortgages, easements and other property records
12. General ledgers and journals
13. Insurance records
14. Property appraisals
15. Tax returns and work papers, including records to support carrybacks and carryovers
16. Litigation related documents
17. Certificant Registry documents
18. Active applicant/candidate data
19. Meeting minutes of all Board of Directors meetings
20. Current version of the policy manual, operational procedures, and candidate handbook(s)
21. Records of disciplinary investigations and determinations

Retain 10 years

1. Unsuccessful candidate applications
2. Results for examinations or specialty examinations
3. Inactive certificant files (retained for 10 years after file becomes inactive; current files are retained indefinitely)

Retain 7-8 years

1. Vouchers for payments to vendors, employees, etc.
2. Inventories
3. Payroll records, including time sheets
4. Expense reports
5. Payables and receivables ledgers
6. Expired contracts and leases
7. Purchase orders
8. Invoices and other sales records
9. Plant cost ledgers
10. Printed examination results. Aggregate data of assessment results produced for documentation are maintained for the life of the document.
11. Minutes of committee meetings
12. Internal Audit and Management Review reports

Retain 6 years

1. Monthly balances
2. Employee withholdings tax statements or Contractor 1099s
3. Employee disability benefits records
4. Previous versions of the policy manual, operational procedures, and candidate handbook

Retain 3 years

1. Personnel files on terminated employees or volunteers
2. Bank Reconciliations
3. Petty Cash Vouchers
4. Expired insurance policies with no residual values
5. Examinations in their original form (see Retain Indefinitely section above)

Retain 2 years

1. General correspondence
2. Requisitions

Reference: The Law Offices of John Peter Curielli, P.C. referencing the Guide to Record Retention Requirements in the Code of Federal Regulations.

Certificates

Policy Number:	402
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	01/07/2016
Date Revised:	06/04/2018; 05/20/2019

Reference: ISO 17024 Standard 9.4

All candidates passing the Board examinations will receive certificates from the Board certifying their status as a DIPLOMATE OF THE AMERICAN CHIROPRACTIC NEUROLOGY BOARD.

Certificates will indicate an individual Diplomate number, date of certification, required annual recertification, status available at Doctor Locator on the ACNB website. Date of certificate is the date the Board of Directors completes the certification decisions.

Verification of Credentials

Policy Number:	403
Approved By:	ACNB Board of Directors
Changes Authorized By:	ACNB Board of Directors
Date Approved:	01/07/2016
Date Revised:	06/04/2018

*Reference: NCCA Standard 9
ISO 17024 Standards 7.1, 7.2*

The Board shall ensure, in compliance with the Confidentiality Policy, that each applicant's examination results are held confidential. The names of ACNB certified individuals and their certification status are not considered confidential and may be published by the ACNB.

The Board shall publish a current list of those persons certified by the ACNB including the name, certification designation, office address and telephone number of the Diplomate, the date of initial certification, the date of recertification, and the status (active, inactive, retired, suspended, or revoked). This listing is to assist the public and other Diplomates in making referral to certified clinicians and choice of accredited providers. No other information shall be made public.

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 an individual has taken the exam, and score information will not be released.

Status-Retired

Policy Number: 406
Approved By: ACNB Board of Directors
Date Approved: 09/21/2022

To qualify for retirement status, the retiree must provide proof of retirement from active practice from their country or state license regulating entity.

Maintaining the use of the ACNB credentials with the addendum "Retired" will be authorized with the annual recertification payment of a \$50.00 retirement status fee.

Examples:

DACAN, Retired

DABCN, Retired

DACNB, Retired

Quality Improvement

Policy Number: 404
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 01/07/2016
Date Revised: 06/04/2018; 05/20/2019

*Reference: NCCA Standard 7, 18, 23
ISO 17024 Standard 7.2, 8.4*

Purpose (Approved 06/04/2018)

The Board is responsible for providing an objective, fair, and standardized certification program that meets and maintains compliance with national accreditation standards for certification programs, fulfills the mission of the certification program, and contributes to the legal defensibility of the program.

Scope (Approved 06/04/2018)

The quality management system includes certification program policies related to ongoing quality improvement and quality assurance activities.

The quality management system is designed to improve overall certification program performance, promote continued quality monitoring and improvement, ensure ongoing compliance with accreditation standards, establish processes for identifying errors and initiating corrective actions, and to promote preventive actions and other proactive measures.

Policy Development, Implementation, and Maintenance (Approved 06/04/2018)

Development and Maintenance

The Board will regularly develop, evaluate, and update certification program policies to ensure relevance, accuracy, and ongoing conformity with accreditation requirements.

Policy changes may be recommended by staff members, committee members, Board members, or other individuals as appropriate.

The Board is responsible for approving policies and for the overall maintenance and updating of the Policy Manual.

Changes to policies, including the addition or removal of policies, will be reviewed for compliance with relevant accreditation standards and generally accepted psychometric principles (if applicable) before the policy is approved. Any policy revisions, additions, or deletions identified as non-compliant will be subject to further review.

The executive director will notify the Board regarding any required and/or recommended revisions to existing policies, the need to develop new policies, or the need to replace or remove existing policies.

Implementation

The executive director is responsible for ensuring that the Board develops, evaluates, revises, and updates policies and that all policies approved by the Board are fully and consistently implemented.

The executive director serves as the program's Quality Manager and, as such, is responsible for overseeing the implementation of the Quality Improvement and Management System policies and for assuring that the provisions of the policies are followed by all certification personnel, whether staff, volunteers, or subcontractors.

Review

The Board of Directors will review all key certification program policies and procedures at least annually to ensure that the policies and procedures are current, fair, and equitable, and continue to reflect the needs of the certification program.

Published Candidate Information

The Executive Director will periodically review all published/publicly available candidate information to ensure this information remains accurate, up-to-date, and consistent with the policies of the ACNB.

This review will be conducted at least once per year.

Published information includes, but is not limited to, candidate handbooks, renewal handbooks, brochures, and web site content.

Test Security

The Chair of the Exam Development Committee will be responsible for ensuring that exam content always remains secure. Secure test administration for the written examination may be contracted to a testing company. The ACNB will retain oversight responsibility for all contracted services.

ACNB will develop, implement, and periodically evaluate a full security program to ensure that:

- Test security issues are prevented, as much as possible, rather than discovered after-the-fact.
- Test information is stored in secure areas, with limited access as required by the Security policy.
- Proctors are trustworthy, qualified, trained, and are selected from individuals who do not have a vested interest in the outcome of exam results.
- Exam content is always protected.
- Possible confidentiality violations are investigated, with action taken as required.

- There is an ongoing system in place for the prevention, monitoring, and investigation of test irregularities that includes a plan for action in case of violation.

Test Security Incidents

Significant security incidents will be reported to the Board in a timely manner. Significant incidents include, but are not limited to, major testing disruptions and any actual or suspected security violations.

Complaints, Disciplinary Actions & Appeals

In addition to compliance with the Certificant Complaints and Disciplinary Actions and Non-Disciplinary Complaints policies, the Executive Director will also present the Board with an annual summary of complaints, investigations, and outcomes for review. The Board will review for any patterns and opportunities for process improvement.

Scheme Review (Approved 06/04/2018; Revised 05/20/2019)

A certification scheme, as defined by the ISO 17024 Standard, includes the “competence and other requirements related to specific occupational or skilled categories of persons.”

Each certification scheme includes the following elements:

- Scope of certification
- Eligibility requirements
- Recertification requirements
- Code of Conduct and Code of Ethics
- Requirements for changing the level of certification
- Job analysis study
- Examination(s) and the related exam content outline
- Disciplinary processes for suspending and revoking certification

Each certification scheme includes the following certification process requirements:

- Criteria for initial certification and recertification
- Assessment methods for initial certification and recertification
- Criteria for suspending and withdrawing certification
- Criteria for changing the scope or level of the certification

The Board is responsible for establishing certification schemes, as well as reviewing and validating the certification schemes periodically. The Board will ensure that each certification scheme is reviewed, and updated as needed, on a systematic basis. Scheme review will be conducted to confirm that each scheme is current, relevant, and job-related.

Elements of scheme review will be conducted annually for each scheme. The executive director will establish a schedule of scheme review activities for each credential.

Standards for Customer Service

Customer service standards are an integral component of business that are usually defined in terms of accessibility, accuracy, appropriateness, excellence, and timeliness.

Accessibility

- Applicants, candidates, and certificants should have easy access to ACNB services and information.
- Applicants have access to on-line certification program information.

Accuracy

- Accurate information will be given, to the best of their ability, by certification program personnel to potential applicants, candidates, certificants, and the public in response to questions received.
- Certification program personnel will develop tools to monitor and ensure the accuracy of candidates' and certificants' information into the database.

Appropriateness

- Certification program personnel will work to ensure that the expectations of potential applicants, candidates and certificants are met.
- Staff members will uphold high quality standards as expected and set forth by the organization.
- Staff members will maintain compliance with all ACNB policies and procedures.

Timeliness

- The Executive Director will define and implement reasonable response times to certification inquiries and the processing of applications, notifications, and verifications.
- All applications for certification, renewal, and verification will be initially reviewed within a 10 business daytime frame following receipt.
- Any missing or incomplete information in applications for initial certification or recertification will be communicated to the applicant via email, telephone, or mail as soon as noted by certification program staff.
- Phone coverage will be during normal business hours of 9 a.m. – 5 p.m. (CST/CDT) Monday through Friday, except holidays or as otherwise noted on the website.

- The Executive Director will work to resolve complaints within 1 week of receipt, except where other timelines are established by disciplinary, complaints, reconsideration, and appeals policies and procedures.
- Certification program staff members will acknowledge receipt of email, fax, or mail inquiries or requests within 5-10 business days.

Compliance with Applicable Laws

The Board complies with all requirements of applicable federal and state laws (e.g., Americans with Disabilities Act of 1990) with respect to all certification and recertification activities and requires compliance of all contractors and/or providers of services for the certification and recertification programs.

Accreditation Compliance (Revised 06/04/2018)

The ACNB certification program will remain in compliance with the National Commission for Certifying Agencies (NCCA) *Standards for the Accreditation of Certification Programs* (Standards) and the ISO/IEC 17024 *Conformity assessment – General requirements for bodies operating certification of persons* standard.

The Board will provide information to the respective accrediting bodies as needed to maintain compliance with accreditation requirements. Ongoing accreditation compliance includes, but is not limited to, submission of required annual report and surveillance forms and submission of re-accreditation applications every five years.

Any change in purpose, structure, or activities of the certification program as well as any substantive changes in the examination administration procedures, scope, or objectives of the examination, or examination techniques will be reported to the applicable accreditation bodies in compliance with their policies.

Management System

Policy Number: 405
Approved By: ACNB Board of Directors
Changes Authorized By: ACNB Board of Directors
Date Approved: 06/04/2018
Date Revised:

*Reference: NCCA Standard 7, 18, 23
ISO 17024 Standards 10.1, 10.2*

Internal Audits

Purpose

The Internal Audit is conducted to evaluate the consistent application and effectiveness of the certification program policies and procedures. The review will examine the implementation and effectiveness of certification program policies and procedures, ongoing compliance with psychometric guidelines, and compliance with all relevant accreditation standards.

Internal Audit Frequency

An Internal Audit will be conducted annually. The Audit may be divided into multiple sections as long as all Evaluation Areas (listed below) are audited as scheduled.

Auditor Requirements and Selection

The Internal Audit will be conducted by an individual who is familiar with, but not directly involved in, the administration of the certification program and the functions being reviewed. The auditor should be familiar with the requirements of the ISO 17024 Standard.

If necessary due to workload limitations, the Internal Audit may be subcontracted to an outside consultant who is knowledgeable about the operations of the certification program. If subcontracted, the Internal Audit must still include an on-site review of the program's operations.

An Auditor cannot evaluate his/her own work or work for which he/she is responsible. The auditor is selected to ensure the objectivity and impartiality of the audit process.

Internal Audit Report

The Auditor will prepare a written Internal Audit report that includes evidence of audit completion and detailed audit findings. The report will be submitted to the executive director. The report will be provided to the Management Review Committee and will be available to the Board. All personnel responsible for the Evaluation Areas included in the audit will be informed of the outcome.

Evaluation Areas

An audit schedule will be documented to establish the audit frequency for each of the items listed below:

- 1) Governance policies and procedures (including compliance with the Bylaws and nomination/selection processes)
- 2) Certification program policies and procedures (including policy manuals and operational procedures)
- 3) Application processes (including internal procedures for processing certification applications and recertification applications, accommodations, nondiscrimination, etc.)

- 4) Quality management policies and procedures
- 5) Security policies and procedures
- 6) Examination development activities and formal reports
- 7) Confidentiality and Nondisclosure forms (verification that appropriate forms have been completed and are on file for employees, Board members, item developers, etc.)
- 8) Accuracy of web site information regarding the certification program
- 9) Insurance policies (verification that required policies are on-file and current)
- 10) Results of previous Internal Audits and Management Reviews
- 11) Compliance with accreditation requirements not included in the areas above

Evaluation of each area will include a review and analysis to:

- a) Determine if the policies and procedures are still accurate and relevant
- b) Determine if the policies and procedures are being fully and properly implemented
- c) Identify any needed modifications to the policies and procedures
- d) Determine if the way in which a policy is implemented should be modified

Management Review

Purpose

The purpose of the Management Review is to:

- Ensure that all Board policies and certification program operational procedures are consistently implemented
- Identify areas of needed programmatic change
- Ensure that the Management System continues to be adequate, effective, and in alignment with the needs of the certification program and accreditation requirements

The Management Review provides a standardized mechanism to review input and Internal Audit results to inform the implementation and evaluation of preventative and corrective actions (see definitions below).

Data Collection

In addition to the Internal Audit report, information and data collected, as noted below, may be used to inform the Management Review process.

The executive director will collect, retain, and report data regarding each certification program.

Data will be used to inform the Management Review process and quality management activities and to present annual summary reports to the Board as needed.

Summary reports may include, but are not limited to:

1. Previous Internal Audit reports, Management Review reports, and tracking related to the implementation/outcome of actions approved during previous Management Reviews
2. Reports on the number of test takers and pass/fail rates for each certification
3. Reports on the number of individuals eligible for recertification and retention rates for each certification
4. Customer comments and feedback (feedback tracking log) received regarding certification activities including customer service, applications for certification and recertification, exam administration and sites, etc.
5. Technical/test analysis reports
6. Reports related to any accreditation non-compliance issues or other feedback resulting from the accreditation process
7. Reports related to complaints and disciplinary actions
8. Reports from vendors related to security and/or examination administration incidents
9. Annual Threat Analysis report
10. Other input/recommendations from certification program staff, committees, and/or stakeholders

Management Review Frequency

The Management Review will be conducted annually following completion of the Internal Audit report.

Management Review Committee

The Management Review will be conducted by a Management Review Committee composed of the executive director and two individuals appointed by the Board, at least one of which is a member of the Board.

The Management Review Committee will meet as needed to conduct the Management Review.

Management Review Report

The Management Review Committee is responsible for preparing a written Management Review report that will include:

- Identification of any needed corrective and preventative actions (see definitions below) to include:
 - Root cause investigations related to nonconformities identified during the Internal Audit.
 - Planned corrective and preventative actions.
 - Assignments and plans for implementing corrective and preventative actions.
- Recommendations for improvement of the efficiency and effectiveness of the management system.
- Resources, financial and human, required to implement the actions identified.
- The status and effectiveness of actions implemented based on previous Management Reviews.
- Opportunities for improvement.

The Management Review Report will be provided to the Board and other certification program personnel as needed.

Definitions: Corrective and Preventative Actions

Corrective Actions

Corrective Actions result from the identification of a policy or a procedure which is not being properly or fully implemented, identification of required exam related psychometric procedures which are not being properly implemented, or identification of other errors.

Corrective Actions that are identified, either during an Internal Audit, Management Review, or by some other process, will be implemented as quickly as possible to ensure ongoing compliance with the Board's policies and procedures. The executive director will report to the Management Review Committee when each corrective action has been fully implemented. Completion will be documented.

Preventative Actions

Preventative Actions result from the identification of areas for improvement or increased efficiency and actions which will prevent the need for additional future corrective actions. Preventative Actions will be implemented over a reasonable time period. When applicable, candidates/certificants will receive reasonable advance notice of changes to the certification program.

When multiple preventative actions are identified, the Management Review will prioritize these actions and establish a timeline for their implementation.

Appendix A: Board Confidentiality/Conflict of Interest Form

I understand that I am accepting a _____-year commitment to serve on the ACNB Board of Directors which involves at a minimum, my active participation in Board meetings, examination development activities, and Board communications.

I acknowledge that I will (1) contribute to the Board's role in establishing and implementing policies and procedures for the certification program and to oversee the development of the examination; (2) carry out the functions assigned to me; and (3) contribute to the development and oversight of the certification program within ACNB policies and procedures.

I, the undersigned, hereby understand and agree that due to my relationship with the American Chiropractic Neurology Board, that I:

1. Shall adhere to the Bylaws, and policies and procedures of the ACNB, act for the good of the certification program, and represent ACNB in a positive and supportive manner.
2. Shall not disclose confidential information related to or verbally discussed during ACNB Board meetings or other verbal or written information identified as confidential ACNB Board business.
3. Shall not divulge the specific contents of ACNB certification and recertification applications and related documents or any information about an applicant received verbally or in writing.
4. Shall not disclose confidential information related to test scores or certificate application challenges, appeals, complaints, ethics violations or other actions being considered by the ACNB Board.
5. Shall not disclose any information related to individual testing programs or any testing materials.
6. Shall maintain all testing and certification/recertification materials always sent to me for review in a locked and secure area and return these materials to ACNB personnel at the next meeting unless specifically instructed to do otherwise by the ACNB President or Test Development Director or ACNB Executive Director.
7. Shall not disclose any written or oral information that has been identified as confidential. This includes, but is not limited to, personnel information, volunteer information, contract information, insurance information and organizational information that are of a sensitive nature that I may be privy to as a Board member.
8. Shall avoid conflicts of interest between my position as a Board member and my personal and professional life in compliance with the Conflicts of Interest Policy. This includes using my position for the advantage of myself, my friends, family, and/or business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.

9. Shall not be directly involved in the development or delivery of any educational program designed or intended to prepare individuals to take the ACNB certification examinations.

I further understand and agree that my signature constitutes binding acceptance of these conditions.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties or become ineligible to continue to serve, I agree to promptly notify the Board and to resign as a director of the ACNB Board.

I further understand that review within ACNB will be the final determination of any matter arising between me and ACNB. I agree that any disagreements will be settled by arbitration in Texas.

Printed Name

Signature

Date

Appendix B: Staff Member Confidentiality Form

I, the undersigned contractor, hereby understand and agree that due to my relationship with the American Chiropractic Neurology Board, that I:

1. Shall not disclose confidential information related to or verbally discussed during ACNB Board meetings or other verbal or written information identified as confidential ACNB business.
2. Shall not divulge the specific contents of ACNB certification or recertification applications and related documents or any information about an applicant received verbally or in writing.
3. Shall not disclose confidential information related to certification or challenges, appeals, or other actions being considered by the ACNB.
4. Shall not disclose any information related to individual challenges, appeals, or other action in connection with individual cases.
5. Shall always maintain all accreditation materials in a locked and secure area and handle these materials in accordance with procedures established by the ACNB. I shall distribute these materials to Board members at the direction of the ACNB Chair/President, Test Development Director or ACNB Executive Director.
6. Shall avoid conflicts of interest between my position as a staff member and my personal and professional life in compliance with the Conflicts of Interest Policy. This includes using my position for the advantage of myself, my friends, family, and/or business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
7. Shall not disclose any written or oral information that has been identified as confidential. This includes, but is not limited to, test materials, personnel information, volunteer information, contract information and candidate information that is of a sensitive nature that I may be privy to as a contractor.

I further understand and agree that my signature constitutes binding acceptance of these conditions. Only the ACNB can grant exceptions to this agreement. Any exception must be granted prior to the enactment of my participation as a contractor. No exception to confidentiality is permitted.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties or become ineligible to continue to serve, I agree to resign as a contractor of the ACNB.

I further understand that review within ACNB will be the final determination of any matter arising between the ACNB and me, except as is included in the management contract that has placed me as an ACNB contractor. I agree that any disagreements will be settled by arbitration in Texas.

Printed Name

Signature

Date

Appendix C: Agreement of Confidentiality for Committee Member

I, the undersigned, hereby understand and agree that due to my relationship with the American Chiropractic Neurology Board, Inc. as a Committee member, that I:

1. Shall adhere to the Bylaws, and policies and procedures of the ACNB, act for the good of the certification program, and represent ACNB in a positive and supportive manner.
2. Shall not disclose confidential information related to or verbally discussed during committee meetings or other verbal or written information identified as confidential.
3. Shall not disclose any written or oral information that has been identified as confidential.
4. Shall avoid conflicts of interest between my position as a Committee member and my personal and professional life in compliance with the Conflicts of Interest Policy. This includes using my position for the advantage of myself, my friends, family, and/or business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
5. If my Committee work includes access to confidential examination content, I shall not be directly involved in the development or delivery of any educational program designed or intended to prepare individuals to take the ACNB certification examinations.

I further understand and agree that my signature constitutes binding acceptance of these conditions.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties or become ineligible to continue to serve, I agree to resign.

I further understand that review within ACNB will be the final determination of any matter arising between and the ACNB and me. I agree that any disagreements will be settled by arbitration in Texas.

Printed Name

Signature

Date

Appendix D: Exam Development Confidentiality Form

I, the undersigned, hereby understand and agree that due to my **volunteer** relationship with the American Chiropractic Neurology Board, that I:

1. Shall not disclose confidential information related to or verbally discussed during committee meetings or other verbal or written information identified as confidential.
2. Shall not disclose any written or oral information that has been identified as confidential.
3. Shall avoid conflicts of interest between my position as a Committee member and my personal and professional life in compliance with the Conflicts of Interest Policy. This includes using my position for the advantage of myself, my friends, family, and/or business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
4. Agree that all exam items that I submit to ACNB will become the sole property of ACNB. This means that after submitting these items, it will not be permissible for me to use them again, regardless of the purpose, without prior written authorization by ACNB.
5. Agree that I will delete all exam items that I submit to ACNB from any electronic or paper storage.
6. Agree that I will not share, disclose, or reproduce the content of any exam items that I submit to, or review for, ACNB with anyone for any purpose.
7. Agree that while I am writing exam items for ACNB, I will maintain them in a secure and confidential manner in compliance with ACNB Confidentiality and Security policies.
8. Agree that all exam items that I submit to ACNB are original and to the best of my knowledge, have not been used or displayed previously for any purpose.
9. Agree that I will not participate in any course or instructional process intended specifically to prepare candidates for ACNB examinations during and for 2 years following my participation as an item writer / reviewer. This requirement is not intended to interfere with normal faculty teaching activities, but does apply to "review courses," "exam preparation courses," "study guides," and similar programs.
10. Agree that I will not take the ACNB examinations (for initial certification or recertification, if applicable) within 2 years of my participation as an item writer/reviewer.

I further understand and agree that my signature constitutes binding acceptance of these conditions.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties or become ineligible to continue to serve, I agree to resign.

I further understand that review within ACNB will be the final determination of any matter arising between ACNB and me. I agree that any disagreements will be settled by arbitration in Texas.

Printed Name

Signature

Date

Appendix E: Subcontractor Evaluation Form

Subcontractor Evaluation Form

Vendor/Consultant Name:

Company:

Reviewer Name(s):

Review Date:

Performance competencies:

- 5 - Exceptional:** Performance is consistently superior and significantly exceeds requirements.
- 4 - Highly Effective:** Performance frequently exceeds requirements.
- 3 - Proficient:** Performance consistently meets contract requirements.
- 2 - Inconsistent:** Performance meets some, but not all requirements.
- 1 - Unsatisfactory:** Performance consistently fails to meet contract/scope of work requirements.

Item	Rating	Comments
1. Assigned scope of services and projects are completed as expected	Select Rating	
2. Communications are managed effectively	Select Rating	
3. Project(s) completed within budget and timeline	Select Rating	

Vendor/Consultant Signature & Date

ACNB Signature & Date