



Alaska Handbook

Information for Candidates Seeking
Alaska Chiropractic Clinical Assistant
Certification

Chiropractic Therapy Assistant Program

Toll free: (888) 676-2282 | www.ctaprogram.com | info@ctaprogram.com

CTA Program: Advancing Your Career

Since its release in 2000, the mission of the **Chiropractic Therapy Assistant (CTA) Program** has been to educate and support the chiropractic paraprofessional by providing high quality clinical instruction and resources.

The CTA Program **promotes advancement** for not only the chiropractic clinical assistant, but for the practice team and the profession of chiropractic as a whole, through its dynamic and comprehensive curriculum to meet the growing demands of the field.

Approved by the Alaska Board of Chiropractic Examiners, the **Chiropractic Therapy Assistant (CTA) Program** meets the requirements set forth for the education and examination necessary to become an **Alaska Certified Chiropractic Clinical Assistant (CCA)**. For the most up to date information on the Rules governing CAs in Alaska, please reference, the Alaska Board of Chiropractic Examiners at:

<https://www.commerce.alaska.gov/web/Portals/5/pub/ChiropracticStatutes.pdf>

Benefits of the CTA Program

In today's growing health care field, the need for qualified, professional chiropractic assistants is on the rise. The *CTA Program's* clinical resources provide focused education and training to allow you to meet this demand and excel in your career.

The *CTA Program* combines the nationally recognized text *Chiropractic Therapy Assistant: A Clinical Resource Guide*, companion CTA Workbook, and CTA Video components to provide a comprehensive training curriculum all in one easy-to-use program. Benefits of the *CTA Program* include:

- a **broad approach to learning** for assistants working within all chiropractic philosophies and management environments
- encompasses **key training areas for the CCA** including treatment principles, anatomy, terminology, proper documentation, patient relations, understanding of disease and dysfunction, rehabilitation fundamentals, clinical boundaries and ethics, and emergency procedures
- **exercises, quizzes, videos** and other learning tools help you to more thoroughly grasp and retain the concepts covered
- **cost-effective** education presented in an engaging and **entertaining format**

CTA Program Overview

For those seeking Alaska CCA Certification through the *CTA Program*, there are 3 steps that must be completed in order to fulfill your requirements:

1. **Complete the CTA Program** to obtain your education and training hours.
2. Successfully **pass the Alaska CTA Examination** administered and proctored online through the *CTA Program*.
3. **Submit practical clinical experience** (up to 1200 hours and no less than 300 hours) and **attestation form** signed by the CCA's supervising DC within one year of successfully passing the Alaska – CTA Examination. (*See sample "Clinical Experience Performance Report" and hours log provided at the end of this Handbook for details.*)

Alaska chiropractic clinical assistants who have met and fulfilled the CTA Program education and examination requirements, and who continue to maintain necessary criteria for recertification, may use the title of Certified Chiropractic Clinical Assistant.

Once certified, CCAs must complete at least six hours of continuing education every two years in relevant topics to meet recertification requirements and maintain their Alaska CCA status. See renewal process for exceptions.

Eligibility Requirements and Provisions

CTA PROGRAM QUALIFICATIONS

Before applying for the CTA Program and/or CTA Examination, you must be sure that you meet all eligibility requirements set by the AK Board of Chiropractic Examiners, as well as:

- Be at least eighteen (18) years of age
- Be of good moral character
- Be a high school graduate or equivalent

INITIAL ALASKA CA CERTIFICATION PERIOD

Per regulations effective 02/23/2020 and extended by order of the Lt. Governor of Alaska, currently employed Alaska Chiropractic Clinical Assistants with **over 2000 hours of experience** are required to be **certified by 2/23/2021**.

Currently employed Alaska Chiropractic Clinical Assistants with **less than 2000 hours** of experience are required to be **certified by 2/23/2021**.

Per Alaska Statutes and Regulations [12 AAC 16.052. (f)], a **newly hired** chiropractic clinical assistant must complete the requirements **not later than 12 months** after the date of hire.

INITIAL CERTIFICATION PERIOD PROVISIONS

During this initial period, candidates who meet criteria of **2000 or more hours of experience** may choose not to enroll in the CTA Program if they feel their clinical experience has adequately prepared them to pass the examination. In this instance, the CA must provide attestation that they meet the 2000 or more hours of experience when applying for the Alaska CTA Exam.

CTA Program Education & Training

The **CTA Program** provides the educational hours needed to complete our curriculum which leads to certification recognized by the Alaska Chiropractic Board of Examiners for Certified Chiropractic Clinical Assistants. The *CTA Program* also meets the standards set forth by the Federation of Chiropractic Licensing Boards (FCLB).

- All formats of the *CTA Program*, whether **digital, print or a combination**, provide the same curriculum, including the information provided in the textbook *Chiropractic Therapy Assistant, A Clinical Resource Guide*, the workbook and online videos.
- The *CTA Program* must be completed before an individual may take the Alaska – CTA Examination administered online through the *CTA Program*. Individuals who are eligible for the exemption offered to those with over 2000 hours of experience, may choose to enroll in the CTA Program, but are not required to do so prior to applying for and taking the Exam. (See *INITIAL CERTIFICATION PERIOD PROVISIONS* above.)
- The textbook and workbook should be completed chapter by chapter. Specific instructions are provided throughout the workbook for further guidance along with a chapter review.
- After completing the textbook and workbook sections, it is recommended the CA review the videos for each chapter which reinforce the material studied and provide actual demonstrations of clinical procedures.

When the CA has completed his/her study of all the materials and review quizzes, they will have access to a Course Completion certificate. Then, he/she is ready to apply to take the online Alaska CTA Examination administered through the *CTA Program*.

CRITERIA FOR EXEMPTION

By submitting proof of meeting any of the following criteria, an individual is exempt from the **CTA Program educational pre-requisite** required for CCA Certification, and may apply directly for the Alaska CTA Exam:

- **2000+ hours of clinical experience** in the chiropractic setting
- **completion of the CTA Program** since 1/1/2016

NOTE: Those who enrolled in the **CTA Program**, but **did not take the proctored exam** are eligible for a **coupon code** to receive a discount on the purchase of their Alaska CTA Exam. Email info@ctaprogram.com for more information.

Alaska CTA Program Examination

CTA Program enrollees seeking Alaska CCA certification will be required to successfully pass the Alaska CTA Examination meeting minimum score requirements. The Alaska CTA Examination consists of 100 questions utilizing both multiple choice and true/false format.

A Test Plan providing an overview of the subject matter covered on the examination is available for review at the end of this Handbook.

The testing format for the Alaska CTA Examination will be online (live video proxy). This means **the individual will be proctored via a live video proxy website using their webcam and audio feed** from start to finish of their exam session.

ONLINE PROCTORED EXAM HARDWARE REQUIREMENTS

Individuals must have the following technical requirements in order to utilize the online exam:

Operating System	Windows 7, 8, 10 or MacOS 10.11+ (El Capitan)
Hardware Requirements	1 GB available disk space / 2 GB RAM Intel Quad-core 1.8GHz CPU or AMD Quad-core 2.0GHz CPU
Web Browser	Chrome, Firefox, Safari, Edge
Internet Speed**	Upload: 1 Mbps ↑ / Download: 2 Mbps ↓ Tethering and HotSpots are not supported. ** An active broadband internet connection is assumed since the examinations are done online.

Web Camera	<p>We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years.</p> <p>3D Webcams are not supported at this time.</p> <p>At this time, we do not officially support computers with more than (1) integrated camera. Please review their Dual-Camera Device support article and contact their support team for assistance.</p> <p>Any web camera that ONLY has drivers for Windows Vista or below will not work.</p>
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PROCEDURES FOR ONLINE ALASKA CTA EXAM

Once the CA has registered for the Alaska CTA Exam, the individual will receive an **EMAIL from ProctorFree** (our live proxy website) within 3 business days of their registration. We recommend you **check your Junk Mail folder**, as the email may not go directly to your inbox.

Once received, the individual will need to complete the steps outlined in the email to set up their ProctorFree account.

Once the individual has set up their **ProctorFree account**, they may use the **step-by-step instructions** provided in the ProctorFree email to take their exam at their convenience.

Individuals have the ability to take their exam at the day and time of their choosing, but **must take the exam no later than 30 days from the date of registration**. Taking the Exam within this timeframe from the completion of the *CTA Program* will allow for best results.

Students will be required to show their valid state ID and are expected to adhere to ethical **test-taking guidelines**. It is important to choose a quiet location for your Exam that is well-lit, where you will not be disturbed by others, including pets, and any devices other than the one on which you are taking the Exam. This is to ensure no anomalies are caused during your Exam which would cause it to be invalid. Examinees must not receive any type of assistance and may not communicate with anyone during the exam. Examinees must not have access to any other electronic devices other than the computer on which they are taking the exam, and they may not leave the examination website during testing. All other devices must be turned off or removed from the testing area during the exam. Examinees are also not permitted to leave the room during their online Exam, or else the Exam is considered invalid. Examinees may not copy, memorize, or reproduce any portion of the exam. Failure to abide by these requirements will deem the student's exam score invalid and risk further consequences, if warranted. The CTA Program reserves the right to require retesting in the event any unethical behavior or anomaly is detected.

As soon as the individual's exam answers and proctored session have been reviewed, they will receive **email notification of their exam score** (typically within 72 business hours).

Upon passing the Alaska CTA Examination, an individual will be emailed their pass letter showing they have successfully fulfilled this requirement.

The CA, along with the Alaska Chiropractic Society, will be notified of their score which will be kept confidential by the *CTA Program*, unless requested by state or national licensing boards.

Alaska Conditional CCA Certification

An individual will have obtained a conditional Alaska CCA Certification upon **completing the first two steps** required for Alaska CCAs (completed *CTA Program* and passed Alaska CTA Examination) to allow the CCA to log their required hours of clinical experience.

PRIOR CTA PROGRAM AND PROCTORED EXAM PROVISION

- All those who attended **the 2018 ACS Conference CTA Program** and subsequently **passed** the Alaska CTA Examination will be eligible for **conditional CCA Certification** upon providing CTA Certificate and Exam Pass Letter obtained from attending the 2018 ACS Conference CTA Program and Exam and attestation of required work experience hours.

Additionally, during the initial certification period only, individuals will be eligible for **Conditional CCA Certification** through the CTA Program, once meeting the following criteria:

- CTA **Clinical Experience Performance Report** including attestation by the supervising chiropractic physician(s) affirming 2000+ hours for those within the initial certification period only, and
- Successful passing of the **Alaska CTA Examination**

Once criteria for conditional Alaska CCA certification is confirmed, the CCA will receive an email with a print-ready **personalized certificate** with the individual's name and Alaska CCA expiration information.

This may be printed by the CCA, as needed, any time prior to the certificate's expiration of one year from the date of successfully passing the Alaska CTA Exam.

Alaska CCAs are encouraged to display their CCA certificate within the public view in the practice where they perform CCA services.

Alaska CCA Certification

In order to **fully earn Alaska CCA Certification**, the individual must fulfill the clinical experience requirement and submit proof of completion to the CTA Program **within one (1) year from the date of their Alaska CTA Examination**.

OBTAINING CLINICAL EXPERIENCE HOURS

Per 12 AAC 16.052(g) of the Alaska Statutes and Regulations, "a person enrolled in an educational program recognized by the board that leads to certification as a chiropractic clinical assistant is allowed to provide clinical services under the general supervision of a chiropractic physician to gain the necessary practical clinical experience."

An individual who has enrolled in the CTA Program is thereby eligible to begin accumulating the required hours of clinical experience performing chiropractic clinical assistant duties under direction of a supervisor for the purpose of receiving practical training.

Supervision must be provided by the chiropractic physician in the practice facility where the CCA candidate is employed and is for the purpose of training or teaching. An approved supervisor provides regular documented face-to-face guidance and instruction with respect to the skills and competencies of the person supervised, while monitoring the performance of the individual.

While enrolled in the *CTA Program*, taking the CTA Examination and completing the required clinical experience hours, an individual will be exempt from the CCA certification renewal requirements, but **only for a period not to exceed one (1) year from the date of examination**, unless an extension is granted by the *CTA Program*.

Upon completion of the clinical experience hours, an individual **must submit to the CTA Program, a CCA Certification Renewal Application** along with a **copy of their clinical hours log** and a **signed Clinical Experience Performance Report** for review.

CTA Program – Alaska Renewal Process

- (a) Renewals are only available to applicants who received their initial Alaska Chiropractic Clinical Assistant certification by completing the Chiropractic Therapy Assistant (CTA) Program administered by the Tennessee Chiropractic Association.
- (b) First renewals will be due by 12/31/2022 for certification of the period for January 1, 2023 – December 31, 2024. Continuing education to qualify for re-certification for 2023/2024 will have to be completed in the calendar years of 2021 and 2022.

- (c) An applicant for renewal of a Chiropractic Clinical Assistant certification who has been **fully certified at least two years** must complete and submit proof of 6 credit hours of approved continuing education earned during the concluding certification period.
- (d) An applicant for renewal of a Chiropractic Clinical Assistant certification who has been **fully certified at least one year, but less than two years** of the concluding certification period must complete and submit proof of 3 credit hours of approved continuing education earned during the concluding certification period
- (e) An applicant applying for renewal who has been **fully certified more than 90 days**, but less than one year of the concluding biennial certification period is not required to submit proof of completion of continuing education
- (f) **Lapse in certification:** Chiropractic Clinical Assistants who fail to continuously maintain their certification after a lapse of more than two years are required to reapply and meet all CTA Program requirements in effect at the time of reapplication, including passing the examination again.
- (g) **Late renewal:** Renewals after the expiration date (but before considered “lapsed”) are assessed a late fee. Chiropractic Clinical Assistants are still responsible for all continuing education hours for the time period involved.

Those applying for their first-year renewal under the initial certification period criteria (see Eligibility Requirements and Provision) will be deemed fully certified as a CCA if they submitted a Clinical Experience Performance Report showing proof of 2000+ hours within the one-year renewal period.

FIRST-YEAR RENEWAL OF CCA CERTIFICATION

At the first-year renewal, the CCA will receive a reminder email sent to the email address associated with the CTA Program online account **providing instructions and a link** to complete a short online renewal application. As part of the first-year renewal application process, the CCA must submit the **CTA Clinical Experience Performance Report** showing proof they obtained the required hours within the one-year period and attestation by the supervising chiropractic physician(s) affirming the required hours and performance demonstrating competence in the role of CCA.

Subsequent renewals will cover a two-year period based on a biennial schedule.

Continuing Education

Per 12 AAC 16.052 of the Alaska Statutes and Regulations, after completing the initial certification requirements, a CCA must maintain current certification in accordance with the requirements of the institution through which they obtained their CCA certification.

During each 2-year renewal period, the CCA must complete at least six (6) hours of continuing education in their field.

APPROVED SUBJECTS

Subjects must contribute directly to the professional competency of a person certified as a Chiropractic Clinical Assistant and be directly related to the concepts of chiropractic principles, philosophy, and practice, including the following:

- (1) Foundational Knowledge
- (2) Patient Safety and Procedures
- (3) Documentation
- (4) Ethics and Boundaries
- (5) Radiographic safety or radiographic techniques
- (6) Physiotherapy/Rehabilitation
- (7) Nutrition

Practice management or business-related courses or courses that contribute primarily to the financial gain of the practice do not meet the criteria for approved subjects.

For the purposes of this section, 50 minutes of instruction constitutes one credit hour.

APPROVED PROVIDERS

Continuing education is approved for Chiropractic Clinical Assistants if received from the Alaska Chiropractic Society, Tennessee Chiropractic Association, Chiropractic Therapy Assistant (CTA) Program, or continuing education programs that are certified by the Providers of Approved Continuing Education through the Federation of Chiropractic Licensing Boards.

It is the responsibility of the CCA to retain proof of continuing education for up to four (4) years from the event for verification purposes.

Certificates of Attendance are to be provided to the CCA by the provider for any course taken, with:

1. Provider Name and contact information

2. Name of attendee
3. AK CCA Certification Number
4. Date of course
5. Location held
6. Course Title
7. Subject or Topic
8. Number of credit hours earned

Fees

All fees must be paid electronically via credit or debit card, or approved payment method (ACH/echeck) in US dollars on the CTA Program secure website

<https://ctaprogram.com/bookstore-alaska-2/>.

Each CTA Program is issued to a single individual. As is common with professional training programs, this certification program is issued to the student and not a practice or facility. Therefore, each individual seeking certification is required to complete the program and show proof of criteria.

No refunds will be given under any circumstances. A CTA Program may be transferred to another recipient **within thirty (30) days of the purchase date upon verification of materials** (if applicable) and **transfer fee of \$25**. Documentation must be submitted to the CTA Program administrative office (info@ctaprogram.com) with signatures from all parties involved (supervising doctor, transferor (if possible) and transferee) attesting that the prior student will no longer be using the materials and/or seeking certification/licensure using the original program. Programs can be transferred only once.

CTA Program Includes approved course instruction, practice exam, education certificate and testing fee coupon code . Available Online only or Print + Online - https://ctaprogram.com/bookstore-alaska-2/	\$299 (<i>plus s/h, if applicable</i>)
Alaska – CCA Examination (with CTA Program enrollment) CTA Program enrollees will be provided with an CCA Examination coupon code to use in registering for 50% savings.	\$75 (<i>with coupon code</i>)
Testing Only Fee Includes one examination attempt within 30 days and Alaska CCA certificate upon successful completion	\$150
Re-Examination Once registered for must be taken within 30 days	\$50

Certification Renewal Fee Renews CCA certification for two years (biennial renewal required prior to December 31 of the even year of the two-year certification period)	\$30
Late Renewal Fee If renewing after the expiration date.	\$50
Alaska – Chiropractic Therapy Assistant: A Clinical Resource Guide – Textbook	\$85
Alaska – Chiropractic Therapy Assistant: A Clinical Resource Guide – Workbook	\$80

Verification of Certification

To verify a CCA's active, current certification, contact: info@ctaprogram.com. Please include the CCA's first and last name as well as his or her current location/facility of practice.



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Certified Chiropractic Therapy Assistant Test Plan

Rev: September 2020

This test plan outlines of the competencies to be determined through the CTA examination demonstrating an examinee has the knowledge and skills required of a clinical Chiropractic Therapy Assistant working under the direction of a chiropractic physician. The CTA Examination for certification contains 100 scored items. Candidates are allowed 75 minutes for completion once initiating the examination.

Application of Clinical Chiropractic Therapy Assistant Principles (30%)

Examples of knowledge tested:

- Basic qualifications of a Chiropractic Therapy Assistant in both clinical and administrative roles
- Fundamentals of chiropractic, its safety and effectiveness, and approach to healthcare, along with the general education requirements and scope of practice for doctors of chiropractic
- How to perform common duties of a clinical chiropractic therapy assistant including conducting an initial patient case history, assisting patients in pain, and the CTA's role in fostering positive patient relations to provide optimal care throughout their treatment process
- Healthcare terminology, including chiropractic and medical terms, anatomical, diagnostic, and procedural terms, and related definitions and abbreviations
- Documentation and key components for effective recordkeeping, including common documentation methods and abbreviations; plus, elements of the patient file and special considerations, such as Medicare documentation guidelines
- Core understanding of professional boundaries and ethics with an overview of examination and treatment recommendations, risk management practices, proactive prevention and proper response to sexual harassment and other potentially unethical or illegal situations

Human Anatomy and Physiology for the Clinical Chiropractic Therapy Assistant (30%)

Examples of knowledge tested:

- Fundamental elements of the skeletal and muscular system including joints, ligaments, tendons
- Basic structure and function of the nervous system, as well as the components and function of the other major body systems and their interactions
- Importance of knowledge of human anatomy and physiology for the purpose of efficient and accurate communication with the chiropractic physician, as well as the patient
- Basic clinical understanding of the systems of the human body as they relate to function, as well as daily activities of living and therapeutic interventions

Patient Procedures, Safety and Protection (40%)

Examples of knowledge tested:

- General applications of common treatments which may be utilized in the chiropractic setting, including hands-on procedures, stretches, modalities, rehabilitation protocols, as well as a general understanding of various chiropractic techniques
- How to administer various therapy techniques to patients, as well as an understanding of how those therapies work and how to relate that information to educate the patient
- Common indications and contraindications of key therapy techniques used in the chiropractic setting and understand the healing phases to better prepare and educate patients on their path to recovery
- Spinal rehabilitation fundamentals and their application in the clinical setting, including risk factors, contraindications, protocols and sets, and concepts of strengthening
- Emergency procedures from first aid, AED, and CPR concepts to preparing the practice to be able to respond efficiently and appropriately react when an emergency occur

Alaska CCA Clinical Experience Hours Log



Name of CCA (printed): _____ State Exam Pass Date: _____

Per the CTA Program requirements for certification as an Alaska Chiropractic Clinical Assistant, candidates must submit proof of up to twelve hundred (1,200) hours and no less than 300 hours of clinical experience under direct supervision. The supervisor is required to provide the CTA Program a report concerning the certificate holder's performance in each area of performance on the form provided by the CTA Program to become fully certified as a chiropractic clinical assistant. Such hours shall be completed within one (1) year from the date of examination, unless an extension is requested and granted by the CTA Program.

Supervision must be provided by the chiropractic physician in the practice facility where the CCA candidate is employed and is for the purpose of training or teaching. An approved supervisor provides regular documented face-to-face guidance and instruction with respect to the skills and competencies of the person supervised, while monitoring the performance of the individual.

Date Range**	Completed Hours	Intern Initials	Supervisor Name	Supervisor Initials

I verify that all information submitted in this log is accurate.

Total hours: _____

CCA Signature: _____

Date signed: _____

***Date Range recommended not to exceed one week*



Chiropractic Therapy Assistant Program

Alaska Chiropractic Clinical Assistant Certification

CLINICAL EXPERIENCE PERFORMANCE REPORT

This assessment of entry level minimal competence **must be completed and submitted** as part of the standard application for **Alaska Chiropractic Clinical Assistant through the CTA Program**. If hours were obtained in multiple facilities, please use separate forms for each. In addition to this form, **please submit a log sheet** of the weekly clinical hours completed.

Full Name of the Alaska CCA: _____

Start/End Dates of Supervision Period: _____

Full Name of DC Supervisor: _____

DC's License Number: _____

Full Name of Alternate DC Supervisor: _____

Alternate's License Number: _____

Name of Facility: _____

Facility Phone: _____

Facility Address: _____

For Supervisor's Use Only:

Based on the observations for the full term of affiliation of _____ hours as demonstrated in the attached log, I affirm that the above named Alaska CCA ____ Does / ____ Does Not meet or exceed the entry level performance in demonstrating clinical competence in the role of Chiropractic Clinical Assistant within this facility.

Supervisor's Signature

Date

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