



# ***Tennessee Handbook***

Information for Candidates Seeking  
Tennessee Chiropractic Therapy Assistant  
Certification and Licensure

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**Chiropractic Therapy Assistant Program**

**Toll free: (888) 676-2282 | [www.ctaprogram.com](http://www.ctaprogram.com) | [info@ctaprogram.com](mailto: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.

Additionally, the CTA Program and CTA State Examination meet the requirements set forth by the TN General Assembly and TN Board of Chiropractic Examiners **requiring that all chiropractic assistants (CAs) performing therapy on patients be licensed** and certified by the state.

To **obtain CTA licensure**, the TN Board of Chiropractic Examiners requires completion of:

- an approved 50-hour instructional program,
- passage of the proctored CTA State Examination, and
- accrual of 1,200 clinical performance hours.

Benefiting the CA and the doctor's practice, this structured program is provided in a **distance learning format** designed to prepare you for your role as a CTA, with **online options** available for both the **CTA Program** and **proctored examination**.

## How to Use This Handbook

This Handbook will help you understand and successfully complete the CTA licensing process with:

- Step-by-step instructions for completing the **education, exam, and clinical hour requirements** to become a licensed CTA in Tennessee
- Helpful overviews of the **CTA Program and proctored TN CTA State Examination**, including available formats and what to expect when taking your program and exam
- Checklists with helpful tips for submitting your **CTA license application online** to the TN Board of Chiropractic Examiners as well as an overview of licensure requirements

**Prohibition Against Reproduction of Materials:** Federal law prohibits any attempt to reproduce all or part of the program or examination materials. Reproduction of any copyrighted materials—including test documents, program manuals, textbook, videos, or any other related course instruction or content—is strictly prohibited. Photocopying or digital copying in all formats of any materials constitutes a violation of federal copyright laws. Additionally, anyone removing exam materials from the test area, whether by physical or digital methods, or by reproducing material from memory will be prosecuted to the full extent of the law.

# Step 1: CTA Program Education & Training

## **Eligibility Requirements**

Before applying for CTA licensure, you will want to be sure that you meet **all eligibility requirements** set by the Tennessee Board of Chiropractic Examiners. The *General Rules Governing Chiropractic Therapy Assistants* (Rule 0260-5-.03) state a person must comply with the following procedures and requirements prior to submitting an application:

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

If you **do not** meet these licensure requirements, you are not eligible to enroll in the CTA Program.

## **Choosing Your CTA 50 Hour Program Format**

The CTA Program provides a comprehensive, fifty-hour clinical training curriculum for Tennessee chiropractic assistants offered in **two convenient learning formats**: online and a combination of printed materials and online videos. Choose the format that best suits your study needs.



<b>Online CTA Program</b> Digital textbook, workbook & videos all viewed online	<b>Print/Online CTA Program</b> Textbook/workbook shipped; videos viewed online
<p style="text-align: center;"><b>Both formats use the same curriculum.</b></p> <p>Each of our program formats will take you through the nationally recognized textbook <i>Chiropractic Therapy Assistant, A Clinical Resource Guide</i>, the companion workbook, and videos that help students thoroughly grasp and retain the clinical concepts.</p> <p style="text-align: center;"><b>Both formats include a completion quiz.</b></p> <p>Newly added as a <b>review and practice tool</b> to prepare you for the required, proctored TN CTA State Examination, both formats conclude with an <b>online program completion quiz</b>.</p> <p style="text-align: center;"><b>Both formats require a computer and internet access.</b></p> <p>Students will need access to a computer and internet to view the digital program materials provided in both formats, as well as the completion quiz. The completion quiz is not provided outside of your online study. <b>Access is granted for one (1) year from the date of enrollment</b> to all online program and exam materials.</p> <p style="text-align: center;"><b>Both formats provide a certificate for proof of education.</b></p> <p>After completing your CTA Program and once you have registered for and successfully passed your proctored CTA State Examination, both formats provide a <b>CTA Program Certificate of Proficiency</b> serving as proof of completion of the educational criteria needed for licensure.</p>	

## CTA Program Fees & Coupon Code

The cost of the CTA Program is \$299.00 plus **applicable shipping and handling fees**; however, those seeking TN licensure who are purchasing the CTA Program, regardless of distance learning format, are eligible to use a **Tennessee Coupon Code for \$84.00 savings** for a cost of \$215.00. A current Coupon Code is visibly promoted in the online Bookstore for all Tennessee CTA Program applicants.

### How to Order the CTA 50 Hour Program

Ordering the CTA Program is quick and easy by going to our website, [www.CTAProgram.com](http://www.CTAProgram.com).

- From the home page, click on **“Bookstore”** in the menu options and then **click on Tennessee** on the map.
- Once on the Tennessee bookstore page, click on the **“Programs”** tab and check the box to acknowledge you meet the TN requirements for CTA licensure.
- Then **choose your preferred CTA Program format** and click to add it to your cart.
- Be sure to **apply the coupon code** visible in your cart. Then proceed to checkout.
- If the student is different than the billing contact, follow the instructions to **register your user account** before checking out. Once you set up this account, it will be where all your digital course materials are populated and the account you will need to use when ready to apply for the proctored TN CTA State Examination.



## Do other CAs in my practice seeking TN licensure have to order a separate CTA Program?

**YES.** As with all TN licensed professionals, the state board issues licenses to an individual and not a practice or facility. Therefore, **each individual is required to complete a unique program issued to them** which requires a unique affidavit acknowledgement when registering for the exam, and to show proof of completion when applying for Tennessee licensure.

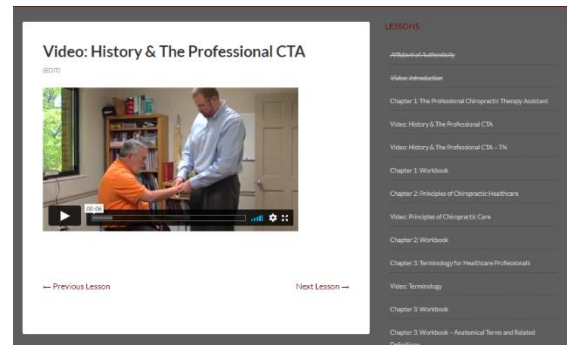
## Accessing Your CTA Program Materials

By completing the user registration in the check-out process, you are set-up with a **CTAprogram.com account**. Log in to your account and click on **“My Courses”** and click on **“Continue study”** underneath the course title to view the chapters and/or videos in order by chapter.

If you choose the **online program**, it will be available the same day of purchase. If you choose the **print/online program**, your digital materials will be available the same day of purchase and every effort will be made for your printed materials to be shipped within 5-7 business days of purchase.

## Steps for Studying Your CTA Program

- 1) The **textbook and workbook should be completed chapter by chapter**. Read each chapter in the textbook before you begin the corresponding chapter in the workbook. Your workbook will provide review quizzes to help you gauge your understanding of each section and specific instructions for further guidance as you work your way through each chapter review.
- 2) **Review the video component(s) for each chapter** which will reinforce the material you have studied and provide actual demonstrations of clinical procedures. It is recommended you revisit sections that present difficulty and focus on those for deeper comprehension.
- 3) As a final chapter after completing your study of all the materials and review quizzes, you will then take an online program completion quiz. Please note, the **program completion quiz is NOT the required TN CTA State Examination**. It is **NOT** proctored. It is to serve as program completion, comprised of 50 questions, rather than 100, and is not timed. You will have up to 5 opportunities to earn a passing score of 80% on the completion quiz as a benefit.



### Transfer Policy

A CTA Program must be issued to an individual. No refunds will be given for any program, no exceptions; however, a program may be transferred **one-time only** to another individual within the same practice within **thirty (30) days** of the purchase date conditional upon verification of materials and transfer fee of \$25. **Verification of program materials** may be done by the following:

- 1) Program materials are mailed to the Tennessee Chiropractic Association (TCA) in the same method they were sent to applicant, to be sent back once they have been approved.
- 2) Program materials may be brought to the TCA office for verification same day.
- 3) TCA confirms that the program completion quiz has not been initiated.

Documentation signed by all parties stating that the prior student will no longer be using the materials and/or seeking licensure using the original program is required. **Please contact the TCA** office as soon as possible if there is any question as to whether the applicant will complete the course to ensure consideration for transfer. No transfers will be authorized after 30 days.

### IMPORTANT: Requirement for Beginning Clinical Hours in the Practice

The TN Board of Chiropractic Examiners rules require CAs to have **successfully passed** their proctored **TN CTA State Examination before starting any CTA clinical hours**. Therefore, if you have not yet taken the proctored exam, you are **not eligible** to begin your clinical hours in the chiropractic office. Clinical hours may only begin to accrue **after you have been notified you have passed** the proctored state examination. That is why it is important not to delay in registering for the TN CTA State Examination upon completing your educational CTA Program.

# Step 2: TN CTA State Examination

## Eligibility Requirements and Registration Fee

In addition to the TN Board of Chiropractic Examiners eligibility requirements for CTA licensure, candidates need to have applied for the CTA Program, had materials for no less than fifty (50) working hours or **seven (7) days** and **completed your CTA Program** before you are eligible to take the TN CTA State Examination. When you register for the Examination, you will be required to acknowledge you have met these requirements.



The CTA State Examination **fee is \$150.00** and is paid at the time of registration.

Candidates will be required to **show a currently valid, official government issued photo ID** when taking your Examination. Acceptable IDs include driver's licenses, state-issued photo IDs, military IDs and passports. Hospital and student ID cards are not accepted.

## Exam Content

The CTA Exam consists of **100 questions** based on the curriculum covered in the CTA Program. The questions are written in a **multiple choice and true/false format** and are designed to measure the CA's knowledge, understanding and application of all practices and principles related to the duties of a Chiropractic Therapy Assistant. A Test Plan providing an overview of the subject matter covered on the examination is available for review at the end of this Handbook.

## Score Procedures

CTA Program enrollees seeking Tennessee CTA licensure are required to **successfully pass** the TN CTA State Examination with a **minimum score of 75**. Your score will be kept confidential by the TCA, and it is not mandatory for you to disclose it to anyone except the TN Board of Chiropractic Examiners. You are **required to notify your employer** of whether or not you have passed meeting criteria to begin your clinical internship. *[You must also provide your employer with a copy of your CTA Program certificate for their records and visibly display your certificate within the practice where you are completing your internship hours.]*

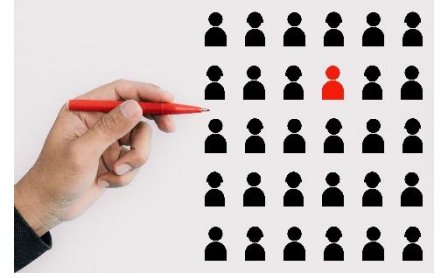
## Registering For Your Exam

Log in to your [CTAprogram.com](http://CTAprogram.com) account (*where you viewed your CTA online materials*), go to the "**Bookstore**" and click on Tennessee on the map shown. Once you acknowledge you have met the requirements and are eligible to apply, you will proceed to view the Examination options. Click on the Examination method of your choice.

The proctored Examination is conveniently provided **online via live remote proxy** as well as through **in-person opportunities** at the TCA office and TCA-hosted events. Whether proctored in-person or online, students are expected to adhere to ethical test-taking guidelines.

## Online and In-Person Test Environment Restrictions

It is our goal to maintain a standardized testing environment to ensure that exam results of all applicants are earned under comparable conditions and represent fair and accurate measurement.



All exam applicants must adhere to the following regulations:

- **No reference material** may be brought into the testing area.
- No papers, pamphlets, or books are allowed in the testing area. You will be required to **leave personal belongings outside** the testing area. Limited secure storage will be provided. The test site assumes no responsibility for applicant's personal belongings.
- **Eating, drinking or use of tobacco** is not allowed in the testing area.
- Examinees may not copy, memorize, or reproduce any portion of the exam.
- Examinees must **not have access to any electronic devices**. For **online examinees**, all other devices other than the computer on which they are taking the exam must be turned off or removed from the testing area during the exam.
- Examinees **must not receive any type of assistance** and **may not communicate with anyone** during the exam.
- Examinees **must remain in full view** of the live web proxy monitor during their Exam, or else the Exam is considered invalid.
- Any applicant who leaves the test environment for any reason may not be allowed to return to continue 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.

### Security Measures/Misconduct

Numerous security measures are enforced during online and in-person test administration to ensure the integrity of CTA examinations. Be aware that applicants will be observed at all times while taking the exam. Any irregular behavior during the examination - as evidenced by observation, statistical analysis of answers or otherwise on any portion of the examination may constitute grounds for the

TCA to enforce any of the following consequences:

- to terminate the applicant's participation in the exam
- to invalidate the results of that exam and any prior exam
- permanently bar the applicant from all future examinations
- to withhold scores
- to inform the TN Board of Chiropractic Examiners
- to pursue legal action against the candidate in question

Individuals who engage in misconduct will be dismissed from the test site, and their test scores will be canceled. Examples of misconduct include, but are not limited to, the following

- failing to provide acceptable identification

- giving or receiving unauthorized help
- attempting to take the examination for someone else
- using notes, books or unauthorized aids
- bringing materials into the exam that may compromise its administration
- eating or drinking during the test
- attempting to remove test questions (in any format) from the room
- failing to follow proctor's instructions
- removing or attempting to remove scratch paper from the testing room
- creating a disturbance of any kind

## Online Examination Considerations



The TN CTA State Examination is offered online to add convenience for those who prefer online testing or who have schedule or travel limitations. With this option, you have the ability to take your online exam **at the day and time of your choosing**, but we recommend that you complete it **within 30 days of finishing your CTA Program study**. Online examination access expires one-year after date of purchase and will no longer be valid.

In the online format, instead of an in-person proctor, **examinees are proctored via a live video proxy website using the individual's webcam/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:

<b>Operating System</b>	Windows 10+ or macOS 10.12+ (Sierra) <b>*Windows S mode is not supported</b> <b>*Chromebooks, Linux, iPads, tablets, and mobile devices are not supported.</b>
<b>Hardware Requirements</b>	1 GB available disk space / 2 GB RAM Intel Quad-core 1.8GHz CPU or AMD Quad-core 2.0GHz CPU
<b>Web Browser</b>	Chrome, Firefox, Safari, Edge <b>*Microsoft Edge is not supported for macOS at this time.</b>
<b>Internet Speed**</b>	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.



<p><b>Web Camera</b></p>	<p>An external or internal web camera and microphone are required. <b>*Camera and microphone drivers must have been updated or released within the last 5 years.</b></p> <p><b>*3D Webcams are not supported at this time.</b></p>
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## In-person Examination Scheduling Considerations



The TN CTA State Examination is offered onsite, **Tuesdays and Thursdays at 2 pm CT** at the TCA but must be scheduled in advance. Special requests for alternate dates may be submitted when registering. Additional opportunities may be provided at TCA regional seminars.

Registration for TCA office exams should be **submitted no later than one (1) week** prior to the requested exam day to ensure that date will be available. Enter your preferred date and time when registering. Every effort will be made to accommodate requests; however, if for any reason your preferred date/time is unavailable you will be contacted to determine another viable date/time that works for you.

If you need to change your exam date for any reason, please contact us as soon as possible. Exam applicants who fail to appear for a scheduled appointment may forfeit their Exam fee and be required to re-apply. **Absolutely no applications will be accepted at the door.**

On the day of your exam, your Examination will be proctored by a TCA staff member. Your Exam will be **graded on-site**, and you will receive your score and information regarding your next steps toward beginning your internship and obtaining licensure.

## Procedures for TN CTA State Examination Online

### Online Testing Location

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.

### Taking Your CTA State Examination

You will need your valid Driver's License or photo ID to present on camera during the authentication process of your online exam. Once your exam begins, you will have 1.5 hours to complete the 100 multiple-choice questions moving forward only through the exam.

1. Log into ctaprogram.com.
2. Click on "My Courses" and then on "TN State CTA Examination."

3. Click "Go to ProctorFree" and click on "TN State CTA Exam" and follow the instructions to install the Proctor Free application.
4. Once complete, click the "Launch Exam" link on the webpage to start your exam session.
5. Read and attest to the "Acknowledgement of Ethical Online CTA Exam Requirements" and type your name in the fields provided to begin your exam.
6. When you have answered all 100 questions, click the button to finish quiz and submit your answers.
7. You may then close your ProctorFree session.

It will take time for your results to be reviewed during which you may not begin working as a CTA collecting clinical hours. **Watch your email.** As soon as your exam answers and proctored session have been reviewed, you will receive email notification of your exam score (typically within 72 business hours).

### Procedures for In-person Testing

Applicants should arrive at the test site at least 15 minutes before your scheduled Exam, to allow for travel and check-in procedures. Please call TCA personnel to notify them if you will arrive later than the scheduled Exam time.

If you are unsure whether the test site is closed because of inclement weather or some other factor, you should call the TCA to verify. The TCA staff will leave a message with information regarding any change in hours of operation due to dangerous weather conditions. If it is closed, you will be given the opportunity to reschedule the Examination as soon as possible.

TCA personnel follow designated procedures in order to adhere to state testing guidelines. The TCA provides all testing materials. The CTA Examination, all answer sheets and pencils will be given to the applicant at the time of the exam.

Please be aware that other tests may be administered in the testing area at the same time. TCA personnel will do their best to maintain a comfortable environment in the testing area.

During the exam, raise your hand to notify the CTA Exam proctor if you need assistance; however, CTA Exam proctors will not be allowed to assist you with any exam subject matter, vocabulary or other terminology.

### Security Measures/Misconduct

Numerous security measures are enforced during online and in-person test administration to ensure the integrity of CTA examinations. Be aware that applicants will be observed at all times while taking the exam. Any irregular behavior during the examination - as evidenced by observation, statistical analysis of answers or otherwise on any portion of the examination may constitute grounds for the

TCA to enforce any of the following consequences:

- to terminate the applicant's participation in the exam
- to invalidate the results of that exam and any prior exam
- permanently bar the applicant from all future examinations
- to withhold scores
- to inform the TN Board of Chiropractic Examiners
- to pursue legal action against the candidate in question

Individuals who engage in misconduct will be dismissed from the test site, and their test scores will be canceled. Examples of misconduct include, but are not limited to, the following:

- failing to provide acceptable identification
- giving or receiving unauthorized help
- attempting to take the examination for someone else
- using notes, books or unauthorized aids
- bringing materials into the exam that may compromise its administration
- eating or drinking during the test
- attempting to remove test questions (in any format) from the room
- failing to follow proctor's instructions
- removing or attempting to remove scratch paper from the testing room
- creating a disturbance of any kind

### **Re-examination**

Applicants who fail to complete the proctored CTA Exam with the minimum score of 75 are permitted to apply for re-examination one (1) week after the original exam date. Applicants will be notified by the TCA of their results with **instructions for applying for and taking their re-examination**. Subsequent exam attempts, online or in-person, may require payment of the CTA Re-exam fee.

## **TN CTA State Examination Exit Process**

Once you have successfully passed your in-person or online exam, you will be guided to complete a **CTA Program Exit Form** which outlines critical information for completing your internship hours and applying for your TN CTA license.

Your **CTA Program Certificate of Proficiency** and **TN CTA State Examination pass letter** will be uploaded into your **ctaprogram.com** account once your exam session and score has been verified. (Typically within 1 business day).

It will take time for your results to be reviewed during which you may not begin working as a CTA collecting clinical hours. **Watch your email**. As soon as your exam answers and proctored session have been reviewed, you will receive email notification of your exam score (typically within 72 business hours).

You will also receive other important exit documents, which may include:

- sample CTA Clinical Internship Log
- state-required TN Clinical Internship Performance Report form
- copy of the TN CTA Rules and Regulations
- overview of how to apply for your TN CTA license online after completing your clinical hours



These documents will remain in your account for future reference, so that you may download or print them at your convenience. A copy of your CTA Program certificate **must be provided to your employer** for their records as proof that internship hours may begin and must be displayed visibly in your place of employment.

## Step 3: CTA Clinical Internship Hours

As soon as you receive notification that you have passed the TN CTA State Exam, you are eligible to begin **your 1200 hours of supervised training!** During your internship period, you must log your hours in the chiropractic practice performing CTA duties under direction of a supervisor for the purpose of receiving practical training in providing physical agent modalities and rehabilitation.

**Only CTA related duties are acceptable.** Hours devoted to other office positions are not to be included. For guidelines on the requirements for **supervision**, refer to TN Rule 0260-05-.01 (18).



Use the **CTA Intern Hours Log** to keep track of hours, and when complete, have your supervisor complete the **Clinical Internship Performance Report** form. Both are provided in your State Exam exit materials and must be submitted with your online license application.



While completing your clinical internship you are exempt from the certification requirements, but **only for a period not to exceed 365 days from the date of successful State Examination.** Therefore, your **Exam score** is only valid for 365 days. If your internship cannot be completed in that time you must contact the TN Board of Chiropractic Examiners at (615) 741-3807 to request an extension.

## Applying for TN CTA Licensure

### Overview of the TN CTA License Application Online Process

All TN Dept. of Health license applications must be **submitted online** via their License and Regulatory System (<https://lars.tn.gov/>). The application requires you to upload several documents showing proof of meeting criteria for licensure.



### License Application Criteria

Provided below is a checklist for your personal use and convenience containing all the things you must do to receive consideration for issuance of a Tennessee license to practice.

NOTE: All submissions must be executed and dated less than one (1) year before receipt, or they will be rejected by the Board. If the application is not complete upon receipt by the Board's Administrative Office, a deficiency letter will be sent to you by certified mail or by email. The supporting documentation requested in the letter must be received in the Board's Administrative Office within sixty (60) days from the date of the initial deficiency letter. Files not completed within sixty (60) days will be closed.

1. Completion of all pages of the online application.
2. Proof of having graduated from a high school (diploma) or successfully completing a general education development (G.E.D.) program (G.E.D. certificate).
3. If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a chiropractic therapy assistant (or any other health care professional), you must request a verification from each and every state. The verification must be mailed directly to the Board's Office from the other state(s).
4. Recent (within 12 months) signed passport-size photograph of yourself.
5. One (1) recent letter of recommendation from licensed chiropractic professionals who can attest to your good moral character. These letters must identify the individual(s) as a licensed chiropractic professional, be submitted on letterhead, and bear the signature of the author.
6. Verification of completion of a minimum combined total of fifty (50) hours of instruction approved by any board member or board designee, subject to full board approval, and which shall include but not be limited to such subject material as anatomy, physiology, patient protection, safety, emergency procedures, professional boundaries training, therapy, and rehabilitation techniques. **[This is the CTA Program Certificate of Proficiency.]**
7. Verification of a completed state board examination with a minimum score of 75. **[This is the TN CTA State Examination pass letter.]**
8. Proof of twelve hundred (1,200) hours of clinical internship under direct supervision.
9. Proof of U.S. or Canadian citizenship or evidence of being legally entitled to live and work in the U.S. (e.g. copy of birth certificate, naturalization papers, or current visa status.) If not a U.S. or Canadian citizen, the front and back of the passport, valid visa, I-94 and Form I-766 must be submitted.
10. Completed Declaration of Citizenship form and related documents required.
11. A criminal background check - For instructions to obtain a criminal background check, go to <http://tn.gov/health/article/CBC-instructions>
12. Payment to the TN Board of Chiropractic Examiners of \$150.00 application fee and \$10.00 State Regulatory Fee for a total of \$160.00. This is a non-refundable fee.

### CTA Program Qualifications for National Certifications

The CTA Program is an approved provider of education for **the Federation of Chiropractic Licensing Boards** (FCLB) national Certified Clinical Chiropractic Assistant Exam. If you wish to pursue the national certification, you may visit the FCLB website <http://www.fclb.org/ChiroAssistants.aspx> for more information.

## Requirements for TN Licensed CTAs

### Continuing Education Requirements

The TN Board of Chiropractic Examiners requires each CTA licensee to complete **six (6) hours** of CTA continuing education credits each calendar year (note: CTA licensees are exempt from this requirement for the calendar year in which they are licensed). CTAs are responsible for retaining their records of attendance and must adhere to the online CE submission requirements of [www.CEBroker.com](http://www.CEBroker.com), the online CE tracking web platform adopted by the TN Board of Chiropractic Examiners. The state may request proof of CE as far back as four (4) years at any time.

Additionally, the TN Board of Chiropractic Examiners requires all licensed Chiropractic Therapy Assistants to attend a one-time, **two-hour course** in sexual boundaries, risk management, and jurisprudence. This course must be taken within twelve (12) months prior to certification or within the first (1st) calendar year that continuing education is required.

### Communication of Upcoming Continuing Education (CE) Seminars

The TCA sponsors CTA continuing education seminars throughout the year at various times and different locations throughout the state. For more information on these seminars visit [www.TNChiro.com](http://www.TNChiro.com) and click on "Courses & Events". The TCA will also email/mail information on upcoming seminars to both licensed CTAs and chiropractic practices for added convenience.

### Renewal of CTA Licensure

The due date for a license renewal is the **expiration date** indicated on the initial license certificate of registration or renewal license. A licensee must renew their license online through the *TN Licensure and Regulatory System* prior to the expiration date. Failure to renew could result in an individual practicing on an expired license which is a serious infraction. It may result in disciplinary action and fines, among other consequences. Make note of your license expiration and renew on time.

## Address or Name Changes

Please notify the Tennessee Chiropractic Association and the TN Board of Chiropractic Examiners of any updates in your name or address. We cannot be held responsible for information that you do not receive because of incorrect contact information.

# Voluntary Retirement

A CTA licensee who no longer intends to serve as a CTA must **apply to voluntarily retire** their license to avoid fees and expedite reinstatement, if at any time they wish to return to their duties.

## Helpful Resources

### Tennessee Chiropractic Association

For any questions or assistance related to the CTA Program, TN CTA State Examination or continuing education opportunities, you may contact the Tennessee Chiropractic Association.

Tennessee Chiropractic Association  
Phone (615) 383-6231 | Fax (615) 383-6233 | Email: [tca@tnchiro.com](mailto:tca@tnchiro.com)

### TN Board of Chiropractic Examiners

For any questions or additional information regarding CTA rules, CTA licensure procedures and fees, you may contact the TN Board of Chiropractic Examiners.

Tennessee Department of Health - Health Related Boards  
665 Mainstream Drive, 2nd Floor, Nashville, TN 37243  
Local Nashville Area (615) 741-3807 | Toll Free for Non-Local Callers (800) 778-4123  
[www.tn.gov/health/health-program-areas/health-professional-boards/chiro-board.html](http://www.tn.gov/health/health-program-areas/health-professional-boards/chiro-board.html)

## Verification of Certification

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

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This test plan outlines 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 90 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