



MARYLAND BOARD OF CHIROPRACTIC EXAMINERS

4201 Patterson Avenue, Suite 301

Baltimore, MD 21215

Office (410) 764-4738

www.health.maryland.gov/chiropractic

EXTERNSHIP APPLICATION

(RECENT GRADUATE AND OUT OF STATE CHIROPRACTOR ONLY)

The Board's Externship Program is for a recent graduate of a chiropractic program of study or an out of state chiropractor seeking licensure in Maryland. The externship terminates 6-months after acceptance into the program or when the license is issued by the Board, whichever occurs first.

PARTICIPANTS

1. **Extern** – A recent graduate of a chiropractic program of study who has applied for licensure in Maryland and is waiting to take the NBCE and/or the Board's Jurisprudence Examination. This is typically an individual who completed a preceptorship program or was offered a position by a licensed Maryland chiropractor, immediately upon graduation from chiropractic school.
2. **Out of State Chiropractor** – A chiropractor licensed in another state who has applied for, or intends to apply for licensure in Maryland.
3. **Preceptor Sponsor** – A Maryland Chiropractor in good standing whose office has been inspected and approved by the Maryland Chiropractic Board to accept externs.

FEES

The \$50 fee due with each application is payable **online at: [Chiropractic Portal](#)**.

DOCUMENTS TO BE SUBMITTED BY APPLICANT

- Application and **\$50 Application Fee (Pay Online at: [Chiropractic Portal](#))**
- One (1) passport size photo
- Copy of valid driver's license or state issued ID
- Copy of Undergraduate College Transcript
- Copy of Chiropractic School Transcript
- Copy of Fingerprint receipt
- Signed Noncriminal Justice Applicant's Privacy Rights
- Signed Privacy Act Statement
- Copy of unexpired CPR Card (Healthcare Provider Level)

Veteran or Spouse of Veteran

- Copy of Military ID with application.
- Spouse of Veteran, provide Military ID of spouse and Copy of Marriage Certificate.

DOCUMENTS TO BE SENT DIRECTLY TO THE MD BOARD AT MDH.CHIROPRACTIC@MARYLAND.GOV

- Official Chiropractic School Transcript
- Official Undergraduate College Transcript
- Three (3) letters of recommendation from chiropractic school clinical science professors attesting to the applicant's good moral character and clinical abilities. **(Recent Graduate Only)**
- Verification of Good Standing from Out of State Board(s) **(Out of State Chiropractor Only)**
- Two (2) letters of recommendation attesting to the applicant's good moral character and clinical abilities **(Out of State Chiropractor Only)**



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EXTERNSHIP APPLICATION (RECENT GRADUATE AND OUT OF STATE CHIROPRACTOR ONLY)

IMPORTANT

Are you a veteran or active-duty member of the U.S. military? Yes No
Are you the spouse of a veteran or active-duty military member? Yes No

Please type or print all information.

Check the applicable box:

- I plan, I do not plan, to practice chiropractic in the State of Maryland.
- I am, I am the spouse of, a veteran or active-duty member of the U.S. military

Name: _____
(First) (Middle) (Last) (Maiden)

SSN/ITIN: _____ Date of Birth: _____

Non-Public (Home) Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Cell: _____ Work: _____

Personal Email (required): _____ Work Email (required): _____

EDUCATION

Undergraduate School: _____

Dates Attended: _____ Degree: _____

Chiropractic School: _____ Graduation Date: _____

LICENSURE HISTORY (List all States in which you are currently licensed)

State	License #	Issue Date	Expiration Date

BOARD USE ONLY:

Fee Payment Date: _____ Advice #: _____ Amount: _____ Initials: _____



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

EXTERNSHIP APPLICATION

BOARD-APPROVED PRECEPTOR SPONSOR'S CHIROPRACTIC OFFICE INFORMATION AND START DATE:

Chiropractor's Name: _____ Office Phone: _____

Email Address: _____ Start Date: _____

Office/Clinic Address: _____

CHECK ALL DOCUMENTS SUBMITTED WITH THE APPLICATION.

- Application and \$50 Application Fee **payable online at: [Chiropractic Portal](#).**
- Copy of valid driver's license or state issued ID
- Copy of Chiropractic School Transcript
- Copy of National Exam Score Report (NCBE)
- Copy of unexpired CPR Card (Healthcare Provider Level)
- Signed Noncriminal Justice Applicant's Privacy Rights
- Signed Privacy Act Statement
- One (1) passport size photo
- Copy of Undergraduate College Transcript
- Copy of Fingerprint receipt

VETERAN OR SPOUSE OF VETERAN

- Copy of Military ID with application.
- Spouse of Veteran, provide Military ID of spouse and Copy of Marriage Certificate.

DOCUMENTS I HAVE REQUESTED TO BE SENT DIRECTLY TO THE MD BOARD AT MDH.CHIROPRACTIC@MARYLAND.GOV.

- Official Chiropractic School Transcript
- Official Undergraduate College Transcript
- Official National Board Score (NBCE)
- Out of State DCs:** Verification of Good Standing from out of state Board(s)
- Out of State DCs:** Two (2) Moral Character References
- Recent Graduates:** Three (3) letters of recommendation from chiropractic school clinical science professors attesting to the applicant's good moral character and clinical abilities.

INTENTIONALLY LEFT BLANK



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

EXTERNSHIP APPLICATION CHARACTER AND FITNESS QUESTIONS

Please answer Yes or No to each question. If you answer “Yes” to any question, attach a separate page with a complete explanation of each occurrence include date, time, location, disposition, etc., and a copy of the disciplinary/court document from the issuing agency.

YES NO

1. Have you **ever** been expelled, suspended or formally disciplined during your educational training?
2. Has a state licensing or disciplinary board (including Maryland) a comparable body in the armed services or the Veterans Administration denied your application for licensure, registration, certification, reinstatement, renewal or reactivation?
3. Has a state licensing or disciplinary board (including Maryland), a comparable body in the armed services or the Veterans Administration, taken action against your license, registration, or certificate? Such actions include, but are not limited to, limitations of practice, required education, admonishment or reprimand, suspension, probation or revocation.
4. Has any licensing or disciplinary board in any jurisdiction (including Maryland), a comparable body in the armed services or the Veterans Administration, filed any complaints or charges against you or investigated you for any reason?
5. Have you **ever** pled guilty, nolo contendere, no contest, or been convicted or received probation before judgment for **any** criminal act (felony or misdemeanor), including DWI or DUI in any state or jurisdiction?
6. Have you surrendered your license, registration or certificate or allowed it to lapse while you were under investigation by any licensing or disciplinary board of any jurisdiction, or any entity of the armed services or the Veterans Administration?
7. Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a physical, mental, emotional, or nervous disorder/condition) that in any way affects your ability to practice chiropractic in a safe, competent, ethical, and professional manner?
8. Have you ever been denied employment due to incompetence, unprofessional conduct, impairment, drug or alcohol abuse or addiction in any state or jurisdiction?
9. Have any malpractice claims or other claims for money damage been filed against you? Include past and pending claims, dismissed or settled claims, or claims which resulted in a damages award against you?

I affirm the responses to the above nine questions are truthful and correct to the best of my knowledge and belief.

Applicant's Signature: _____ Date: _____



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

EXTERNSHIP APPLICATION

ATTESTATION

The information provided in this application is truthful and correct to the best of my knowledge and belief. I understand that providing false information of any kind or omitting information known to me may result in the voiding of this application. I agree that all documents submitted with this application are the property of the Board and **all fees are non-refundable**.

Print Name

Extern Applicant's Signature

Date



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

EXTERNSHIP APPLICATION CHARACTER & FITNESS QUESTIONS EXPLANATION

Applicant's Name: _____



**ATTACH FINGERPRINT RECEIPT TO THIS
PAGE**



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

4201 Patterson Avenue, Suite 301

Baltimore, MD 21215

Office (410) 764-4726

Email: mdh.chiropractic@maryland.gov; Website: www.health.maryland.gov/chiropractic

CRIMINAL HISTORY RECORDS CHECK INSTRUCTIONS & FORM

A full Criminal History Records Check (CHRC) is a requirement for a license or registration from the Maryland State Board of Chiropractic Examiners. This background check includes a search of both a State and FBI database. The Department of Public Safety and Correctional Services' Criminal Justice Information System (CJIS) oversees Criminal History Record Checks. Fingerprints are used to complete the Criminal History Records Check.

Information you will need to complete the fingerprint form for the background check is provided below:

- **CJIS AUTHORIZATION #: 0500119222**
- **FBI ORI #: MD 920519Z**
- REASON FINGERPRINTED: Chiropractic License, Chiropractic Assistant Registration
- TYPE OF CHECK: Governmental Licensing/Certification

The cost is \$55.00 (\$31.25 for background check and \$23.75 for fingerprinting service). The background check fee is paid to CJIS. The fingerprinting service fee must be paid directly to the provider. The cost of fingerprinting services from private providers may vary. Check with the provider to determine what forms of payment are accepted. For additional information contact CJIS at 410-764-4501 or visit <https://dpscs.maryland.gov/publicservs/fingerprint.shtml>.

In order to not delay the issuance of a license or registration, applicants must adhere to the following directions:

MARYLAND RESIDENT

1. Print and fill out a copy of the attached "Livescan Pre-registration Form". Go to <https://dpscs.maryland.gov/publicservs/fingerprint.shtml> for a list of commercial fingerprint providers near you. Take the "Livescan Pre-registration Form" to the commercial fingerprint provider with you. **Do not sign the form until you are in the presence of the individual taking your fingerprints.**
2. When you have your fingerprints taken you will be given a receipt for payment. Include a copy of the receipt when filing your initial application.
3. Your application package is complete only after the Board receives the results of the background check. **The results can take up to four weeks after initial fingerprinting.** For additional information contact CJIS at 410 764-4501 or visit <https://dpscs.maryland.gov/publicservs/fingerprint.shtml>



OUT OF STATE RESIDENT

1. Before submitting a completed application, contact the Board at 410 764-4738 to request an “Out of State Application for Criminal History Record Check” card.

Note: If you are in, or work close to Maryland you may elect to print out and complete a copy of the attached “Livescan Pre registration Form”. Go to <https://dpscs.maryland.gov/publicservs/fingerprint.shtml> for a list of commercial Maryland fingerprint providers near you. Take the “Livescan Pre-registration Form” to the commercial fingerprint provider with you to be fingerprinted. **Do not sign the form until you are in the presence of the individual taking your fingerprints.**

2. Have your fingerprints taken at a law enforcement agency near you.
3. Once you have your prints taken, mail the fingerprint cards to the address below with a check for \$31.25 made out to the "CJIS Central Repository". **No cash or money orders.**

Mail To:
CJIS Central Repository
P.O. Box 32708
Pikesville, Maryland 21282-2708

4. Include a copy of the receipt for the fingerprinting with your application package and mail to:

Maryland State Board of Chiropractic Examiners
Attention: Licensing Coordinator
4201 Patterson Avenue, Suite 301
Baltimore, Maryland 21215

5. Once the results of the background check are received by the Board, **which can take up to four weeks**, the application package will be complete.

FINGERPRINT CARD DIRECTIONS

The State of Maryland will not accept fingerprints done on the card from another state. The preprinted information on the card sent to you will direct CJIS where to send the results.

Do not sign the form until you are in the presence of the individual taking your fingerprints.

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Applicant's Signature

Print Name

Date

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

Firma de los Solicitantes

Imprimir Nombre

Fecha firmada

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

Applicant's Signature

Print Name

Date

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

Firma de los Solicitantes

Imprimir Nombre

Fecha firmada

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION *(PLEASE TYPE OR PRINT CLEARLY)*

Name:						
Date of birth:		SSN:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <i>(Please check)</i>		
Height:	ft.	inches	Weight:	lbs.	Eye Color:	Hair Color:
Race:	<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Native American	<input type="checkbox"/> Other <i>(Please check)</i>	
Place of Birth:				Citizenship:		
Current address:						
City:			State:		ZIP Code: -	
Daytime Phone:		Evening Phone:		Driver's License #:		

AGENCY INFORMATION

Agency Authorization #: 0500119222	
ORI # (if required): MD 920519Z	Reason fingerprinted? LICENSURE / REGISTRATION
Position Applied for: MDH - MD STATE BOARD OF CHIROPRACTIC EXAMINERS	
Request Type: <i>(Choose one ONLY)</i>	
<input type="checkbox"/> Adult Dependent Care	<input checked="" type="checkbox"/> Government Licensing or Certification
<input type="checkbox"/> Attorney/Client	<input type="checkbox"/> Immigration/VISA
<input type="checkbox"/> Child care	<input type="checkbox"/> Individual Challenge
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Individual Review
<input type="checkbox"/> Gold Seal/ Adoption	<input type="checkbox"/> MSP Licensing
<input type="checkbox"/> Gold Seal/Letter/VISA	<input type="checkbox"/> Private Party Petition
<input type="checkbox"/> Government Employment	<input type="checkbox"/> Public Housing

Mail Response to:

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name:	_____
Address:	_____
City, State, Zip code:	_____

COMAR 10.43.05.04

.04 Permitted Delegation.

A. A preceptor who is a Board-approved licensed chiropractor or an extension faculty member may delegate duties within the scope of one's license, which constitute the practice of chiropractic, to an extern in accordance with COMAR 10.43.

B. A preceptor may permit an extern to perform chiropractic duties as part of a clinical program, subject to the following conditions:

- (1) The preceptor shall maintain direct supervision of the extern;
- (2) The clinical training program shall be governed by a written agreement between the extern's accredited Board-approved educational institution and the preceptor that:
 - (a) Has been approved by the Board;
 - (b) Describes the specific program;
 - (c) Enumerates the functions the extern may perform; and
 - (d) Indicates the legal responsibilities assumed by the extern's accredited Board-approved educational institution;
- (3) The accredited Board-approved educational institution shall submit to the Board the names of those doctors selected as extension faculty members. The Board shall notify the educational institution of those approved for the program;
- (4) A licensed chiropractor may not supervise more than one extern during the same period;
- (5) A licensed chiropractor may delegate or permit only duties and functions which are established as part of the clinical training program;
- (6) The extern may not supervise chiropractic assistants or trainees; and
- (7) An extern applicant that is a licensed chiropractor in another state shall have a preceptor sponsor.

C. A preceptor may permit a licensed extern to perform chiropractic duties as part of the chiropractic practice providing the preceptor:

- (1) Maintains direct supervision of the extern; and
- (2) Ensures the compliance of the extern to the conditions set forth under Regulation .03B(7) of this chapter.

D. A preceptor with a license to practice chiropractic with physical therapy privileges may supervise an applicant applying for a license to practice chiropractic:

- (1) With physical therapy privileges; and
- (2) Without physical therapy privileges.

E. A preceptor with a license to practice chiropractic without physical therapy privileges may only

supervise an extern applying for a license to practice chiropractic without physical therapy privileges.

F. Malpractice insurance in an amount defined by the Council on Chiropractic Education shall be obtained:

(1) Before the clinical program begins, by the extern's:

- (a) Accredited Board-approved educational institution; and
- (b) Extension faculty member participating in the clinical program; or

(2) By the preceptor sponsor of an extern applicant.

G. A licensed chiropractor seeking preceptor status shall:

- (1) Submit a completed written application to the Board;
- (2) Pay the fee as set forth in COMAR 10.43.06;
- (3) Provide written evidence of malpractice insurance as requested by the Board; and
- (4) Agree to an administrative inspection of the chiropractic office spaces, equipment, and records as directed by the Board.

I have read, understand fully and agree to comply with the provisions of the above stated regulation.

Print Applicant's Name

Applicant's Signature

Date