

**Department of Health  
Washington State Chiropractic Quality Assurance Commission  
Procedure**

<b>Title:</b>	Initial and Re-Approval of Chiropractic X-Ray Technician Courses
<b>Reference:</b>	RCW 18.25.180, WAC 246-808-203, and WAC 246-808-207
<b>Contact:</b>	Betty J. Moe, CQAC Director of Operations and Policy
<b>Effective Date:</b>	January 11, 2024, Revised November 14, 2024
<b>Supersedes:</b>	N/A
<b>Approved:</b>	Signature on File Vanessa Wise, DC, Chair, Chiropractic Quality Assurance Commission

The Chiropractic Quality Assurance Commission (Commission) approves courses of classroom instruction for chiropractic X-ray technicians (WAC 246-808-207). A chiropractic X-ray technician is required to successfully complete a Commission-approved course and a written practical proficiency examination before they can be registered by the Commission (WAC 246-808-205).

The Commission will follow the steps outlined below when it receives an application from an applicant to have a course approved or a request from a primary instructor to be re-approved.

### **Definitions**

**“Applicant”** or **“Applicants”** are the person, or persons, applying to the Commission for approval of a course and the primary instructor(s) of the course, pursuant to WAC 246-808-207.

**“Assistant Instructor”** or **“Assistant Instructor(s)”** are the person, or persons, providing portions of a course under the direction of the primary instructor who has submitted the application and meets the requirements of WAC 246-808-207.

**“Application”** means materials submitted by an applicant applying to the Commission for approval of a course, pursuant to WAC 246-808-207.

**“Commission”** means the Chiropractic Quality Assurance Commission.

**“Course”** or **“courses”** means a course of classroom instruction for chiropractic X-ray technicians.

**“Primary Instructor”** or **“Primary Instructor(s)”** are the person, or persons, who submit a course for approval or re-approval by the Commission.

**“RCM”** means Reviewing Commission Member.

**“Staff”** means staff of the Commission.

**Initial approval of a course:**

1. When a request for initial approval of a course is received from an applicant, staff will review the application to ensure all required materials have been provided.
2. If the application contains all required materials, staff will assign two RCMs to review the application. Staff will provide the RCMs with a copy of the application, any supporting documentation, and a review checklist (a blank copy of the review checklist is attached as Attachment A).
3. The RCMs will review the application and any supporting materials to determine if the application complies with the Commission’s laws and rules. As part of this process, the RCMs will collaborate with one another and complete the review checklist. RCMs may require up to two weeks, or longer, to complete this review.
4. Once the RCMs have completed the review, the RCMs will provide a copy of the review checklist to staff with a recommendation to either:
  - (i) approve the course,
  - (ii) approve the course contingent on specific information being submitted by the applicant for staff to validate,
  - (iii) issue a request for additional information to the applicant, or
  - (iv) deny approval of the course
5. At the next scheduled business meeting, the RCMs will present their review and recommendation to the Commission. The Commission will either:
  - 5.1. Approve the application.

At the conclusion of the business meeting, staff will communicate the approval to the applicant. Staff will post the approval to the Commission webpage. The webpage posting will include the name of the applicant/primary instructor.
  - 5.2 Contingently approve the application.

The Commission may approve an application contingent on the applicant providing specific information or materials that can be validated by staff. Staff will send a letter to the applicant requesting the information or materials, and the letter will establish a deadline for the applicant to submit the information or materials.

- 5.2.1 If the applicant submits the requested information or materials, then staff will approve the application and staff will post the approval to the Commission webpage. The webpage posting will include the name of the applicant/primary instructor.
- 5.2.2 If the applicant fails to submit the requested information or materials timely, then the application will be denied without further Commission review. If the applicant disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

5.3 Issue a deficiency letter.

If the application is deficient, the Commission may issue a deficiency letter. The deficiency letter will be distributed by staff after the business meeting and will establish a deadline for the applicant to submit materials to address the deficiency.

- 5.3.1 Once the applicant submits materials addressing the deficiency, the materials will be provided to the RCMs and the application will move back to step 3 of this procedure.
- 5.3.2 If the applicant fails to submit materials by the deadline identified, then the application will be denied without further Commission review. If the applicant disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

5.4 Deny the application.

If an application is denied, the applicant will be provided notice after the business meeting. If the applicant disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

**Re-approval of a course**

- 1. If the information submitted by the primary instructor for a Commission-approved course changes, then the primary instructor is required to submit information documenting those changes to the Commission for re-approval of the course within fourteen (14) days of the change occurring. A course will continue to be considered approved while the Commission reviews the course for re-approval, unless otherwise communicated to the primary instructor. The primary instructor is not permitted to implement any changes to a course until those changes are approved by the Commission.
- 2. When a request for re-approval of a course is received, staff will review the submitted material(s) to ensure all required material has been provided.
  - 2.1. If the only change to the course is that additional assistant instructor(s) have been added to the course, then staff will re-approve the course without additional Commission review if:

- 2.1.1. An attestation is provided by the primary instructor that the additional assistant instructor(s) meet the requirements of WAC 246-808-207(1)(c) (a blank copy of the attestation is attached as Attachment B), and
    - 2.1.2. Staff validate that the additional assistant instructor(s) have not had a Washington-issued license suspended, revoked or otherwise conditioned within the last five years.
  - 2.2. For any other changes to the course, the Commission will proceed to step 3.
3. Staff will assign two RCMs to review the request for re-approval. Staff will provide the RCMs with a copy of the request for re-approval, any supporting documentation, and a review checklist. (Attachment A)
4. The RCMs will review the request for re-approval and any supporting materials to determine if the request complies with the Commission's laws and rules. As part of this process, the RCMs will collaborate with one another and complete the request checklist. RCMs may require up to two weeks, or longer, to complete this review.
5. Once the RCMs have completed the review, a copy of the review checklist will be provided by the RCMs to staff with a recommendation to either:
  - (i) re-approve the course,
  - (ii) re-approve the course contingent on specific information being submitted by the primary course instructor for staff to validate,
  - (iii) issue a request for additional information to the applicant, or
  - (iv) deny approval of the request

At the next scheduled business meeting, the RCMs will present their review and recommendation to the Commission. The Commission will either:

5.1. Re-approve the course.

At the conclusion of the business meeting, staff will communicate the re-approval of the course to the primary instructor. Once approved, staff will make any necessary changes to the Commission's webpage. The webpage posting will include the name of the primary instructor.

5.2. Contingently re-approve the application.

The Commission may re-approve a course contingent on the primary instructor providing specific information or materials that can be validated by staff. Staff will send a letter requesting the information or materials, and the letter will establish a deadline for the primary instructor to submit the information or materials.

- 6.2.1 If the primary instructor submits the requested information or materials, then staff will re-approve the application, and staff will post the re-approval to the Commission webpage. The webpage posting will include the name of the primary instructor.

- 6.2.2 If the primary instructor fails to submit the requested information or materials timely, then the application will be denied without further Commission review and the primary instructor's name will be removed from the Commission's webpage. If the primary instructor disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

#### 5.3. Issue a deficiency letter.

If the request for re-approval is deficient, the Commission may issue a deficiency letter requiring the primary instructor to take specific action to address the deficiency. The deficiency letter will be distributed by staff after the business meeting and will establish a deadline for the primary instructor to submit materials to address the deficiency.

- 6.3.1 Once the primary instructor submits materials addressing the deficiency, the materials will be provided to the RCMs and the application will move to step 3 of the re-approval process.

- 6.3.2 If the primary instructor fails to submit materials by the deadline identified, then the re-application will be denied without further Commission review and the name of the primary instructor will be removed from the Commission's webpage. If the primary instructor disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

#### 5.4. Deny the request.

If the request for re-approval is denied, the primary instructor will be provided notice after the business meeting and the primary instructor's name will be removed from the Commission's webpage. If the primary instructor disagrees with the denial, they will have an opportunity to timely request a brief adjudicative proceeding pursuant to WAC 246-11-420.

### **Automatic Denials and Revocations of an Application or Course**

The Commission will deny an application for approval of a course or revoke the approval of a course, if one of the following occurs:

1. An applicant, primary instructor or assistant instructor has had any license suspended, revoked, or otherwise conditioned within the last five (5) years.
2. An applicant, primary instructor or assistant instructor is not a "qualified instructor" as outlined in WAC 246-808-207(1)(c).

Please note, this is not an exhaustive list of reasons the Commission may deny or revoke an application or course.

## Chiropractic X-ray Technician Course Approval – Each reviewing commission member must complete this form.

Instructor Name: \_\_\_\_\_

### Academic Standards:

<i>Evidence of Course Standards</i>	Yes	No
Documentation of a 72-hour course of instruction:		
• 42 hours of online instruction		
• 30 hours of in-person instruction		
Outline of course instruction includes:		
• Physics and equipment		
• Principles of radiographic exposure		
• Radiation protection		
• Anatomy		
• Radiographic positioning and procedures		
• Topics that address the requirements listed in <a href="#">WAC 246-808-565 Radiographic Standards</a>		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Examination Requirements:

<i>Evidence of Course Examination Requirements</i>	Yes	No
Written and practical proficiency examination		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Eligibility of Course Instructor

<i>Evidence of Eligibility</i>	Yes	No
A qualified course instructor(s) must provide verification that during the preceding five years that their license has not been suspended, revoked, or otherwise conditioned or restricted (commission staff to verify).		
To qualify, the course instructor(s) must meet one of the following: <ul style="list-style-type: none"><li>• Be a diplomate of the American Chiropractic Board of Radiology;</li><li>• Be a chiropractor who has been licensed for five years, with at least five years in practice that includes the taking of X-rays; or</li><li>• Be a chiropractor who has on-campus or postgraduate faculty status in the field of radiology.</li></ul>		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RECOMMENDATION

☐ Approval or reapproval      ☐ Send deficiency letter (see below)      ☐ Deny

Notes for the deficiency letter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewing Commission Member

\_\_\_\_\_  
Date of Review



Chiropractic Credentialing  
P.O. Box 47858  
Olympia, WA 98504-7858  
360-236-2822

ATTACHMENT B: Applicant/Primary Course Attestation  
(To be submitted by Applicant/Primary Course Instructor)  
Chiropractic Quality Assurance Commission

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the state of  
(print name)

Washington that the following is true and correct. I am the person requesting approval or re-approval of a course of classroom instruction for chiropractic X-ray technicians from the Chiropractic Quality Assurance Commission (Commission), pursuant to [WAC 246-808-207](#).

I have verified that the following course instructor(s) I have submitted to the Commission as part of my request meet the requirements of [WAC 246-808-207](#).

Please list names and credential numbers of course instructor(s). Please print neatly.

Name	Credential Number

Dated \_\_\_\_\_ at \_\_\_\_\_  
(City, State)

Your signature \_\_\_\_\_

Please mail the signed form to the address listed at the top of this form.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).