

## **IACN Annual Continuing Education Requirements Policies and Procedures**

All IACN member doctors certified as diplomates in neurology by the International Board of Chiropractic Neurology or other certifying board must meet the following criteria to maintain Active Diplomat/Fellow membership status:

A.) Completion of 12 CEU's annually of at IACN Sponsored Classes.

**OR**

B. Submission of documentation demonstrating completion of 12 hours of IACN acceptable CEU's annually.

**OR**

C.) Submission of documentation of qualified instructor hours or qualified publication accepted by the Certification Committee annually.

**AND**

C.) All dues and assessments must be current.

### ***Applicable Fees:***

A CE tracking fee of \$25 may be required with IACN symposium registration. A documentation review fee of (\$50) will be required for CEU review or qualified instructor hours or qualified publication review.

### ***Certifying Body:***

Members of the IBCN board and IACN Executive Officers will form the "Certification Committee".

### ***Approval:***

Approval of CE programs will be done routinely by the secretary of the Certification Committee. Guidelines for program approval include:

- The class must be sponsored by a CCE accredited college.
- Must regard Neurology subject matter (including clinical information involving the skull, spine, CNS, PNS, NMJ or Myopathy).
- Applicant must documentation minimally including a course outline, date, instructor and CCE sponsoring entity).
- Applicant must pay advance fee of \$50. for documentation review.
- CCE Sponsoring college must send the transcript of attendance directly to the IACN.
- Applicants fee may be refunded if the decision of the secretary is adverse to the applicant. Or,

Applicants may appeal the decision of the secretary by submitting a written request for appeal. Appeals to the decision by the secretary will be voted on by simple majority vote of the members of the Certification Committee. At that time the fee is not refundable.

***Appeals:***

A.) Status reconsideration -

Doctors may be allowed to re-certify and demonstrate continued competence in the field by meeting compliance requirements as determined by the Certification Committee including:

1. Payment of additional fees;
2. Completion of additional approved CE hours;
3. Other reinstatement criteria as determined by the Certification Committee;

B.) Certification Committee decisions are final and will be sent by “registered” mail within ninety (90) days of receipt of the appeal.

***Eligible Submissions:***

1. The following will qualify to meet the CE requirement for uniform application:
2. IACN symposia .
3. CCE Sponsored Neurology Programs.
4. Instructors of IACN or CCE sponsored neurology programs -Two (2) hours of CE credit will be granted for each one (1) hour of teaching of IACN or any other approved CCE sponsored neurology courses.
  - a. Authorship of peer review journal articles - Peer reviewed journal articles will meet the CE requirement for the current (one) year upon submission of the journal reference, a copy of the article (with a publication date within the current year) and approval by the Certification Committee.

***Records:***

Documentation of CE hours submitted will be maintained in the doctor’s IACN membership file. Re-certification guidelines will be made available on the IACN website [www.iacn.org](http://www.iacn.org).

***Requirement Waivers:***

CE Requirement waiver requests must be submitted in writing to the Certification Committee in care of the IACN Secretary at the address posted on the website [www.iacn.org](http://www.iacn.org). Waivers may be granted upon review and approval for illness and other extenuating circumstances. Review fees will apply.

***Non-compliance:***

Non-compliant members will be notified by “registered” mail and advised of the consequences.

- Suspension from current roster of Active board certified chiropractic neurologists or Active Fellows and removal from website listing.