



**Texas Board of Chiropractic Examiners (TBCE)
333 Guadalupe, Tower III, Suite 825
Austin, Texas 78701
(512) 305-6700
(512) 305-6705 Fax**

Dear Texas Applicant:

Enclosed are the instructions and materials needed to apply for the jurisprudence examination given by the Texas Board of Chiropractic Examiners (TBCE). Once the completed application and supporting materials have been received, it may take up to 30 days to process the application, not including the fingerprint card processing time. Applications and transcripts are held for up to two years from the date received by the Board. You will be required to re-apply if your application is more than two years old.

The application processing fee of \$200 must be made payable to TBCE by money order or cashier's check only. ALL FEES ARE NON-REFUNDABLE. Your application will not be processed unless the required fees and all supporting documents are received. Outdated or incomplete forms with improper fees will be returned to the applicant, which will delay the processing time.

IMPORTANT NOTE: DO NOT HAVE ANY DOCUMENTATION SENT TO TBCE UNTIL YOU HAVE SUBMITTED YOUR APPLICATION AND FEES. ALL DOCUMENTS RECEIVED PRIOR TO RECEIVING YOUR APPLICATION WILL NOT BE KEPT AND YOU WILL BE REQUIRED TO RESUBMIT THEM.

State law requires that all applicants submit to a criminal background check. Please follow the specific instructions on page 13 for your background check. Failure to list all convictions may result in your being denied the opportunity to sit for the Texas jurisprudence exam. An arrest record or a conviction of crime does not preclude acceptance of an applicant. However, if additional information or further inquiry is deemed necessary, there will be a delay in receiving approval to sit for the jurisprudence exam. The Board can reject an application based on our determination as to the applicant's moral character. All questions on the application must be answered completely and honestly. Any application which is falsified will be returned and must be resubmitted with a notarized affidavit to the Board explaining why your original application was falsified.

REQUIRED DOCUMENTATION:

- ✓ Official copy of your national board scores *must be sent directly to the Board from the National Board of Chiropractic Examiners (NBCE).*
- ✓ Official copies of all undergraduate transcripts and chiropractic college transcripts *must be sent directly to the Board from the colleges.*
- ✓ Transcripts confirming that you have received (90) or more fully accredited semester hours of college/university courses, with a "C-" grade or better. *If you entered chiropractic school prior to September 1, 2005, you would only need to have 60 hours to meet this requirement*
- ✓ Certification of License or Letter of good standing from every state licensing board where you currently hold or have ever held a license
- ✓ Copy of your chiropractic diploma
- ✓ One (2"x 2") colored passport photo attached to the front page of your application

After a thorough review and evaluation of your application, transcripts, and associated documents, you will receive written notification of your status. Only those applicants meeting all criteria will be eligible to sit for the Texas jurisprudence exam. You will receive a letter of eligibility once your application is complete. Applicants who do not meet the criteria will be notified by mail of their deficiencies.

Upon receiving your letter of eligibility, you may schedule your exam on our website at www.tbce.state.tx.us, under the tab labeled "Jurisprudence Exam". A testing fee of \$150 will be required to sit for the exam.

When taking the Texas jurisprudence exam, you will be tested over the current Statutes (*Texas Chiropractic Act*) and Board Rules (*Texas Administrative Code*). The Statutes and Rules may be accessed at <http://www.tbce.state.tx.us>.

IMPORTANT NOTE: As the statutes and rules are periodically revised, please review them carefully prior to scheduling your exam.

Should you have any further questions about this application, please do not hesitate to contact me.

Sincerely,

Sarah Matthews
License & Permit Specialist

TEXAS BOARD OF CHIROPRACTIC EXAMINERS

Instructions and License Application

1. **ALL FEES MUST BE PAID BY MONEY ORDER OR CASHIER'S CHECK. ALL FEES ARE NON-REFUNDABLE.** Please submit the following fees:

1. \$200 application processing fee made payable to TBCE

CRIMINAL BACKGROUND INVESTIGATION:

Texas applicants are REQUIRED to have their fingerprints processed at Morpho Trust. Schedule your appointment by calling 1 (888) 467-2080 or go online to <https://uenroll.identogo.com/servicecode/11g613>. They will collect the fingerprint fees and transmit your prints to the Department of Public Safety and the FBI. Once the investigation has been completed, the results will be sent directly to the Board.

If you reside outside of Texas, please send an email to Sarah@tbce.state.tx.us requesting that a fingerprint card be mailed to you. Upon receiving the card, pre-register and pay; then take it to a local police station and have your prints taken. Return the completed fingerprint card to Morpho Trust.

2. Must have taken and passed Parts I-IV and Physiotherapy administered by the National Board of Chiropractic Examiners (NBCE). You must take and pass all parts of the national boards by a grade of 375 or better before you can become eligible to sit for the jurisprudence exam.
3. Must have taken and passed with a "C-" grade or better at least 90 fully accredited hours of undergraduate college/university studies other than those hours received at a chiropractic college.
4. Must have official undergraduate transcripts sent directly to TBCE from ALL undergraduate colleges attended.
5. Must have official chiropractic college transcript sent directly to TBCE from your chiropractic college.
6. Must submit a copy of your chiropractic college diploma.
7. One (2"x 2") colored passport photo attached to the front page of your application.
8. Completed background check. Please see the back page of this application for all instructions.
9. Must have a letter of good standing from ALL states or foreign countries where you were you have ever held a chiropractic license.

PLEASE READ THE APPLICATION VERY CAREFULLY BEFORE SUBMITTING AS IT WILL BE RETURNED IF NOT PROPERLY COMPLETED. THE BOARD ASSUMES NO RESPONSIBILITY FOR DELAYS IN PROCESSING YOUR APPLICATION IF YOUR APPLICATION HAS TO BE RETURNED. PLEASE DO NOT INCLUDE THE INSTRUCTIONS WITH YOUR APPLICATION.



FOR OFFICIAL USE ONLY

Amount Received: \$
CC or MO:
Date Received: ____/____/____

Color Photo

Please glue or tape here.
No staples.

An un-touched photo showing
head and
shoulders front.

TEXAS BOARD OF CHIROPRACTIC EXAMINERS
Application for New License

Each applicant must answer all questions completely. Insufficient answers will cause the application to be rejected. All information must be typewritten or PRINTED legibly in BLUEINK.

1. **First Name** _____ **Middle** _____ **Last Name** _____

Maiden or other names: _____

2. Home Address (*No PO Box*): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (____) _____ how long at above address? _____

Cell Number: (____) _____ E-mail address: _____

Fax Number: (____) _____

3. Permanent Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Permanent Telephone Number: (____) _____

4. Social Security Number: _____

5. Date and place of your birth: ____/____/____ _____
City State

6. If foreign born, give date of entry, immigration to this country, and date and place of naturalization:

7. Driver's License Number: _____ State: _____

My name is _____
(First) (Middle) (Last)

My date of birth is _____

My address is _____
(Address), (City), (State), (Zip) and (Country)

I declare under penalty of perjury that the foregoing is true and correct. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form.

Further, I understand it is a violation of the Texas Chiropractic Act, section 201.5025 and the Texas Penal Code, section 37.10, to submit a false statement to the TBCE.

Signature: _____ Date: _____



Texas Board of Chiropractic Examiners

333 Guadalupe Street, Suite 3-825

Austin, Texas 78701

Telephone: (512) 305-6700

FAX: (512) 305-6705

CERTIFICATION OF LICENSE (English only)

Applicable ONLY if you hold or have ever held a license in another state or country

APPLICANT: Please complete the top portion of this request and forward it to the licensing board of every state or country in which you have ever held a license to practice chiropractic. (This form may be copied).

Name as it appears on license: _____

Address _____
Street number City State Zip

Date of Birth: _____ License Number: _____

LICENSING BOARD: To assist the Texas Board of Chiropractic Examiners with evaluating the above D.C.'s application, we would appreciate your completion of the following:

Name: _____ **License Number:** _____

State: _____ **Status:** _____

Date Issued: _____ **Expiration** _____

Has the license ever been subject to discipline, suspension or revocation? Yes No

IF YES, please explain:

What was the basis for granting the applicant's license in your state or country? (Please check one)

Examination Reciprocity Other

IF OTHER, please explain:

Signature of Certifying Official

Date

Title

Tx Board of Chiropractic Examiners (ORI Tx Board of Chiropractic Examiners/Service Code 11G613)

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
 - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 - a. **You may begin the process now by simply clicking on this link:**
<https://uenroll.identogo.com/servicecode/11G613>
 - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
 - If you prefer to schedule over the telephone, you must:
 - a. Have your Service Code ready (**11G613**), then **call 888.467.2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11G613**);
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
 - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: <http://www.tnrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
 - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - Do not throw away the receipt;
 - You may check status on your submission by clicking on this link:
<https://uenroll.identogo.com/servicecode/11G613> and then;
 - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



IdentoGO

By MorphoTrust USA

Tx Board of Chiropractic Examiners

Texas Fingerprint Service Code Form

Service Name: Tx Board of Chiropractic Examiners

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11G613

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Don't have access to the internet? You can still schedule an appointment by calling 888.467.2080

Exception to Electronic Fingerprinting - Fingerprint Cards:

When electronic fingerprinting is not available (out of state applicants), the following process must be followed to submit ink fingerprint cards.

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.

Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.

- a. You may begin the process now by simply clicking on this link:
<https://uenroll.identogo.com/servicecode/11G613> and then;
- b. Click "Schedule an Appointment";
- c. On the next screen,click the "Pay for Ink Card Submission" button and complete all required fields on the following page;
- d. Complete payment screen;
- e. Print the confirmation document containing a bar code and **complete by signing the waiver and filling in contact information;**
- f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.

If you prefer to pre-enroll over the telephone, you must:

- a. First download the TX Fingerprint Service Code form here:
[\[https://uenroll.identogo.com/servicecode/11G613\]](https://uenroll.identogo.com/servicecode/11G613);
- b. Then call 888.467.2080
- c. Please have the TX Fingerprint Service Code form before you call - MorphoTrust will prompt you for the Service Code (**11G613**) on the form;
- d. Inform the Morpho Trust representative that you wish to pre-enroll for a "hard card submission";
- e. Once payment is complete a summary confirmation document will be emailed to you;
- f. Print the confirmation document and complete by signing the waiver and filling in contact information;
- g. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: Texas Board of Chiropractic Examiners TX921540Z. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.

- h. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check status on your submission by clicking on this link:

<https://uenroll.identogo.com/servicecode/11G613> and then;

- a. Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.