



Providers of Approved Continuing Education - Chiropractic

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Qualifications to Earn PACE Recognition: Summary of PACE Criteria

1. Mission and Goals: valid, defensible, actionable
2. Administrative Authority: written policies and procedures in place. Identifiable authority responsible for administrative oversight.
3. Support Personnel: sufficient qualified individuals to administer the CE program.
4. Cooperative Courses: PACE providers may partner with other organization to offer courses under the PACE logo. The PACE provider is held responsible for adhering to all PACE Criteria.
5. Publicity: advertising and promotional materials must be complete, accurate, and not misleading. Materials must either state or reference a website that specifies the following information:
 - a. Sponsor(s)
 - b. Course title
 - c. Description
 - d. Objectives
 - e. Teaching Methods
 - f. All costs
 - g. How and where to register
 - h. Instructor(s) and qualifications
 - i. Refund/cancellation policies
 - j. Location, date, time
 - k. Credit hours and requirements
 - l. Commercial relationships
 - m. Prerequisites
 - n. Minimum skill and equipment required
6. Record Keeping: provider will maintain secure records for at least five years. Must include
 - a. Registrant name, license or reg. number, jurisdiction, address, telephone number
 - b. Date, location, duration of course
 - c. Title and subjects of course
 - d. Credits per module
 - e. Educational methods
 - f. Total credits per registrant
7. Attendance verification: must be sound and accurate
8. Documentation of attendance: formal, unambiguous, timely
9. CE credits: must use uniform quantitative measurement. 50 minutes per credit hour.
10. Grievance Procedures: polices must be clear and available to attendees
11. Legal compliance: must comply with all laws and regs

12. Fiscal responsibility: budget must be clear and sufficient
13. Faculty and Staff: must be qualified
14. Objectives: course objectives must be clear and achievable
15. Needs assessment: must be conducted periodically
16. Subject Matter: must address topics pertinent to contemporary chiropractic art, science, philosophy, or practice. Subject matter must be appropriate and balanced. Must be evidence-based, authority-based, or tradition based. Practice building not allowed.
17. Instructional materials: syllabus must be available. Support materials must be appropriate, encourage learning, serve as future reference, foster clinical application of material, enhance understanding
18. Admissions: Prerequisites must be clear and courses must be open to all qualified individuals.
19. Conflicts of interest: must be avoided as much as reasonably possible. When unavoidable, but be clearly disclosed to participants.
20. Protection of live models: ensures safety and welfare of demonstration models. Requires informed consent and post-demonstration care.
21. Educational methods: must be reasonable and appropriate.
22. Participant Involvement: must be encouraged.
23. Distance Learning:
 - a. credit hours must be determined in a field-tested manner
 - b. must provide for feedback and interaction with instructor
 - c. offer technical assistance
 - d. clear deadlines and response time
 - e. reliable security
 - f. must include a way of assessing mastery.
24. Facilities, instructional media, and equipment: must be appropriate and in good working order.
25. Evaluation: courses must have a method of obtaining feedback on facilities, media and materials, instructor presentations, and course objectives.



Streamlining
Continuing Education
Provider Approval