

LOGIN

Welcome to the Minnesota Board of Chiropractic Examiners --- Online Services

USERNAME ?

PASSWORD ?

Log In

NAVIGATE

[Register to Access Site](#)

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[Search for a Licensee](#)

[Search for a CE Sponsor](#)

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CE AUDIT (DC)

[More >](#)

LICENSE TYPE	Doctor of Chiropractic
NUMBER	██████████
PERIOD	01/21/2021 - 12/31/2021
STATUS	1st Notice
HOURS	20 hours of continuing education are required.

NAVIGATE

[Submit Records](#)



The Maximum file size is 10mb. If there are multiple CE documents scanned together it may be necessary to split the information into more than one scanned document to upload the information.

CE AUDIT RECORDS SUBMISSION

1 🔍 Tennesen Warning Notice



You are being asked to supply data as part of a continuing education audit for renewing either a license or registration. The purpose and intended use of this information is to enable the Board to determine whether you meet statutory and rule requirements for license or registration renewal. This data is classified as public. You are not required to provide this information. However, your failure to do so may force the Board to start the termination process for your license. Board staff, board designee's, continuing education sponsors and board members may have access to this data, as required for the audit. You have the right to consult with legal counsel before providing any information to the Board.

Per Minnesota Administrative Rule 2500.1800 failure to complete the required hours will result in the imposition of a monetary penalty of up to \$900.00 per year, require additional continuing education units, and/or result in the termination of your license. Any lapse in licensure due to noncompliance may create additional legal liability. A terminated license is considered "lapsed".

Per Minnesota Statute § 214.075; all licenses which are lapsed for over one year will require completion of a fingerprint based Criminal Background Check (CBC) before being reinstated to active status. The CBC requires an added fee and may cause a delay in the reinstatement. Further information may be found on the Board website.

ACKNOWLEDGEMENT

By checking here you agree to the above statements.



Read the Tennesen Warning
Check the Acknowledgment
Click Next



Cancel Next >

CE AUDIT RECORDS SUBMISSION

🔍 Tennesen Warning Notice

2 ⓘ Audit Information



Requirements for Uploading Continuing Education:

CE Summary for Audit is required with your **official CE certificates**.

Prior to uploading any documents, complete and save the **CE Summary for Audit** with your official CE certificates on your device.

Official CE certificates must each include:

- Chiropractor's Name, Address, and MN License #
- Name of the CE Program & the MBCE Approval ID # (or PACE logo as appropriate)
- Date the program was attended
- Type and number of continuing education units obtained

Click **"Next"** when all documents are ready to be uploaded.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

Click "Finish" to complete the CE audit submission to the MBCE. Once you click "Finish" you will be unable to upload additional documents.

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

LICENSE TYPE	Doctor of Chiropractic
PERIOD	01/01/2023 - 12/31/2023
REFERENCE #	[REDACTED]
STATUS	1st Notice
HOURS	20 hours of continuing education are required.

Read the above information
Click Next



Cancel < Previous Next >

CE AUDIT RECORDS SUBMISSION

1. Tennessee Warning Notice

2. Audit Information

3. Attachments

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

CE Summary for Audit is required with your official CE certificates.

Prior to uploading any documents, complete and save the [CE Summary for Audit](#) with your official CE certificates on your device.

Click + to upload a document.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

DOCUMENTS

FILE NAME	NAME	DATE
No entries. Click (+) to add.		

Cancel Previous Next

DOCUMENT - {NEW}

+ Choose

Click Choose to access files on your computer

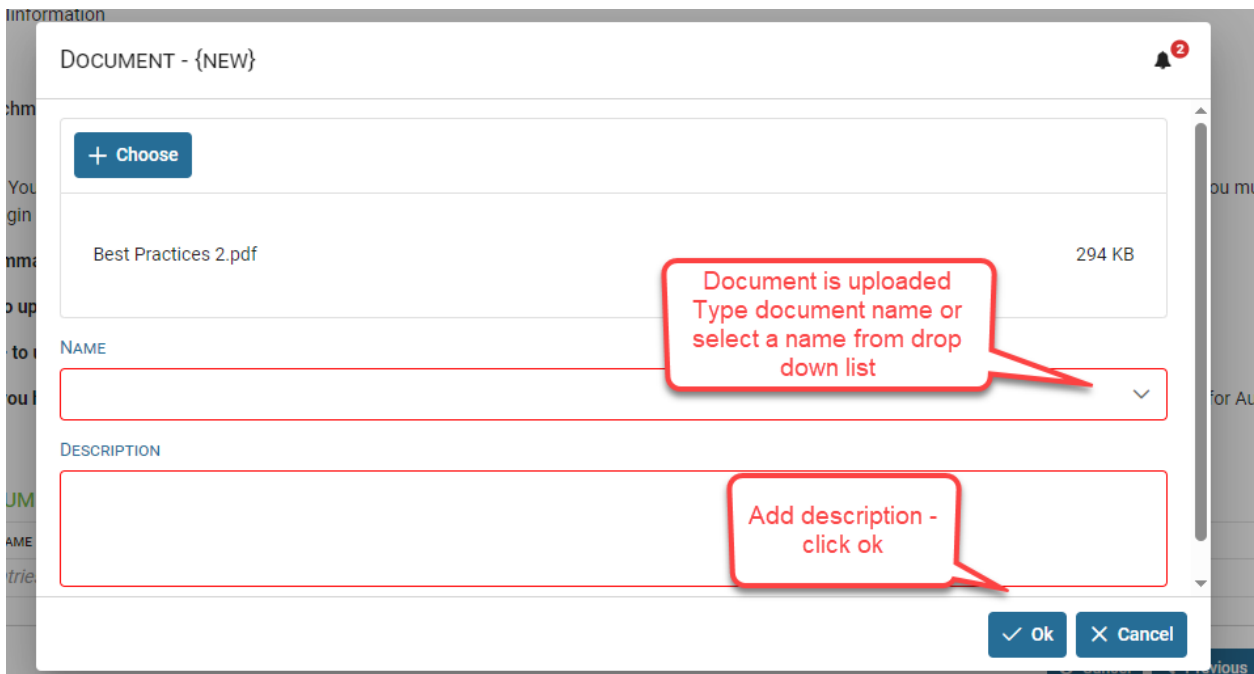
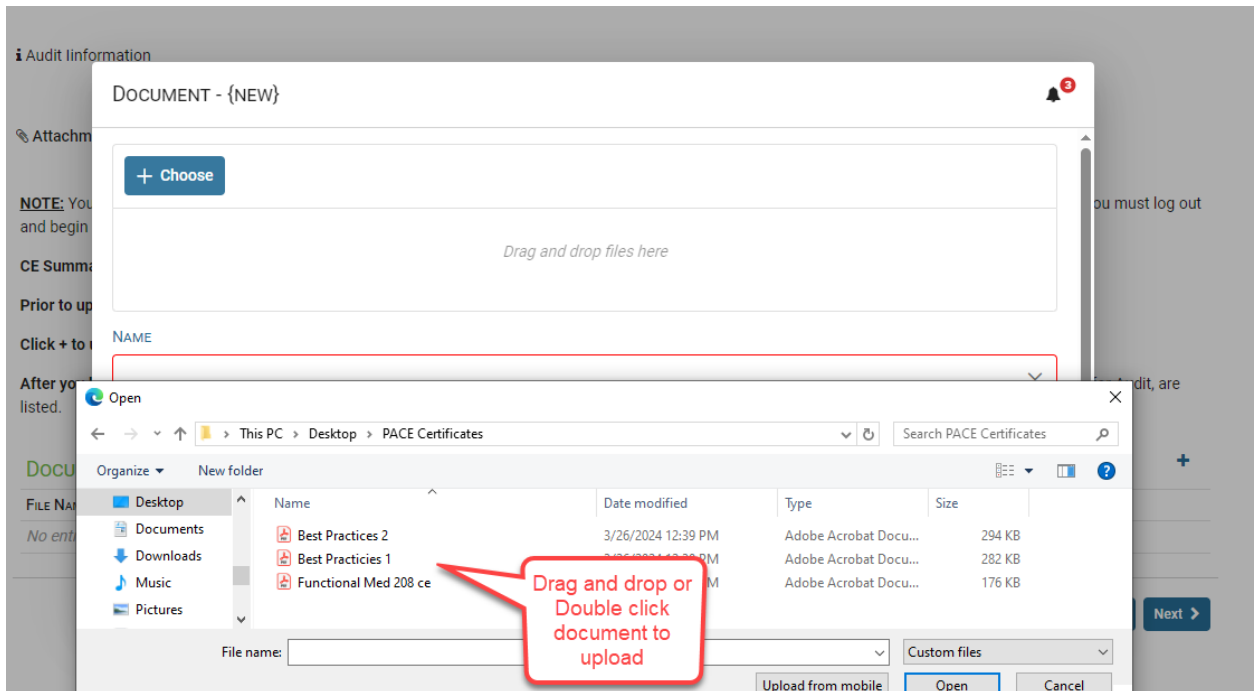
Drag and drop files here

Or drag and drop individual scan here - only one may be uploaded at a time

NAME

DESCRIPTION

Ok Cancel



Continue to add documents, until all CE certificates and CE Summary for Audit are uploaded.

CE AUDIT RECORDS SUBMISSION

1. Tennessean Warning Notice

2. Audit Information

3. Attachments

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

CE Summary for Audit is required with your **official CE certificates**.



Prior to uploading any documents, complete and save the [CE Summary for Audit](#) with your official CE certificates on your device.

Click + to upload a document.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

Click + to add additional documents
When done click Next

DOCUMENTS

FILE NAME	NAME	DATE	
CE Summary for Audit - fillable.pdf	CE Summary Page	02/08/2024	 

Cancel Previous Next

CE AUDIT RECORDS SUBMISSION

1. Tennessean Warning Notice

2. Audit Information

3. Attachments

4. Review

Click **"Download Confirmation"** to verify that ALL documents, including the CE Summary for Audit, are listed.

Click **"Finish"** to send the CE audit submission to the MBCE. Once you click "Finish" you will be unable to upload additional documents. When successfully submitted, your CE Audit tile status will change to Data Received.

Audits are reviewed in the order they are received. Once reviewed you will receive an email from the Board regarding your CE Audit status. You may also log into your online account to view your CE Audit status and checklist at anytime.

NOTE: Your secure log in will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

REFERENCE # [REDACTED]

Download Confirmation

Read notes
Click download confirmation
Verify all documents are listed on the confirmation
Click Finish to send to MBCE

Cancel Previous Finish

CE AUDIT (DC)

[More >](#)

LICENSE TYPE Doctor of Chiropractic

NUMBER

PERIOD 01/01/2022 -
12/31/2022

STATUS Data Received

HOURS
20 hours of continuing education are
required.

Status changed to
"Data Received"
Click More to Review

CE AUDIT INFORMATION

[Overview](#)

LICENSE TYPE Doctor of Chiropractic
PERIOD 01/01/2022 - 12/31/2022
REFERENCE # [REDACTED]
STATUS Data Received
HOURS 20 hours of continuing education are required.

CHECKLIST

RECEIVED	STATUS	DESCRIPTION	COMMENT
-	Open	Audit Data - Received	
-	Open	Audit Complete - Notice Sent	
-	Open	Acupuncture Hours Due	

PLEASE NOTE: Checklist items
will not match this example.
Checklist will be updated when
CE submission is reviewed.

SUBMITTED DOCUMENTS

RECEIVED	NAME	DESCRIPTION
02/08/2024	CE Summary for Audit - fillable_tcm21- 359395.pdf	CE Summary Page
02/28/2023	[REDACTED]	CE Certificate