

Doctor of Chiropractic Program
Introductory Clinical Experience Enrollment and Approval Process

If you wish to enroll in the Optional Introductory Clinical Experience during terms 1 or 2 to earn selectives hours toward graduation, please follow this process. *Please be sure to consult the timeline table herein for deadlines and due dates.*

1. Enroll in the course Introductory Clinical Experience (15 hours) (“OPT-IN”) by emailing the Registrar (registrar@scuhs.edu) a completed copy of the **Introductory Clinical Experience Opt-In Acknowledgement Form**.
2. Consult the current list of approved CBCE doctors [here](#). The doctor’s re-certification date in the list cannot be before the end of the term you are applying for “OPT-IN.” Use the contact information in the list to contact the doctor and request the opportunity to observe in the doctor’s office for the “OPT-IN” selective course.
3. If the doctor agrees, complete the document, **“Introductory Clinical Experience Request Form”**, and have it signed by the doctor. *Note: this form must be completed each term for internal approval by SCU/LACC, but Board of Chiropractic Examiners (BOCE) approval/fee payment is required only for the initial term of each student:doctor relationship.*
4. **Submit the signed document by the deadline indicated below, along with fee payment** (see #5 below) to:
Southern California University of Health Sciences
ATTN: Autumn Katzman (mark clearly on front of envelope)
16200 Amber Valley Drive
Whittier, CA 90604
 - a. *Applications submitted without fee payment will not be processed until payment is received. See timeline table.*
 - b. *Applications must be postmarked prior to the end of the deadline date.*
 - c. *Applications submitted without doctor’s signature will not be processed. If signature is not available/practical, contact Autumn Katzman at autumnkatzman@scuhs.edu for additional instructions.*
5. The State of California must certify each student:doctor relationship (not only the doctor); the Board currently charges \$31 fee for this certification, which must be paid by the student. Therefore, to process your application, you must submit a **money order (the only form of payment accepted) for \$31, payable to the Board of Chiropractic Examiners (BOCE)**.
 - a. Once approved by the BOCE, that student:doctor relationship is approved *until the expected graduation date*. Therefore, if you continue to work with that doctor throughout your chiropractic program, you will not be required to pay the fee again.
 - b. Should you change or add doctors in subsequent terms, the fee will be charged by the BOCE for each student:doctor relationship.
 - c. **Please submit the money order along with your application to enroll by the deadlines below to avoid delays in processing. Applications submitted without fee payment will be held until payment is received.** See timeline table herein.
6. Placement in any Doctor’s office is approved by seniority if there is a conflict: students approaching graduation have priority over lower term students
7. Once the student:doctor relationship is approved, Ms. Autumn Katzman will communicate to you by email that you may begin observing in the doctor’s office.

- a. This may take several weeks, depending upon BOCE turnaround
 - b. *Do not begin observation until approval is received.*
8. Please consult the timeline table for deadlines/responsibility/action steps/consequences for important details.

Deadline	Responsible	Action to be taken	Consequence if completed	Consequence if NOT completed
8 th day of the term (Monday of week 2)	Student	Enroll in the optional Introductory Clinical Experience selective by submitting the “ Introductory Clinical Experience Opt-in Acknowledgement Form ” to the Registrar.	Enrolled in class	Not allowed to enroll
8 th day of the term (Monday of week 2)	Student	Contact the doctor on the list, set up the <i>possible</i> days of observation (can be modified later). Complete the “ Introductory Clinical Experience Request Form ” with doctor’s signature. Submit signed request to autumnkatzman@scuhs.edu.	Enrolled in class	Not allowed to enroll; if already enrolled will be dropped from class (no notation on transcript)
Friday of week 2 (best to submit earlier with the Request form)	Student	Submit \$31 money order (payable to BOCE) to Autumn Katzman for BOCE fee payment.	Autumn will send the money order to the board with the paperwork necessary	Student will be dropped from class with W
Friday of week 7	CA Board	Board approves the student-doctor relationship and sends the approval to Autumn	Autumn will inform the student and they can start the observation	Autumn will inform the students of the next steps.
Week 8-10 (students can start as early as informed by Ms. Katzman)	Student	Start the observation at the Doctor’s office. The first day should be no later than Friday of week 10.	Completing all the hours and the assignments by week 15 will give you a pass for this class and credit towards required selectives	Student will receive a “WF” if approved but not initiated by week 10. If the Board does not approve by week 10, a “W” will be administered.

Week 15	Student	Complete all hours and assignments from this class	Completing all the hours and the assignments by week 15 will give you a pass (grade of "P") for this class and credit towards required selectives.	Fail the class (grade of "F")
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The following flowchart is provided for simplification, but does not replace the above material.



Introductory Clinical Observation

