



FCCA Application Guidelines

A. **Purposes:**

1. The CalChiro FCCA Recognition Program serves the following purposes:
 - a) To recognize excellence in chiropractic practice in all settings; and
 - b) To grant recognition and to promote public awareness of chiropractors who have distinguished themselves within CalChiro.

B. **Authority:**

1. The FCCA Recognition Program all be conducted under the general authority of the CalChiro Board of Directors. The Board shall approve all regulations pertaining to the operation of the Recognition Program.

C. **Governance:**

1. FCCA Recognition Committee: Function and Responsibilities. The program shall be administered by the FCCA Recognition Committee, which shall have the following specific responsibilities, with respect to the FCCA Program:
 - a) To review and approve recognition eligibility criteria and, in general, to provide quality assurance for the program;
 - b) To recommend for approval applications for recognition of individuals to the Board of Directors.
 - c) To recommend to the Board of Directors any future changes in these Guidelines.

D. **Criteria for Recognition:**

1. **Minimum Eligibility Requirements for Application:**
 - a) Current practitioner member in good standing with continuous membership in CalChiro for at least ten (10) years, and
 - b) At least ten (10) years of professional service to chiropractic practice. For the purposes of this program, the ten year period starts from the time of licensure. It must be met prior to the application deadline; and
 - c) A record of outstanding service to the profession through contribution to CalChiro.
2. **Additional Eligibility Requirements for Application:**
 - a) In addition to the minimum eligibility requirements, there are other criteria that determine eligibility for Fellowship. These are not

mutually exclusive of the above minimum criteria. Candidates are accepted for Fellowship based upon demonstration of meeting the minimum eligibility requirements and a combination of the following additional criteria. Successful candidates will have demonstrated achievement in at least 3 of these criteria:

(1) Demonstration of sustained commitment or contributions to excellence in chiropractic practice (mandatory).

(a) Interpretation: In fulfilling this criterion, it is expected that the level of demonstrated contribution reflects commitment and excellence in chiropractic practice. The candidate must provide sufficient documentation that a level of excellence has been achieved through sustained contributions to the advancement of chiropractic practice. The following may be submitted as evidence that the candidate has a record of contributions to excellence in chiropractic practice:

- (i) Development, implementation, or enhancement of systems or programs that resulted in an improved level of practice; or
- (ii) Conceptualization of new or improved practice methods and models; or
- (iii) Examples of sustained achievement in providing patient care services; or
- (iv) Research that made a positive impact on chiropractic practice.

(b) Since it is recognized that these factors are not the exclusive basis upon which to determine excellence, other evidence that addresses this criterion will be considered.

(2) Contribution to the total body of knowledge in chiropractic practice (optional).

(a) Interpretation: The following may be submitted as evidence that the candidate has a record of contributing to the total body of knowledge in chiropractic practice:

- (i) Publication of scientific or professional papers on relevant topics of chiropractic in refereed journals (coauthor is acceptable); or

- (ii) Publication of a textbook or several chapters in a textbook(s) on some relevant aspect of chiropractic.

(3) Involvement in and commitment to educating practitioners and others (mandatory).

(a) Interpretation: Each candidate must be actively involved in educational programs. The following may be submitted as evidence that the candidate has met the criteria:

- (i) Making presentations to healthcare practitioners at national, regional or state educational conferences; or
- (ii) Precepting student; or
- (iii) Mentoring staff; or
- (iv) Educating the public.

(4) Demonstration of active involvement and leadership in CalChiro (mandatory).

(a) Interpretation: Candidate must support the profession as evidenced by a record of consistent and active involvement and leadership in CalChiro. Some examples of activities in which a candidate may have participated are as follows:

- (i) Served as an elected official of CalChiro; or
- (ii) Served as an elected CalChiro delegate or appointed member of an CalChiro committee, task force, or ad hoc group; or
- (iii) Served as a sustained volunteer leader in other significant CalChiro activities and programs; or
- (iv) Served as an elected official within CalChiro district affiliates.

E. Designation of FCCA Recognition Status

1. A candidate achieving recognition shall be designated a "Fellow of CalChiro" (FCCA).

F. Application Process

1. Members of the CalChiro Board of Directors are not eligible to apply during their term of office.
2. Those interested in becoming a candidate may download documents from the FCCA webpage (insert link when available).
 - a) Specific eligibility criteria, guidelines on interpretation for those criteria, and any additional pertinent information shall be included with the application.

- b) All completed applications will remain confidential. Materials submitted in support of a candidate's bid for recognition status shall not be received by anyone other than the members of the FCCA Recognition Committee or others involved in the review process.
 - c) Only information requested in the application will be received by the FCCA Recognition Committee. Additional information such as samples of published work, etc. will not be considered.
3. Completed applications, including all supporting materials that address the specific criteria outlined for recognition status, are returned to the CalChiro Office no later than February 1. Only information contained in the application will be considered. The applicant has the burden of establishing that the criteria have been met. An application may be amended, expanded, or supplemented at any time until it is submitted to the FCCA Recognition Committee; thereafter, no changes can be made.
 4. Acknowledgement of receipt of the application shall be sent to the candidate.
 5. The FCCA Recognition Committee renders its decision based only on the application materials and the criteria for recognition.
 6. The candidate will be notified of the FCCA Recognition Committee decision following approval by the CalChiro Board of Directors.