

WCA LICENSE RENEWAL CHECKLIST

LICENSE RENEWAL DEADLINE IS DECEMBER 14, 2024

1 KNOW HOW TO USE YOUR WCA PROFILE

☐ VERIFY YOUR REGISTRATION PROFILE

Always register for events under your own profile.

- If you register under someone else's profile, your CE will be recorded on their account -- not yours. Always sign in to your own account register!

If you registered as a guest, our system will not track your CE. Please track your CE credits for guest registrations. (WCA does not track CE credits from other organizations).

☐ MANAGE YOUR MEMBER STAFF ACCOUNTS

Add new staff as subaccounts to allow them to register and receive member discounts.

- [Learn how to add subaccounts here](#) or visit www.wichiro.org

☐ ALWAYS REGISTER WITH A UNIQUE EMAIL ADDRESS

Shared email addresses (ie: admin@chiro.com) can cause issues with unsubscribes and bounces and may affect your ability to receive important emails from WCA.

Use a personal email address for each registrant to ensure emails are delivered.

2 REVIEW LICENSING REQUIREMENTS

☐ REVIEW YOUR LICENSING REQUIREMENTS

DC (Doctor of Chiropractic):

- 40 hours of approved continuing education (CE) each biennium.
- Up to 8 hours of CE can be completed online.
- 4 hours of Nutrition CE every 2 years with your Chiropractic Nutrition Certification.

CT (Chiropractic Technician):

- 6 hours of state-approved CT continuing education each biennium.
- Up to 2 hours of CE can be completed online.

CRT (Chiropractic Radiological Technician):

- 12 hours of state-approved CRT continuing education each biennium.
- Up to 2 hours of CE can be completed online.

Questions? More information is available at wichiro.org/license

3 KNOW HOW TO RENEW

☐ KNOW HOW TO RENEW YOUR LICENSE

Understanding LicenseE

- **DSPS LicenseE** is the online portal for initial licensure and renewals.
- DSPS should open the renewal portal soon - watch for a notification from them!
- Questions? Check the DSPS web pages: [DC licensing](#) [CT Licensing](#) [CRT Licensing](#)
- Use the **REQUEST SUPPORT** link at the top of LicenseE for licensing questions.

Newly licensed within the biennium?

- You must renew your license by the December 14 deadline. However, no additional CE hours are needed within the licensing biennium.