

Frequently Asked Questions

Why were my Certificates of Moral and Professional Character forms rejected?

- Requirements call for the photo to be visible and in color.
- All information must be completed
- Form must be signed

Am I required to have a Social Security Number?

- Yes, all applicants are required to have an SSN.

Where do I have my Verifications/Transcripts sent?

- **Electronic Transcripts and/or Verification Letter:** PCS will accept final official electronic transcripts and verification letters received directly from the primary source (such as the School, Parchment, the National Student Clearinghouse, and the State Licensing Board) via secure server to machiropractic@pcshq.com
- **Transcripts and/or Verification Letter via Postal Mail:** Official Final Transcripts and/or Verification Letter may be mailed by the educational program or State Licensing Board directly to PCS at:
ATTN: MA Board of Chiropractors
C/O MA Chiropractor Coordinator
P.O. Box 198689 Nashville, TN 37219

What should I do if my state will not complete the Reciprocity Requirement form?

- If your state will not complete the Reciprocity Requirement form, but you meet all other reciprocity requirements, please forward the email from your state saying they will not complete the Reciprocity Requirement form to machiropractic@pcshq.com. PCS will process this email and send the application to the Massachusetts Board for a final review.

How do I schedule my jurisprudence exam?

- Once the application has been reviewed and approved, you will receive an authorization-to-test (ATT) via email with scheduling instructions.

Why am I not able to schedule my jurisprudence examination?

- It can take up to 24 hours after the ATT letter is issued to be able to schedule. If more than 48 hours have passed since you received the ATT letter via email, please contact the coordinator at machiropractic@pcshq.com.

Is the jurisprudence examination only offered in MA?

- No, you can take the examination at any testing center in the US. If you are having issues with scheduling, please contact PSI at 1-800-733-9267.

What should I bring to the testing center on the day of my jurisprudence examination?

- You must present your specific Authorization Letter and one form of identification with a photograph (government-issued identification card or passport) to be admitted to the examination room.