

NBCE Examinee Information

for the Part IV National Practical Examination

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

May 18, 19 and 20, 2012

APPLICATION POSTMARK DEADLINE

February 21, 2012

Application also available online at
www.nbce.org

Send application and examination fees to:



N B C E

NATIONAL BOARD OF
CHIROPRACTIC EXAMINERS

NBCE – Application IV

901 54th Ave

Greeley CO 80634

TABLE OF CONTENTS

MAY 2012 PART IV EXAMINATION

General Information	2-6	Additional Information	10
Part IV Administrations/Reporting Dates	2	Standardized Patients.....	10
NBCE Board of Directors	2	Technique Patients.....	10
MyNBCE	2	Diagnostic Imaging Materials	10
Applicant Eligibility	3	Examination Rules and Regulations	10
Student Eligibility	3	Cancellation or Postponement of Examinations	10
Graduate Eligibility	3	Registration Procedures	11
Doctor of Chiropractic Eligibility	3	Score Reporting	11
Part IV Retakes	3	Release of Transcripts.....	11
Eligibility Policy	3	Online Score Reporting.....	11
Test Sites	4	Examinee Concerns	12
Application Postmark Deadlines	5	Concerns During Examination Administration	12
Application and Administrative Fees	5	Pass/Fail Standard	12
Withdrawal and Refund Policy	5	Participant Safety	12
Veterans Benefits	5	Post-Examination Review	12
Test Site Assignments	6	Letters of Concern	12
NBCE Certificate	6	Hand Grading	12
Test Accommodations Application Process.....	6	Address or Name Change.....	12
Religious Conviction Registration	6	State Licensing Boards	13-16
Examination Information	7-12	Individual State Application Process	13
Preparation for Part IV	7	Addresses & Phone Numbers	13-16
Diagnostic Imaging Description	7	NBCE Part IV Transcript Request Form	17
Chiropractic Technique Description	7		
Case Management Description	8		
Diagnostic Imaging Test Plan	9		
Chiropractic Technique Test Plan	9		
Case Management Test Plan	9		

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

901 54th Avenue
Greeley, Colorado 80634

Phone:970-356-9100

Toll free phone:800-964-6223

Toll free fax:877-450-0519

Website:www.nbce.org

E-mail:processing@nbce.org



PART IV

ADMINISTRATIONS/REPORTING DATES

Year of Test	Month of Test	Examination Date	Application Deadline	Cancellation Deadline	Scores Posted Online	Scores Mailed to Examinees	Transcripts Mailed to State Boards	Scores Mailed to Colleges	Hand Grading Deadline
2012	May	18 – 20	02/21/12	03/30/12	06/29/12	07/06/12	07/13/12	07/20/12	07/20/12
	Nov.	9 – 11	08/07/12	09/21/12	12/26/12	12/28/12	01/04/13	01/11/13	01/11/13
2013	May	17 – 19	02/19/13	03/29/13	06/28/13	07/05/13	07/12/13	07/19/13	07/19/13
	Nov.	8 – 10	08/13/13	09/20/13	12/20/13	12/27/13	01/03/14	01/10/14	01/10/14

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NBCE Headquarters
901 54th Avenue
Greeley, Colorado 80634**MyNBCE**<https://mynbce.nbce.org>

The NBCE is proud to announce a new, secure online portal – MyNBCE. This portal will allow examinees easy access to scores, applications, and other important information such as confirmation letters, transcript request forms, and examination schedules. To create a MyNBCE account, examinees will need a personalized reference number, which is included in examinee confirmation letters.

Go to:

<https://mynbce.nbce.org>

(Because MyNBCE is a secure site, examinees **MUST** type [https](https://mynbce.nbce.org) before the site name.)

Please note: The only way to access scores online or fill out applications online is through MyNBCE.

APPLICANT ELIGIBILITY

STUDENT ELIGIBILITY

Students enrolled in chiropractic colleges whose students are eligible to take the NBCE examinations may apply for the Part IV Examination if they have passed all of the NBCE Part I Examination by the Part IV application deadline and are within six months of graduation at the time of the Part IV Examination administration. Student applicants **must** obtain signatures of approval from their authorized college representative.

NOTE: The NBCE will not issue official transcripts to students until they have successfully completed Parts I, II, III and IV.

GRADUATE ELIGIBILITY

Chiropractic college graduates taking Part IV for the first time must have completed all of the NBCE Part I Examination. Graduates may establish their eligibility by submitting a copy of their doctor of chiropractic degree or by obtaining approval signatures from their authorized college representatives.

DOCTOR OF CHIROPRACTIC ELIGIBILITY

A doctor of chiropractic who has passed all of the NBCE Part I Examination is eligible to take the Part IV Examination. A doctor of chiropractic who has not passed Part I, and who holds a valid license to practice chiropractic issued on or before December 31, 1997, is eligible to take Part IV upon submission of a properly completed application, and a letter bearing the state seal from an authorized representative of a state board that has licensed the applicant. The letter must verify that the applicant is licensed by that agency, that the applicant's license is not currently under suspension, and that there is no known disciplinary action in effect or pending. The letter should also reference that it is being completed as a Part IV requirement. Examinees should enclose the letter with their applications.

PART IV RETAKES

Although the NBCE policy does not limit the number of times an examinee with failing scores may retake Part IV, be aware that some state licensing boards may have restrictions in this regard. The NBCE therefore refers a candidate for licensure to contact the licensing board of the state in which he or she intends to practice to obtain information about retaking Part IV. Unless otherwise required by a state licensing board, the NBCE only reports the most recent scores on transcripts.

A doctor of chiropractic who has passed the NBCE Part IV Examination is not eligible to retake Part IV unless required in order to comply with a state-imposed board rule or time limitation that affects the acceptance of previous Part IV scores by that state.

NOTE: Acceptance or requirement of Part IV is determined by individual state licensing boards. An official transcript of a Part IV score is reported to state boards upon the examinee's request. (A transcript request form appears on Page 17 of this brochure. See Pages 13–16 for a list of state licensing boards that accept/require Part IV.)

Final decision for licensure of graduates from any chiropractic educational institution rests with individual state licensing boards.

For current information on state regulations regarding Part IV scores, licensure candidates must contact the licensing board of the state(s) in which they intend to practice.

ELIGIBILITY POLICY

ADOPTED NOVEMBER 2, 2006

Applications will be accepted from otherwise eligible individuals enrolled in or graduates of a doctor of chiropractic degree program, or its equivalent, that is accredited by the Council on Chiropractic Education United States, or any other specialized accrediting agency recognized by the United States Secretary of Education to accredit doctor of chiropractic degree programs, or a chiropractic accrediting agency that is approved by the National Board of Chiropractic Examiners, Board of Directors (Board), or from individuals enrolled in a doctor of chiropractic program or its equivalent, that has regional accreditation and is actively pursuing accreditation (i.e., has candidate status) with a chiropractic accrediting agency approved by the Board.

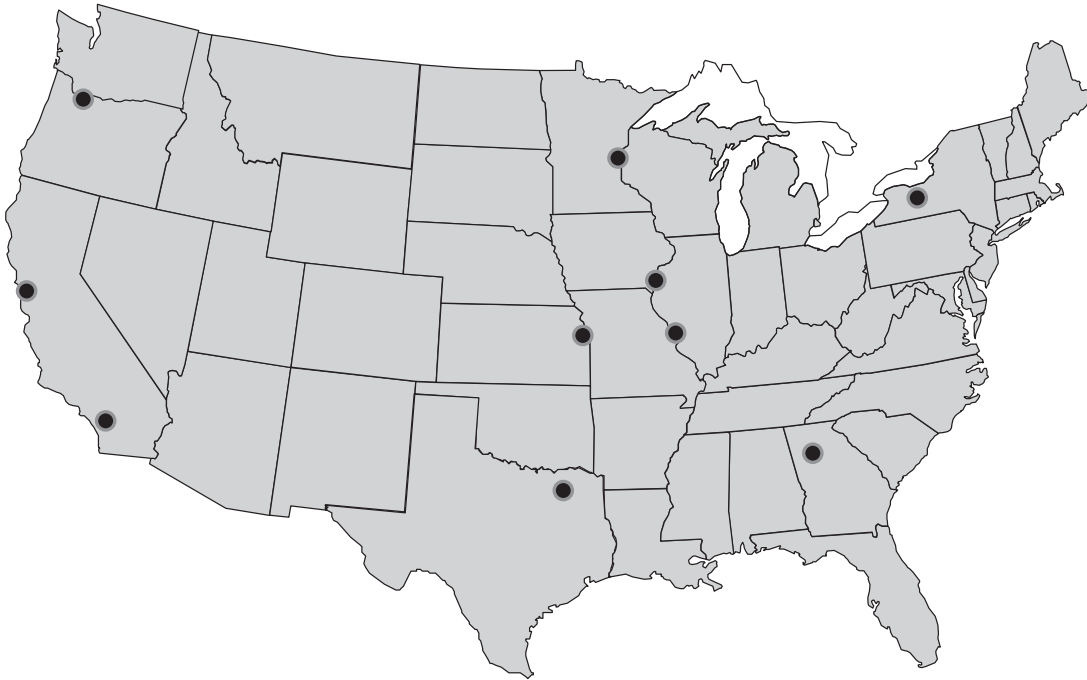
The chiropractic accrediting agencies currently approved by the Board are:

- A. Council on Chiropractic Education U.S.**
- B. Council on Chiropractic Education Canada**
- C. European Council on Chiropractic Education**
- D. Council on Chiropractic Education Australasia**

Notice: The NBCE will not issue official transcripts to those candidates who are graduates of institutions that are pursuing accreditation (i.e., have candidate status) with a chiropractic accrediting agency recognized by the NBCE until the program has been granted full accreditation by said agency. The NBCE accepts no responsibility or liability and will provide no refunds of fees if a program that is pursuing accreditation fails to be granted full accreditation.

TEST SITES

The NBCE Part IV Examination will be administered on **Friday, Saturday and Sunday, May 18, 19 and 20, 2012**, at the locations listed below.



Cleveland Chiropractic College Kansas City

10850 Lowell Avenue
Overland Park, Kansas 66210
800-467-2252
www.clevelandchiropractic.edu

NOVEMBER EXAMINATIONS ONLY

Life Chiropractic College West

25001 Industrial Boulevard
Hayward, CA 94545
800-788-4476
www.lifewest.edu

Life University, College of Chiropractic

1269 Barclay Circle
Marietta, GA 30060
770-426-2600
www.life.edu

Logan College of Chiropractic

Logan College Health Center
1851 Schoettler Road
Chesterfield, MO 63006
636-227-2100
www.logan.edu

New York Chiropractic College

2360 State Route 89
Seneca Falls, NY 13148
315-568-3000
www.nycc.edu

Northwestern Health Sciences University

2501 West 84th Street
Bloomington, MN 55431
952-888-4777
www.nwhealth.edu

Palmer College of Chiropractic, Davenport Campus

1000 Brady Street
Davenport, IA 52803
563-884-5000
www.palmer.edu

Parker University College of Chiropractic

2500 Walnut Hill Lane
Dallas, TX 75229
972-438-6932
www.parkercc.edu

Southern California University of Health Sciences

16200 E Amber Valley Drive
Whittier, CA 90604
562-947-8755
www.scuhs.edu

NOVEMBER EXAMINATIONS ONLY

University of Western States

2900 NE 132nd Avenue
Portland, OR 97230
503-256-3180
www.wschiro.edu

APPLICATION

POSTMARK DEADLINES

The NBCE observes the following POSTMARK deadlines **without exception**:

Application Deadline	February 21, 2012 *
Cancellation Deadline	March 30, 2012
Examination Date	May 18, 19 and 20, 2012

Only official U.S. Postal Service or international postal cancellation marks will be accepted.

* Applications postmarked after this date will NOT BE ACCEPTED.

APPLICATION

AND ADMINISTRATIVE FEES

Part IV Examination Fee	\$1285
Returned Application Fee	\$50
Hand Grading Fee	\$75
Transcript Fee	\$25

A candidate seeking licensure in a state that accepts or requires Part IV must submit a complete NBCE Part IV application form and \$1285 in **U.S. GUARANTEED funds payable to NBCE. Personal or business checks or credit cards WILL NOT be accepted.**

The completed NBCE Part IV application form with accompanying fees and eligibility documentation, as necessary, must be postmarked on or before **February 21, 2012**, and mailed to:

NBCE – Application IV

901 54th Ave
Greeley CO 80634

To verify receipt of correspondence by the NBCE, you may use certified mail, return receipt requested, or another delivery method that provides proof of receipt. The NBCE cannot be responsible for applications not received. Applications delayed or not delivered by U.S. Postal Service or commercial carriers are not the responsibility of the NBCE.

The NBCE is not responsible for information provided by telephone, e-mail, online, etc., unless that information is verified in writing.

NOTE: Applicants may access the Part IV application online at www.nbce.org. Applicants must complete and print their applications and mail them to the NBCE. Applicants may also use the application enclosed with this brochure. All applicants must obtain necessary college and notary signatures and enclose appropriate fees.

WITHDRAWAL

AND REFUND POLICY

A written request to withdraw from the examination will be accepted and a partial refund of **\$925** will be issued if the request is postmarked or faxed by the cancellation deadline of **March 30, 2012**. Send written requests for withdrawal to:

National Board of Chiropractic Examiners

901 54th Ave
Greeley CO 80634
Toll free fax: 877-450-0519

No refund requests will be accepted after this cancellation date. The NBCE is not responsible for withdrawal requests that are not received.

Once a request to withdraw from an examination has been processed, an examinee is still eligible to reapply for the current administration by resubmitting an application with full fees postmarked by the published deadlines.

Applicants will receive a partial refund of their **examination fees**, based on the refund policy shown above, if the NBCE determines that an applicant is ineligible to take the examination.

The NBCE will not issue any refunds to:

1. applicants who withdraw from the examination or become ineligible to take the examination after the cancellation deadline
2. applicants who apply, but fail to take an examination
3. applicants who apply, but take only a portion of their examination schedule
4. examinees who arrive late for an examination
5. examinees who breach security and/or are removed from the examination administration

Applications or fees from one examination administration may not be carried over or transferred to another examination. Applicants must submit a completely new application with correct fees when applying for examinations scheduled on a later date.

VETERANS

BENEFITS

As of March 1, 2001, veterans may be eligible for reimbursement of examination fees. Veterans who have VA benefits should contact the Veterans Administration at www.gibill.va.gov or call **888-GIBILL1** or **888-442-4551**. The NBCE will provide receipts to veterans upon written request.

TEST SITE ASSIGNMENTS

The NBCE reserves the right to relocate a test site and to determine final test site assignments. Each test site is limited in the number of examinees it can accept. Therefore, the NBCE recommends that applications be submitted early; otherwise, applicants might find their first choice for a test site full and unavailable if they register too close to the deadline.

Due to the complex scheduling required for this examination, the NBCE cannot accept test site change requests from Part IV examinees.

If an applicant's first test site choice is unavailable, the NBCE will assign the applicant's second, third or fourth test site choice, if possible. **If an examinee reports to a test site other than the one assigned by the NBCE, he or she will not be admitted and no refund will be given.**

If applicants withdraw from the examination because they did not receive their test site choice(s), the NBCE's liability shall be limited to a partial refund of the application fees if the following conditions are met:

- the applicant submits a written request to withdraw from the examination
- the applicant has mailed the written request by the cancellation deadline

(See the withdrawal policy on Page 5.)

Examinees will receive notification of their assigned test site by mail. It is the examinee's responsibility to report to the test site assigned by the NBCE.

NBCE CERTIFICATE

Following successful completion of NBCE Parts I, II, III and IV, examinees receive a Certificate of Attainment from the NBCE free of charge. Replacement certificates are available, subject to certain provisions, at a cost of \$30 each. For additional certificate replacement information, contact the NBCE.

Certificate recipients may, for an additional fee, order an engraved plaque. Order forms for this purpose are included with examinee score letters. Please observe deadlines on order forms for this limited-time offer. The cost for plaques mailed within the United States and Canada is \$120. For plaques mailed outside of the United States and Canada, the cost is \$160.

TEST ACCOMMODATIONS APPLICATION PROCESS

The NBCE makes every attempt to honor requests for test accommodations for any of the following reasons:

- a physical or learning disability
- a religious conviction requiring a modified test schedule
- a temporary physical limitation due to a recent surgery or injury

When requesting test accommodations due to a physical or learning disability, **an applicant must submit a test accommodation request form, a current disability report, and an evaluator review form even if accommodations were granted for the written examinations.** (See the Part IV *NBCE Test Accommodations Guidelines* brochure for specific documentation information.) The request form must be current and submitted each time an applicant applies for an examination. Each request is reviewed on an individual basis and, if approved, appropriate accommodations are granted.

Courtesies, while not full accommodations, may be granted in cases of nursing mothers, broken limbs, etc. A courtesy must be applied for with a test accommodation form.

Academic standards for test accommodations are not necessarily the same as for standardized testing. Therefore, if an applicant is currently receiving accommodations from his or her college, the NBCE does not guarantee approval of accommodations for NBCE examinations.

NOTE: The NBCE reserves the right to annotate transcripts of scores for individuals taking examinations with test accommodations.

Religious Conviction Registration

If a religious conviction prohibits an examinee from taking the second day of the Part IV Examination on a holy day, he or she must submit a current religious conviction registration form. The examinee will be registered to take the examination on a Friday/Saturday or Friday/Sunday rotation.

Deadlines

Test accommodation request forms, disability reports, evaluator review forms, supplementary information, requests for reconsideration, and religious conviction registration forms must be postmarked by the published deadline of **February 21, 2012**. Examinees may obtain forms at college registrars' or learning disability coordinators' offices, request them from NBCE headquarters, or download them at www.nbce.org.

Questions about test accommodations and courtesies can be addressed to the Examinee Relations Specialist at 800-964-6223, ext. 145.

PREPARATION

FOR PART IV

The Part IV Examination is a culmination of your years of training, rather than a measure of textbook learning. Therefore a thorough review of the subjects and techniques described on Pages 7-10 of this brochure is the most appropriate preparation for this examination. Examinees may also familiarize themselves with Part IV by viewing a video about the examination at www.nbce.org.

EXAMINATION DESCRIPTIONS

FOR PART IV

The Part IV Examination consists of three major sections and each of the sections is divided into stations. The three sections are:

- **Diagnostic Imaging (DIM)**
- **Chiropractic Technique**
- **Case Management**

Descriptions and test plans of each of the Part IV sections appear below.

DIAGNOSTIC IMAGING (DIM)

DESCRIPTION

1. The DIM Examination will consist of 10 stations. Each examinee must complete all 10 stations within the allotted time (four minutes per station).
2. At each station, the examinee will have the opportunity to view radiograph(s) and/or other diagnostic images of a patient. In addition, the examinee will have access to other clinical data.
3. A scannable answer sheet will be provided on which the examinee will mark the answers for the questions at each of the 10 stations. Each station will have two extended multiple-choice questions for the examinee to answer concerning the case. Each question will have 10 choices. The examinee will be required to select **two** of the most correct choices.
4. The examinee will be required to select findings that are presented on the radiograph(s) and that are consistent with the additional clinical data provided for each question at the station.
5. The examinee may be required to identify various types of special imaging, i.e., MR, CT, radionuclide bone scan or diagnostic ultrasonography.

CHIROPRACTIC TECHNIQUE

DESCRIPTION

1. The Chiropractic Technique Examination will consist of five stations with five minutes allotted to complete each station. Each examinee must complete each of the five stations within the allotted time. There will be a one-minute and 30-second passing time between each station.
2. At each station, the examinee will be provided with a written description of two vertebral or extremity subluxations. The instructions will include the two chiropractic techniques to be demonstrated and points of performance that will be evaluated. The instructions will include the required patient position, doctor hand contact and segmental contact.
3. The examinee will place the patient as instructed and set up for the adjustments in a manner that is consistent with the written instructions and appropriate for the vertebral or extremity subluxations described in the written case scenarios.
NOTE: For students that are taught an assisted/resisted model of technique, all of the set-ups on this portion of the Part IV Examination should be for assisted methods of adjustments.
4. The examinee may also be required to demonstrate static and/or motion palpation techniques, and to describe joint-related anatomical landmarks and/or normal joint motion.
5. The examinee will be evaluated by an examiner (licensed chiropractor) on the points of performance described in the written instructions.

CASE MANAGEMENT

DESCRIPTION

1. The Case Management Examination consists of 20 stations in which the examinee will be required to carry out certain activities or answer questions related to a clinical case. Examinees will have five minutes to complete each station. There will be a one-minute and 30-second passing time between each station. Examinees must complete each of the 20 stations in the allotted time.
2. At each station, the examinee will be required to perform one or more of the following activities:
 - A. Perform a brief (focused) case history
 - B. Perform a brief (focused) physical examination
 - C. Perform a brief (focused) orthopedic/neurological examination
 - D. Choose the most likely diagnoses and/or clinical impressions
 - E. Choose the most appropriate case management procedures
 - F. Choose the neurological signs most likely to be present
 - G. Choose the most appropriate orthopedic/neurological tests to perform
3. In those stations where examinees are asked to perform a case history, physical examination, or orthopedic or neurological test, they will be observed by an examiner (licensed chiropractor). Examinees will perform these tests/procedures on a patient who has been trained to simulate a clinical condition.
4. Examinees will be evaluated on their clinical skills as well as their ability to communicate with the patient. They will be expected to treat the patient as they would treat a patient in their own practice. Examinees will respect the patients' dignity at all times.
5. The case history stations are case specific. Examinees will be evaluated on their ability to fully explore the parameters of the patient's condition and to elicit specific clinically relevant elements of the history from the patient. This specific historical information enables the examinee to form a clinical impression and to rule in or rule out conditions of a similar nature or with similar presentation.
6. The examination stations involve demonstration of clinical tests and procedures on patients who exhibit physical signs and symptoms of specific conditions. Examinees will be evaluated on their ability to perform these procedures within the context of a specific case, and their ability to elicit all necessary clinical signs and symptoms from the simulated patient for each of the procedures demonstrated.
7. Certain stations may require examinees to interact with the examiner to explain the clinical significance of a procedure or to report the examination findings of a procedure. This will be specifically explained in the station instructions, and the notation (verbal component) will follow the named test or procedure. The examinee will **perform the procedure** on the simulated patient and **then follow the instructions** for the verbal component.
8. At the post-encounter probe (PEP) stations that immediately follow the simulated patient stations, the examinee will be required to answer two questions related to the clinical condition exhibited by the patient. At these stations, several pages of additional clinical information related to the case will be provided, as well as patient imaging.
9. Time is very important in the Case Management Examination. Five minutes will be allotted to complete the required tasks at each station. One minute and 30 seconds will be allotted to pass from one station to the next. Examinees will move from station to station upon hearing an audible/verbal signal. When the signal is given, they will immediately move to the next station.

NOTE: Success in this examination will depend on the examinee's efficient and skillful performance of the required tasks, as well as on the effective use of the allotted time.

TEST PLANS

FOR PART IV

DIAGNOSTIC IMAGING (DIM)

(10 Case Scenarios)

The examinee will be asked to identify radiographic features from the radiograph(s) and/or other diagnostic images presented. A test committee will have selected the cases according to the following criteria:

1. cases that are commonly encountered in practice
2. cases that present cautions or contraindications to chiropractic case management
3. cases that require early detection to preserve life/health of the patient

EXAMPLES INCLUDE:

- Normal radiographic anatomy
- Congenital anomalies, skeletal variants and dysplasias
- Scoliosis and spondylolisthesis
- Intervertebral disc disease and spinal stenosis
- Traumatic skeletal disorders (spine and extremities)
- Arthritic disorders (spine and extremities)
- Tumors and tumor-like processes (spine and extremities)
- Hematological and vascular conditions
- Bone infections and miscellaneous conditions

CHIROPRACTIC TECHNIQUE

(10 Techniques)

The examinee will be given two case scenarios in each of the five adjusting areas listed below for a total of 10 techniques. From the information provided in the case scenario, the examinee will demonstrate patient placement, doctor placement, hand placement, procedure and the line of drive.

EXAMPLES INCLUDE:

- Cervical adjusting
- Thoracic adjusting
- Lumbar adjusting
- Pelvic/sacral adjusting
- Extremity adjusting

CASE MANAGEMENT

(10 Simulated Patient Encounters and 10 Post-Encounter Probes)

There will be 10 patient stations which may be divided as follows:

- 6 — Orthopedic and neurologic examinations
- 3 — Case history taking
- 1 — Physical examination

The examinee will address cases that:

1. are commonly encountered in practice
2. present cautions or contra-indications to chiropractic case management
3. require early referral to preserve the life/health of the patient
4. present significant diagnostic challenges

Each interaction between the case management examinee and the standardized patient is followed by a post-encounter probe (PEP) station. At the PEP station, the examinee is presented with a binder that contains additional clinical information, such as additional physical findings and laboratory results. There may also be radiographs and/or other diagnostic images pertaining to the case in the station.

At the PEP stations, examinees will complete two multiple-choice questions based on their interactions with the standardized patients in the previous stations and on the additional clinical information presented. Each multiple-choice question will have 10 choices. The examinee will be required to select **three** of the most correct answers for each question.

ADDITIONAL INFORMATION

STANDARDIZED PATIENTS

Ten of the case management stations will have standardized patients. These standardized patients have been carefully trained to simulate a given condition. The examinee will address or interact with the standardized patient as though that patient actually has the condition that he or she is simulating.

TECHNIQUE PATIENTS

These individuals will be at five of the stations. They are not trained to simulate a condition. The examinee will demonstrate the placement of the patient, the placement of the doctor, including the doctor's hands, procedure and the line of drive. No thrust will be applied.

DIAGNOSTIC IMAGING MATERIALS (DIM)

There is a separate 10-station DIM portion of the Part IV Examination. Radiographs and/or other diagnostic images may also be at post-encounter stations, which the examinee will enter after interacting with a patient. The examinee will review radiographs at these stations. After reviewing the radiographs, the examinee will be asked to respond to questions pertaining to the radiographs and additional clinical materials that will be found in a binder placed in the post-encounter station.

EXAMINATION RULES AND REGULATIONS

During the administration of the Part IV Examination, an examinee can be disqualified or permanently prohibited from taking or continuing to take an examination, and his or her scores on an examination may be withheld, revoked, or invalidated, if the National Board of Chiropractic Examiners (NBCE) test administrator or other NBCE representatives conclude that:

1. The examinee has provided any false or misleading information on his or her application.
2. The examinee has taken an examination for another person or another person has taken an examination in the examinee's place.
3. The examinee has given or received aid in the examination as evidenced by observation or statistical analyses of answer sheets.
4. The examinee has engaged in any act or conduct that jeopardizes or could jeopardize the security or integrity of NBCE examinations; such action or conduct may include, but is not limited to, copying or reproducing any portion of the examination, or memorizing questions and answers and furnishing those memorized questions and/or answers to any other person at any time.
5. The examinee has engaged in any other conduct that might invalidate the examination results, including, but not limited to, removing items from the testing room.
6. The examinee has engaged in any behavior that is deemed to be disruptive, offensive or inappropriate in any way to the testing environment.

The NBCE may contact school officials and annotate transcripts of examinees whose conduct is deemed inappropriate or disruptive to the testing process.

CANCELLATION OR POSTPONEMENT OF EXAMINATIONS

In the event of an emergency or administrative irregularity, the NBCE reserves the right to make adjustments in examination administration procedures, to withhold the reporting of scores, and/or to order the re-administration of an examination.

An emergency or administrative irregularity might include, but is not limited to, any natural disaster (hurricane, flood, tornado, earthquake, fire, etc.), power failure or other facility breakdown, which, in the opinion of the NBCE, could affect the validity or reliability of the examination. The NBCE will post any scheduling changes or cancellation announcements on its website at www.nbce.org. The NBCE will make the final decision on examination cancellations. Contact the NBCE with any questions regarding this policy.

REGISTRATION PROCEDURES

1. Examinees will receive an information packet approximately eight weeks before the examination indicating their assigned test site and time schedule.
2. Examinees must show two forms of identification at registration; one must be a government-issued photo ID such as a driver's license.
3. Examinees who do **NOT** register at the assigned test site at the time indicated on the information packet will not be permitted to participate in the Part IV Examination.
4. Examinees will receive instructions concerning test procedures prior to the start of each part of the examination.
5. The NBCE provide all necessary equipment for the Part IV Examination, such as clipboards, paper and #2 pencils. For scoring accuracy, examinees must use the pencils provided by the NBCE.
6. Examinees should bring lunch, snacks, soft drinks or water. Examinees should pack food and drinks in clear plastic bags to facilitate security screening. Examinees will not be permitted to leave the campus until check-out time on each day of the examination.
7. Examinees will **NOT** be allowed to bring personal items into the examination area. Such materials include, but are not limited to:
 - Notes or reference materials of any kind
 - Writing instruments
 - Purses, briefcases, or bookbags
 - Watches
 - Electronic devices of any kind, including:
 - Cameras
 - Cellular phones
 - Audio or video recorders
 - iPods MP3 players
 - Remote keyless entry devices for vehicles
 - Doctor bags or examination equipment
 - Hats
 - Hooded sweatshirts or shirts with pockets
8. Examinees will be subject to individual security screening procedures, including the use of metal detection devices.

9. Examinees who refuse to submit to individual security screenings may be denied entrance to or be expelled from the testing area.

SCORE REPORTING

Score information will **NOT** be given over the phone, by fax or e-mail. Scores from the May 2012 Part IV Examination will be mailed:

To examineesJuly 06, 2012
 To state boards July 13, 2012

RELEASE OF TRANSCRIPTS

An examinee who wishes to have a score transcript mailed to a state licensing board by **July 13, 2012**, must submit a **written** transcript request. The request must indicate the state(s) to which the transcript is to be mailed and must be received two weeks before the above-mentioned date. There is no charge for the first transcript mailed to a state licensing board. The charge for each additional transcript is \$25 per state. A transcript request is included in printed copies of this brochure, as well as online at www.nbce.org.

The NBCE will not release any score information on examinees who have an account with an outstanding balance.

By applying to take the Part IV Examination, examinees authorize the NBCE to release Part IV scores to their colleges.

An examinee must attain a score of 375 or above on Parts I, II and III before an official transcript of Part IV will be released to a state licensing board.

A licensed doctor of chiropractic who has received a license prior to December 31, 1997, and whose license is in good standing may have his or her Part IV score mailed to a state licensing authority without having passed Parts I, II and III.

ONLINE SCORE REPORTING

The only way to access scores online is to create a MyNBCE account at <https://mynbce.nbce.org>. Examinees will need their personalized reference numbers which are included in NBCE examinee confirmation letters, to create an account.

Scores from the May 2012 Part IV Examination will be available on **June 29, 2012**. The NBCE will mail a final written score report that will serve as the official notification of examination scores.

EXAMINEE CONCERNS

ABOUT THE PART IV EXAMINATION

CONCERNS DURING EXAMINATION ADMINISTRATION

If at any time during the Part IV Examination administration an examinee encounters a situation that might have a significant impact on his or her performance, he or she is to immediately notify the NBCE official in charge at the test site. The official will attempt to resolve the matter according to administrative guidelines established for the Part IV Examination. Administrative problems that are not brought to the attention of test site personnel may be impossible to resolve after the examination is over.

PASS/FAIL STANDARD

The NBCE follows a procedure consistent with accepted test standards to arrive at a recommended passing score; however, each state has the authority to establish and recognize its own requirements for passing Part IV.

PARTICIPANT SAFETY

Every effort has been made by the NBCE, state licensing boards and chiropractic colleges to provide a safe testing environment for examinees, patients, examiners and auxiliary staff. Examinees are cautioned to refrain from any action or activity that might tend to jeopardize participant safety.

POST-EXAMINATION REVIEW

Following the examination, the NBCE will carefully review the statistical performance of each test question and will read and research examinees' written concerns regarding test questions. Final scores will be determined after all test questions have been evaluated by the NBCE Department of Practical Testing. To ensure that each examination is scored accurately, the NBCE will also thoroughly check the answer sheets of each examinee.

The examinee will not be allowed to review examination questions or answer sheets following the administration of the examination.

Scores will be available online six weeks after the examination. Final score reports are mailed to examinees approximately seven weeks following the examination administration. If an examinee requests that a transcript be sent to a state licensing board, it will be mailed eight weeks after the examination. Scores are reported to examinees' chiropractic colleges approximately nine weeks after the examination.

All examinees who receive a score of less than 375 will be provided, free of charge, a score analysis of performance on each section of the examination.

LETTERS OF CONCERN

The NBCE is committed to improving future Part IV Examinations. If an examinee has a concern about any aspect of the examination that may have affected his or her performance, that concern must be put in writing, signed and postmarked by **June 6, 2012**. Please address letters to the NBCE Director of Practical Testing. The NBCE cannot investigate letters of concern received after the published deadline.

Please be aware that regardless of the type of complaint and the findings, no scores will be altered or voided as a result of the research.

HAND GRADING

Examinees may submit written requests for hand grading of their Part IV Examination scores. To file a formal request for hand grading, examinees must submit a \$75 fee in guaranteed funds made payable to NBCE. Requests for hand grading must be postmarked by **July 20, 2012**.

NOTE: In determining whether to file a written concern or request hand grading, the examinee should be aware that all hand grading and NBCE reviews are based on assessment of the examination documentation. In reviewing examinee performance, the NBCE will **not** take into consideration other documentation that is not part of the examination process, such as character references or testimonials, chiropractic school grades, faculty recommendations, or the opinions of others solicited by the examinee.

ADDRESS CHANGE OR NAME CHANGE

For **changes of address**, examinees should promptly notify the NBCE **in writing** to avoid delays in receiving identification slips, scores, certificates or other pertinent information from the NBCE. Due to confidentiality of information, NBCE mail is not forwarded.

For **name changes**, examinees must send a copy of a certificate of marriage or court-ordered name change to the NBCE. Records will be entered under a new name only after this information is received.

Examinees who have applied for and/or taken NBCE examinations under a different name must attach a copy of a certificate of marriage or court-ordered name change to their application.

Send address or name changes to:

NBCE

901 54th Ave
Greeley CO 80634
Toll free fax: 877-450-0519

INDIVIDUAL STATE APPLICATION PROCESS

Licensure candidates must complete separate applications for each state in which they seek licensure. **Application to a state for licensure is entirely independent of the application to the NBCE to take Part IV.**

Each state may require the candidate to submit relevant fees along with the state application form, and may require the candidate to take a jurisprudence, ethics or other examination. Candidates must observe state deadlines for completing the application process.

Below is a list of state licensing board addresses and relevant telephone numbers for states which, **as of this printing**, accept or require the results of the NBCE May 2012 Part IV Examination. Please note that states are solely responsible for licensing requirements in their jurisdictions and can change their requirements at any time. Therefore, the candidate should always contact the appropriate state board for current Part IV information **prior to the February 21, 2012, application deadline.**

ADDRESSES & PHONE NUMBERS OF STATE LICENSING BOARDS ACCEPTING/REQUIRING PART IV

Alabama State Board of Chiropractic Examiners

Sheila Bolton, Executive Secretary
102 Chilton Pl
Clanton, AL 35045
Phone: (205) 755-8000

Alaska State Board of Chiropractic Examiners

Ken C. Odell, Licensing Examiner
P O Box 110806
Juneau, AK 99811-0806
Phone: (907) 465-3811

State of Arizona Board of Chiropractic Examiners

Patrice Pritzl, Executive Director
5060 North 19th Ave, Suite 416
Phoenix, AZ 85015
Phone: (602) 864-5088

Arkansas State Board of Chiropractic Examiners

Rebecca Wright, Executive Director
101 East Capitol St, Suite 209
Little Rock, AR 72201
Phone: (501) 682-9015

California Board of Chiropractic Examiners

Robert C. Puleo, Interim Executive Officer
2525 Natomas Park Dr, Suite 260
Sacramento, CA 95833-2931
Phone: (916) 263-5355

Colorado State Board of Chiropractic Examiners

Lisa M. Hill, Program Director
1560 Broadway, Suite 1310
Denver, CO 80202
Phone: (303) 894-7800

Connecticut State Board of Chiropractic Examiners

Jennifer Filippone, Director
Chiropractic Licensure –
Department of Public Health
410 Capitol Ave, MS# 13 PHO
Hartford, CT 06134
Phone: (860) 509-7603

Delaware Board of Chiropractic

Catherine Simon, Board Administrator
Division of Professional Regulation
Cannon Building, Suite 203
861 Silver Lake Blvd
Dover, DE 19904
Phone: (302) 744-4532

Government of the District of Columbia Board of Chiropractic

Jacqueline Watson, D.O., Executive Director
899 N Capitol St NE, 2nd Floor
Washington, DC 20002
Phone: (202) 724-8755

Visit www.nbce.org for links to state board websites.

Florida Board of Chiropractic Medicine

Bruce Deterding, Executive Director
4052 Bald Cypress Way Bin #C07
Tallahassee, FL 32399-3257
Phone: (850) 245-4355

Georgia Board of Chiropractic Examiners

Anita Martin, Executive Director
237 Coliseum Dr
Macon, GA 31217
Phone: (478) 207-2440

Hawaii State Board of Chiropractic Examiners

Lynn Bhanot, Executive Officer
P O Box 3469
Honolulu, HI 96801
Phone: (808) 586-2699

Idaho State Board of Chiropractic Physicians

Tana Cory, Bureau Chief
700 West State Street
Boise, ID 83720-0063
Phone: (208) 334-3233

Indiana Board of Chiropractic Examiners

Cindy Vaught, Director
402 W Washington St, Room W072
Indianapolis, IN 46204
Phone: (317) 234-2054

Iowa Board of Chiropractic Examiners

Pierce Wilson, Board Administrator
Lucas State Office Building, Fourth Floor
321 E 12th St
Des Moines, IA 59319-0075
Phone: (515) 281-4287

Kansas State Board of Healing Arts

Kathleen Selzler Lippert, Executive Director
800 SW Jackson St, Suite 100
Topeka, KS 66612-1216
Phone: (785) 296-7413

Kentucky State Board of Chiropractic Examiners

Karalee Oldenkamp, D.C., Administrator
P O Box 183
Glasgow, KY 42142-0183
Phone: (270) 651-2522

Louisiana Board of Chiropractic Examiners

Patricia Oliver, Executive Director
8621 Summa Ave
Baton Rouge, LA 70809
Phone: (225) 765-2322

Maine Board of Chiropractic Licensure

Geraldine Betts, Board Administrator
35 State House Station
Augusta, ME 04333
Phone: (207) 624-8625

Maryland Board of Chiropractic Examiners

James Vallone, J.D., Executive Director
Department of Health and Mental Hygiene
4201 Patterson Ave
Baltimore, MD 21215-2299
Phone: (410) 764-5985

Massachusetts Board of Registration of Chiropractors

Joann Termine, Administrative Assitant
1000 Washington St, 7th Floor
Boston, MA 02118
Phone: (617) 727-3093

Michigan Board of Chiropractic

Rae Ramsdell, Director of Licensing
Department of Community Health
P O Box 30670
Lansing, MI 48909
Phone: (517) 335-0918

Minnesota Board of Chiropractic Examiners

Larry Spicer, D.C., Executive Director
2829 University Ave SE, Suite 300
Minneapolis, MN 55414-3220
Phone: (651) 201-2850

Mississippi State Board of Chiropractic Examiners

Richard Walker, D.C., Executive Secretary
P O Drawer 775
Louisville, MS 39339
Phone: (662) 773-4478

Missouri State Board of Chiropractic Examiners

Loree Kessler, Executive Director
P O Box 672
Jefferson City, MO 65102-0672
Phone: (573) 751-2104

Montana Board of Chiropractors

Dennis Clark, Board Administrator
P O Box 200513
Helena, MT 59620-0513
Phone: (406) 841-2390

Board of Chiropractic – Nebraska Health and Human Services

TBD, Section Administrator
P O Box 94986
Lincoln, NE 68509-4986
Phone: (402) 471-2299

Chiropractic Physicians' Board of Nevada

Cindy Wade, Executive Director
4600 Kietzke Ln, Suite M-245
Reno, NV 89502
Phone: (775) 688-1923

New Hampshire Board of Chiropractic Examiners

Debra LaCross, Administrative Assistant
129 Pleasant St
Concord, NH 03301-6504
Phone: (603) 271-4560

New Jersey State Board of Chiropractic Examiners

Jonathan Eisenmenger, Executive Director
P O Box 45004
Newark, NJ 07101
Phone: (973) 504-6395

New Mexico Board of Chiropractic Examiners

Pauline M. Varella, Board Administrator
P O Box 25101
Santa Fe, NM 87504
Phone: (505) 476-4695

New York State Board for Chiropractic

Douglas Lentivech, Executive Secretary
89 Washington Ave, 2nd Floor
Albany, NY 12234
Phone: (518) 474-3817

North Carolina Board of Chiropractic Examiners *

Carol Hall, Executive Secretary
174 North Church St
Concord, NC 28025
Phone: (704) 793-1342

* Accepts/requires score other than the NBCE recommended passing score.

North Dakota State Board of Chiropractic Examiners

Lisa Blanchard, Executive Director
P O Box 185
Grafton, ND 58237
Phone: (701) 352-1690

Ohio State Chiropractic Board

Kelly Caudill, Executive Director
77 South High St, 16th Floor
Columbus, OH 43215
Phone: (614) 644-7032

Oklahoma Board of Chiropractic Examiners

Beth Carter, Executive Director
201 NE 38th Terrace, Suite 3
Oklahoma City, OK 73105
Phone: (405) 524-6223

Oregon Board of Chiropractic Examiners

Dave McTeague, Executive Director
3218 Pringle Rd SE, Suite 150
Salem, OR 97302-6311
Phone: (503) 378-5816

Pennsylvania State Board of Chiropractic

TBD, Board Administrator
 2601 North 3rd St
 Harrisburg, PA 17110
 Phone: (717) 783-7155

Rhode Island Board of Examiners in Chiropractic

Gail Giuliano, Administrator
 Three Capitol Hill, Room 104
 Providence, RI 02908-5097
 Phone: (401) 222-2827

South Carolina Board of Chiropractic Examiners

Patti Glenn, Administrator
 P O Box 11329
 Columbia, SC 29211-1329
 Phone: (803) 896-4587

South Dakota Board of Chiropractic Examiners

Marcia Walter, Executive Director
 407 Belmont Ave
 Yankton, SD 57078
 Phone: (605) 668-9017

Tennessee Board of Chiropractic Examiners

Melody Spitznas, Administrator
 227 French Landing, Suite 300
 Heritage Place Metro Center
 Nashville, TN 37243
 Phone: (615) 532-5138

Texas Board of Chiropractic Examiners

Yvette Yarbrough, Executive Director
 333 Guadalupe Tower, Suite 3-825
 Austin, TX 78701-3942
 Phone: (512) 305-6700

Utah Chiropractic Physicians Licensing Board

Sally Stewart, Bureau Manager
 P O Box 146741
 Salt Lake City, UT 84114-6741
 Phone: (801) 530-6633

Vermont Board of Chiropractic

Diane Lafaille, Board Administrator
 Office of Professional Regulation
 National Life Bldg. North FL2
 Montpelier, VT 05620-3402
 Phone: (802) 828-2390

Virginia Board of Medicine

William Harp, M.D., Executive Director
 9960 Mayland Dr, Suite 300
 Richmond, VA 23233-1463
 Phone: (804) 367-4403

Washington Chiropractic Quality Assurance Commission

Bob Nicoloff, Executive Director
 P O Box 47869
 Olympia, WA 98504-7869
 Phone: (360) 236-4856

West Virginia Board of Chiropractic Examiners *

Barbara Johnson, Executive Secretary
 P O Box 8532
 South Charleston, WV 25303
 Phone: (304) 746-7839

* Accepts/requires score other than the NBCE recommended passing score.

Wisconsin Chiropractic Examining Board

Denise Aviles, Bureau Director
 P O Box 8935
 Madison, WI 53708
 Phone: (608) 267-7223

Wyoming State Board of Chiropractic Examiners

Debra L. Bridges, Occupational Licensing Administrator
 2020 Carey Ave, Suite 201
 Cheyenne, WY 82002
 Phone: (307) 777-6529

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

901 54th Avenue • Greeley, Colorado 80634

I **HEREBY AUTHORIZE** the National Board of Chiropractic Examiners to release a transcript of my most recent Part IV score (indicate approximate NBCE Part IV Examination date _____) to the licensing board or governmental agency in the **State of** _____.

Upon your request, the NBCE will process one complimentary transcript containing all passing scores. Additional transcripts are processed at the rate of \$25, payable to NBCE. Additional services as requested: \$20 same-day processing of transcript, \$18 express mail cost. Requests with proper payment enclosed will facilitate the processing of your transcript. **Credit cards are not accepted.**

NOTE: An official Part IV transcript will not be released to a State Licensing Board if the score is below 375 or if an applicant has NOT attained a score of 375 or above on the Part I, II and III examinations. This latter requirement does not apply to those licensed on or before December 31, 1997. Providing the Part IV score is 375 or above, **your passing Part I, II, III, PHT and ACU scores will accompany a Part IV transcript.**

Your Legal Name _____
(Please print)

Your Mailing Address _____
(Please print)

City/State/Zip _____

Date of Birth _____ NBCE Reference # _____

Date _____ Phone # _____ Signature _____

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Your Legal Name _____
(Please print)

Your Mailing Address _____
(Please print)

City/State/Zip _____

Date of Birth _____ NBCE Reference # _____

Date _____ Phone # _____ Signature _____



NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

901 54th Avenue • Greeley, CO 80634

Toll free phone : 1-800-964-6223

Voice mail prompts

- Change of address..... Press **2**
- Upcoming examination application..... Press **3**
- Transcript information..... Press **4**
- Examination administration information Press **7**

FIRST CLASS MAIL



ON THE WEB AT
www.nbce.org