

NBCE Examination Information

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

2012

Post-licensure Examinations

**Special Purposes Examination for
Chiropractic (SPEC)**

**Ethics and Boundaries Examination
(E&B)**

OVERVIEW

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www.nbce.org

Mail application, documentation and examination fees to:

NBCE — Applications
901 54th Ave
Greeley CO 80634



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2012 EXAMINATION DATES AND DEADLINES

The **SPEC** and **E&B Examination** are administered nationwide six times each year at computerized testing centers. Applications **MUST BE RECEIVED** by the NBCE by the application deadlines listed below. Requests to withdraw from an examination **MUST BE RECEIVED** by the NBCE by the cancellation deadlines listed below. (See Withdrawal and Refund Policy on Page 6.) No exceptions are granted.

| Examination Date | Application Receipt Deadline * (no exceptions) | Cancellation Receipt Deadline (no exceptions) | Scores Mailed to Examinees and State Boards |
|------------------|---|--|---|
| February 2, 2012 | 01/05/12 | 01/12/12 | 02/23/12 |
| April 5, 2012 | 03/08/12 | 03/15/12 | 04/26/12 |
| June 7, 2012 | 05/10/12 | 05/17/12 | 06/28/12 |
| August 2, 2012 | 07/05/12 | 07/12/12 | 08/23/12 |
| October 4, 2012 | 09/06/12 | 09/13/12 | 10/25/12 |
| December 6, 2012 | 11/08/12 | 11/15/12 | 12/27/12 |

* Deadlines for test accommodation requests and documentation are the same as application deadlines.

The *NBCE Examination Information* brochure is published annually by the National Board of Chiropractic Examiners (NBCE) as a general guide to the policies, procedures and descriptions of the NBCE, as well as the Special Purposes Examination for Chiropractic and the Ethics and Boundaries Examination. Therefore, this brochure supersedes any information previously published by the NBCE. Copies are available at www.nbce.org or free of charge from the NBCE headquarters.

THE NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

The National Board of Chiropractic Examiners (NBCE) was established in 1963 to address the testing needs of the chiropractic profession.

The NBCE develops, administers and scores examinations and reports scores to licensing agencies for their use in evaluating various areas of competency. Licensing agencies that regulate the practice of chiropractic within each state and some foreign countries use NBCE examination scores in their evaluations of candidates for licensure, relicensure or reciprocity/endorsement.

The information included in this brochure reflects NBCE examination policies and procedures. Some state licensing authorities may have varying requirements for licensure, and examinees are advised to contact licensing agencies of interest for specific requirements.

The Special Purposes Examination for Chiropractic (SPEC) is available only at the request of state or foreign licensing agencies that are considering cases of reciprocity/endorsement, reinstatement following licensure lapse, disciplinary action, suspension, revocation, etc.

SPEC assesses the clinical competency of licensed or previously licensed practitioners in areas reflecting clinical conditions generally encountered in chiropractic practice. It addresses various components of clinical competency, including patient evaluation and case management.

The SPEC test plan, the blueprint around which the examination is constructed, was derived from information gathered from a chiropractic job analysis survey conducted by the NBCE in 2003. Responses were received from approximately 3,200 full-time U.S. chiropractic practitioners.

The Ethics and Boundaries Examination (E&B) gives state boards a tool to assess the examinee's understanding of ethics and boundaries issues as they apply to chiropractic practice. The examination is designed to be administered to licensed or previously licensed chiropractors in special circumstances.

The E&B test plan is based on survey responses of state chiropractic licensing boards regarding the importance of understanding ethics and boundaries issues to prac-

ticing chiropractic in an ethical and legally appropriate manner. Successful completion of the E&B Examination requires that examinees demonstrate an acceptable level of understanding and judgments pertaining to appropriate relationships and interactions required in unsupervised chiropractic practice.

These examinations are not for initial licensing purposes and do not replace NBCE Part I, Part II, Part III and Part IV.

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Greeley, Colorado 80634

TESTING CENTERS

The SPEC and E&B examinations are administered at Pearson Professional Centers located throughout North America.

To register for the examination:

After your application has been processed, the NBCE will send you a confirmation letter which includes your authorized testing date. Using the information provided in that letter, you will then be able to schedule your testing appointment. You may schedule a testing appointment either online or by telephone.

The NBCE recommends that you schedule your testing appointment as soon as you receive your confirmation letter. Appointments must be made at least two days before the authorized testing date. Scheduling times and locations depend upon available space at testing centers.

To find the testing center nearest you:

- Go to www.pearsonvue.com/nbce.
- Click on "Locate a Test Center."
- Type your address and state.
- Click on "Search."

The screen will then display a list of the testing centers in your geographic region.

At the test site:

Punctuality and compliance with instructions are essential. A trained test administrator assigned to each testing center is responsible for overseeing all aspects of test administration and monitoring test security.

Should there be a disruption in the test administration, Pearson Professional Center staff will attempt to resolve the problem immediately. In the rare times when the disruption cannot be resolved, affected test takers will be given the opportunity to retake the test as soon as possible without charge, when it is appropriate to do so. Pearson Professional Center staff handle test administration disruptions on a case-by-case basis.

The NBCE reserves the right to cancel a scheduled examination administration. In such cases, the NBCE will offer the examinee an opportunity to reschedule for the next available computerized administration or a refund of the NBCE examination fees.

TEST ACCOMMODATIONS

The NBCE and Pearson VUE make every attempt to honor requests for applicants who require special testing arrangements due to a disability, including a temporary limitation and/or a physical or learning disability.

To be eligible for test accommodations, applicants must submit a current test accommodation request form each time they apply for an examination. Applicants must also submit a disability report when requesting test accommodations due to a physical or learning disability.

See the *NBCE Test Accommodations Guidelines* post-licensure brochure for specific documentation guidelines. The brochure is available at www.nbce.org and also free of charge from the NBCE. Each request is reviewed on an individual basis, and appropriate accommodations are granted if approved.

Standards for test accommodations vary. Applicants who have received previous test accommodations from their college or other testing organizations are not guaranteed approval of accommodations by the NBCE.

Applicants should send the test accommodation request forms along with their completed SPEC/E&B application to the NBCE by the application deadline.

Transcripts of scores may be annotated for those individuals taking NBCE examinations with testing accommodations.

NOTE: Examinees who are approved for testing accommodations must contact Pearson VUE customer service at 800-981-1622 to confirm that those arrangements will be available for their testing appointment.

CONTACTING THE NBCE

Web site: www.nbce.org

Online application <https://mynbce.nbce.org>

E-mail address processing@nbce.org

Telephone: 970-356-9100

Toll free telephone: 800-964-6223

Fax: 970-336-6477

Toll free fax: 877-450-0519

APPLICATION PROCEDURES

The SPEC/E&B application is available to complete or download online at www.nbce.org, or may be requested from the NBCE headquarters. Examinees may also complete applications at the secure online portal MyNBCE, located at <https://mynbce.nbce.org/mynbce>.

The NBCE cautions applicants to read and follow instructions when completing the application forms. Any of the following will result in rejection of the application:

1. an illegible, improperly completed, or incomplete application (including all required authorization forms)
2. an application received by the NBCE after the published deadline
3. an application submitted without correct and/or guaranteed fees
4. an application lacking the proper notary seal or stamp

Applicants are encouraged to keep a photocopy of the application for their records and to send applications via certified mail, return receipt requested. The NBCE assumes no responsibility for misdirected mail due to incorrect or illegible address or postal error.

After verification and processing of the application is complete, the NBCE will mail a confirmation letter to the applicant. After receiving that letter, it is the applicant's responsibility to make a testing appointment by:

- contacting Pearson VUE customer service at 800-981-1622 OR
- scheduling an appointment online at www.pearsonvue.com/nbce

The confirmation letter contains specific contact information regarding appointment scheduling. (See Page 4 for more information about locating a testing center near you.)

Examinees will be required to present two forms of identification (including one government-issued photo ID) at the testing center at the time of the appointment. The primary identification must include a recent photo of the applicant. Acceptable forms of the primary identification include a valid driver's license with photo, a valid state/province identification card with photo, a valid passport or military identification card.

Acceptable forms of secondary identification include U.S. Social Security cards, a valid credit card or bank ATM card. Both forms of identification must bear the applicant's signature. Failure to bring proper identification will result in non-admittance to the testing center.

If an applicant's address changes after submitting the application, he or she must notify the NBCE in writing as soon as possible.

Application, required forms and examination fees must be sent to:

NBCE – Applications

901 54th Ave
Greeley CO 80634

APPLICANT ELIGIBILITY

In order to establish eligibility, individuals must meet all of the following requirements:

1. The applicant must hold or have held a license to practice chiropractic. (The license may have lapsed, been suspended, been revoked, etc.)
2. The applicant must provide written authorization to take SPEC and/or E&B from a state or international licensing agency. This authorization may be in the form of a requirement or request.

The applicant must **submit** the following forms as required parts of the SPEC/E&B application process:

- "Professional Credential Verification" form, completed by the licensing agency that issued the applicant's license
- "Authorization to Take SPEC/E&B" form, completed by the licensing agency that requires or requests that the applicant take the examination

Each of the required forms must bear an official seal. Administrative procedures require that the applicant must obtain evidence of eligibility and submit both forms as part of the SPEC/E&B application.

The NBCE does not limit the number of times an examinee may take SPEC and/or E&B; however, this policy is unrelated to individual licensing agency policies regarding the recognition of examination scores.

EXAMINATION AND ADMINISTRATIVE FEES

Fees must accompany the fully completed application (including all required authorization forms). All fees must be made payable to NBCE in the form of U.S. guaranteed funds (bank drafts, certified checks or money orders). Personal or business checks will not be accepted unless certified. Credit cards are not accepted. The NBCE charges a \$45 fee if the issuing bank does not honor funds for any reason.

Improperly completed applications or applications without correct or guaranteed funds or documentation will not be processed. The NBCE will notify applicants of required corrections. Applicants must then submit the corrected information by the published deadline or it will be rejected.

EXAMINATION FEES

| | |
|-----------------------------|---------------|
| SPEC | \$935 |
| E&B | \$1500 |
| E&B retakes/per essay | \$300 |

ADMINISTRATIVE FEES

| | |
|---------------------------|-------------|
| Returned bank funds | \$45 |
|---------------------------|-------------|

WITHDRAWALS / REFUNDS

The NBCE will accept a written request to withdraw from the examination and issue a partial refund if the NBCE receives the cancellation request by the respective deadline for each examination administration.

The NBCE will process no refund requests received after published cancellation dates. The NBCE will issue refunds approximately three weeks after receipt of the written notice to withdraw, if appropriate.

REFUNDS FOR WITHDRAWAL

| | |
|-----------------------------------|------------------|
| From SPEC | \$580 |
| From E&B..... | \$930 |
| From E&B retake, two essays | \$300 |
| From E&B retake, one essay | \$150 |
| All administrative fees..... | No refund |

If the NBCE determines that an applicant is ineligible to take the examination, it will issue a partial refund of the examination fees, based on the amounts listed.

Written requests to withdraw must be sent to:

NBCE
901 54th Ave.
Greeley, CO 80634

Examinees should plan to arrive early for a scheduled testing appointment. Any examinee who arrives 30 or more minutes late for an appointment is considered a no-show and will forfeit all test fees. Such examinees must contact the NBCE and resubmit a new application with correct fees.

The NBCE will issue **NO refunds** to:

1. examinees who fail to take the examination
2. examinees who apply, but take only a portion of the examination
3. examinees who withdraw from or become ineligible to take the examination after the cancellation deadline
4. examinees who fail to comply with the testing center's policy and are therefore unable to take or complete the examination

If an examinee fails to complete the examination for any of the above stated reasons, the NBCE will not carry over, nor will it transfer, applications or fees from one examination administration to another. Examinees must submit a completely new application with correct fees when applying for examinations scheduled on a later date.

POSTPONEMENT/CANCELLATION

In the event of an emergency or administrative irregularity that may affect score reporting, 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 may 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 of examination scores. The NBCE will make the final decision on examination cancellations. Contact the NBCE with any questions regarding this policy.

EXAMINATION ADMINISTRATION

Examinees should arrive at the testing center 30 minutes before the start of their scheduled appointment to allow time to check in and receive instructions. Any examinee who arrives 30 or more minutes late for a scheduled testing appointment is considered a no-show and will forfeit all test fees.

No testing aids will be permitted in the testing center. Examinees must store all personal items in a locker (including watches, wallets, purses, cell phones, notebooks, backpacks, papers, pens, coats, etc.) Examinees will be monitored at all times by audio and video recorders. Smoking will not be permitted in the testing facilities at any time.

The testing computer screen will display the time remaining in each test session. It is the examinee's responsibility to monitor the time available to complete the examination.

DISQUALIFICATION

An examinee can be disqualified from taking or continuing to take an examination or from receiving scores from an examination taken if any NBCE or testing center official concludes that:

1. The examinee has provided false or misleading information on his or her application.
2. The examinee takes an examination for another person or another person takes an examination in the examinee's place
3. There is evidence that the examinee may be cheating, based either upon observation or statistical analyses of answer sheets.
4. The examinee engages in any act or conduct that has jeopardized or could jeopardize the security or integrity of NBCE examinations; such action may include, but is not limited to, copying or reproducing any portion of the examination, or memorizing questions and/or answers and furnishing those memorized questions and/or answers to another person at any time.
5. The examinee fails to adhere to instructions given at the examination administration

6. The examinee engages in any behavior that is deemed to be disruptive, offensive, or inappropriate in any way to the testing environment.

The NBCE may annotate transcripts of examinees who engage in any of the aforementioned behaviors.

INQUIRIES AND COMMENTS

The chart on Page 2 contains deadlines relating to some of the questions most often asked of the NBCE staff. To obtain information or clarification beyond that provided in this brochure, please submit concerns in writing to the following address:

NBCE
901 54th Ave
Greeley CO 80634

Examinees may also contact the NBCE using the e-mail address, fax or phone numbers on the previous page.

The NBCE staff gives timely personal attention to incoming correspondence. If applicants wish to verify receipt of correspondence, they are advised to use certified mail, return receipt requested, or other delivery methods that provide proof of receipt by the NBCE.

The NBCE is not responsible for information provided over the telephone unless that information is verified in writing.

After completing the SPEC and/or E&B examinations, examinees will have an opportunity to answer several survey questions regarding their testing experience and to comment on the examination. Examinees may also send comments or suggestions in writing to the NBCE after testing is completed.

ADDRESS CHANGE

Examinees should notify the NBCE in writing if they change their address. This will help avoid delays in receiving confirmation letters, scores or any other correspondence. The NBCE specifically advises postal services not to forward its confidential mail. Even examinees who have placed forwarding orders with the postal service should promptly notify the NBCE of new addresses.

NAME CHANGE

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

SCORE REPORTING

The NBCE verifies scores and mails them directly to examinees and licensing authorities, approximately three weeks after the examination administration. The NBCE issues no certificate of completion for its post-licensure examinations (SPEC and E&B). Examinees will not receive a score from the testing center at the end of the examination.

For SPEC, the NBCE recommends a passing score of 375. Examinees attaining a score below 375 will be required to retake the entire examination.

For E&B, the NBCE recommends that examinees must pass all five essays to receive credit for completion of the examination. Each E&B essay has a possible maximum of 16 points; 12 points is a passing score. Detailed E&B scoring criteria are available on the NBCE website at www.nbce.org.

Attaining an NBCE recommended passing score does not under any circumstances guarantee acceptance by a state licensing agency. The use of SPEC and/or E&B scores for any purposes is at the discretion of state licensing boards.

E&B ESSAY RETAKE POLICY

- An examinee scoring below 12 points on three or more essays will retake the entire examination from topics originally designated by the state board with new scenarios randomly selected.
- An examinee scoring 12 points or above on three or more essays will retake only failed portions of the examination; topics will be as originally designated by the state board with new scenarios randomly selected.

RELEASE OF TRANSCRIPTS

Official transcripts bearing the NBCE seal are sent only to state or foreign agencies that license doctors of chiropractic. All other transcripts, including those sent to individuals, do not bear the official NBCE seal and are designated unofficial transcripts.

By submitting SPEC/E&B applications, examinees give the NBCE express authorization to provide transcripts of their examination results to the state chiropractic licensing agencies or other licensing authorities that have requested or required the examinations. These transcripts will include only the most recent SPEC and/or E&B scores, irrespective of the score result.

The NBCE will release a SPEC and/or E&B transcript only to the licensing authority that initially requested or required that the candidate take the examination. The NBCE will not release a transcript to any additional state without receiving a written request or requirement directly from that state, along with a candidate's written authorization to release score results. In some instances, a state may request or require a candidate to retake an examination to provide a more current score.

Each individual licensing board has the sole authority to determine how to utilize SPEC and/or E&B examination results in its licensing and/or disciplinary decisions. Examinees should therefore contact the licensing agency of the jurisdiction in which they intend to practice for score requirements and other considerations.

One complimentary transcript is included in the examination fee. Each subsequent transcript request that meets the above requirements costs \$25, paid to the NBCE in U.S. guaranteed funds. Examinees should allow one week for transcript processing. The NBCE also offers special handling of transcripts for individuals requesting same-day processing. This service is available for an additional \$20 fee, plus express mailing costs of \$18 if also requested. The NBCE does not accept transcript requests by phone.

SPEC FORMAT AND ADMINISTRATION

SPEC consists of 200 multiple-choice questions, selected by a committee of state licensing board members.

SPEC includes clinical case presentations requiring that the examinee demonstrate the appropriate clinical understanding and judgments required in unsupervised general chiropractic practice.

SPEC requires approximately four hours of test administration time, divided into two equal sessions. Test appointments are scheduled for five hours to allow time for an optional, brief tutorial, an optional break between sessions and post-examination survey.

The NBCE recommends a passing score of 375 for the SPEC. This recommended passing score is based on input from a test committee of state licensing agency members; however, individual licensing authorities may recognize either a higher or lower passing score than the NBCE recommended passing score. Therefore, examinees are referred to the licensing agency in the state in which they intend to practice for SPEC score requirements and utilization.

Examinees must complete both sessions of SPEC in order to receive a score from the NBCE.

SPEC TEST PLAN

The SPEC test plan covers the following nine clinical areas with the emphasis noted as a percentage of the entire examination:

1. Patient interview (16%)
2. Physical examination (11%)
3. Neuromuskuloskeletal examination (13%)
4. X-ray examination (11%)
5. Clinical lab and special studies (6%)
6. Diagnosis or clinical impression (12%)
7. Chiropractic techniques (11%)
8. Supportive techniques (8%)
9. Case intervention strategies (12%)

SPEC consists of two parts; each part includes 100 multiple-choice questions.

The first part contains 100 questions related to the management of 25 clinical cases, selected according to the frequency with which various conditions are commonly encountered in chiropractic practice.

Areas and the approximate number of cases to be tested in each area are as follows:

- articular/ joint, neurological, muscular or skeletal conditions (approximately 13)
- gastrointestinal, cardiovascular, respiratory, or integument conditions (approximately 5)

- endocrine/ metabolic, female reproductive, hematological/lymphatic, renal/ urological or male reproductive conditions (approximately 4)
- miscellaneous (allergies, nutritional), EENT, childhood, or venereal disorders (approximately 3)

The second part contains 100 traditional multiple-choice questions addressing the knowledge required for unsupervised chiropractic practice.

SPEC SAMPLE TEST

A thorough review of the subjects to be tested is the most appropriate preparation for NBCE examinations.

The SPEC sample test consists of 50 multiple-choice questions. The sample test must be completed at the time of purchase. The cost is \$20.

The SPEC sample test is available by following the link at www.nbce.org or it can be accessed directly at www.testrac.com/nbce.

REFERENCE TEXTS

- Beers, M. H., Porter, R. S., Jones, T. V., Kaplan, J. L., & Berkwits, M. (2006). *The Merck Manual of Diagnosis and Therapy* (18th ed.). Whitehouse Station, NJ: Merck Research Laboratories.
- Bergman, T. F., & Peterson, D. H. (2011). *Chiropractic Technique: Principles and Procedures* (3rd ed.). St. Louis: Mosby.
- Bickley, L. S., & Szilagyi, P. G. (2008). *Bates' Guide to Physical Examination and History Taking* (10th ed.). Philadelphia: Lippincott Williams & Wilkins.
- Cipriano, J. J. (2003). *Photographic Manual of Regional Orthopaedic and Neurological Tests* (4th ed.). Philadelphia: Lippincott Williams & Wilkins.
- Cox, J. M. (1999). *Low Back Pain: Mechanism, Diagnosis and Treatment* (6th ed.). Baltimore: Lippincott Williams & Wilkins.
- Evans, R. C. (2009). *Illustrated Orthopedic Physical Assessment* (3rd ed.). St. Louis: Mosby.
- Fauci, A. S., Braunwald, E., Kasper, D. L., Hauser, S. L., Longo, D. L., Jameson, J. L., et al. (Eds.). (2008). *Harrison's Principles of Internal Medicine* (17th ed.). New York: McGraw-Hill Medical.
- Gatterman, M. (2004). *Chiropractic Management of Spine Related Disorders* (2nd ed.). Baltimore: Williams & Wilkins.
- Haldeman, S. (Ed.). (2005). *Principles and Practice of Chiropractic* (3rd ed.). New York: McGraw-Hill Medical.
- Hoppenfeld, S. (1976). *Physical Examination of the Spine and Extremities*. New York: Appleton-Century-Crofts.
- Hoppenfeld, S. (1977). *Orthopaedic Neurology: A Diagnostic Guide to Neurologic Levels*. Philadelphia: J. B. Lippincott Company.
- Jaskoviak, P., & Schafer, R. (1993). *Applied Physiotherapy: Practical Clinical Applications with Emphasis on the Management of Pain and Related Symptoms* (2nd ed.). Arlington, VA: American Chiropractic Association.
- Kirkaldy-Willis, W., & Bernard, T. (1999). *Managing Low Back Pain* (4th ed.). New York: Churchill Livingstone.
- Liebensen, C. (Ed.). (2007). *Rehabilitation of the Spine: A Practitioner's Manual* (2nd ed.). Philadelphia: Lippincott Williams & Wilkins.
- Magee, D. J. (2008). *Orthopedic Physical Assessment* (5th ed.). St. Louis: Saunders.
- Marchiori, D. (2004). *Clinical Imaging: With Skeletal, Chest and Abdomen Pattern Differentials* (2nd ed.). St. Louis: Mosby.
- McArdle, W. D., & Katch, V. L. (2009). *Exercise Physiology: Nutrition, Energy, and Human Performance* (6th ed.). Philadelphia: Lippincott Williams & Wilkins.
- McPhee, S.J., Papadakis, M.A., & Rabow, M. W. (2011). *Current Medical Diagnosis and Treatment 2011* (50th ed.). New York: McGraw-Hill Medical.
- Panjabi, M. M., & White, A. A., III. (2001). *Biomechanics in the Musculoskeletal System*. New York: Churchill Livingstone.
- Scott, R. (2005). *Legal Aspects of Documenting Patient Care* (3rd ed.). Sudbury, MA: Jones & Bartlett Publishers.
- Seidel, H. M., Ball, J., Dains, J., & Benedict, G. W. (2006). *Mosby's Guide to Physical Examination* (6th ed.). St. Louis: Mosby.

- Simons, D. C., Travell, J. C., & Simons, L. S. (1999). *Myofascial Pain and Dysfunction: The Trigger Point Manual/Vol. 1: The Upper Half of the Body* (2nd ed.). Philadelphia: Lippincott Williams & Wilkins.
- Souza, T. A. (2008). *Differential Diagnosis and Management for the Chiropractor: Protocols and Algorithms* (4th ed.). Sudbury, MA: Jones and Bartlett Publishers.
- Travell, J. C., & Simons, D. C. (1999). *Myofascial Pain and Dysfunction: The Trigger Point Manual/Vol. 2: The Lower Extremities*. Philadelphia: Lippincott Williams & Wilkins.
- White, A. A., III, & Panjabi, M. M. (1990). *Clinical Biomechanics of the Spine* (2nd ed.). Philadelphia: J. B. Lippincott Company.
- Yochum, T. R., & Rowe, L. J. (2005). *Essentials of Skeletal Radiology* (Vols. 1-2) (3rd ed.). Baltimore: Lippincott Williams & Wilkins.

NOTE: The references listed above are presented to assist individuals in preparing for SPEC. Study of these references will not guarantee that an individual will pass the NBCE examinations. Moreover, these lists are not comprehensive and do not imply that references that are not on this list are inappropriate or of lesser value or quality than references that are included.

E&B FORMAT AND ADMINISTRATION

The NBCE Ethics and Boundaries Examination is a computer-based essay test requiring a written four-part response to five case scenarios. The essay response must focus on the ethical or boundary issue assigned to each scenario. Each case scenario will address a specific topic as selected from the E&B Essay Test Plan (see below) by individual state board committees. The test requires that the examinee demonstrate an understanding of the appropriate clinical protocols and judgments necessary in unsupervised chiropractic practice.

The NBCE recommends that examinees must pass all five essays to receive credit for completion of the E&B Examination. Examinees should refer to the state licensing agency in their state for specific E&B requirements and utilization.

Scoring is based on the relevance and thoroughness of the examinee's responses to each of the five case scenarios. **Content and expression of ideas are more heavily weighted in the grading than grammar, punctuation, or spelling.** The essay format encourages full sentence paragraphs for each of four sections which are described on Page 13. Each of these sections has its own text box and will accommodate unlimited writing. Please refer to the "Computer-Based Instructions to Examinee" for the format that will be used at the testing center. (See Page 13.)

The examinee will be allowed a maximum of 60 minutes to compose a type-written response for each case scenario. Test appointments are scheduled for up to a total of five hours and 30 minutes to allow for the following: a brief introductory tutorial; five hours for the essay writing; two 10-minute breaks; and a post-test survey.

E&B TEST PLAN

Essay Test Plan

The E&B test plan covers the following areas:

1. Boundary Violations
 - A. Doctor with Patient
 - B. Doctor with Staff
2. Fraud
 - A. Billing and Coding
 - B. Kickback/Steering Schemes
3. Doctor's Duties and Office Protocols
 - A. Standards of Care
 - B. Patient Records/Documentation
4. Unprofessional Conduct
 - A. Alcohol/Substance Abuse
 - B. Negligent/Inappropriate Behavior

E&B ESSAY WRITING EXERCISE

A sample scenario and the essay writing format can be accessed at www.nbce.org/post/exercise-eandb.html.

Please note that this practice essay writing exercise **will not be graded**, as it is designed to provide an opportunity to become familiar with the format of the examination and the use of the keyboard to practice typing responses. See Pages 13-14 for a printed copy of this exercise.

E&B ESSAY SCORING CRITERIA

Passing scores are derived from meeting the criteria established for point assignments. The criteria for each response section is available at www.nbce.org/pdfs/eandbcriteria.pdf.

ESSAY WRITING EXERCISE

This writing exercise tool enables the examinee to become familiar with the four components of the essay writing format: 1) Introductory Opinion Statements; 2) Examples/Explanations; 3) Consequences; and 4) Solutions. The examinee has a maximum of 60 minutes to develop a 4-part essay response for each case scenario. The essay response **must** focus on the ethical or boundary issue **assigned to each scenario**. Content and expression of ideas are weighted more in the grading than grammar, punctuation, or spelling.

The exercise below offers unlimited keyboard/typing practice; simply delete previous responses to enable additional practice. By referring to the test plan, you may create your own scenarios and type new responses. In order to grade your responses, refer to the scoring criteria, available at www.nbce.org/pdfs/eandbcriteria.pdf. You may want to use a timer in preparation for the 60-minute writing session allowed per each essay.

This website does not record or track the use of this exercise. Additionally, the NBCE does not provide any feedback for these practice sessions.

PRACTICE EXERCISE

The scenario below is **ONLY** a sample for practice in preparing for the essay examination:

A chiropractor has five staff members, one male and four females. The male staff member realizes that he does not receive the hours he requests, has time off denied, and has been overlooked for promotion, even though all five employees are of the same skill level and have equal seniority.

- **Focus essay responses on issues concerning “Discrimination”**

I. INTRODUCTORY OPINION STATEMENTS: Referring to the given scenario and its assigned focus, present several clearly stated opinions about potential issues and concerns.

Type response here

II. EXAMPLES/EXPLANATIONS: Expand and support **each** of your Introductory Opinion Statements with several thorough and well-developed examples and explanations.

Type response here

III. CONSEQUENCES: Referring back to the given scenario and its assigned focus, discuss several consequences that, when applicable, may include patient, staff, doctor, professional, or public health and safety issues.

Type response here

IV. SOLUTIONS: Referring back to the given scenario, provide several solutions that reflect the professional responsibilities and actions needed on the part of the doctor to resolve the relevant ethical/boundary issues and concerns.

Type response here

IMPORTANT INFORMATION

The following items apply to the essay examination format at the Pearson VUE testing center. This information does not apply to the practice writing exercise.

- Examinees will receive a tutorial before the essay examination begins.
- While writing responses, examinees may scroll (or click the "REVIEW" option) to go back and forth between the "text box component screens."
- A time clock is located in the upper right hand corner of the computer screen and will track the time used.
- Examinees will receive a "WARNING FLAG" at 10 minutes before the time is up (i.e. at 50 minutes out of the total 60 minutes for each essay).
- If an examinee completes an essay before 60 minutes have elapsed, he/she must click "NEXT ESSAY SCENARIO" in order to proceed to the next one.
- Once an examinee has moved to the next essay, he/she may not go back to a prior essay.

RESOURCE LIST

- Benjamin, B. & Sohnen-Moe, C. (2003). *The Ethics of Touch (The Hands-On Practitioner's Guide to Creating a Professional, Safe and Enduring Practice)*. Tuscon, AZ: Sohnen-Moe Associates, Inc.
- Flight, M. (2010). *Law, Liability and Ethics for Medical Office Personnel* (5th ed.). Oradell, NJ: Medical Economics Books.
- Garner, Bryan A. (Ed.) (2009). *Black's Law Dictionary* (9th ed.). St. Paul, MN: West Publishing Co.
- Ladenheim, C. J., Sherman, R., & Sportelli, L. (2001). *Professional Chiropractic Practice (Ethics, Business Jurisprudence and Risk Management)*. Palmerton, PA: PracticeMakers Products, Inc.
- Orlov, D. & Roumell, M. T. (2005). *What Every Manager Needs to Know About Sexual Harassment*. New York, NY: AMACOM.
- Petrocelli, W. & Repa, B. K. (1998). *Sexual Harassment on the Job* (4th ed.). Berkeley, CA: NOLO, Inc.
- Sanfilippo, J. S. & Robinson, C. L. (2002). *The Risk Management Handbook for Healthcare Professionals*. New York, NY: The Parthenon Publishing Group, Inc.
- Scott, R. (2011). *Legal Aspects of Documenting Patient Care* (4th ed.). Gaithersburg, MD: Aspen Publishers.
- Stahl, M. & Foreman, S. (1997). *Sexual Misconduct (Ethical, Clinical and Legal Ramifications and the Chiropractic Profession)*. Des Moines: NCMIC Insurance Company.

NOTE: The resources listed above are presented to assist individuals in preparing for E&B. Study of these resources will not guarantee that an individual will pass the NBCE examinations. Moreover, this list is not comprehensive and does not imply that resources that are not on this list are inappropriate or of lesser value or quality than resources that are included.

The references listed above are not required purchases. However, they may help you gain a better understanding of ethical and boundary issues, concerns, and perspectives.