

NBCE Examination Information

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

2010

Post-licensure Examinations

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

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

OVERVIEW

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Deadlines

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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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2010 EXAMINATION DATES AND DEADLINES

The **SPEC** and **E&B Examination** are administered six times each year at computerized testing centers nationwide. 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.

Examination Date	Application Receipt Deadline * (no exceptions)	Cancellation Receipt Deadline (no exceptions)	Scores Mailed to Examinees and State Boards
February 18, 2010	01/21/10	01/28/10	03/11/10
April 15, 2010	03/18/10	03/25/10	05/06/10
June 17, 2010	05/20/10	05/27/10	07/08/10
August 19, 2010	07/22/10	07/29/10	09/09/10
October 21, 2010	09/23/10	09/30/10	11/11/10
December 16, 2010	11/18/10	11/25/10	01/06/11

* 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 or contrary 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 consid-

ering 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) assesses knowledge of ethics and boundaries issues potentially encountered in chiropractic practice, including ethical

misconduct, sexual misconduct and sexual harassment.

The E&B Examination gives state boards a tool to assess the examinee's knowledge 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 knowledge of ethics and boundaries issues to practicing 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.

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

IMPORTANT NOTICE TO EXAMINEES

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.

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 one day 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."
- Choose the category "Health, Medicine, Nursing & Pharmacy."
- Choose the testing program "National Board of Chiropractic Examiners (NBCE)."
- 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 physical limitation and/or a physical or learning disability.

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

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.

APPLICATION PROCEDURES

The SPEC/E&B application is available at www.nbce.org or free of charge from the NBCE headquarters.

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 will make no exceptions due to misdirected mail unless evidence of mailing (such as a certified receipt or other postal documentation) is provided.

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 from a state or international licensing agency. This authorization may be in the form of a requirement or request.

The SPEC/E&B application process includes forms to be completed by:

- the licensing agency that issued the applicant's license
- the licensing agency that requires or requests that the applicant take the examination

Each of the required forms must bear an official seal. NBCE administrative procedures require that the applicant must obtain evidence of eligibility and submit it 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 will be returned unprocessed and charged a \$50 returned application fee. Applicants must then resubmit the complete application and include a \$50 fee. The NBCE must receive the resubmitted application by the published deadline or it will be rejected.

EXAMINATION FEES

SPEC	\$885
E&B.....	\$885

ADMINISTRATIVE FEES

Related to Application

Returned application fee.....	\$50
(returned to the applicant for any reason)	
Returned bank funds	\$45

WITHDRAWAL AND REFUND POLICY

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.....	\$550
From E&B.....	\$550
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 above.

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.

CONTACTING THE NBCE

Web site:www.nbce.org
 E-mail addressprocessing@nbce.org
 Telephone:970-356-9100

Toll free telephone:800-964-6223
 Fax:970-336-6477
 Toll free fax:877-450-0519

ADMINISTRATION OF THE EXAMINATIONS

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. The examinee is found to 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 address concerns in writing:

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 by the NBCE, they are advised to use certified mail, return receipt requested, or other delivery methods that provide proof of receipt.

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 OR NAME 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.

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 recommends a passing score of 375 for SPEC and E&B; however, attaining an NBCE recommended passing score on SPEC and/or E&B does not under any circumstances guarantee acceptance by a state licensing authority. The use of SPEC and/or E&B scores for any purposes is at the discretion of state licensing boards.

The NBCE assumes responsibility for the reliability and validity of test scores; therefore, examinees will not receive a score from the testing center at the end of the examination. The NBCE will verify all scores before making them available to examinees and licensing authorities. Because authorization to take these examinations comes from state licensing agencies, scores are mailed directly to those agencies approximately three weeks after the administration of the examination. The NBCE will also mail scores to examinees at that time.

The NBCE issues no certificate of completion for its post-licensure examinations (SPEC and E&B).

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 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 agency has sole determination of SPEC and/or E&B score utilization. Examinees should therefore contact the licensing agency of the jurisdiction in which they intend to practice for score requirements and 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 \$15 if also requested. The NBCE does not accept transcript requests by phone.

NBCE BOARD OF DIRECTORS / EXECUTIVE VICE PRESIDENT

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NBCE Headquarters
901 54th Avenue
Greeley, Colorado 80634

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.

TEST PLAN AND WEIGHTINGS

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

- I. Patient interview (16%)
- II. Physical examination (11%)
- III. Neuromuskuloskeletal examination (13%)
- IV. X-ray examination (11%)
- V. Clinical lab and special studies (6%)
- VI. Diagnosis or clinical impression (12%)
- VII. Chiropractic techniques (11%)
- VIII. Supportive techniques (8%)
- IX. Case intervention strategies (12%)

SPEC consists of two parts, with each session containing 100 multiple-choice questions. SPEC contains 100 questions related to the management of 25 clinical cases, selected according to the frequency with which various conditions are commonly encountered in practice.

Areas and approximate number of cases to be tested in each area include:

- cases may include articular/joint, neurological, muscular or skeletal conditions (approximately 13)
- cases may include gastrointestinal, cardiovascular, respiratory, or integument conditions (approximately 5)
- cases may include endocrine/metabolic, female reproductive, hematological/lymphatic, renal/urological or male reproductive conditions (approximately 4)
- cases may include miscellaneous (allergies, nutritional), EENT, childhood, or venereal disorders (approximately 3)

SPEC also contains 100 multiple-choice questions addressing the application of general knowledge and understanding during patient evaluations.

SPEC TEST COMMITTEE

Gilles X. Beaumont, D.C.

Alabama State Board of Chiropractic Examiners

Donn Fahrendorf, D.C.

South Dakota Board of Chiropractic Examiners

Marc Gamerman, D.C.

Maryland Board of Chiropractic Examiners

Mary Holyoke, D.C.

Missouri State Board of Chiropractic Examiners

Sandra Jensen, D.C.

Texas Board of Chiropractic Examiners

Glenn Moldenhauer, D.C.

Idaho State Board of Chiropractic Physicians

Larry O'Connor, D.C.

New Jersey State Board of Chiropractic Examiners

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.
- 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.
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- 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.
- Foreman, S. M., & Croft, A. C. (2002). **Whiplash Injuries: The Cervical Acceleration/Deceleration Syndrome** (3rd ed.). Baltimore: Lippincott Williams & Wilkins.
- 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. (1977). **Orthopaedic Neurology: A Diagnostic Guide to Neurologic Levels**. Philadelphia: J. B. Lippincott Company.
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- 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.). (2006). **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, F. I., & Katch, V. L. (2001). **Exercise Physiology: Energy, Nutrition, and Human Performance** (5th ed.). Philadelphia: Lippincott Williams & Wilkins.
- McPhee, S., & Papadakis, M. (2009). **Current Medical Diagnosis and Treatment 2009** (48th ed.). New York: McGraw-Hill Medical.
- Panjabi, M. M., & White, A. A., III. (2001). **Biomechanics in the Musculoskeletal System**. New York: Churchill Livingstone.
- Peterson, D. H., & Bergman, T. F. (2002). **Chiropractic Technique** (2nd ed.). St. Louis: Mosby.
- Scott, R. (2000). **Legal Aspects of Documenting Patient Care** (2nd ed.). Gaithersburg, MD: Aspen 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.

FORMAT AND ADMINISTRATION

The E&B Examination consists of 100 questions, with 50 devoted to ethics issues and 50 devoted to boundary issues.

E&B includes clinical case presentations requiring that the examinee demonstrate the appropriate clinical understanding and judgment required in unsupervised general chiropractic practice.

E&B requires 90 minutes of test administration time. Test appointments are scheduled for two hours to allow time for an optional, brief tutorial and a post-examination survey.

The NBCE recommends a passing score of 375 for the E&B. 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 E&B score requirements and utilization.

TEST PLAN AND WEIGHTINGS

The E&B test plan covers the following areas with the emphasis noted as a percent of the entire examination:

- I. Ethics Issues
 - A. Doctor's Duties and Office Procedures (20%)
 1. Doctor-Patient Relationship
 2. Standards of Care
 3. Patient Referrals
 4. Discontinuing Care
 5. Non-Discrimination
 6. Warning of Risks and/or Hazards Presented By Patient Condition
 7. Abuse Reporting
 8. Informed Consent for Treatment Procedures
 9. Patient Records and Documentation
 10. Dual Relationships Between Doctor, Patient and Staff
 - B. Unprofessional and Unethical Conduct (30%)
 1. Negligence and/or Incompetent Practice
 2. Non-sexual Patient Abuse
 3. Patient Neglect or Abandonment
 4. Breach of Confidentiality
 5. Practicing Beyond Scope
 6. Alcohol and/or Substance Abuse
 7. Fraud
- II. Boundary Issues
 - A. Sexual Misconduct (30%)
 1. Inappropriate Sexual Contact and/or Sexual Battery
 2. Non-Physical, Verbal or Other Sexual Abuse of Patient
 3. Romantic and/or Sexual Relationship with Patient or Former Patient
 4. Sexual Exploitation of Patient
 - B. Sexual Harassment (20%)
 1. *Quid Pro Quo* Harassment
 2. Hostile Work Environment
 3. Verbal Harassment
 4. Non-Verbal Harassment
 5. Male/Female, Same Gender
 6. Third-Party Harassment

SAMPLE TESTS

A thorough review of the subjects to be tested is the most appropriate preparation for NBCE examinations. Examinees can access a SPEC sample test at www.nbce.org for \$20. The SPEC sample test consists of 50 multiple-choice questions. Examinees can access an E&B sample test at www.nbce.org for \$10. The E&B sample test consists of 20 multiple-choice style questions. Sample tests must be completed at the time of purchase

REFERENCE TEXTS

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- Campbell, L., Ladenheim, C., Sherman, R. & Sportelli, L. (1990). ***Risk Management in Chiropractic***. Fincastle, VA: Health Services Publications, Ltd.
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NOTE: The references listed on Page 10 and Page 12 of this brochure are presented to assist individuals in preparing for SPEC and/or E&B. 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. All candidates should be familiar with the chiropractic practice act of the state in which they practice.