

# NBCE Examination Information

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

**SPRING**  
2010

For  
**March 19–21, 2010**

**Part I, Part II, Part III,  
Physiotherapy and Acupuncture  
Examinations**

**APPLICATION POSTMARK DEADLINE**  
**January 12, 2010**

## OVERVIEW

Section 1  
General Information

Section 2  
Parts I and II

Section 3  
Part III

Section 4  
Physiotherapy

Section 5  
Acupuncture

Transcript Request Form

Application and brochure  
also available at

**[www.nbce.org](http://www.nbce.org)**

**Send application and examination fees to:**



**NBCE – Application**  
**901 54th Avenue**  
**Greeley, CO 80634**

# TIME SCHEDULE

March 19-21, 2010

Always allow sufficient time to arrive at the test site. Examinees must be present for registration, instructions and examination starting times.

## FRIDAY, MARCH 19

### PART II

7:15 – 7:45	Registration for Part II
7:45 – 8:00	Instructions for Part II
8:00 – 9:30	General Diagnosis
9:50 – 11:25	Neuromusculoskeletal Diagnosis

### LUNCH

12:25 – 2:00	Diagnostic Imaging
2:20 – 3:55	Principles of Chiropractic

### PHYSIOTHERAPY

4:10 – 4:30	Registration for Physiotherapy
4:30 – 4:45	Instructions for Physiotherapy
4:45 – 6:15	Physiotherapy

## SATURDAY, MARCH 20

### PART II (CONT.)

8:00 – 9:35	Chiropractic Practice
9:55 – 11:30	Associated Clinical Sciences

### LUNCH

### PART I / ACUPUNCTURE

12:30 – 1:00	Registration for Part I / Acupuncture
1:00 – 1:15	Instructions for Part I / Acupuncture
1:15 – 2:45	General Anatomy / Acupuncture (First Half)
3:05 – 4:40	Spinal Anatomy / Acupuncture (Second Half)

## SUNDAY, MARCH 21

### PART III

7:15 – 7:45	Registration for Part III
7:45 – 8:00	Instructions for Part III
8:00 – 10:00	Part III (First Half)
10:20 – 12:25	Part III (Second Half)

### PART I (CONT.)

8:45 – 10:20	Physiology
10:40 – 12:15	Chemistry

### LUNCH

1:15 – 2:50	Pathology
3:10 – 4:45	Microbiology and Public Health

## EXAMINATION SCHEDULING AND FORMAT

The NBCE examinations are administered over a three-day period on Friday, Saturday and Sunday.

The administration times for Part III and a portion of Part I are scheduled concurrently. Eligibility requirements for these examinations preclude scheduling conflicts. Administration times for Acupuncture and a portion of Part I are also scheduled concurrently.

A trained NBCE test administrator assigned to each test site is responsible for all aspects of test administration and is assisted by test proctors who distribute materials and monitor test security. Because of the characteristically large number of examinees at most test sites, punctuality and compliance with instructions are essential. Examination areas are secured and may require additional security measures, such as metal detection devices.

Registration times for full-part examinations (Part I, Part II, Part III, Acupuncture and Physiotherapy) are listed at left. Examinees who are taking individual subject examination(s), and not the entire Part I or Part II, should arrive at the test site 15 minutes before the start of the examination(s) to register.

Examinees must be in their seats at the scheduled starting times or they will not be allowed to take the examination. If instruction starting times are listed separately on the schedule at left, examinees must be in their seats at those times in order to take those examinations. Examinees will not be allowed to leave the room during the testing session.

The time schedule allows for a detailed set of instructions at the beginning of each full part. The schedule also allows for a shortened set of instructions at the beginning of each individual subject examination.

The NBCE reserves the right to relocate and/or cancel a scheduled examination administration at any test site. In such cases, the liability of the NBCE shall be limited to a refund of applicant fees.

## APPLICATION POSTMARK DEADLINES

Application Deadline (no exceptions) .....	January 12, 2010
Late Cutoff (no exceptions) .....	January 26, 2010
Cancellation Deadline (to be eligible for partial refund) .....	February 12, 2010

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## SEPTEMBER 2010 SCHEDULE

### FRIDAY, SEPTEMBER 10

Part I  
Physiotherapy  
Acupuncture

### SATURDAY, SEPTEMBER 11

Part I (Cont.)  
Part II  
Part III

### SUNDAY, SEPTEMBER 12

Part II (Cont.)

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## THE NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

The information contained in this brochure reflects the National Board of Chiropractic Examiners' (NBCE) examination policies and procedures. State licensing authorities have different requirements for licensure. Licensure candidates are advised to contact any state(s) of interest for specific requirements.

The NBCE was established in 1963 to address the testing needs of the chiropractic profession. The organization develops, administers and scores examinations that are used to evaluate various areas of competency.

Students from 30 chiropractic colleges are currently eligible to take the NBCE examinations, which are given twice yearly at testing centers across the United States and in several foreign countries.

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.

Descriptions of the NBCE's internationally administered examinations appear on Page 5. More detailed lists of test subjects appear in the test plans in this brochure.

Each examination prepared by the NBCE is mathematically equated; through this process, the difficulty of the passing point is consistent for each administration.

### EXAMINATION DATES AND APPLICATION POSTMARK DEADLINES FOR PART I, PART II, PART III, PHYSIOTHERAPY AND ACUPUNCTURE

Year of Test	Month of Test	Examination Dates	Application Deadline	Late Application Cutoff	Test Site Change AND Cancellation Deadline	Scores Posted Online	Scores Mailed to Examinees	Transcripts to State Agencies	Scores Mailed to Colleges	Hand Grading Request Deadline
2010	March	19 – 21	01/12/10	01/26/10	02/12/10	04/30/10	05/07/10	05/14/10	05/14/10	05/21/10
	Sept.	10 – 12	07/06/10	07/20/10	08/06/10	10/22/10	10/29/10	11/05/10	11/05/10	11/12/10
2011	March	18 – 20	01/11/11	01/25/11	02/11/11	04/29/11	05/06/11	05/13/11	05/13/11	05/20/11
	Sept.	16 – 18	07/12/11	07/26/11	08/12/11	10/28/11	11/04/11	11/11/11	11/11/11	11/18/11
2012	March	16 – 18	01/10/12	01/24/12	02/10/12	04/27/12	05/04/12	05/11/12	05/11/12	05/18/12
	Sept.	14 – 16	07/10/12	07/24/12	08/10/12	10/26/12	11/02/12	11/09/12	11/09/12	11/16/12
2013	March	15 – 17	01/08/13	01/22/13	02/08/13	04/26/13	05/03/13	05/10/13	05/10/13	05/17/13
	Sept.	6 – 8	07/02/13	07/16/13	08/02/13	10/18/13	10/25/13	11/01/13	11/01/13	11/08/13
2014	March	21 – 23	01/14/14	01/28/14	02/14/14	05/02/14	05/09/14	05/16/14	05/16/14	05/23/14
	Sept.	12 – 14	07/08/14	07/22/14	08/08/14	10/24/14	10/31/14	11/07/14	11/07/14	11/14/14

## EXAMINATION DESCRIPTIONS

**PART I** consists of 110 standard multiple-choice questions in each of six basic science areas, including general anatomy, spinal anatomy, physiology, chemistry, pathology, and microbiology and public health. Each subject is allotted 90 minutes of testing time, with a 20-minute break between subjects.

**PART II** addresses six clinical science areas. Five areas (general diagnosis, neuromusculoskeletal diagnosis, diagnostic imaging, principles of chiropractic and associated clinical sciences) consist of 110 standard multiple-choice questions. One area, chiropractic practice, consists of 100 standard multiple-choice questions. Each Part II subject is allotted 90 minutes of testing time, with a 20-minute break between subjects.

**PART III** addresses nine clinical areas: case history, physical examination, neuromusculoskeletal examination, roentgenologic examination, clinical laboratory and special studies examination, diagnosis or clinical impression, chiropractic techniques, supportive techniques, and case management. The Part III Examination consists of two books, with a total of 110 standard multiple-choice questions and 10 case vignettes, broken down as follows:

- Each book has 55 standard multiple-choice questions, plus five case vignettes
- Each of the five case vignettes contains three extended multiple-choice questions
- Each of these three questions requires three answers

Each book is allotted two hours of testing time, with a 20-minute break between books.

**PHYSIOTHERAPY** is an elective examination; it consists of 92 standard multiple-choice questions and two case vignettes. Each case vignette includes three extended multiple-choice questions requiring three answers. The Physiotherapy Examination is allotted 90 minutes of testing time.

**ACUPUNCTURE** is an elective examination that consists of 200 standard multiple-choice questions. The Acupuncture Examination is divided into two books of 100 questions each. Each book is allotted 90 minutes of testing time, with a 20-minute break between books.

*For eligibility rules, please refer to each examination's separate section in this brochure.*

**PART IV** is the NBCE's practical examination. In Part IV, examinees are asked to perform assessments similar to those they might encounter in practice. It is administered in May and November of each year.

Information brochures and applications for all NBCE examinations, including the Part IV National Practical Examination, can be downloaded at [www.nbce.org](http://www.nbce.org).

## APPLICATION PROCEDURES

An application for the March 2010 examinations (Part I, Part II, Part III, Physiotherapy and Acupuncture) is included with printed copies of this brochure. It is also available to complete or download online at [www.nbce.org](http://www.nbce.org). Examinees may also find brochures, test accommodation request forms, and religious conviction registration forms at college registrars' and learning disability coordinators' offices. All forms are also available from NBCE headquarters and online at [www.nbce.org](http://www.nbce.org).

Submission of a signed application carries authorization for the NBCE to release Part I, Part II, Part III, Physiotherapy and Acupuncture scores to an official representative of the examinee's college. Scores are released to state licensing agencies only upon an examinee's written request.

A passport-quality photograph must accompany the written examination application. The photograph is used for identification purposes at the test site and must accurately represent the applicant's appearance. To register at the test site, examinees must show two forms of identification, one of which must be a government-issued photo ID, such as a driver's license.

Applicants are cautioned to read and follow instructions on the application form. Applications may be rejected for any of the following reasons:

1. an illegible or improperly completed application
2. a postmark (official postal cancellation stamp) or envelope contents dated after the late cutoff deadline
3. absence of certification by a college (if applicable)
4. submission of application without correct and guaranteed fees
5. absence of proper notarization (when form requires notary seal or stamp)
6. omission of a current, passport-quality photograph of the applicant

## APPLICATION PROCEDURES (Cont.)

If an application is rejected for any reason, the resubmitted application and additional fees must be postmarked by the late cutoff deadline. The NBCE cannot assume responsibility for misdirected mail due to an illegible address or post office error. For proof of receipt, applications should be sent return receipt requested. Applicants are encouraged to keep a copy of the application for their records.

Approximately two weeks before the administration of the examination, the NBCE will mail the applicant a confirmation letter that specifies the test site and approved schedule.

If an applicant's address changes after submission of the application, the NBCE should be notified in writing as soon as possible.

Send applications and examination fees to:

**NBCE – Application**  
901 54th Avenue  
Greeley, CO 80634

**NOTE:** Examinees for the NBCE written examinations have three methods of completing applications for the March 2010 written examinations:

1. Enter personal information online at [www.nbce.org](http://www.nbce.org), print the completed application form, and mail it to the NBCE.
2. Print a blank application form online at [www.nbce.org](http://www.nbce.org), complete it and mail it to the NBCE.
3. Complete the application form included in the printed version of this brochure and mail it to the NBCE.

After an examinee has entered his or her personal information, the examinee must obtain required signatures and/or documentation, attach appropriate guaranteed fees, attach required photographs, and mail the completed form to the NBCE.

## APPLICATION POSTMARK DEADLINES

The following postmark (official Post Office or international postal cancellation stamp) deadlines are observed by the NBCE without exception:

### March 19 – 21, 2010 Examinations

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Application Deadline

January 12, 2010 \*

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Late Cutoff Deadline

January 26, 2010 \*\*

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Test Site Change Deadline

February 12, 2010

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Cancellation Deadline

February 12, 2010 \*\*\*

\* Applications postmarked after this date must be accompanied by a \$50 late fee.

\*\* Applications postmarked after this date will NOT be accepted.

\*\*\* To be eligible for a partial refund, written cancellation notice is required by this date. (For dates relating to other upcoming NBCE examinations, see Page 4.)

**Examinees must adhere to all deadlines published in this brochure.**

## CANCELLATION / 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 of examination scores. The NBCE will post any scheduling changes or cancellation announcements on its Web site at [www.nbce.org](http://www.nbce.org). The NBCE will make the final decision on examination cancellations. Contact the NBCE with any questions regarding this policy.

## REGISTRATION AND ADMINISTRATION

To register at the test site, examinees must show two forms of identification, one of which must be a government-issued photo ID, such as a driver’s license.

Examinees must comply with the time schedule printed on the inside cover of this brochure. **Examinees taking individual subject examination(s) should arrive 15 minutes before the start of their first examination to register.** Examinees who arrive at the testing room more than five minutes late will not be permitted to take the examination. The official time is kept by NBCE personnel.

### SECURITY SCREENING

Examinees may be subject to individual security screening procedures, including the use of metal detection devices. Examinees who refuse to submit to individual security screenings may be denied entrance to or be expelled from the testing area.

The only items examinees will be allowed to bring into the testing area are two forms of identification and a key to their car. (Remote keyless entry devices for vehicles are not permitted.) Examinees are permitted to bring a sweater or a sweatshirt without pockets, as the temperature may be below personal comfort levels. Examinees must use the pencils provided by the NBCE. All other items, including reference materials of any kind, writing instruments, purses, backpacks, bookbags of any kind, cameras, cellular phones, electronic devices (including remote keyless entry devices for vehicles), weapons, watches, coats, hooded sweatshirts or shirts with pockets, hats, food, drinks, or any other items that may be questioned by security personnel will **not** be allowed into the testing areas.

NBCE examinations are copyrighted. Reproduction of NBCE test questions violates copyright laws and may result in prosecution.

An examinee can be disqualified from taking or continuing to take an examination, or from receiving scores from an examination taken, if the NBCE test administrator or other NBCE official concludes:

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 is found to be cheating, based either upon observation or statistical analyses of answer sheets.
4. The examinee has engaged in any act or conduct that has jeopardized or could jeopardize the security or integrity of NBCE examinations, including, but 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.**

## EXAMINATION AND ADMINISTRATIVE FEES

All applicable fees must accompany a fully completed application form. Improperly completed forms or those without correct funds will be returned unprocessed. All fees must be made payable to NBCE in 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. A \$45 fee will be charged if funds are not honored by the issuing bank for any reason.

### EXAMINATION FEES

Part I or Part II.....	\$510
Subject Retakes.....	\$210/subject
Part III/Part III Retake .....	\$510
Physiotherapy and Retake .....	\$235
Acupuncture and Retake .....	\$460

### ADMINISTRATIVE FEES RELATED TO APPLICATION

Late Application Fee.....	\$50
Returned Application.....	\$50
Refused/Returned Bank Funds .....	\$45
Test Site Change.....	\$50

## TRANSCRIPT FEES

There is no charge for the first transcript request processed by the NBCE. Subsequent transcript requests are \$25 each. Please allow two weeks for processing of transcript requests. (See also Page 13.)

## HAND GRADING FEES

Hand grading is a service offered as a follow-up verification of electronically scanned scores. To request hand grading of answer sheets, submit appropriate fees in U.S. guaranteed funds along with a written request. Please refer to the chart on Page 4 for deadlines. Hand grading fees are as follows:

- Part I: \$30 per subject
- Part II: \$30 per subject
- Part III: \$60
- Physiotherapy: \$30
- Acupuncture: \$60

A \$45 fee will be assessed if funds are not honored by the issuing bank, for any reason. In addition, a \$10 service fee will be added to any unpaid account outstanding for more than 60 days.

## CERTIFICATES AND PLAQUES

Following successful completion of Part I, Part II, Part III and Part IV, examinees receive a Certificate of Attainment free of charge from the NBCE. The NBCE issues a separate certificate upon successful completion of the Physiotherapy Examination and/or the Acupuncture Examination.

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 detailed on order form for this limited-time offer.

## VETERANS BENEFITS

As of March 1, 2001, veterans may be eligible for reimbursement of examination fees. Eligible veterans should contact the Veterans Administration at [www.gibill.va.gov](http://www.gibill.va.gov) or call 888-GIBILL1 or 888-442-4551. The NBCE will provide receipts to veterans upon written request. These requests may be mailed, e-mailed or faxed.

## WITHDRAWAL AND REFUND POLICY

A written request to withdraw from the March 2010 examinations will be accepted and a partial refund will be issued if the request is postmarked by the cancellation deadline of **February 12, 2010**.

No applications or fees from one examination may be carried over or transferred to another examination. Applicants must submit a completely new application with correct fees when applying at a later date.

## REFUND SCHEDULE

If postmarked by **February 12, 2010**

From Part I or Part II .....	\$300/Part
From one Part I or Part II retake subject.....	No refund
From two Part I or Part II retake subjects.....	\$210/Part
From Part III.....	\$300
From Physiotherapy.....	No refund
From Acupuncture .....	\$275
All administrative fees.....	No refund

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

No refund requests will be accepted after the published cancellation deadline. Refunds will be issued approximately three weeks after receipt of written notice to withdraw.

The NBCE will issue no refunds to:

1. applicants who request to withdraw from the examinations or become ineligible to take the examinations after the cancellation deadline
2. applicants who apply, but do not take an examination
3. applicants who apply, but take only a portion of their examination schedule
4. examinees who arrive late for an examination, or return late from breaks during the examination
5. examinees who breach security and are removed from the examination administration

## FEE / REFUND SCHEDULE

All fees must be made payable to NBCE in U.S. guaranteed funds (bank drafts, certified checks or money orders). A \$45 fee will be charged if funds are not honored by the issuing bank for any reason. In addition, a \$10 service fee will be added to any unpaid account outstanding for more than 60 days.

FEE OR REFUND (IF APPLICABLE)	Part I	Part II	Indiv. Subjects	Part III	Physio- therapy	Acu- puncture
<b>Examination fee</b>	<b>\$510</b>	<b>\$510</b>	<b>\$210</b>	<b>\$510</b>	<b>\$235</b>	<b>\$460</b>
<b>Retake fee</b>	<b>\$510</b>	<b>\$510</b>	<b>\$210</b>	<b>\$510</b>	<b>\$235</b>	<b>\$460</b>
<b>Refund for withdrawal *</b>	<b>\$300</b>	<b>\$300</b>	<b>\$210</b> (2 subject per part min.)	<b>\$300</b>	<b>- 0 -</b>	<b>\$275</b>
<b>Hand grading fee</b>	<b>\$30</b> per subject	<b>\$30</b> per subject	<b>\$30</b> per subject	<b>\$60</b>	<b>\$30</b>	<b>\$60</b>
<b>Application return fee</b>	<b>\$50</b> (if application is incomplete and returned for required information or fees)					
<b>Application late submission fee</b>	<b>\$50</b> (if postmarked AFTER published application deadline)					
<b>Test site change</b>	<b>\$50</b> (up to five weeks before examination)					
<b>Fee for first Part I, Part II, Part III, Physiotherapy, and/or Acupuncture transcript</b>	<b>- 0 -</b>					
<b>Fee for subsequent Part I, II, III, Physiotherapy, and/or Acupuncture transcript</b>	<b>\$25 per state</b>					
<b>Transcript same day processing fee</b>	<b>\$20</b> (plus express mailing costs of \$15 if also requested)**					
<b>Replacement NBCE Certificate of Attainment, Physiotherapy or Acupuncture Certificate</b>	<b>\$30</b> (for each certificate, subject to certain provisions)					
<b>Engraved plaque NBCE Certificate of Attainment, Physiotherapy or Acupuncture Certificate</b>	<b>\$120 in the U.S. and Canada</b> <b>\$160 outside of U.S. and Canada</b> (for each certificate, time-limited offer)					

\* Refunds subject to published postmark deadlines. No refund is issued for one retake subject per part or for Physiotherapy.

\*\* Please contact the NBCE for mailing costs outside of the United States.

## TEST SITES

The NBCE offers tests at chiropractic colleges throughout the United States and in Canada, England, France, South Korea, Australia and New Zealand. The NBCE determines test sites based upon applicant distribution and administrative considerations.

### Anglo-European College of Chiropractic

13-15 Parkwood Road  
Bournemouth, Dorset BH5 2DF ENGLAND  
[www.aecc.ac.uk](http://www.aecc.ac.uk)

### Canadian Memorial Chiropractic College

6100 Leslie Street  
Toronto, Ontario M2H 3J1 CANADA  
[www.cmcc.ca](http://www.cmcc.ca)

### Cleveland Chiropractic College – Kansas City

10850 Lowell Avenue  
Overland Park, Kansas 66210  
[www.clevelandchiropractic.edu](http://www.clevelandchiropractic.edu)

### Cleveland Chiropractic College – Los Angeles

**September examinations only**  
590 N Vermont Ave  
Los Angeles, CA 90004  
[www.clevelandchiropractic.edu](http://www.clevelandchiropractic.edu)

### HanSeo University

Department of Chiropractic  
360 Daegok-ri Haemi-myun  
Seosan-si, Chungcheongnam-do SOUTH KOREA  
[www.hanseo.ac.kr](http://www.hanseo.ac.kr)

### Institute Franco-Europeen de Chiropratique

**September examinations only**  
24 Boulevard Paul Vaillant-Couturier  
94200 Ivry-Sur-Seine FRANCE  
[www.ifec.net](http://www.ifec.net)

### Life Chiropractic College West

25001 Industrial Boulevard  
Hayward, CA 94545  
[www.lifewest.edu](http://www.lifewest.edu)

### Life University, College of Chiropractic

1269 Barclay Circle  
Marietta, GA 30060  
[www.life.edu](http://www.life.edu)

### Logan College of Chiropractic

1851 Schoettler Road, P.O. Box 1065  
Chesterfield, MO 63006-1065  
[www.logan.edu](http://www.logan.edu)

### Macquarie University Centre for Chiropractic & Osteopathy

#### September examinations only

Department of Health and Chiropractic  
New South, Wales 2109 AUSTRALIA  
[www.chiro.mq.edu.au](http://www.chiro.mq.edu.au)

### Murdoch University

90 South Street  
Murdoch, Western Australia 6150 AUSTRALIA  
[www.chiropractic.murdoch.edu.au](http://www.chiropractic.murdoch.edu.au)

### National University of Health Sciences

200 East Roosevelt Road  
Lombard, IL 60148-4583  
[www.nuhs.edu](http://www.nuhs.edu)

### New York Chiropractic College

2360 State Route 89  
P O Box 800  
Seneca Falls, NY 13148-0800  
[www.nycc.edu](http://www.nycc.edu)

### New Zealand College of Chiropractic

6 Harrison Road  
Mt. Wellington, Auckland NEW ZEALAND  
[www.nzchiro.co.nz](http://www.nzchiro.co.nz)

### Northwestern Health Sciences University

2501 West 84th Street  
Bloomington, MN 55431  
[www.nwhealth.edu](http://www.nwhealth.edu)

### Palmer College of Chiropractic, Davenport Campus

1000 Brady Street  
Davenport, IA 52803-5287  
[www.palmer.edu](http://www.palmer.edu)

### Palmer College of Chiropractic, Florida Campus

4777 City Center Parkway  
Port Orange, FL 32129-4153  
[www.palmer.edu](http://www.palmer.edu)

### Palmer College of Chiropractic, West Campus

90 East Tasman Drive  
San Jose, CA 95134  
[www.palmer.edu](http://www.palmer.edu)

### Parker College of Chiropractic

2500 Walnut Hill Lane  
Dallas, TX 75229-5609  
[www.parkercc.edu](http://www.parkercc.edu)

### RMIT

#### March examinations only

School of Health Sciences  
Bundoora West Campus  
Bundoora, Victoria 3083 AUSTRALIA  
[www.rmit.edu.au/chiropractic](http://www.rmit.edu.au/chiropractic)

**Sherman College of Chiropractic**

2020 Springfield Road  
P O Box 1452  
Spartanburg, SC 29304  
[www.sherman.edu](http://www.sherman.edu)

**Southern California University of Health Sciences****March examinations only**

16200 East Amber Valley Drive  
Whittier, CA 90604  
[www.scuhs.edu](http://www.scuhs.edu)

**Texas Chiropractic College**

5912 Spencer Highway  
Pasadena, TX 77505  
[www.txchiro.edu](http://www.txchiro.edu)

**University of Bridgeport, College of Chiropractic**

Carlson Hall  
126 Park Avenue  
Bridgeport, CT 06601-2449  
[www.bridgeport.edu/chiro](http://www.bridgeport.edu/chiro)

**University of Quebec at Trois Rivières**

3351 Boulevard Des-Forges  
Trois Rivières, Quebec G9A 5H7 CANADA  
[www.uqtr.ca/chiro](http://www.uqtr.ca/chiro)

**Western States Chiropractic College**

2900 NE 132nd Avenue  
Portland, OR 97230-3099  
[www.wschiro.edu](http://www.wschiro.edu)

**EXAMINATION-ELIGIBLE COLLEGES**

The students of the colleges listed below are also eligible to take the NBCE examinations. These colleges are NOT designated as test sites for the NBCE written examinations at this time:

**D'Youville College**

Buffalo, NY  
[www.dyc.edu](http://www.dyc.edu)

**Syddansk Universitet Odense**

Odense DENMARK  
[www.sdu.dk](http://www.sdu.dk)

**Tokyo College of Chiropractic**

Shinbashi Minato-Ku, Tokyo JAPAN  
[www.chiro.jp](http://www.chiro.jp)

**University of Glamorgan**

Pontypridd, Wales UNITED KINGDOM  
[www.glam.ac.uk](http://www.glam.ac.uk)

**TEST SITE DESIGNATIONS AND CHANGES**

Applicants indicate their test site preferences on the application form. Written requests for test site changes will be considered if postmarked up to five weeks before the examination administration date. Requests for test site changes must be postmarked on or before **February 12, 2010**, for a test site change to be considered for the March 2010 examination administration.

Applicants must include a fee of \$50, payable to the NBCE in guaranteed funds, with their requests for test site changes.

It is the NBCE's policy to make every attempt to accommodate an applicant's first test site preference; however, the NBCE reserves the right to determine final test site assignment. If an examinee reports to a test site other than the one assigned, he or she will not be allowed to take the examination. In the event a test site is closed, the NBCE will be responsible only for a refund of the examination fees paid.

**NBCE 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:

- Council on Chiropractic Education U.S.
- Council on Chiropractic Education Canada
- European Council on Chiropractic Education
- 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.

## PASSING SCORES

### PART I AND PART II

The NBCE recommends a passing score of 375 or above on all subject examinations in Part I and Part II. The mean and standard deviation on each of the Part I and Part II examinations are approximately 500 and 100, respectively.

### PART III

The NBCE recommends a passing score of 375 for the Part III Examination. This score represents 70.5%. The mean of Part III is approximately 450, and the standard deviation is approximately 100. Examinees must take both halves (two booklets total) of Part III to receive a score from the NBCE.

Examinees should be aware that individual states may recognize a lower or require a higher passing score. For example, if a state requires a 75% score on Part III, the corresponding NBCE score is 438. Therefore, examinees must check with the licensing board of the state in which they intend to practice for information concerning that state's Part III score requirement.

### UPDATING/UPGRADING OF PART III SCORES

A doctor of chiropractic who has successfully passed the Part III Examination at the NBCE recommended passing score of 375 is NOT eligible to retake a previously passed Part III Examination except upon the express written request or requirement from a state licensing authority.

Although NBCE policy does not limit the number of times an examinee may retake Part III prior to passing, some state licensing boards may place restrictions on how many times one can do so. For information about Part III retakes, examinees should contact the licensing board of the state in which they intend to practice.

### PHYSIOTHERAPY

The passing score for Physiotherapy is 375 or above. The mean and standard deviation on the Physiotherapy Examination are approximately 500 and 100, respectively.

### ACUPUNCTURE

The passing score for Acupuncture is 375 or above. Examinees must take both halves (two booklets total) of the Acupuncture Examination to receive a score.

## SCORE REPORTING

Examinees are notified by mail of their official examination scores approximately seven weeks after the administration of the examinations.

Scores become available to state licensing agencies approximately eight weeks after the administration of an examination. If a written request from the examinee has been received, scores will be released to the state board(s) at that time.

Scores are also provided to college deans approximately eight weeks after the examinations are administered.

Scores from the March 2010 examinations will be available by the following dates:

Posted online .....	04/30/10
Mailed to examinees .....	05/07/10
Mailed to state agencies .....	05/14/10
Mailed to colleges .....	05/14/10

**The NBCE cannot release scores over the telephone or by fax. Please do not phone the NBCE requesting test scores.**

### ONLINE SCORE REPORTING

Scores from the March 2010 written examinations will be available online on **April 30, 2010**. Examinees will need their personalized reference numbers, which are included in examinee confirmation letters, to access scores online. The NBCE will mail a final written score report that will serve as the official notification of examination scores.

The NBCE is not responsible for information provided by telephone, e-mail, online, etc., unless that information is verified in writing. The NBCE score letter will serve as the official notification of final examination scores.

### SCORE ANALYSIS

The NBCE will automatically provide a free online score analysis to examinees with failing scores. The score analysis indicates the examinee's performance in each of the subject subcategories, based on the test plan. The score analysis compares the examinee's performance to the NBCE recommended passing score. This information will remain online for three weeks following the release of scores.

### HAND GRADING

Hand grading is a service offered as a follow-up verification of electronically scanned scores. It is not for early reporting of scores.

The NBCE will honor requests for hand grading if postmarked by published deadlines. (Please refer to the chart on Page 4.) Hand grading requests must include appropriate fees, as listed on Page 9.

### SPECIAL SCORE USE

The NBCE may use any information concerning examinee conduct and test scores in any manner deemed appropriate and in the best interests of the NBCE, the chiropractic colleges or the chiropractic profession.

Examination information (e.g., student scores and other statistical performance data) may, at the discretion of the NBCE, be made available to the chiropractic colleges for their internal program planning purposes only.

Submission of a signed and notarized application signifies the applicant's agreement to comply with published NBCE testing policies. Applicants who choose not to comply with the NBCE's policy regarding the release of their test scores will not be allowed to take the examinations.

### RELEASE OF TRANSCRIPTS

Official NBCE transcripts bearing the NBCE seal are sent only to state or government agencies that license doctors of chiropractic. All other transcripts, such as those sent to an individual, do not bear the official NBCE seal and are designated unofficial transcripts.

Transcripts of an examinee's most recent passing scores are released by the NBCE only upon **written authorization**. The NBCE recommends that examinees keep their original score-reporting letters to maintain the history of their scores. The NBCE does **NOT** release scores that fall below the passing score of 375, unless **specifically authorized** to do so by the examinee.

There is no charge for the first transcript request processed by the NBCE. Subsequent transcript requests are \$25 each. Please allow two weeks for processing of a transcript request.

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

The NBCE also offers special handling of transcript requests for individuals who require **same-day processing**. This service is available for an additional fee of \$20, plus express mailing costs of \$15 if also requested. Please contact the NBCE for express mail costs outside of the United States.

**The NBCE does not accept transcript requests by phone, nor does it accept payment by credit card.**

An NBCE transcript request form is included in this brochure and is also available online at [www.nbce.org](http://www.nbce.org).

### PART III TRANSCRIPTS

Release of a Part III transcript is subject to the stipulation that the examinee must have either successfully completed Part I and Part II of the NBCE examinations or have been licensed by any state on/or before December 31, 1988.

### ANNOTATION OF TRANSCRIPTS

Offensive or inappropriate behavior during the testing process may be reported to state boards on score transcripts, and school officials may also be notified.

### TEST ACCOMMODATIONS

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

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

When requesting test accommodations due to a physical or learning disability, an applicant must submit a test accommodation request form and a current disability report. (See the written examination *NBCE Test Accommodations Guidelines* brochure for specific documentation guidelines. Copies of the brochure are available online, from college registrars and learning disability coordinators, or directly from the NBCE.) The request form must be current and submitted each time an examinee applies for an examination.

Each request is reviewed on an individual basis and appropriate accommodations are granted if approved.

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

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

Courtesies, while not full accommodations, may be granted in cases of nursing mothers, broken limbs, etc. Examinees must apply for courtesies with a test accommodation request form.

## RELIGIOUS CONVICTIONS

The NBCE realizes that some individuals have religious convictions that prevent them from taking examinations on holy days. The NBCE therefore schedules examinations on different days of the weekend in March than it does in September. For example, the NBCE schedules Part I on Friday/Saturday in September, and on Saturday/Sunday in March. This facilitates scheduling for examinees who wish to apply for delayed cycle examinations.

The NBCE offers two options to examinees with religious conviction scheduling conflicts:

- take examinations on a delayed cycle
- take alternative examinations

Examinees must submit a current religious conviction registration form to apply for religious conviction consideration with either option.

A sample delayed cycle schedule is available from the NBCE or at [www.nbce.org](http://www.nbce.org). Applicants choosing the delayed cycle must attempt all subjects in Part I or Part II before retaking any failed subjects. This allows the NBCE to determine retake eligibility. Anyone on a delayed cycle for any reason must submit an examination application for each administration by the published deadline, and must use the appropriate accommodation forms and follow published procedures.

The NBCE will schedule alternative examinations during the regular written examination administration. There is a fee for this service. For details, please contact the NBCE Examinee Relations Specialist at 800-964-6223, ext. 145.

### DEADLINES

Examinees must send all forms including the accommodation request, disability reports, supplementary information and request for reconsideration by **January 26, 2010**. There are no exceptions to this deadline. The NBCE highly encourages those applying for test accommodations to submit requests as early as possible to ensure the maximum length of time for review and feedback.

Examinees may obtain forms from college registrars or learning disability coordinators, from NBCE headquarters or at [www.nbce.org](http://www.nbce.org).

The request form cannot be e-mailed; it must be mailed to the NBCE. Examinees should contact the NBCE Examinee Relations Specialist at 800-964-6223, ext. 145, with any questions about test accommodations, courtesies and/or religious convictions.

## APPLICANT INQUIRIES AND COMMENTS

The chart on Page 4 contains deadlines relating to the examinations. Applicants who need clarification or additional information beyond that addressed in this brochure must send their concerns in writing to:

### NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

901 54th Avenue  
Greeley, Colorado 80634

The NBCE staff gives prompt and personal attention to all correspondence. To verify receipt of correspondence by the NBCE, examinees may use certified mail, return receipt requested, or other delivery method that provides proof of receipt. The NBCE is not responsible for information provided over the telephone unless that information is verified in writing. Further, the NBCE is not responsible for mail, e-mail, voice mail or fax transmissions that are not received.

### ADDRESS / NAME CHANGE

Examinees should notify the NBCE directly in writing if they change their address. This will help avoid delays in receiving confirmation letters, scores, certificates or other pertinent information. 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 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. These requests may be mailed or faxed to the NBCE.

### COMMENTS / SUGGESTIONS

The NBCE encourages examinees to rate the examinations and offer suggestions at the test site if time permits. A comment page/worksheet is provided on the back of the answer sheet. This space may also be used for calculations or other working needs during test administration.

Examinees may send comments or suggestions in writing to the NBCE after testing is completed. Please be aware that final scores will not be altered or voided as a result of an investigation.

# NBCE Part I and Part II Examinations

## APPLICANT ELIGIBILITY PART I AND PART II

### STUDENT ELIGIBILITY

The students from 30 U.S. and international chiropractic colleges are currently eligible to take the NBCE examinations. (See listing on Pages 10-11.) An applicant currently enrolled in one of these colleges is eligible to take Part I in his or her sophomore year with authorization by the dean or registrar of that college.

An applicant may take Part II in his or her junior year upon proper authorization by the dean or registrar. The NBCE strongly recommends that college representatives approve only the applications of students who have satisfactorily completed courses in the subjects being tested.

The courses must be completed by the application late cutoff date. Individual chiropractic colleges may establish additional requirements, provided they inform the NBCE.

While enrolled in a chiropractic college, examinees may take the examinations as many times as they choose, as long as published eligibility and application requirements are met; however, examinees are advised that individual states may impose different or additional requirements or restrictions. Once all examinations in Part I, Part II, Part III, Physiotherapy and Acupuncture have been passed, an individual may not retake these examinations without special requirement of a state licensing authority.

### DOCTORS OF CHIROPRACTIC ELIGIBILITY

#### Class I

Class I refers to a doctor of chiropractic who has graduated less than six months before the examination date and has never applied to take Part I or Part II while attending chiropractic college.

Class I applicants may establish eligibility by submitting an application that is authorized by the dean or registrar of the college from which the degree was granted.

If an individual previously registered for Part I and/or Part II, the NBCE does not require the signature of

a college official for that part. The completed application may be mailed directly to the NBCE offices.

#### Class II

Class II refers to a doctor of chiropractic who has graduated at least six months before the examination date and has never applied to take Part I or Part II while attending chiropractic college.

Class II applicants may establish eligibility by providing documentation of their graduation from a chiropractic college whose students are eligible to take the NBCE examinations. This may be in the form of:

- a. the registrar's signature on the eligibility line of the application
- b. a letter stating the date of graduation from the registrar of the attending college bearing the chiropractic college seal
- c. an official college transcript
- d. a copy of a doctor of chiropractic degree

#### Class III

Class III refers to a doctor of chiropractic or a student of chiropractic who has successfully passed all subject examinations.

Class III applicants are NOT eligible to retake any previously passed examination, except upon the written request or requirement from a state licensing authority. Scores from retake examinations based on this criteria do not void the original passing scores.

Most states accept passing NBCE scores regardless of the date of completion. Though some states require that historical scores be submitted, examinees are advised that only the most recent scores will be provided to licensing authorities upon receipt of a transcript request form.

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

### PART I AND PART II RETAKES

Examinees who fail THREE OR MORE subjects in Part I or Part II will be required to retake the entire part. An examinee who fails one or two subjects per part is entitled to retake only the failed subjects in each part.

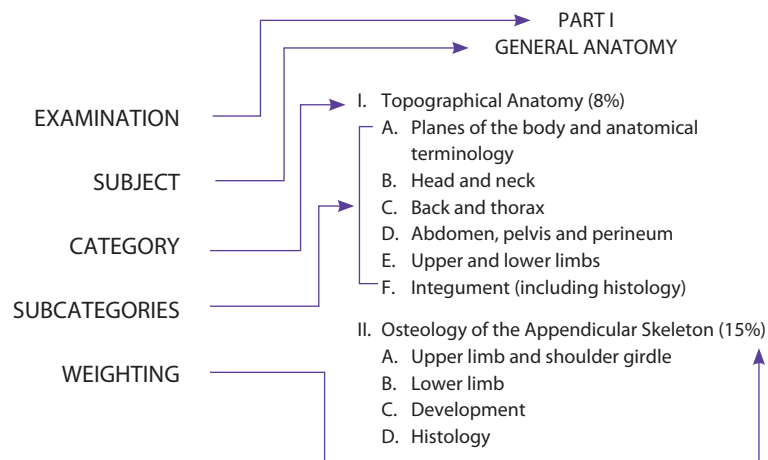
# PREPARATION FOR EXAMINATIONS

## TEST PLANS AND SAMPLE TESTS

A thorough review of the subjects to be tested is the most appropriate preparation for the NBCE examinations. This brochure includes lists of reference texts for each of the NBCE examinations. Examinees may access a series of sample tests for each of the subjects in Part I and Part II. Sample tests are also available for Part III, Acupuncture and the Physiotherapy Examination. These sample tests can be purchased online at [www.nbce.org](http://www.nbce.org).

The test plans, which appear in this brochure, are the blueprints from which each NBCE examination is constructed. The diagram below illustrates how the NBCE test plan can be used in preparing for the NBCE examinations. The TEST PLAN EXAMPLE demonstrates that General Anatomy is one of the Part I test subjects and that approximately eight percent of the General Anatomy test questions deal with the category of Topographical Anatomy and its more specific subcategories.

### TEST PLAN EXAMPLE



### TEST PLAN AND WEIGHTINGS (PART I)

To more effectively assist examinees with examination preparation, the NBCE supplies weightings (the emphasis devoted to each subject category) that appear as a percentage beside the categories that comprise a subject. The test subcategories may reflect minor revisions and include topics that will be tested on the March 2010 examinations.

#### GENERAL ANATOMY

- I. Topographical Anatomy (8%)**
  - A. Planes of the body and anatomical terminology
  - B. Head and neck
  - C. Back and thorax
  - D. Abdomen, pelvis and perineum
  - E. Upper and lower limbs
  - F. Integument (including histology)

#### II. Osteology of the Appendicular Skeleton (15%)

- A. Upper limb and shoulder girdle
- B. Lower limb and hip bone
- C. Development
- D. Histology

#### III. Arthrology and Syndesmology of the Appendicular Skeleton (15%)

- A. Classification of joints
- B. Articulations of the appendicular skeleton
- C. Biomechanics

**GENERAL ANATOMY (Cont.)****IV. Myology of the Appendicular Skeleton (18%)**

- A. Upper limb and shoulder (including innervation)
- B. Lower limb and pelvic girdle (including innervation)
- C. Development
- D. Structure and histology

**V. Cardiovascular and Lymphatic Systems (13%)**

- A. Heart
- B. Arteries
- C. Veins
- D. Lymphatic vessels and lymphoid tissue (including spleen and thymus)
- E. Development
- F. Histology

**VI. Digestive System (10%)**

- A. Oral cavity and pharynx
- B. Digestive viscera
- C. Development
- D. Histology

**VII. Respiratory System (8%)**

- A. Nose and sinuses
- B. Larynx, trachea and bronchi
- C. Lungs, pleura and mediastinum
- D. Development
- E. Histology

**VIII. Urogenital System (8%)**

- A. Urinary organs
- B. Male reproductive organs
- C. Female reproductive organs
- D. Development
- E. Histology

**IX. Endocrine System (5%)**

- A. Endocrine glands and tissues
- B. Development
- C. Histology

**SPINAL ANATOMY****I. Osteology of the Axial Skeleton (19%)**

- A. Skull
- B. Vertebral column
- C. Ribs and sternum
- D. Development

**II. Myology of the Axial Skeleton (15%)**

- A. Face and head
- B. Back and neck
- C. Thorax and abdomen
- D. Pelvis and perineum
- E. Development

**III. Arthrology and Syndesmology of the Axial Skeleton (13%)**

- A. Classification of joints
- B. Articulations of the axial skeleton
- C. Biomechanics

**IV. Anatomy of the Central Nervous System and Related Structures (23%)**

- A. Cerebrum
- B. Brainstem and cerebellum
- C. Spinal cord and meninges
- D. Blood vascular relationships
- E. Ventricles and cerebrospinal fluid
- F. Development
- G. Histology

**V. Anatomy of the Peripheral and Autonomic Nervous Systems (21%)**

- A. Spinal nerves and plexuses
- B. Cranial nerves
- C. Visceral innervation
- D. Cutaneous innervation
- E. Development
- F. Histology

**VI. Organs of Special Senses (9%)**

- A. Vision
- B. Audition and equilibrium
- C. Olfaction
- D. Gustation
- E. Development
- F. Histology

**PHYSIOLOGY****I. Neurophysiology (22%)**

- A. Membrane potentials, action potentials, and synaptic transmission
- B. Motor function
- C. Sensory function
- D. Autonomic function
- E. Higher cortical function
- F. Special senses

**PHYSIOLOGY (Cont.)****II. Muscle Physiology (15%)**

- A. Cardiac muscle
- B. Skeletal muscle
- C. Smooth muscle

**III. Cardiovascular Physiology (15%)**

- A. Cardiac pump
- B. Electrophysiology of the heart
- C. Hemodynamics
- D. Regulation of circulation
- E. Circulation in organs
- F. Lymphatics
- G. Hematology and immunity

**IV. Respiratory Physiology (9%)**

- A. Mechanics of breathing
- B. Ventilation, lung volumes and capacities
- C. Regulation of respiration
- D. O<sub>2</sub> and CO<sub>2</sub> transport
- E. Gas exchange

**V. Body Fluids and Renal Physiology (10%)**

- A. Regulation of body fluids/ micturation
- B. Glomerular filtration
- C. Tubular exchange
- D. Acid-base balance

**VI. Gastrointestinal Physiology (9%)**

- A. Ingestion/motility
- B. Digestion/secretion
- C. Absorption
- D. Regulation of GI function

**VII. Reproductive Physiology (5%)****VIII. Endocrine Physiology (9%)**

- A. Secretion of hormones
- B. Action of hormones
- C. Regulation

**IX. Exercise and Sports Physiology (6%)****CHEMISTRY****I. Carbohydrates (18%)**

- A. Metabolism
  - Catabolic pathways
  - Anabolic pathways
- B. Chemistry
  - Structure
  - Properties
  - Function

**C. Nutritional concepts**

- Food sources
- Digestion

**II. Lipids (18%)**

- A. Metabolism
  - Catabolic pathways
  - Anabolic pathways
- B. Chemistry
  - Structure
  - Properties
  - Function
  - Transport
- C. Nutritional Concepts
  - Food sources
  - Digestion

**III. Proteins, Amino Acids and Peptides (17%)**

- A. Amino acid metabolism
  - Catabolic pathways
  - Anabolic pathways
- B. Chemistry
  - Structure
  - Properties
  - Function
- C. Nutritional concepts
  - Food sources
  - Digestion

**IV. Enzymes (7%)**

- A. Classification and function
- B. Kinetics and regulation

**V. Hormones (6%)**

- A. Metabolic effects of specific hormones
  - Carbohydrate metabolism
  - Lipid metabolism
  - Protein metabolism
- B. General properties
  - Chemistry
  - Mechanism of action

**VI. Nucleotides and Nucleic Acids (10%)**

- A. Metabolism of purines and pyrimidines
- B. Chemistry
  - Structure
  - Properties
  - Function
- C. DNA, RNA and protein synthesis

## CHEMISTRY (Cont.)

### VII. Vitamins and Minerals (14%)

- A. Chemistry
  - Structure
  - Properties
  - Function
  - Coenzyme precursors
- B. Nutritional concepts
  - Food sources
  - Absorption
  - Storage

### VIII. Biochemical Energetics (10%)

- A. Basic concepts
  - High-energy phosphate compounds
  - Oxidation-reduction reactions
- B. Krebs cycle
- C. Oxidative phosphorylation
  - Electron transport system

## PATHOLOGY

### I. Fundamentals of Pathology (21%)

- A. Disease at the cellular level
- B. Inflammation and repair
- C. Neoplasia
- D. Hemodynamic disorders

### II. Genetic and Congenital Disorders (4%)

- A. Chromosomal disorders
- B. Inborn errors of metabolism
- C. Congenital disorders

### III. Disorders of the Immune System (7%)

- A. Hypersensitivity reactions
- B. Autoimmune diseases
- C. Immunologic deficiencies

### IV. Environmental and Nutritional Diseases (5%)

### V. Disorders of the Musculoskeletal System (18%)

- A. Bone
- B. Joint
- C. Muscle

### VI. Disorders of the Nervous System (11%)

- A. Central nervous system
- B. Peripheral nervous system

### VII. Diseases of the Organ Systems (34%)

- A. Cardiovascular
- B. Gastrointestinal
- C. Respiratory
- D. Genitourinary
- E. Endocrine
- F. Blood and lymphatics

## MICROBIOLOGY AND PUBLIC HEALTH

### I. Principles of Microbiology (12%)

- A. Microbial structures and functions
- B. Systematic medical microbiology
  - Morphology
  - Cultures
  - Biochemical characteristics
  - Resistance
  - Microbial genetics
  - Antigenicity
  - Pathogenicity

### II. Communicable and Infectious Diseases (45%)

- A. Bacteria, chlamydia, rickettsia and mycoplasma
- B. Viruses and prions
- C. Fungi
- D. Parasites

### III. Epidemiology and Infectious Disease Management (16%)

- A. Health agencies and parameters used by epidemiologists
- B. Reservoirs of infection and modes of transmission
- C. Prevention and control
- D. Emerging diseases
- E. Morbidity and mortality

### IV. Environmental Health (10%)

- A. Community health
- B. Occupational health
- C. Pollution (solid waste, water and air)

### V. Immunology (17%)

- A. Types of immunity/ hypersensitivities
- B. Cells of the immune system
- C. Antigens, antibodies and complement
- D. Immunization/vaccination
- E. Assessment of immune responses/ serology

## END PART I TEST PLAN

## REFERENCE TEXTS \*

### PART I

\* The NBCE uses reference texts that are generally employed by the chiropractic colleges. This list of references is presented to assist individuals in preparing for NBCE examinations; however, study of the following references will not guarantee that an individual will pass NBCE examinations. Moreover, this list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included.

### GENERAL ANATOMY

- Agur, A. M. R., & Lee, M. J. (1999). *Grant's Atlas of Anatomy* (10th ed.). Philadelphia: Lippincott Williams & Wilkins.
- Drake, R. L., Vogl, W., & Mitchell, A. W. M. (2004). *Gray's Anatomy for Students*. New York: Churchill Livingstone.
- Junqueira, L. C., & Carneiro, J. (2005). *Basic Histology* (11th ed.). New York: McGraw-Hill Medical.
- Moore, K. L., & Dalley, A. F. (2009). *Clinically Oriented Anatomy* (6th ed.). Philadelphia: Lippincott Williams & Wilkins.
- Moore, K. L., & Persaud, T. V. N. (2008). *The Developing Human: Clinically Oriented Embryology* (8th ed.). Philadelphia: Saunders.
- Sadler, T. W. (2009). *Langman's Medical Embryology* (11th ed.). Philadelphia: Lippincott Williams & Wilkins.
- Standing, S. (Ed.). (2005). *Gray's Anatomy: The Anatomical Basis of Clinical Practice* (39th ed.). New York: Churchill Livingstone.

### SPINAL ANATOMY

- Bogduk, N. (2005). *Clinical Anatomy of the Lumbar Spine and Sacrum* (4th ed.). New York: Churchill Livingstone.
- Cramer, G. D., & Darby, S. A. (2005). *Basic and Clinical Anatomy of the Spine, Spinal Cord and ANS* (2nd ed.). St. Louis: Mosby.
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## TEST COMMITTEE MEMBERS PART I

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## TEST PLAN AND WEIGHTINGS (PART II)

To more effectively assist examinees with examination preparation, the NBCE supplies weightings (the emphasis devoted to each subject category) that appear as a percentage beside the categories that comprise a subject. The test subcategories may reflect minor revisions and include topics that will be tested on the March 2010 examinations.

### GENERAL DIAGNOSIS

- I. **Case History (8%)**
- II. **Vital Signs (3%)**
- III. **Head and Neck Examination/Findings (6%)**
  - A. Eye
  - B. Ear
  - C. Nose and sinuses
  - D. Mouth and throat
  - E. Neck
- IV. **Thorax Examination/Findings (including heart and lungs) (7%)**
  - A. Inspection
  - B. Auscultation
  - C. Percussion
  - D. Palpation
- V. **Abdominal Examination/Findings (7%)**
  - A. Inspection
  - B. Auscultation
  - C. Percussion
  - D. Palpation
- VI. **Rectal and Urogenital Examination/Findings (4%)**
  - A. Rectal
  - B. Male urogenital
- VII. **Clinical Diagnosis (55%)**
  - A. Eyes, ears, nose and throat
  - B. Respiratory diseases
  - C. Cardiovascular diseases
  - D. Blood and lymphatic diseases
  - E. Gastrointestinal diseases
  - F. Genitourinary diseases
  - G. Endocrine and metabolic disorders
  - H. Immunological disorders
  - I. Nutritional disorders
  - J. Infectious diseases
- VIII. **Laboratory Interpretation (10%)**
  - A. Urinalysis
  - B. Hematology
  - C. Chemistry/serology
  - D. Special studies

### NEUROMUSCULOSKELETAL DIAGNOSIS

- I. **Case History (11%)**
- II. **Posture and Gait Assessment (5%)**
- III. **Orthopedic Examination (24%)**
  - A. Cervical spine
  - B. Thoracic spine
  - C. Lumbar spine and pelvis
  - D. Extremities
- IV. **Neurologic Examination (21%)**
  - A. Cranial nerve/CNS testing
  - B. Motor testing
  - C. Sensory testing
  - D. Reflex testing
    - Superficial reflexes
    - Deep tendon reflexes
    - Pathological reflexes
- V. **Clinical Diagnosis (39%)**
  - A. CNS disorders
  - B. Peripheral neurologic/ neurovascular disorders
  - C. Muscular disorders
  - D. Bone and joint disorders

### DIAGNOSTIC IMAGING

- I. **X-ray Technology (10%)**
  - A. Physics and principles
  - B. Quality assurance
  - C. Radiographic imaging
  - D. Radiologic protection
- II. **Radiographic Positioning and Normal Anatomy (21%)**
  - A. Spine and pelvis
  - B. Extremities
  - C. Thorax and abdomen

## DIAGNOSTIC IMAGING (Cont.)

- III. **X-ray Diagnosis (50%)**
  - A. Congenital anomalies and normal variants
  - B. Trauma
  - C. Arthritides
  - D. Tumors/tumor-like processes
  - E. Nutritional, metabolic and endocrine
  - F. Hematologic
  - G. Infection
  - H. Miscellaneous skeletal
  - I. Thorax and abdomen
- IV. **Methods of Interpretation (8%)**
  - A. Biomechanical analysis/ mensuration procedures
  - B. Film interpretation and report writing
- V. **Clinical Applications of Special Imaging (11%)**
  - A. MRI
  - B. CT
  - C. Miscellaneous

## PRINCIPLES OF CHIROPRACTIC

- I. **The Chiropractic Paradigm (6%)**
- II. **Concepts of Subluxation and Spinal Lesions (30%)**
  - A. Proprioceptive insult/somatosomatic reflex models
  - B. Neural compression/traction models
  - C. Visceral reflex models
  - D. Vascular insufficiency models
  - E. Axonal aberration/trophic models
  - F. Neuroimmunomodulation models
  - G. Biomechanical models
  - H. Other
- III. **Basic Science Concepts in Chiropractic (32%)**
  - A. Anatomical
  - B. Pathophysiological
  - C. Biomechanical
- IV. **Applied Chiropractic Principles (32%)**
  - A. Subluxation etiologies
  - B. General effects of adjustment and manipulation
  - C. Wellness

## CHIROPRACTIC PRACTICE

- I. **Spinal Analysis and Evaluation (33%)**
  - A. Case history and observation findings
  - B. Manual examination of the spine
  - C. Diagnostic procedures
- II. **Chiropractic Adjustive Technique (35%)**
  - A. Cervical techniques
  - B. Thoracic techniques
  - C. Lumbar techniques
  - D. Pelvic techniques
  - E. Costal and extremity techniques
- III. **Patient Care (32%)**
  - A. Case management
  - B. Contraindications for treatment
  - C. Home care, prevention and rehabilitation

## ASSOCIATED CLINICAL SCIENCES

- I. **Geriatrics (14%)**
  - A. Anatomic and physiologic process of aging
  - B. Geriatric disorders and case management
- II. **Dermatology (11%)**
  - A. Types of skin lesions
  - B. Microbial infections
  - C. Tumors
  - D. Dermatitis
  - E. Scaling diseases
  - F. Vesicular and bullous diseases
  - G. Pigmentary disorders
  - H. Inflammatory reactions
  - I. Disorders of hair follicles and sebaceous glands
- III. **Sexually Transmitted Diseases (9%)**
  - A. Gonorrhea
  - B. Syphilis
  - C. AIDS
  - D. Chlamydia
  - E. Herpes
  - F. Other
- IV. **Toxicology (9%)**
  - A. Pharmacology
  - B. Poisoning
  - C. Environmental and occupational toxicology

**ASSOCIATED CLINICAL SCIENCES (Cont.)****V. Emergency Procedures (13%)**

- A. Cardiopulmonary arrest
- B. Poisoning
- C. Thermal injuries
- D. Shock
- E. Head and spinal injuries
- F. Choking
- G. Fractures, dislocations, strains and sprains
- H. Other

**VI. Psychology (11%)**

- A. Theories and general concepts
- B. Mental and emotional disorders
- C. Assessment methods and case management

**VII. Gynecology and Obstetrics (13%)**

- A. Gynecological examination
- B. Breast examination and disorders
- C. Gynecological disease and abnormalities
- D. Pregnancy
- E. Labor and delivery
- F. Postpartum
- G. Obstetric disorders

**VIII. Pediatrics (14%)**

- A. Care of newborn
- B. Growth and development
- C. Congenital disorders
- D. Childhood infectious diseases
- E. Pathological conditions and childhood injuries
- F. Emotional disorders and learning disabilities
- G. Nutritional problems

**IX. Jurisprudence, Ethics and Basic Economics (6%)****END PART II TEST PLAN****REFERENCE TEXTS \*****PART II**

\* The NBCE uses reference texts that are generally employed by the chiropractic colleges. This list of references is presented to assist individuals in preparing for NBCE examinations; however, study of the following references will not guarantee that an individual will pass NBCE examinations. Moreover, this list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included.

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## ASSOCIATED CLINICAL SCIENCES (Cont.)

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## TEST COMMITTEE MEMBERS PART II

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**Julie A. Plezbert, D.C.**

New York Chiropractic College

# NBCE Part III Examination

## APPLICANT ELIGIBILITY PART III

### STUDENT ELIGIBILITY

There are presently 30 U.S. and international chiropractic colleges whose students are eligible to take the NBCE examinations. Students enrolled in one of these colleges are eligible to take the Part III Examination when they have completed Part I and are within nine months of graduation before the time of the examination. The NBCE withholds release of official Part III transcripts until the examinee has passed Part II.

Initial Part III eligibility requires that applications be signed by the dean or registrar of the examinees' respective colleges.

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

### DOCTOR OF CHIROPRACTIC ELIGIBILITY

A doctor of chiropractic who holds a valid license to practice chiropractic issued after Dec. 31, 1988, must first pass Part I to take the Part III Examination. The NBCE withholds release of official Part III transcripts until the examinee has passed Part II.

A doctor of chiropractic who holds a valid license to practice, issued on or before December 31, 1988, is eligible to take Part III upon submission of a notarized letter from an authorized representative of a state board which 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.

### PART III RETAKES

The NBCE does not limit the number of times an examinee may retake Part III prior to passing; however, individual licensing authorities may place restrictions on how many times a licensure applicant is allowed to retake Part III. Once a passing score is achieved, examinees will not be permitted to retake Part III without a written request or requirement from a state licensing authority.

## STATE BOARD REQUIREMENTS

Most states require or accept the NBCE Part III Examination in lieu of a state-level written clinical competency examination. Part III may be part of the licensure process in jurisdictions where examinees intend to practice.

Successful completion of Part III is determined by individual state licensing boards. When an examinee's Part III score is deemed acceptable by a state board, the need for further state-level written clinical competency examinations may be eliminated.

For current information on state regulations pertaining to Part III scores, examinees must contact the licensing board of the state(s) in which they plan to practice. Candidates may visit [www.nbce.org](http://www.nbce.org) for links to state licensing boards.

## TEST PLAN AND WEIGHTINGS (PART III)

To more effectively assist examinees with examination preparation, the NBCE supplies weightings (the emphasis devoted to each subject category) that appear as a percentage beside the categories that comprise a subject. The test subcategories may reflect minor revisions and include topics that will be tested on the March 2010 examinations.

### I. Case History (16%)

Competency description: The examinee will be asked to identify factors necessary for obtaining a complete case history and for applying this knowledge to a clinical picture.

#### Examples include:

- Chief complaint
- Present illness
- Past history
- Family history
- Personal and social history
- Review of systems

## **PART III TEST PLAN (Cont.)**

### **II. Physical Examination (11%)**

Competency description: The examinee will be asked to select appropriate physical examination procedures and to apply knowledge of these procedures to a clinical picture.

#### **Examples include:**

- General survey
- Head and neck examination
- Thorax and lung examination
- Cardiovascular examination
- Breast and axilla examination
- Abdominal examination
- Urogenital examination
- Rectal examination

### **III. Neuromusculoskeletal Examination (13%)**

Competency description: The examinee will be asked to select appropriate neuromusculoskeletal examination procedures and to apply knowledge of these procedures to a clinical picture.

#### **Examples include:**

- Posture and locomotion assessment
- Standard spinal and extremity orthopedic procedures
- Standard neurologic testing procedures
- Peripheral vascular examination procedures

### **IV. Roentgenologic Examination (11%)**

Competency description: The examinee will be asked to demonstrate knowledge of all areas of chiropractic roentgenology.

#### **Examples include:**

- X-ray physics and exposure technique
- Indications and contraindications for radiographic procedures
- Patient protection
- Patient positioning
- Normal radiographic anatomy
- Radiographic analytic procedures
- Radiographic interpretation and diagnosis

### **V. Clinical Laboratory and Special Studies Examination (6%)**

Competency description: The examinee will be asked to demonstrate understanding of the rationale for ordering specific clinical laboratory tests and special studies and to demonstrate ability to interpret the results of these tests or studies.

#### **Examples include:**

- Urinalysis
- Hematology
- Serology
- Blood chemistries
- Stool analysis
- Serous fluid analysis
- Joint fluid analysis
- Diagnostic imaging modalities (other than plain-film X-ray)
- Electrophysiologic recordings (EEG, EKG, EMG, and NCV)

### **VI. Diagnosis or Clinical Impression (12%)**

Competency description: Based on information gathered in the various areas of examination, the examinee will be asked to identify the pathophysiologic mechanisms responsible for a patient's complaints.

#### **Examples include:**

- History
- Physical and neuromusculoskeletal examinations
- Roentgenologic examination
- Clinical laboratory and special studies examinations

### **VII. Chiropractic Techniques (11%)**

Competency description: The examinee will be asked to demonstrate knowledge of all areas of chiropractic technique.

#### **Examples include:**

- Spinal analysis
- Spinal adjustive techniques
- Extremity adjustive techniques
- Skeletal biomechanics
- Non-adjustive techniques

## Part III Test Plan (Cont.)

### VIII. Supportive Techniques (8%)

Competency description: The examinee will be asked to demonstrate knowledge of techniques and procedures that are supportive of or adjunctive to the chiropractic adjustment.

#### Examples include:

- Physiotherapy
- Nutrition
- Corrective exercises
- Protective body mechanics
- Patient education and home care

### IX. Case Management (12%)

Competency description: The examinee will be asked to select an approach to the management or disposition of a case that is consistent with the clinical impression or diagnosis.

#### Examples include:

- Indications and contraindications for chiropractic care
- Formulation of treatment plan
- Appropriate procedures for case follow-up and review
- Patient referral

## END PART III TEST PLAN

## REFERENCE TEXTS \*

### PART III

\* The NBCE uses reference texts that are generally employed by the chiropractic colleges. This list of references is presented to assist individuals in preparing for NBCE examinations; however, study of the following references will not guarantee that an individual will pass NBCE examinations. Moreover, this list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included.

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## TEST COMMITTEE MEMBERS

### PART III

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New York State Board for Chiropractic

**Edward R. Crowther, D.C.**

D'Youville College

**Daniel L. DeLapp, D.C.**

Western States Chiropractic College

**Beth R. Ehlich, D.C.**

South Carolina Board of Chiropractic Examiners

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Idaho State Board of Chiropractic Physicians

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Michigan Board of Chiropractic

**Kathleen G. McConnell, D.C.**

Pennsylvania State Board of Chiropractic

**Kenneth M. Perkins, D.C.**

Texas Board of Chiropractic Examiners

**John J. Sando, D.C.**

Montana Board of Chiropractors

**William J. Rademacher, D.C.**

Illinois Medical Licensing Board

# NBCE Physiotherapy Examination

## APPLICANT ELIGIBILITY PHYSIOTHERAPY

### GENERAL REQUIREMENTS

To be eligible to take the Physiotherapy Examination, an applicant must have successfully completed 120 hours of instruction in physiotherapy, before the application late cutoff deadline. This physiotherapy instruction must be taken at and/or recognized by one of the 30 chiropractic colleges whose students are currently eligible to take the NBCE examinations. (See the listing on Pages 10-11.)

Physiotherapy may be taken individually or in conjunction with other NBCE written examinations. A separate fee is required to take the Physiotherapy Examination. Final decisions for licensure of graduates from any chiropractic educational institution rest with individual state licensing boards.

### STUDENT ELIGIBILITY

To establish initial student eligibility for the Physiotherapy Examination, the application must be signed by the registrar of the college, or the applicant must provide documentation showing completion of 120 hours of physiotherapy instruction.

### DOCTOR OF CHIROPRACTIC ELIGIBILITY

A doctor of chiropractic who has never taken the Physiotherapy Examination must provide documentation specifically stating the completion of 120 hours of physiotherapy instruction or obtain the signature of a college official. A copy of one's doctor of chiropractic degree does not meet this requirement.

## TEST PLAN AND WEIGHTINGS (PHYSIOTHERAPY)

To more effectively assist examinees with examination preparation, the NBCE supplies weightings (the emphasis devoted to each subject category) that appear as a percentage beside the categories that comprise a subject. The test sub-categories may reflect minor revisions and include topics that will be tested on the March 2010 examinations.

### I. Passive Adjunctive Procedures

- A. Thermotherapy (16%)
  - Infrared
  - Paraffin
  - Hot moist packs
  - Hydrotherapy
  - Ultrasound
  - Diathermy
  - Cryotherapy
- B. Electrotherapy (14%)
  - Interferential current
  - High voltage therapy
  - Low volt galvanism/iontophoresis
  - Electrical muscle stimulation
  - TENS
  - Microcurrent
- C. Mechanotherapy (11%)
  - Cervical / lumbar traction
  - Massage, vibration and trigger point therapy

- Bracing/orthotics
- Taping
- D. Phototherapy (4%)
  - Cold laser
  - Ultraviolet

### II. Active Adjunctive Procedures

- A. Functional assessment (5%)
  - Gait
  - Movement patterns
  - Muscular imbalances
- B. Physical rehabilitation (50%)
  - Exercise physiology
  - Stretching exercises
  - Strength training exercises
  - Neuromuscular rehabilitation
  - Stability training
  - Endurance training
  - Disorder-specific rehabilitation

### END PHYSIOTHERAPY TEST PLAN

## REFERENCE TEXTS \*

### PHYSIOTHERAPY

\* The NBCE uses reference texts that are generally employed by the chiropractic colleges. This list of references is presented to assist individuals in preparing for NBCE examinations; however, study of the following references will not guarantee that an individual will pass NBCE examinations. Moreover, this list is not comprehensive and does not imply that references not included on this list are inappropriate or of lesser value or quality than references that are included.

- Behrens, B. J., & Michlovitz, S. L. (2006). **Physical Agents: Theory and Practice** (2nd ed.). Philadelphia: F. A. Davis Company.
- Belanger, A. (2003). **Evidence-based Guide to Therapeutic Physical Agents**. Philadelphia: Lippincott Williams & Wilkins.
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## TEST COMMITTEE MEMBERS

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Northwestern Health Sciences University

#### **James W. George, D.C.**

Logan College of Chiropractic

#### **Gene E. Jenkins, Jr., D.C.**

Florida Board of Chiropractic Medicine

#### **Timothy J. Lee, D.C.**

Texas Chiropractic College

# NBCE Acupuncture Examination

## APPLICANT ELIGIBILITY ACUPUNCTURE

### GENERAL REQUIREMENTS

To be able to take the Acupuncture Examination, an applicant must have successfully completed 100 hours of instruction in acupuncture, before the application late cutoff date. The acupuncture instruction must be taken at and/or recognized by:

- one of the 30 chiropractic colleges whose students are currently eligible to take the NBCE examinations, which are listed on Pages 10-11
- a college or university accredited by an accrediting body recognized by the U.S. Department of Education

A separate fee is required to take the Acupuncture Examination. The Acupuncture Examination may be taken individually or in conjunction with other written examinations, as scheduling allows.

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

### STUDENT ELIGIBILITY

To establish initial student eligibility for the Acupuncture Examination, the application must be signed by the dean or registrar of the college.

### DOCTORS OF CHIROPRACTIC ELIGIBILITY

To establish eligibility to take the NBCE Acupuncture Examination, a licensed chiropractor may:

- submit an NBCE application to the college from which he or she graduated for college authorization signature
- submit a letter from one of the 30 U.S. or international chiropractic colleges whose students are currently eligible to take the NBCE examinations, stating that the candidate has completed 100 hours of acupuncture instruction
- submit a letter from a college or university accredited by an organization recognized by the U.S. Department of Education stating that the candidate has completed 100 hours of acupuncture instruction

## TEST PLAN AND WEIGHTINGS (ACUPUNCTURE)

To more effectively assist examinees with examination preparation, the NBCE supplies weightings (the emphasis devoted to each subject category) that appear as a percentage beside the categories that comprise a subject. The test sub-categories may reflect minor revisions and include topics that will be tested on the March 2010 examinations.

### I. History/Philosophy of Acupuncture in a Chiropractic Setting (5%)

- A. Yin-Yang theory
- B. Five Element theory
- C. Chiropractic and acupuncture history and philosophy

### II. Organs, Qi, and Fluid (12%)

- A. Yin/Zang organs
- B. Yang/Fu organs
- C. Qi and fluids

### III. Channels/Pathways (18%)

- A. Meridians and collaterals
- B. Eight Extra meridians

### IV. Acupoints (30%)

- A. Classification and nomenclature
- B. Methods of locating acupoints
- C. Specific points of limbs
- D. Specific points on head and trunk
- E. Eight Influential points
- F. Extraordinary points
- G. Auriculotherapy

## ACUPUNCTURE TEST PLAN (Cont.)

### V. Acupuncture Techniques (5%)

- A. Moxibustion
- B. Needling methods
- C. Cupping

### VI. Basic Treatment Tenets/ Protocols (20%)

- A. Headaches
- B. Back/neck
- C. Extremities
- D. Organ dysfunction

### VII. Safety and Hygiene (10%)

- A. Clean Needle Technique
- B. Precautions/ contraindications to treatment
- C. Management of possible accidents

## END ACUPUNCTURE TEST PLAN

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## REFERENCE TEXTS \*

### ACUPUNCTURE

\* The listed chapters in the Maciocia and Xinnong texts include content usually covered by the typical curriculum for a 100-hour acupuncture course for chiropractors. However, the chapter references are to be understood as areas of emphasis. Some courses and the NBCE examination may cover content from other chapters.

Maciocia, G. (2008). *The Foundations of Chinese Medicine: A Comprehensive Text for Acupuncturists and Herbalists* (2nd ed.). (Chapters 1 through 3; Chapters 5 through 18; Chapters 50 through 68) New York: Churchill Livingstone.

National Acupuncture Foundation (2003). *Clean Needle Technique Manual for Acupuncturists: Guidelines and Standards for the Clean and Safe Practice of Acupuncture* (5th ed.). Gig Harbor, WA: National Acupuncture Foundation.

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---

## TEST COMMITTEE MEMBERS

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#### Teresa L. Marshall, D.C.

Minnesota Board of Chiropractic Examiners

#### Tricia F. Shwartz, D.C.

Subject expert, private practice, South Dakota

## NBCE PUBLICATIONS

The NBCE produces news reports and other publications to share information of interest and value to applicants and prospective examinees. All of the NBCE's publications (including this brochure) and other important messages are posted on the NBCE Web site at [www.nbce.org](http://www.nbce.org).

This brochure is published semi-annually by the NBCE. It provides a comprehensive guide to NBCE examinations, services, policies and procedures. The information in this brochure is updated before each examination administration; therefore, it supersedes any information previously published by the NBCE. Copies are available from the NBCE, from chiropractic college registrars' offices and on the NBCE Web site.

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# INFORMATION AND GUIDELINES FOR REQUESTING NBCE TRANSCRIPTS

1. **Requesting an NBCE transcript:** To request a copy of your NBCE transcript, complete the form below, using the full name under which you took the NBCE examinations, and mail it along with applicable fees to the NBCE (address below).
2. **Fees:** Upon request, ONE complimentary NBCE transcript (not one per examination) will be sent to a state board. Subsequent transcripts are \$25, payable to NBCE in U.S. guaranteed funds or personal checks. The NBCE does not accept credit cards nor temporary checks.
3. **Processing:** A minimum TWO-WEEK processing time is normally required for transcript requests. Enclosing proper payment, as applicable, will facilitate the processing of your request. A fee of \$20 is charged for same-day processing of transcripts, plus express mailing costs of \$15 if also requested. Please contact the NBCE for express mailing costs outside of the United States.
4. **Part I, Part II, Physiotherapy and Acupuncture scores:** Subject to varying state regulations, the NBCE releases transcripts only of the examinee's most recent scores. A transcript will not be released without the authorization of the examinee. In addition, should the transcript contain a failing score, the transcript will be released ONLY upon the examinee's specific written authorization, unless otherwise required by varying state regulations. Please indicate on the form below if you wish to authorize the release of a transcript containing failing scores.
5. **Part III scores:** Part III scores are available for release to state licensing boards or governmental agencies upon successful completion of Part I and Part II, irrespective of authorization to release a failing score of Part II. A Part III transcript reports only the most recent Part III score attained by the examinee, unless a historical score record is required by a state licensing authority. A Part III transcript will not be released without the authorization of the examinee.
6. **Upcoming scores:** If you wish to have the results of a recent or upcoming NBCE examination included in your transcript mailing, please indicate HOLD TRANSCRIPTS FOR PENDING SCORES as indicated on form below.
7. **Official/unofficial transcripts:** Official transcripts bearing the NBCE seal are sent ONLY to state licensing boards or governmental agencies. Unofficial transcripts, for example one sent to an individual, are assessed the same fees, but they do not carry the NBCE seal.
8. **Varying state regulations:** Each state imposes unique requirements for licensure, which are subject to change. Examinees should contact the licensing authority in the state(s) in which they desire to practice to obtain current information regarding licensure requirements, as well as any privileges afforded those who have completed the NBCE examinations.

PLEASE DETACH COMPLETED FORM AT THE DOTTED LINE AND MAIL TO THE NBCE ADDRESS SHOWN BELOW

## NATIONAL BOARD OF CHIROPRACTIC EXAMINERS 901 54th Ave. • Greeley, Colorado 80634 • 970-356-9100

I HEREBY AUTHORIZE the National Board of Chiropractic Examiners to release a transcript of my most recent score(s) to the licensing board or governmental agency in the State of \_\_\_\_\_.

### INDICATE

**TRANSCRIPT TO BE SENT NOW:** \_\_\_\_\_

Part I, Part II, Part III, Physiotherapy and Acupuncture

**HOLD TRANSCRIPT FOR PENDING SCORES:** \_\_\_\_\_

Part I, Part II, Part III, Physiotherapy and Acupuncture

I authorize release of a transcript containing a failing score: \_\_\_\_\_

Upon your request, the NBCE will process one complimentary transcript containing all of your passing scores. Additional transcript requests are processed at the rate of \$25, payable to NBCE in U.S. guaranteed funds or personal checks. The NBCE does not accept credit cards nor temporary checks. Enclosing proper payment will facilitate processing.

**NOTE:** Providing that your Part I, II, and III scores are passing, a passing Part IV score will also be included in your transcript.

Your legal name \_\_\_\_\_  
(Please print)

Your mailing address \_\_\_\_\_  
(Please print)

City/State/Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ NBCE reference number \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_ Signature \_\_\_\_\_



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NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

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**Voice mail prompts**

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

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