EXAMINATION DATES:
November 13-15, 2015

APPLICATION DEADLINE:
August 11, 2015

CANCELLATION DEADLINE:
September 25, 2015

SCORES POSTED ONLINE:
December 28, 2015

HAND GRADING REQUEST
DEADLINE:
January 15, 2016

Important:
• There is ONE application deadline for Part IV. The NBCE does not accept late application for this exam.
• The NBCE does not accept test site change requests for the Part IV Exam.
Exam Description

The NBCE Part IV exam consists of three major sections and each of the sections is divided into stations. The three sections are:
- Diagnostic Imaging (DIM),
- Chiropractic Technique, and
- Case Management

**DIM** consists of 10 stations which are allotted four minutes per station. During the DIM portion, you will be viewing radiographs, diagnostic images, and other clinical data.

**Chiropractic Technique** consists of five stations with five minutes allotted to complete each station. During the Chiropractic Technique portion, you will be required to read instructions and set up for spinal and extremity adjustments.

**Case Management** consists of 20 stations with five minutes allotted to complete each station. You will be asked to perform a case history, physical examination, or orthopedic or neurological test.

The Chiropractic Technique section and the Case Management sections are given together and require approximately two hours and 45 minutes of testing time, but may require an additional five hours of sequestration in a building.

Test Site Assignments

Each Part IV test site is limited in the number of examinees it can accept. Therefore, the NBCE recommends that you submit your application early. If your first test site choice is unavailable, the NBCE will assign your second, third or fourth test site choice, if possible. The NBCE reserves the right to determine final test site assignments.

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

Approximately eight weeks before the exam, the NBCE will post your assigned test site and information packet to your MyNBCE user account. It is your responsibility to report to the test site assigned. If you report to a test site other than the one assigned by the NBCE, you will not be admitted and no refund will be given.

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

If you require test accommodations, you may apply on the MyNBCE website.

Contacting the NBCE

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS
901 54th Avenue • Greeley, CO 80634
E-mail: processing@nbce.org
Toll-free phone : 800-964-6223
FAX: 877-450-0519
Your MyNBCE Account at www.mynbce.org

Effective with the November 2015 exam administration, you must have a MyNBCE account to apply for NBCE examinations. If this is the first time you have applied for an NBCE exam, you may create an account as part of the application process.

Once you have a MyNBCE account, you will have access to the following services:

- **Account**
  - Manage your contact information, such as:
    - address
    - telephone number
    - e-mail address
    - name change

- **Applications**
  - Apply for any exam using our new online application process
    - Choose a test site
    - Pay for your exam fees online using an Electronic Transfer of Funds directly from your savings or checking account
  - Check the status of your application
    - Verify that your registrar has confirmed your eligibility
    - Verify that the NBCE has approved your application
    - Verify that the NBCE has accepted your payment

- **Exam Information**
  - Download electronic copies of your exam confirmation letter, schedule, and other important information regarding exam weekend
  - Obtain a receipt of the exam fees you have paid

- **Scores**
  - View your most recent scores, before they are available by mail
  - View a record of your scores from previous exam administrations

- **Orders**
  - Order a transcript of your scores to be sent to a state agency *
  - Order a replacement certificate and/or engraved plaque, showing successful completion of the NBCE exams

* The NBCE does not release scores that fall below the recommended passing score unless specifically authorized by the examinee. Transcripts reflect only the most recent passing score.

**Exam and Administrative Fees**

The following fees are in effect for the November 2015 Part IV Exam:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination fee / Retake fee</td>
<td>$1,385</td>
</tr>
<tr>
<td>Refund for withdrawal from Part IV Exam</td>
<td>$997</td>
</tr>
<tr>
<td>Hand grading fee</td>
<td>$75</td>
</tr>
<tr>
<td>Refused/Returned bank funds</td>
<td>$45</td>
</tr>
</tbody>
</table>
Applicant Eligibility
You must be enrolled in or graduated from one of the colleges in the list of Test Sites and Eligible Colleges to be eligible to take Part IV.
1. You are eligible to apply for Part IV if you have passed all subjects of Part I.
2. You must also be within six months of graduation or a graduate of an eligible chiropractic college. *
* Please visit www.mynbce.org for a list of eligible chiropractic colleges.

ESTABLISHING ELIGIBILITY
If you are a student:
- Obtain your college registrar’s online authorization.
If you are a chiropractic college graduate:
- Submit a copy of your doctor of chiropractic degree (diploma).
- Or, obtain your college registrar’s online authorization.
If you are a doctor of chiropractic:
- Submit a copy of your state license or a copy of your diploma.
- If you are a doctor who was licensed on or before December 31, 1997, you are not required to have passed NBCE Part I to apply for Part IV.

Note: Individual state licensing boards determine the acceptance or requirement of Part IV. If you request, the NBCE will send an official transcript of your Part IV score to state boards.

PART IV RETAKES
- You may retake the Part IV Exam without re-establishing eligibility.
- If you have passed Part IV, you are not eligible to retake the exam unless it is required by a state board.

At the Test Site

TEST SITE REGISTRATION
1. You must show two forms of identification at registration; one of which must be a government-issued photo ID.
2. If you do NOT register at the assigned test site at the time indicated on the information packet, you will not be permitted to participate in the Part IV Exam.
3. You will receive instructions concerning test procedures prior to the start of each part of the exam.
4. The NBCE will provide all necessary equipment for the Part IV Exam, such as clipboards, paper and #2 pencils.
5. You should bring lunch, snacks, soft drinks or water. Pack food and drinks in clear plastic bags to facilitate security screening. You will not be permitted to leave the campus until check-out time on each day of the exam.

SECURITY SCREENING
Examinees may be subject to individual security screening procedures, including the use of metal detecting wands. Examinees who refuse to submit to individual security screenings may be denied entrance to, or be expelled from the testing area.
- The only items you will be allowed to bring into the testing area are two forms of identification, your food and beverages items, packaged as described above, and a key to your car. (Remote keyless entry devices for vehicles are not permitted.) Any other items that may be questioned by security or test site personnel will not be allowed.
- You must use the pencils provided by the NBCE.
- Nursing mothers should notify registration staff upon arrival at the test site. Nursing mothers may bring a breast pump and a small cooler (which will be inspected). They may access these items only during scheduled sequestration periods.
Passing Scores
The NBCE recommends a passing score of 375 or above on the Part IV Exam. The NBCE follows a procedure consistent with accepted test standards to arrive at a recommended passing score; however, each state has the authority to establish and recognize its own requirements for passing Part IV.

To learn more about how the NBCE determines scores, visit www.mynbce.org/scores.

Score Reporting
Your exam scores are available as follows:
- Posted online to your MyNBCE user account (approximately six weeks after the exam)
- Sent to your college and, if you request, to your state licensing boards (approximately eight weeks after the exam)

Please see published deadlines at www.mynbce.org for score release dates for the current exams. You will also find detailed information there about requesting transcripts.

Note: Most state boards only require a transcript following successful completion of the NBCE Part I-IV Exams.

Preparing for Part IV
The Part IV Exam is a culmination of your years of training, rather than a measure of textbook learning. Therefore, a thorough review of the subjects and techniques described in this brochure is the most appropriate preparation for this exam. You may also wish to familiarize yourself with Part IV by viewing a video about the exam at www.nbce.org.

Part IV consists of three major sections and each of the sections is divided into stations. The three sections are:
- Diagnostic Imaging (DIM)
- Chiropractic Technique
- Case Management

Descriptions and test plans of each of the Part IV sections follow.

DIAGNOSTIC IMAGING (DIM)

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

CHIROPRACTIC TECHNIQUE

1. The Chiropractic Technique Exam will consist of five stations with five minutes allotted to complete each station. You must complete each of the five stations within the allotted time. There will be a one-minute and 30-second passing time between each station.
2. At each station, you will be provided with a written description of two vertebral or extremity subluxations. The instructions will include the two chiropractic techniques to be demonstrated and points of performance that will be evaluated. The instructions will include the required patient position, doctor hand contact and segmental contact.
3. You will place the patient as instructed and set up for the adjustments in a manner that is consistent with the written instructions and appropriate for the vertebral or extremity subluxations described in the written case scenarios.

**Note:** For students who are taught an assisted/resisted model of technique, all of the set-ups on this portion of the Part IV Exam should be for assisted methods of adjustments.

4. You may also be required to demonstrate static and/or motion palpation techniques, and to describe joint-related anatomical landmarks and/or normal joint motion.

5. You will be evaluated by an examiner (licensed chiropractor) on the points of performance described in the written instructions.

**CASE MANAGEMENT**

1. The Case Management Exam consists of 20 stations in which you will be required to carry out certain activities or answer questions related to a clinical case. You will have five minutes to complete each station. There will be a one-minute and 30-second passing time between each station. You must complete each of the 20 stations in the allotted time.

2. At each station, you will be required to perform one or more of the following activities:
   A. Perform a brief (focused) case history
   B. Perform a brief (focused) physical examination
   C. Perform a brief (focused) orthopedic/neurological examination
   D. Choose the most likely diagnoses and/or clinical impressions
   E. Choose the most appropriate case management procedures
   F. Choose the neurological signs most likely to be present
   G. Choose the most appropriate orthopedic/neurological tests to perform

3. In those stations where you are asked to perform a case history, physical examination, or orthopedic or neurological test, you will be observed by an examiner (licensed chiropractor). You will perform these tests/procedures on a patient who has been trained to simulate a clinical condition.

4. You will be evaluated on your clinical skills, as well as your ability to communicate with the patient. You will be expected to treat the patient as you would treat a patient in your own practice. You will respect the patients’ dignity at all times.

5. The case history stations are case specific. You will be evaluated on your ability to fully explore the parameters of the patient's condition and to elicit specifically clinically relevant elements of the history from the patient. This specific historical information enables you to form a clinical impression and to rule in or rule out conditions of a similar nature or with similar presentation.

6. The examination stations involve demonstration of clinical tests and procedures on patients who exhibit physical signs and symptoms of specific conditions. You will be evaluated on your ability to perform these procedures within the context of a specific case, and your ability to elicit all necessary clinical signs and symptoms from the simulated patient for each of the procedures demonstrated.

7. Certain stations may require you to interact with the examiner to explain the clinical significance of a procedure or to report the examination findings of a procedure. This will be specifically explained in the station instructions, and the notation (verbal component) will follow the named test or procedure. You will perform the procedure on the simulated patient and then follow the instructions for the verbal component.

8. At the post-encounter probe (PEP) stations that immediately follow the simulated patient stations, you will be required to answer two questions related to the clinical condition exhibited by the patient. At these stations, several pages of additional clinical information related to the case will be provided, as well as patient imaging.
9. Time is very important in the Case Management Exam. Five minutes will be allotted to complete the required tasks at each station. One minute and 30 seconds will be allotted to pass from one station to the next. You will move from station to station upon hearing an audible/verbal signal. When the signal is given, you will immediately move to the next station.

Note: Success in this exam will depend on your efficient and skillful performance of the required tasks, as well as on the effective use of the allotted time.

TEST PLANS

DIAGNOSTIC IMAGING (DIM)

(10 Case Scenarios)

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

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

EXAMPLES INCLUDE:

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

CHIROPRACTIC TECHNIQUE

(10 Techniques)

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

EXAMPLES INCLUDE:

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

CASE MANAGEMENT

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

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

6 — Orthopedic and neurologic examinations
3 — Case history taking
1 — Physical examination
CASE MANAGEMENT (continued)

You will address cases that:

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

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

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

ADDITIONAL INFORMATION

STANDARDIZED PATIENTS

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

TECHNIQUE PATIENTS

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

DIAGNOSTIC IMAGING MATERIALS (DIM)

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

Examinee Concerns

CONCERNS DURING EXAM ADMINISTRATION

If at any time during the Part IV Exam administration you encounter a situation that might have a significant impact on your performance, immediately notify the NBCE official in charge at the test site. The official will attempt to resolve the matter according to administrative guidelines established for the Part IV Exam. Administrative problems that are not brought to the attention of test site personnel may be impossible to resolve after the exam is over.

PARTICIPANT SAFETY

Every effort has been made by the NBCE, state licensing boards and chiropractic colleges to provide a safe testing environment for examinees, patients, examiners and auxiliary staff. You are cautioned to refrain from any action or activity that might jeopardize participant safety.
POST-EXAM REVIEW
Following the exam, the NBCE will carefully review the statistical performance of each test question and will read and research examinees’ written concerns regarding test questions. Final scores will be determined after all test questions have been evaluated by the NBCE Department of Practical Testing. To ensure that each exam is scored accurately, the NBCE will also thoroughly check the answer sheets of each examinee.

You will not be allowed to review exam questions or answer sheets following the administration of the exam.

LETTERS OF CONCERN
The NBCE is committed to improving future Part IV Examinations. If you have a concern about any aspect of the exam that may have affected your performance, that concern must be put in writing, signed and postmarked by December 2, 2015. Please address letters to the NBCE Director of Practical Testing. The NBCE cannot investigate letters of concern received after the published deadline. Please be aware that regardless of the type of complaint and the findings, no scores will be altered or voided as a result of the research.

HAND GRADING
You may request hand grading of your Part IV scores by submitting a written request, along with appropriate fees, by the published deadlines.

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

NBCE Board of Directors
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.

Licensing agencies that regulate the practice of chiropractic within each state and some foreign countries use NBCE scores in their evaluations of candidates for licensure, relicensure or reciprocity/endorsement. You are advised to contact any state(s) of interest for specific licensure requirements.

The organization is governed by the Board of Directors listed below.

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