2015

Special Purposes Examination for Chiropractic (SPEC)

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General Information

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Application Procedures and Eligibility

Test Plans

Reference Texts and Resources List

www.nbce.org

Mail application, documentation and examination fees to:

NBCE — Application SPEC
901 54th Ave
Greeley CO 80634
DATES AND DEADLINES SCHEDULE

The Special Purposes Examination for Chiropractic (SPEC) is administered nationwide six times each year at computerized testing centers. Applications MUST BE RECEIVED by the NBCE by the application deadlines listed below. Requests to withdraw from an examination MUST BE RECEIVED by the NBCE by the cancellation deadlines listed below. No exceptions are granted.

<table>
<thead>
<tr>
<th>Examination Date</th>
<th>Application Receipt Deadline * (no exceptions)</th>
<th>Cancellation Receipt Deadline (no exceptions)</th>
<th>Scores Mailed to Examinees and State Boards</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2 - 7, 2015</td>
<td>01/08/15</td>
<td>01/15/15</td>
<td>02/26/15</td>
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<tr>
<td>April 6 - 11, 2015</td>
<td>03/12/15</td>
<td>03/19/15</td>
<td>04/30/15</td>
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<tr>
<td>June 1 - 6, 2015</td>
<td>05/07/15</td>
<td>05/14/15</td>
<td>06/25/15</td>
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<td>August 3 - 8, 2015</td>
<td>07/09/15</td>
<td>07/16/15</td>
<td>08/27/15</td>
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<tr>
<td>September 28- October 3, 2015</td>
<td>09/03/15</td>
<td>09/10/15</td>
<td>10/22/15</td>
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<tr>
<td>November 30 - December 5, 2015</td>
<td>11/05/15</td>
<td>11/12/15</td>
<td>12/23/15</td>
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* Deadlines for test accommodation requests and documentation are the same as application deadlines.

The NBCE Examination Information brochure is published annually by the National Board of Chiropractic Examiners (NBCE) as a general guide to the policies, procedures and descriptions of the NBCE, as well as the Special Purpose Examination for Chiropractic. This brochure supersedes any information previously published by the NBCE. Copies are available at www.nbce.org.

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THE NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

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

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

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

SPECIAL PURPOSES EXAMINATION FOR CHIROPRACTIC

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

SPEC assesses the clinical competency of licensed or previously licensed practitioners in areas reflecting clinical conditions generally encountered in chiropractic practice. It addresses various components of clinical competency, including patient evaluation and case management. The SPEC test plan, the blueprint around which the examination is constructed, was derived from information gathered from a chiropractic practice analysis survey conducted by the NBCE in 2009. Responses were received from approximately 2,300 full-time U.S. chiropractic practitioners.

This examination is not for initial licensing purposes and does not replace NBCE Part I, Part II, Part III and Part IV.

SPEC requires approximately three hours of test administration time, divided into two equal sessions of 90 minutes each. Test appointments are scheduled for four hours to allow time for an optional, brief tutorial, an optional break between sessions and a post-examination survey. You must complete both sessions of SPEC in order to receive a score from the NBCE.

APPLICANT ELIGIBILITY

In order to establish eligibility for SPEC, you must meet all of the following requirements:

1. You must hold or have held a license to practice chiropractic. The license may have lapsed, been suspended or revoked, etc.

2. You must provide written authorization from a state board or international licensing agency to take SPEC. The authorization form is part of the application which can be downloaded from www.nbce.org. This form must bear an official state or national seal or stamp as well as an authorizing signature.

The NBCE does not limit the number of times you may take SPEC; however, this policy is unrelated to individual licensing agency policies regarding the recognition of examination scores.
APPLICATION PROCEDURES

The SPEC application is available to complete or download online at www.nbce.org. You may also complete applications at the secure online portal MyNBCE, located at https://mynbce.nbce.org.

You must submit the following as required parts of the SPEC application process:

1. A completed, notarized application along with the appropriate fees and your signature
2. A SPEC Authorization and Transcript Request completed and signed by the licensing agency, bearing an official state/national seal or stamp

Mail application, fees and required forms to

NBCE – Application SPEC
901 54th Ave
Greeley, CO 80634

The NBCE may deny your application for any of the following reasons:

- It is incomplete.
- It is illegible.
- It is received by the NBCE after the published deadline.

The NBCE will contact you if your application is not accepted. You must then correct the application by the NBCE deadline. Make a copy of your application for your personal records.

TEST ACCOMMODATIONS

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

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

To review specific documentation guidelines, see the Computer-Based Examinations Test Accommodations brochure, available at www.nbce.org. Each request is reviewed on an individual basis, and appropriate accommodations are granted if approved.

Standards for test accommodations vary. You are not guaranteed approval of accommodations by the NBCE, even if you have previously received test accommodations from your college or other testing organization.

Send your test accommodation request forms along with your completed SPEC application to the NBCE by the application deadline.

The NBCE may annotate transcripts of scores for individuals taking NBCE examinations with testing accommodations.

NOTE: If you are approved for testing accommodations, you must contact Pearson VUE customer service at 800-466-0450 to confirm that those arrangements will be available for your testing appointment.

EXAMINATION AND OTHER RELATED FEES

All fees must accompany your fully completed application and must be made payable to NBCE in the form of a money order or cashier’s check (U.S. funds only). The NBCE does not accept credit cards, personal checks, or business checks.

Fees:

- SPEC Examination.......................................................$1,500
- Additional transcript request:................................. $25
- Refused/Returned bank funds:................................. $45

APPLICATION CONFIRMATION

The NBCE will e-mail you once your application has been processed. After you receive the e-mail, which contains specific contact information, you should immediately contact Pearson Professional Centers to schedule your testing appointment. Appointment times are dependent upon available space at testing centers.

To schedule your testing appointment, you may:

- Call Pearson Professional Centers at 800-981-1622.
- Go online to www.pearsonvue.com/nbce.

The NBCE will also mail you a confirmation letter that provides additional testing information. The confirmation letter and e-mail identify the six-day test administration in which you may take the examination. (You may take SPEC any day within that test administration.)
LOCATING A TESTING CENTER

Testing centers are located throughout North America. To find a testing center near you:

- Go to www.pearsonvue.com/nbce.
- Click on “Locate a test center.”
- Follow the prompts.

AT THE TESTING CENTER

Plan to arrive 30 minutes prior to the scheduled testing appointment to complete admission procedures.

You must present two forms of identification including one government-issued photo ID at the testing center. Acceptable forms of the primary identification include a valid driver’s license, state/province identification card, passport or military ID.

An acceptable form of secondary identification is a U.S. Social Security card, a valid credit card or bank ATM card. Both forms of identification must bear your signature. If you fail to bring proper identification, you will not be admitted to the testing center.

Testing aids of any kind will not be permitted in the testing center. You must store all personal items in a locker. Smoking is not permitted in the testing facilities.

Once checked in and seated at a testing computer, you have up to 10 minutes to read and agree to the Non-Disclosure Agreement. If you do not accept the Non-Disclosure Agreement within 10 minutes, you will not be allowed to take the exam. A brief tutorial will follow, after which you will be prompted to start the exam. A white board will be available for notations during the exam.

You will be allowed 90 minutes for each of the two test sessions. The computer monitor will display the remaining time. It is your responsibility to monitor the time available to complete the examination. After the exam, you will have an opportunity to make comments and answer a post-exam survey.

A test administrator assigned to the testing center is responsible for overseeing all aspects of test administration and monitoring test security. Should there be a disruption in the administration of the test, Pearson Professional Center staff will attempt to resolve the problem immediately.

You can be disqualified from taking or continuing an examination or from receiving scores if any NBCE or testing center official concludes that:

1. You have provided false or misleading information on the SPEC application.
2. You take an examination for another person or another person takes an examination in your place.
3. You have given or received aid in the examination as evidenced by observation or statistical analyses.
4. You engage in any act or conduct that has jeopardized or could jeopardize the security or integrity of NBCE examinations; such actions may include, but are not limited to, copying or reproducing any portion of the examination, or memorizing questions and or answers, and furnishing those memorized questions to another person at any time.
5. You have engaged in any other conduct that may invalidate the examination results, including, but not limited to, removing items from the testing room.
6. You engage in any behavior that is deemed to be disruptive, offensive or inappropriate in any way to the testing environment.

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

EXAMINEE WITHDRAWAL

The NBCE will accept a request to withdraw if it is received by the cancellation deadline. (See the Dates and Deadlines Schedule.) The NBCE will issue a partial refund in approximately three weeks. Please contact the NBCE Processing Department at 800-964-6223 for further instructions.

Refund for Withdrawal

<table>
<thead>
<tr>
<th>SPEC</th>
<th>$930</th>
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<tbody>
<tr>
<td>All administrative fees</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Fax or e-mail your requests to withdraw to:

- FAX: 877-450-0519
- E-mail: processing@nbce.org
EXAMINEE POSTPONEMENT

The NBCE allows you a one-time opportunity to postpone the SPEC Exam to the next exam administration. If you need to postpone, you must notify NBCE at least two business days (Monday-Friday) before your scheduled exam administration. Please call the NBCE Processing Department at 800-964-6223 for further instructions.

The NBCE will issue NO refunds to:

1. examinees who fail to take the examination.
2. examinees who apply, but take only a portion of the examination.
3. examinees who withdraw from the exam after the cancellation deadline.
4. examinees who fail to comply with the testing center’s policy and are therefore unable to take or complete the examination.
5. examinees who fail to read and accept the Non-Disclosure agreement (NDA) within the allotted time and examination timed out.

In all such cases, you must submit a new application with correct fees when applying for a future SPEC exam.

NBCE CANCELLATION

In the event of an emergency (such as flood, hurricane, earthquake, fire or national emergency) or administrative irregularity, the NBCE reserves the right to make adjustments in administration procedures, to withhold reporting of scores and/or order the re-administration of an examination which may involve postponement or cancellation of the examination. The NBCE is responsible for making the final decision on examination cancellations or postponements.

In such cases the NBCE will offer you an opportunity to reschedule for the next available computerized administration or refund your exam fees.

SCORE REPORTING

Approximately three weeks following an exam, the NBCE will mail score letters and a score analysis report to all examinees. You will not receive scores at the testing center.

The NBCE recommends a passing score of 375. If you score below 375, you will be required to retake the entire examination. Attaining an NBCE recommended passing score does not guarantee acceptance by a state licensing agency. The use of SPEC scores for any purpose is at the discretion of individual state licensing boards. Each individual licensing board has the sole authority to determine utilization of SPEC examination results during its licensing and/or disciplinary decisions.

By submitting the SPEC Authorization and Transcript Request form, you are authorizing the NBCE to provide a transcript and score analysis report to the requesting agency. The transcript will include the most recent SPEC score, irrespective of the score, at no cost.

Subsequent transcript requests are subject to published transcript fees. The Transcript Request Form is available at www.nbce.org.

ADDRESS OR NAME CHANGES

Please notify the NBCE if you change your address. This will help avoid delays in receiving important information.

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

CONTACTING THE NBCE

Web site:..................................................www.nbce.org
Online Application...........https://mynbce.nbce.org
E-mail Address.....................processing@nbce.org
Telephone...........................................970-356-9100
Toll Free Telephone.......................800-964-6223
FAX..................................................970-336-6477
Toll Free FAX.................................877-450-0519
SPEC TEST PLAN

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

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

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

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

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

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

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

END SPEC TEST PLAN

SAMPLE TEST

The SPEC sample test consists of 50 multiple-choice questions. The sample test must be completed at the time of purchase. The cost is $15.

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

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**REFERENCE TEXTS**

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


