NBCE Eligibility Approval User Instructions SPEC
Effective April 19, 2019

Dear State Board Member,   As you know, we have migrated to a new application site, called Learning Builder, where we will accept applications for the SPEC exam.

Go to https://nbce.learningbuilder.com. This site will be available on April 19. You will see the Login page and you will access the approval site by using the email address you have previously used. If the password does not work, you may request a new password--select the green **request a password** or **here** link at the bottom of the page the instructions.

Login

Enter your NBCE ID or Email Address and Password below to log in.

NBCE ID or Email

Password

Forgot your password?

☐ Remember me

Login

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU HAVE PREVIOUSLY APPLIED FOR OR TAKEN AN EXAM WITH NBCE. Instead request a password to the new site by clicking here.

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The Request Password page will open:

When requesting a password using this page, you need to know one of the following:

- The email address you used on your application, or
- Your NBCE ID, which is also your User ID.

You will be sent instructions to reset your password at the email address we have on file.

If any of the following apply to you, please contact us and provide the name used when completing the application and your date of birth and we will update the email address on your account so you can log in.

- You got the error "**No email is on file. Please contact support to reset your password.**"
- You got the error "**Could not find a user for email address**" and you were also unsuccessful using your NBCE ID
- You no longer have access to the email account we have on file

Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email [   ]

Cancel Submit

Enter the email address you designated for the SPEC account and select **Submit**.

The New Password Request Confirmation page will open:

New Password Request Confirmation

Please check your email for your new password request confirmation code and enter it here to confirm your identity. Then you may set a new password.

If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: nbce-support@learningbuilder.net to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code [   ]

Cancel Continue

You will receive an email message that contains a Confirmation Code. Copy the code and paste it in the Confirmation Code field. Select the **Continue** button.

The Enter New Password page opens:

Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters. You will be required to login after resetting your password.

New Password [   ]

Confirm New Password [   ]

Cancel Save

2

Enter your password twice and select **Save**.

You will be re-directed to the Login page where you will enter the email and password.

1. When you first log on to the site, you see:

2. To find applications that need to be approved, click the drop down next to "Role" and select "SPEC". Then click on the Advance Search Filters and change the "Status" drop down to "All". Then you will need to click the Blue Search Button.

Exam/Registrar Queue

Role:	SPEC	Learning Plan:	Special Purposes Exam for Chiropractic Application	Created Between:	MM/DD/YYYY and MM/DD/YYYY
NBCE ID:		Step:	All	Submitted Between:	MM/DD/YYYY and MM/DD/YYYY
Name:		Status:	All		

Hide Advanced

Clear   Search

No records to show

3. Applications that require review will show up below.

Exam/Registrar Queue

| Role: | | SPEC | ▼ | Learning Plan: | Special Purposes Exam for Chiropractic Application | Created Between: | MM/DD/YYYY | and | MM/DD/YYYY |
| NBCE ID: | | | | Step: | All ▼ | Submitted Between: | MM/DD/YYYY | and | MM/DD/YYYY |

Advanced Search Filters

Clear Search

Showing Records 1 to 1 of 1 Select All 1 Records

| | NBCE ID ↑ | Name | Exam | Created On | Registrar Requested Date | Student ID | Previous Denial | | |
| ☐ | T887766 | Moe Testing | Special Purposes Exam for Chiropractic Application | 3/7/2019 | 4/22/2019 | 1234 | | View | **Review Request** |

4. Select the orange button "Review Request"
5. Review the application information. If you would lke to approve, select the orange button "Approve Request"

Special Purposes Exam for Chiropractic Application: State Licensing Board Request ✕

Examination:	Special Purposes Exam for Chiropractic Application
Member Name:	Moe Testing
Email Address:	moetest@test.com
Address and Phone Information:	1901 North Fort Myer Drive Suite 1105 Arlington, VA 22209 United States (123)123-1234
Date of Birth:	10/1/1935
Candidate's Reason for Examination:	License Lapse
State Board Authorization to Take SPEC:	By clicking 'Approve Request', you authorize, request or require the following individual, Moe Testing, to take the Special Purposes Examination for Chiropractic. **This authorization is valid for one year from approval.** If the examinee is not successful in passing, he/she is authorized for up to a specific amount, selected below, of additional attempts without an updated authorization.
Additional Exam Attempts (0-6)*:	3
Request for Release of SPEC Transcript:	By clicking, 'Approve Request', you authorize NBCE to release the examinee's SPEC scores. The score transcript may, at the discretion of the state/national licensing agency, be used for reciprocity/endorsement; relicensure; revocation/suspension; and/or disciplinary action. This document also authorizes the release of a transcript of a previously taken SPEC for evaluation and possible relicensure. Any official transcript of SPEC scores will be sent directly to the state/national licensing agency, Idaho (SBA-ID). **Note:** The examinee understands that release of official SPEC scores does not guarantee acceptance or relicensure by this state/national licensing agency or any other state/national licensing agency.

Save & Finish Later   Cancel   Approve Request   Back

6. Once you approve the request, you will then get another pop up window that will allow you to put in how many additional exam attempts the examinee can have. Once you have clicked the Approve Request button at the bottom of the pop up, the request will no longer be seen in your Que.