



July 2020 Part IV Exam Re-Administration Update & Instructions

We are pleased to inform you that we are on schedule to offer the Part IV re-administration on **July 10, 11, and 12, 2020**. Re-administration efforts have been made possible due to the hard work, cooperation, and support of Chiropractic College leadership, their facilities team, NBCE test site staff, vendor partners, and our own dedicated NBCE staff, all of whom are working outside their normal operations. We are grateful for this massive coordination effort during these unprecedented times.

IMPORTANT: Please read the following portion of this document carefully as it outlines all options available to you, and includes steps you may need to take to secure your appointment for the July re-administration.

We remain hopeful for the Part IV Exam re-administration to continue as planned in July, but in the event that additional restrictions are mandated, we may have to make additional decisions around testing. We are implementing recommended social distancing policies and procedures at all our test sites during all our upcoming exam administrations in order to ensure the safety of examinees and our test site staff. We will post on our website and send an email communication with what to expect at the test site, once details are finalized. We encourage you to regularly check for updates on mynbce.org/examinfo and follow us on social media. If additional cancellations should occur, affected examinees will receive an email with additional information.

Next Steps

All May Part IV applications have been moved to the new July re-administration and by **Monday, April 27**, your application status will show as "**Confirming Details**". This administration is only for those who were confirmed in the May administration. It will not be open to new applicants.

Important Warning: *Sites are FULL and any seat openings would be based on someone withdrawing from their currently assigned site. Changing your test site preferences may result in being assigned to your fourth test site choice or, in very rare cases, a test site that is not on your list of preferred testing locations at all.*

- No action is required by you if you are **able to attend** the site you were originally assigned and do not wish to make any changes. ****If you do nothing, everything will stay exactly the same. ** DO NOT confirm your site preferences.** Confirming your test site preferences (or making **any** changes) will put you into a reassignment que. Once in the reassignment que, it is likely that you will lose your seat at your previously assigned test site and be moved to an available seat at another test site potentially further down your list of preferred testing locations.
- If you are an approved ADA accommodated examinee and want to make changes to your site preferences, please email accommodations@nbce.org with your preferences and DO NOT make changes in your account.
- If you are **unable to attend** the site you were originally assigned, you may log in to your account, go to your Part IV application and choose new site preferences. Please be aware that choosing new site preferences will remove you from your current location and schedule, and will place you into a que for reassignment. Although you **will** be guaranteed a spot in the July exam, we cannot guarantee a testing location or schedule. Reassignment requests will be prioritized based on your original payment date and availability at the test sites. Changes can be made up until end of day, Friday, May 8, 2020 ****You DO need to confirm your new site preferences. ****



What you will see in your MyNBCE online account under MyExams/Exams/Part IV:

*From here, if you do **NOT** want to make changes then do **NOT** continue.*

****If you do nothing, everything will stay exactly the same****

You DO NOT need to confirm your site preferences.

Part IV

[112124 / In Progress]

Exam	Status
Part IV Application	Confirming Details Continue

You are eligible to apply for Part IV if you have passed Part I.

You must also be within six months of graduation or a graduate of an [eligible chiropractic college](#).

See additional [eligibility requirements](#) if you have graduated, or are retaking Part IV.

What you will see if you want to make changes and you click CONTINUE:

*From here, only continue if you **DO** want to change site preferences.*

*Changes can be made up until end of day, **Friday, May 8, 2020***

Part IV Application [Show Details](#)

Return to: [Exams](#)

Confirming Details [Show Details](#) [Confirm Site Preferences](#)

Accommodation Request [Show More Instructions](#)
You may use this activity to request exam accommodations, if necessary.

Accommodations Requested	Date Requested
New Accommodation Request - Part IV	

[Begin Application](#) [Show Details](#)

Exam Results [Show Instructions](#)
For additional information on exam scores please visit the [MyNBCE Score](#) page.

Confirming Details [Confirm Site Preferences](#)



What you will see if you want to make changes and you click CONFIRM SITE PREFERENCES:

*Again, only continue if you **DO** want to change site preferences.
Changes can be made up until end of day, **Friday, May 8, 2020***

Part IV Application: Confirm Site Preferences (Part IV) ✕

The NBCE offers Part IV at the chiropractic colleges listed [here](#).

NBCE allows you to update your site preferences until the application deadline. At that point, your site preferences will be locked in. To make an update, select a new site and click 'Save'.

To see all available sites for selection, click/tap the field(s) below and press space.

Site Preference 1*:

Site Preference 2*:

Site Preference 3*:

Site Preference 4*:

What you will see once you have made your new site preference choices and click CONFIRM SITE PREFERENCE CHANGE:

In order to complete your request for new site preferences you must click on the orange CONFIRM SITE PREFERENCE CHANGE.

Please fix the following error(s):

- Warning: Updating your site preferences will remove your current confirmed seat. Are you sure you would like to continue?

IMPORTANT DATES TO REMEMBER:

- Monday, April 27** – Access to applications open and status reset to “Confirming Details”
- Friday, May 8** – Deadline to make any changes to site preferences
- Wednesday, May 13** – Sites confirmed and July schedule posted to account/emailed
- Friday, May 15** – Withdrawal deadline



FAQs

Q: Where will I be testing in July?

A: *All May testing appointments, along with your paid exam fee, have been moved to the **same** test site and schedule in July.*

Q: What if I don't want to test where I was assigned for the May exam?

A: *You may go in to your application and choose/confirm new test site preferences. Changes can be made up until end of day, Friday, May 8, 2020*

Q: What if I am not able to take the exam July 10-12?

A: *You will have until May 15 to withdraw your application, and receive a full refund if you desire. Or, if you would like, the NBCE will apply your exam fee to the November administration. If this applies to you, please email your request to support@nbce.org by May 15, 2020.*

Q: What if I already requested to withdraw from the May exam?

A: *Because circumstances have changed, we will not be processing any of the previously received Part IV withdrawal requests. We have moved everyone to the July administration. If you still want to withdraw from the July re-administration, please email a confirmation of your withdraw request to support@nbce.org by May 15, 2020.*

Q: With restrictions being eased soon why can't we still test in May or June?

A: *Social distancing guidelines, stay-at-home orders, and site availability made our exam preparation and training window too short to adequately accommodate all the restrictions into our process for a May administration or even a June re-administration. This forced us to make the difficult decision to move the Part IV exam to July. We understand your frustration and disappointment as is the case with so many other students in all healthcare and other professions whose careers have been delayed by this global pandemic. We assure you we are doing all that we can to minimize the impact of this delay.*

Thank you for your continued patience and understanding during this difficult time.

We wish you and yours all the best and please stay well.

Sincerely,

A handwritten signature in black ink that reads "Norman E. Ouzts, Jr., D.C." in a cursive style.

Norman E. Ouzts, Jr., D.C.
NBCE Chief Executive Officer

A handwritten signature in black ink that reads "Andrew R. Gow, D.C., L.Ac." in a cursive style.

Andrew R. Gow, D.C., L.Ac.
NBCE Director of Practical Testing