



Mask/Face Coverings Required for Exam Administrations

Thank you for your cooperation and understanding as we prepare to administer exams all over the country during this unprecedented time of varying social distancing guidelines. In order to protect all those involved in the administration process, we will be implementing a strict requirement that a mask/face covering must be worn at all times upon entering a test site. **You must provide your own mask/face covering.** All masks/face coverings will be subject to visual inspection at security check-in. If a mask/face covering is not worn or refused to be worn, entry to the exam administration will be denied.

We ask that if you are not able to wear a mask/face covering, due to **medical reasons** only, that you email us at accommodations@nbce.org with your documentation and possible solution by no later than **Thursday, May 28**. If we do not receive your email by May 28 and/or you cannot figure out a safe solution then your appointment may be moved to the next available administration of the exam. If you arrive at the test site without a mask/face covering or an approved accommodation to the face mask policy, you will be denied entry and your exam fees will be forfeited.

We understand that not all areas of the country are under the same level of social distancing restrictions, but in order to maintain exam integrity and provide a safe administration, we are required to meet the most protective guidelines in order to continue with administrations. Please note, it is your responsibility to use caution and judgement before deciding to travel to or attend a test administration. Please do not travel or attend if you are sick. A list of general guidance and links to resources regarding travel can be found here: **[NBCE Travel Advisory Notice](#)**.

If you cannot attend an exam administration due to travel restrictions, disagreement with social distancing protocols or health reasons, you may cancel or reschedule your appointment to a future administration prior to the application deadline. If it is after the application deadline and prior to the exam administration, please email us at support@nbce.org with your request to withdraw from the exam and whether you want to apply your fees to a future administration or receive a refund.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Norman E. Ouzts, Jr., D.C.", written in a cursive style.

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

A handwritten signature in black ink, appearing to read "Andrew R. Gow, D.C., L.Ac.", written in a cursive style.

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

A handwritten signature in black ink, appearing to read "Bruce L. Shotts, D.C.", written in a cursive style.

Bruce L. Shotts, D.C.
NBCE Director of Written Exams