



July 2020 Part III & PHT Exam Application Update with Instructions

Thank you for your continued patience as we prepare for the **July 18 -19 Part III and PHT** exam administrations. We sincerely apologize for any confusion we may have caused with the brief re-opening of applications on May 8. Due to a high volume of examinees in the system and some unforeseen technical difficulties, we had to close the applications until we could resolve all the complications preventing a smooth application process. We anticipate applications will be **re-open** on **Friday, May 15**.

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 administration.

We remain hopeful for the Part III and PHT Exam administrations to continue, as planned, in July, but in the event that additional restrictions are mandated, we may have to make additional decisions around testing in July. We are implementing recommended social distancing policies and procedures at all our test sites during 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.

Please note, if you plan to attend a test site outside your local community, 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 and follow local guidelines regarding travel and social distancing protocols. A list of general guidance and links to resources regarding travel can be found here: **NBCE Travel Advisory Notice**. 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

Part III & PHT applications will be open on Friday, May 15. If you are not yet scheduled, you will need to go in to your myNBCE online account and schedule your exam from your open application. You will have a choice between the **July Administration** and a **Future Administration** (October). See the detailed instructions below.

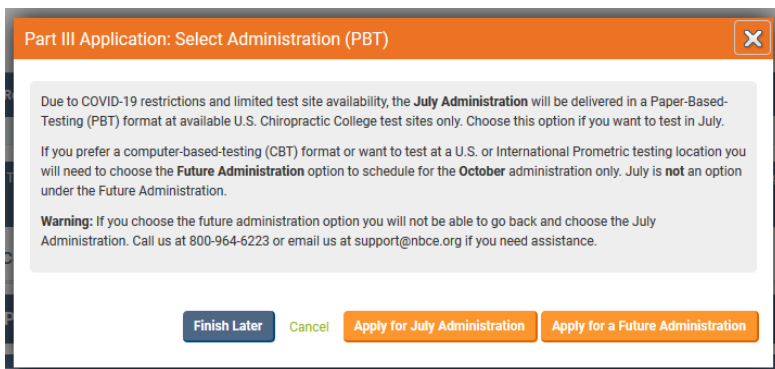
Important Notice: *The July Part III & PHT administration will utilize paper-based testing (PBT) format instead of computer-based testing (CBT) for this one Part III and PHT administration, which will allow the necessary amount of seating to accommodate the combined March and July administrations into one large PBT-only administration on July 18 & 19 at available U.S. chiropractic college campuses. Click [here](#) for a list of available July test sites. We will **not** be utilizing Prometric Testing Centers for this July administration only.*

What you will see in your MyNBCE online account under MyExams/Exams/Part III and/or MyExams/Exams/Physiotherapy:

If you select **“Apply for a July Administration,”** you will be taken to the next step and will be asked to make your July administration selection. The list includes test sites, dates, and either AM Only for Part III or PM Only for PHT. These options are for the July administration only. A confirmation email with your specific appointment information will be sent to you after the deadline of June 18.

If you select **“Apply for a Future Administration”** you will be directed to the Prometric scheduling portal to schedule for the October 17-18 CBT administration only.

ADA Test Accommodated examinees will follow the accommodation scheduling process as prompted in your online account through your applications. Email accommodations@nbce.org with any questions.



The screenshot shows a dialog box titled "Part III Application: Select Administration (PBT)". The main text explains that due to COVID-19, the July Administration will be in a Paper-Based-Testing (PBT) format at U.S. Chiropractic College test sites. It offers two options: July Administration (PBT) or Future Administration (CBT). A warning states that choosing the future administration option means you cannot go back to choose the July Administration. At the bottom, there are four buttons: "Finish Later", "Cancel", "Apply for July Administration", and "Apply for a Future Administration".

What you will see if you choose “Apply for a July Administration:”

From here, only continue if you **DO** want to take the July Administration (PBT only). Click **“Confirm Test Administration,”** to lock in your appointment choice. The application deadline to schedule your exam is **Thursday, June 18, 2020.**



The screenshot shows a dialog box titled "Part III Application: Schedule Paper Based Test Administration". It features a dropdown menu labeled "Part III PBT Administrations*" with the text "Select Part III PBT Administrations 1". At the bottom, there are four buttons: "Back", "Finish Later", "Cancel", and "Confirm Test Administration".

What you will see once your test administration is confirmed:

You will see your application is set to the **“Exam Information (PBT)”** step with your appointment information listed.



The screenshot shows a dialog box titled "Part III Application: Exam Information (PBT)". It displays the text "PBT Administration Selection:" followed by "Test Site Name 1: Date/Time 1". At the bottom, there are two buttons: "Finish Later" and "Cancel".

IMPORTANT DATES TO REMEMBER:

Friday, May 15 – Access to applications open

Thursday, June 18 – Deadline to make scheduling selections*

**Appointment confirmation emails will be sent within 7 business days following the application deadline.*

FAQs

Q: What if I am not able to take the exam July 18-19?

A: *You will have until June 18 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 October administration. If this applies to you, please email your request to support@nbce.org by June 18, 2020.*

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

A: *Refund requests have been processed and your application has been withdrawn. You will have to start a new application to schedule for a future administration. Email support@nbce.org with any questions.*

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 III & PHT exams to coincide with the July Administration. 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.*

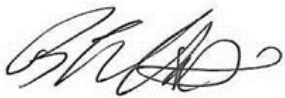
Thank you for your continued patience and understanding during this difficult time.

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

Sincerely,



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



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