July 2020 Part III & PHT Exam Re-Administration Update & Instructions

We are pleased to inform you that we are still on schedule to offer the Part III and PHT re-administrations on **July 18 and 19, 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 III and PHT Exam re-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 test at a location that is outside your local community, it is your responsibility to use extreme caution and judgement before deciding to travel to a test administration. Please do not travel if you are sick and follow local guidelines regarding travel and social distancing protocols. A list of general guidance and links to additional 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 8. 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 Re-Administration and a Future Administration. See the detailed instructions below.

**Important Warning:** The July re-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. We will **not** be utilizing Prometric Testing Centers for this July re-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 administration selection. The sites, dates, and times listed are available for the July administration.

If you select “Apply for a Future Administration” you will be directed to the Prometric scheduling portal to schedule for a future CBT administration. (October 2020)

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

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

What you will see once the application deadline passes:
You will see your application is set to the “Exam Information (PBT)” step with your appointment information listed.
IMPORTANT DATES TO REMEMBER:

Friday, May 8 – Access to applications open
Thursday, June 18 – Deadline to make scheduling selections

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