

National Board of Chiropractic (NBCE) Eligibility Standard Operating Procedure

The NBCE has specific requirements and recommendations for applicant eligibility to sit for examinations. NWHSU complies with these requirements and follows the recommendations designed to ensure preparedness and increase the likelihood of first-time test-taker success.

Procedure

1. Candidates (NWHSU students) determine if they meet eligibility requirements (see Exam Eligibility below)
2. First time exam candidates must create an account <https://account.mynbce.org/account/login>. Log into the site to
 - Submit an Exam Application
 - Request ADA Test Accommodations (prior to payment & scheduling)
3. The Registrar logs into the NBCE Administrators site to review all eligibility requests and confirms the names of candidates that meet the NBCE and NWHSU eligibility requirements.
4. Candidates are responsible for logging into their <https://account.mynbce.org/account/login> account to
 - become aware of their eligibility status
 - pay for the exam
 - schedule the exam - candidates retain the ability to schedule, reschedule, or cancel appointments up to 16 days prior to the scheduled test date
 - View Exam Appointment Information
 - View Exam Scores
 - Update Personal Information
 - View Payment History
 - Order Transcripts (Only after official score release date)

Exam Information – Part I, II, III, and Physiotherapy are offered 14 days every month excluding May, November, and December. Written exams are offered at Prometric sites throughout the country with three administrations occurring at NWHSU per year. Part IV is offered twice a year, November and May, on college campuses, including NWHSU.

Exam Eligibility

- **NBCE Part I** – <https://mynbce.org/part-i/>
Eligible candidates must be enrolled in their second year at an accredited institution. The NBCE strongly recommends that college representatives approve the applications of students who have satisfactorily completed courses in the tested subjects.
NWHSU students must have successfully completed all T1-4 courses before submitting an application to take Part I.

- **NBCE Part II** – <https://mynbce.org/part-ii/>
Eligible candidates must be enrolled in their third year at an accredited institution. The NBCE strongly recommends that college representatives approve the applications of students who have satisfactorily completed courses in the tested subjects.
NWHSU students must have successfully completed all T1-7 classes before submitting an application to take Part II.

- **NBCE Part III** – <https://mynbce.org/part-iii-2022/>
Eligible candidates must have successfully completed all of Part I and be within 9 months of graduation before submitting an application to take Part III.
- **NBCE Physiotherapy** – <https://mynbce.org/physiotherapy/>
Eligible candidates must have successfully completed 120 hours of instruction in physiotherapy, before the NBCE application deadline. You may take the Physiotherapy exam individually or in conjunction with other NBCE examinations.
NWHSU students must have successfully completed CHS-7501 PT1, CHS-7602 PT2, and CHS-8703 PT3 before submitting an application to take the Physiotherapy exam.
- **NBCE Part IV** – <https://mynbce.org/part-iv/>
Eligible candidates must have successfully completed all of Part I and be within 6 months of graduation before the administration of Part IV.

Appeal Process – In the event a student is not considered eligible by the Registrar to sit for an exam, the student may make a written appeal request with the Chiropractic Dean for consideration.

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