

National Board of Chiropractic Examiners (NBCE) Guide & 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 section)
2. First time exam candidates visit the MyNBCE Welcome page: <https://www.mynbce.org/new-to-nbce/> for important information and instructions on creating an account. The examinee account is required to:
 - Submit Exam Applications
 - Request ADA Accommodations (prior to payment & scheduling)
3. The Registrar's Office reviews candidate applications through the NBCE Administrators site to confirm if the candidates meet the NBCE and NWHSU eligibility requirements.
4. Candidates are responsible for logging into their [MyNBCE](#) account to:
 - Check their eligibility status as determined by the Registrar's Office. Denials include a brief explanation in the NBCE portal.
 - 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 NBCE Transcripts (Only after official score release date)

Exam Offering 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. You may take the Physiotherapy exam individually or in conjunction with other NBCE examinations.

Part IV is administered in the centralized location of Greeley, Colorado, three times a week, 48 weeks of the year. In times of high demand, NBCE may add additional testing days.

Exam Eligibility

The NBCE strongly recommends that college representatives approve the applications of students who have satisfactorily completed courses in the tested subjects.

Board Exam	Successful Completion of Courses Required	Successful Completion of NBCE Exam Required	Application Timing	Location(s)
Part I	All T1-T4	–	Apply after final grades are posted for all T1-T4 courses in Colleague Self Service	NWHSU Campus, Prometric
Part II	All T1-T7	–	Apply after final grades are posted for all T1-T7 courses in Colleague Self Service	NWHSU Campus, Prometric
Part III	–	Part I	Apply within 9 months of expected graduation date	NWHSU Campus, Prometric
Physiotherapy	PT1, PT2, PT3	–	Apply after final grades are posted for all PT courses in Colleague Self Service	NWHSU Campus, Prometric
Part IV	–	Part I	Apply within 6 months of expected graduation date	Greely, CO

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.

Links

- NBCE Part I** <https://www.mynbce.org/part-i/>
- NBCE Part II** <https://www.mynbce.org/part-ii-exam/>
- NBCE Part III** <https://www.mynbce.org/pt-iii/>
- NBCE Physiotherapy** <https://mynbce.org/physiotherapy/>
- NBCE Part IV** <https://www.mynbce.org/part-iv-exam/>