STATE OF CALIFORNIA ARNOLD SCHWARZENEGGER, Governor

Board of Chiropractic Examiners
2525 Natomas Park Drive, Suite 260
Sacramento, California 95833-2931
Telephone (916) 263-5355 FAX (916) 263-5369
CA Relay Service TT/TDD (800) 735-2929
Consumer Complaint Hotline (866) 543-1311
http://www.chiro.ca.gov

NOTICE OF PUBLIC MEETING

Notice is hereby given that a meeting of the **Board of Chiropractic Examiners** will be held as follows:

November 27, 2007
Upon Conclusion of Enforcement Committee Meeting
which is scheduled to start at 9:00 a.m.

Hearing Room
400 R Street, Room 101
Sacramento, CA 95814

AGENDA

PUBLIC SESSION
Call to Order

Richard Tyler, D.C., Chair
Frederick Lerner, D.C., Vice-Chair
Francesco Columbu, D.C., Secretary
Jim Conran, Public Member
Judge James Duvaras (Ret.), Public Member
Hugh Lubkin, D.C.

Approval of Minutes
October 25, 2007, Open Session

Executive Officer's Report
- Administration
  - Budget Update
- Licensing
  - Statistics
- Enforcement
  - Statistics

Board Member training on the Bagley-Keene Open Meetings Act and other relevant laws

Federation of Chiropractic Licensing Boards (FCLB) District Meeting Delegate Report
- FCLB General Information and PACE Presentation

Committee Reports

Discussion and Possible Action:
- Continuing Education Committee

Discussion and Possible Action:
- Enforcement Committee

Discussion and Possible Action:
- Manipulation Under Anesthesia (MUA) Committee

Discussion and Action:

- Proposed Board Meeting Schedule for 2008

National Board of Chiropractic Examiners Presentation on SPEC and Ethics and Boundaries

Announcements – Next Board meeting

Public Comment

New Business

- Future Agenda Items
- Other Issues

CLOSED SESSION

Discussion on Pending Litigation

Pursuant to California Government Code Section 11126(e)

Bryan Meredith, D.C. v. M. Maggie Craw, D.C. et al.
Sacramento County Superior Court, Case No. 07AS03639

David Hinchee v. Board of Chiropractic Examiners, Catherine Hayes
Sacramento County Superior Court, Case No. 07AS03721

PUBLIC SESSION

Call to Order

Adjournment

Meetings of the Board of Chiropractic Examiners are open to the public except when specifically noticed otherwise in accordance with the Public Meetings Act. Public comments will be taken on agenda items at the time the specific item is raised. The Board may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at **www.chiro.ca.gov.**

The meeting is accessible to the physically disabled. If a person needs disability-related accommodations or modifications in order to participate in the meeting, please make a request no later than five working days before the meeting to the Board by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or sending a written request to that person at the Board of Chiropractic Examiners, 2525 Natomas Park Drive, Suite 260, Sacramento, CA 95833. Requests for further information should be directed to Ms. Valencia at the same address and telephone number.

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BOARD OF CHIROPRACTIC EXAMINERS
PUBLIC SESSION MINUTES
Thursday, October 25, 2007
9:00 a.m.
Department of Consumer Affairs
1625 N. Market Blvd., Suite S102
Sacramento, CA 95834

DRAFT

BOARD MEMBERS PRESENT

Richard Tyler, D.C., Secretary
Francesco Columbu, D.C.
Frederick Lerner, D.C.
Jim Conran
Hugh Lubkin, D.C.

BOARD MEMBERS ABSENT

Judge James Duvaras, Retired

STAFF PRESENT

Brian J. Stiger, Executive Director
LaVonne Powell, DCA Senior Staff Counsel
Thomas Rinaldi, Deputy Attorney General
Lavella Matthews, Acting Licensing Manager
Marlene Valencia, Staff Services Analyst

PETITION HEARINGS:

Ann Sarli, Administrative Law Judge
Elena Almanzo, Deputy Attorney General

Call to Order

Dr. Tyler called the meeting to order at 9:00 a.m.

Roll Call

Dr. Columbu called the roll. All members were present with the exception of Judge Duvaras.

Mr. Stiger introduced Mr. Thomas Rinaldi. Mr. Rinaldi is our new liaison with the Attorney General's office.

Approval of Minutes

- August 16, 2007, Open Session

Dr. Tyler asked for a motion to approve the August 16, 2007 open session minutes. Dr. Lubkin indicated that on page 4 the motion made Mr. Conran was seconded by Dr. Lubkin and not Dr. Lerner.

DR. LERNER MOVED TO ADOPT THE AUGUST 16, 2007 OPEN SESSION MINUTES WITH THE CHANGE. DR. COLUMBU SECONDED THE MOTION. VOTE: 5-0. MOTION CARRIED.

Executive Officer's Report

Administration

Budget Update

Mr. Stiger reported that 2007/08 fiscal year budget was cut in half to $1.5 million dollars. As of September 30, 2007, the Board has spent approximately $428,000. This is approximately 28% of the total budget. This amount does not include all expenses. There are salary savings that we will begin to realize beginning October 1st. Two full-time staff members left the Board on October 1st and two retired annuitants were released in September. Additionally a few enforcement cases have been held from the Attorney General's Office due to a lack of resources. In looking at ways to save costs, there will be no petitioner hearing scheduled for the remainder of the fiscal year. The remainder of the Board meetings will be held in Sacramento, giving us a savings of approximately $2,000 for each Board meeting. There are lots of things that we are doing to offset the budget reduction. This does not included unanticipated costs and we do have these costs with our lawsuits. Mr. Stiger referred to Mr. Kevin Peterson, Budget Manager with Department of Consumer Affairs to discuss the process for budget deficiency and Budget Change Proposals. Mr. Peterson gave the board members a copy of Budget Letter 07-24 *Expenditure Authorization Controls* and gave an overview of the budget deficiency and Budget Change Proposal process.

Mr. Conran asked about the priorities of the office specifically licensing and enforcement. Mr. Stiger replied that licensing is a very high priority. Licensing is our first basic defense in protecting consumers. The process itself should not be affected although the processing time may be delayed. Due to the lack of resources, all enforcement cases will have to be prioritized. This will be done with the help of Mr. Rinaldi and Ms. Powell. Mr. Stiger stated that he can assure the Board and the public that every dollar will be stretched to protect the public as much as we can. Some cases will have to be held until funds are available.

Personnel Update

Mr. Stiger reported that he attended a meeting on October 24, 2007 with the Department of Personnel Administration and Department of Consumer Affairs. The layoff plan has been approved and the effective date of layoff will be January 7, 2008. At that time, staff will include 1 Executive Officer and 5

staff members. A Town Hall meeting is scheduled for next week so that staff can have questions answered.

Bureau of State Audits Update

Mr. Stiger reported that the audit is ongoing. Ms. Powell further stated that the report is due early next year and will be public information.

Enforcement Statistics

Mr. Stiger reported on the enforcement statistics for July 1, 2007 through September 30, 2007.

Senate Bill 801 and Any Other Legislation of Interest to the Board

Mr. Stiger reported that SB 801 was vetoed by the Governor on October 11, 2007. The Legislative Committee will track AB 163 which is sort of a reiteration of SB 801 when the session convenes in January 2008.

Board Member training on the Bagley-Keene Open Meetings Act and other relevant laws

Ms. Powell discussed why the open meeting act was created. Ms. Powell discussed closed sessions. She stated the deliberation and discussions are confidential. The action resulting from the closed sessions become public but the discussions themselves are confidential and may include attorney-client privileged communications. This includes petitioner hearings.

Mission Statement

Dr. Lubkin referred to the mission statement on the first page of the Administrative Manual proposed draft. Dr. Tyler asked for a motion to approve the mission statement.

DR. CONRAN MOVED TO ADOPT THE MISSION STATEMENT. DR. LERNER SECONDED THE MOTION. VOTE: 5-0. MOTION CARRIED.

Committee Report

Administrative Committee

Board Member Procedure Manual

Mr. Conran reported that the committee met several weeks to go over the manual.

MR. CONRAN MOVED THAT THE BOARD ADOPT THE ADMINISTRATIVE MANUAL. DR. LUBKIN SECONDED THE MOTION. Dr. Lerner referred to page 16 and suggested striking *four affirmative votes* and put *the Chair* in paragraph 5. Dr. Lubkin also suggested adding *this must be submitted in writing to the Chair and notice given to the Executive Officer.* **MR. CONRAN AND DR. LUBKIN ACCEPTED THE CHANGES. VOTE: 5-0. MOTION CARRIED.**

Mr. Conran reported that the other issue discussed during the committee meeting was the Ex-Parte issue. There was no consensus or agreement and it will be brought up during the next committee meeting. Dr. Lubkin clarified that the Ex-Parte issue is in regard to the Board members and not the Ex-Parte listed in the Administrative Manual.

DRAFT

Continuing Education Committee

Proposed Procedures for Approval of CE Courses and Providers

Dr. Lubkin reported that the committee has met regularly. The committee is suggesting that from this point forward all CE meetings be public meetings. The committee will meet on November 1, 2007 to discuss the required minimum hours of continuing education, clarification of the 50 minute equals 1 hour rule, online format, increasing the diagnostic and clinical aspect of courses. CE applications will be handles by staff under the direction of the Executive Officer. There is a proposed draft letter that will be used anytime the Executive Officer and staff are going to make a denial on a CE course. Courses that have been denied will go to the committee for review not for an overruling but to review any administrative, procedural and regulatory changes that may be required in the future. Ms. Powell added that there is still an appeal process for denials.

After a lengthy discussion clarifying the hours and courses of CE for the California board as compared to other Boards, Dr. Lerner requested information on other common health professions and what are the common requirements. Mr. Conran made a request to see what is required in other states for the profession.

Dr. Holloway requested that the new procedures for the CE application approval be on the internet so all providers are aware.

Announcements

Next Board Meeting

Mr. Stiger stated the next meeting is tentatively scheduled for Tuesday November 27th depending on Board member availability. The meeting will be in Sacramento.

Dr. Lerner announced a Manipulation Under Anesthesia Committee Meeting and a Legislative Committee on November 8, 2007 in Sacramento.

Public Comment

Dr. Charles Davis requested the 306.1 and 306, the establishment and implementation of Quality Review Panels, be agendized.

Brett Barley, with the Senate for Public Interest Law at the University of San Diego introduced himself and stated that he will be attending future meetings.

New Business

Future Agenda Items

Mr. Stiger proposed that Dr. Davis' request be placed on the next Enforcement Committee agenda.

Dr. Lubkin requested agendizing discussion on the NBCE SPEC exam and Ethics and Boundaries and the NCIC ethic exam.

The Board recessed for lunch at 10:30 a.m.

Dr. Tyler, D.C. called the Board into open session at 12:35 p.m. All Board members were present with the exception Judge Duvaras.

DRAFT

Petition Hearing for Reinstatement of Revoked License

Administrative Law Judge Ann Sarli presided over and Deputy Attorney General Elena Almanzo appeared on behalf of the people of the State of California on the following petition hearings:

- Gregory Ball
- Richard Monoson
- Marc H.P. Nadreau

Mr. James Daris was removed from the agenda. Following the petitioners oral testimonies, the Board reconvened into closed session at 3:15 p.m. to consider Mr. Ball, Mr. Monoson and Mr. Nadreau's Reinstatement of Revoked License.

Dr. Tyler adjourned the public meeting at 4:27 p.m.

DRAFT

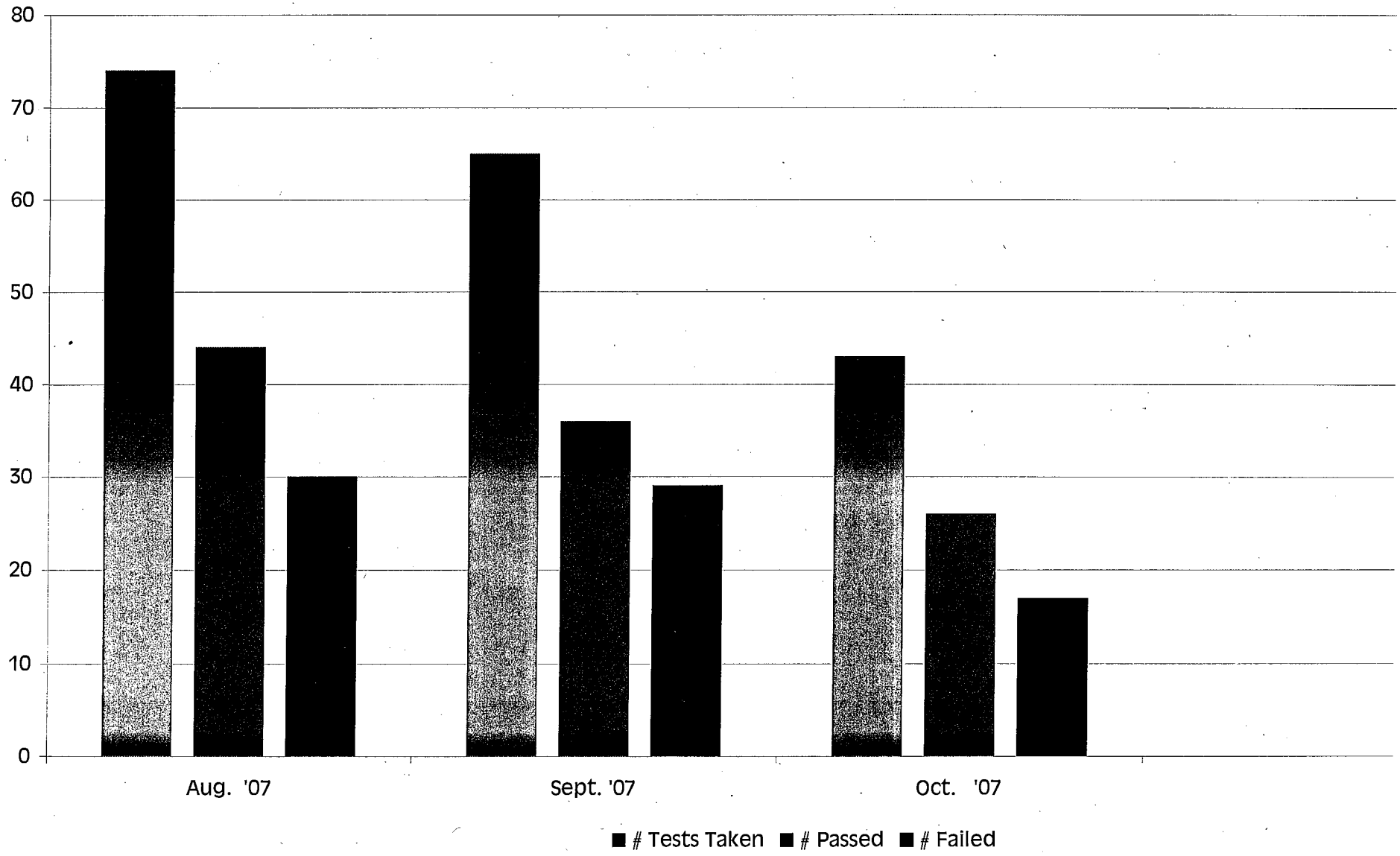
BOARD OF CHIROPRACTIC EXAMINERS
FISCAL YEAR 2007/08
AS OF OCTOBER 31, 2007

OBJECT	DESCRIPTION	PROPOSED BUDGET	YEAR-TO-DATE EXPENDITURES @ 10/31/07
	PERSONAL SERVICES		
003	SALARY & WAGES	311,033.00	193,856.48
033	TEMPORARY HELP	-	4,860.82
063	STATUTORY-EXEMPT	43,432.00	21,962.50
063-01	BOARD MEMBERS	8,000.00	-
083	OVERTIME	2,308.00	-
101	STAFF BENEFITS	136,000.00	87,947.10
	Total Personal Services	**500,773.00**	**308,626.90**
	OPERATING EXPENSES & EQUIPMENT		
201	GENERAL EXPENSE	46,000.00	785.09
241	PRINTING	3,000.00	1,183.68
251	COMMUNICATIONS	27,500.00	2,395.09
261	POSTAGE	6,000.00	125.02
291	TRAVEL: IN-STATE	9,000.00	2,528.41
311	TRAVEL: OUT-OF-STATE	11,500.00	753.60
331	TRAINING	5,000.00	300.00
341	FACILITIES OPERATION	75,000.00	35,997.69
382	CONS/PROF SERV-INTERDEPT.	26,500.00	2,200.17
396.01	AG INVEST. JUS	439,000.00	113,376.14
396.02	AG FINGERPRINTS	6,000.00	1,708.00
397	OFC ADMIN HEARING	116,000.00	5,332.25
402	CONS/PROF SERV-EXTERNAL	57,500.00	11,808.00
418.05	CONS INVESTIGATION CONTRACTS	65,000.00	25,363.17
428	CONSOLIDATED DATA CENTER	17,500.00	1,584.33
434	INTERAGENCY AGREEMENT-DP	22,500.00	-
435	D P-NOT OTHERWISE CLASS.	20,000.00	-
435.01	IT CONSULTANT	17,500.00	2,042.39
438	PRO-RATA	63,500.00	31,821.25
451	EQUIPMENT	6,500.00	-
	Total Operating Exp & Equip	**1,040,500.00**	**239,304.28**
	TOTAL AUTHORIZED EXPENDITURES	1,541,273.00	**547,931.18**
	SCHEDULE OF REIMBURSEMENTS	-22,000.00	1,400.00
	NET EXPENDITURES	**1,519,273.00**	**546,531.18**

2007 Chiropractic Law & Professional Practice Exam (CLPPE)

	# Tests Taken	# Passed	# Failed
Aug. '07	74	44	30
Sept. '07	65	36	29
Oct. '07	43	26	17

*78% Needed to Pass the CLPPE



BOARD OF CHIROPRACTIC EXAMINERS
LICENSE STATISTICAL DATA
JULY 1, 2007 – OCTOBER 31, 2007

LICENSE TYPE	CANCELLED	DELINQUENT	REVOKED	SUSPENDED	DENIED	INACTIVE	VALID/ACTIVE	VOLUNTARY SURRENDER	150-DAY TEMP. LICENSE
DC	268	185	1	0	1	27	33	2	4
SAT	143	121	0	0	1		42	0	2
COR	0	12	0	1	0		47	3	
REF	0	0	0	0	0		17	0	0
TOTALS	**411**	**318**	**1**	**1**	**2**	**27**	**139**	**5**	**6**

Total Active Licensees 13,813

JULY 1, 2006 – OCTOBER 31, 2006

LICENSE TYPE	CANCELLED	DELINQUENT	REVOKED	SUSPENDED	DENIED	INACTIVE	VALID/ACTIVE	VOLUNTARY SURRENDER	150-DAY TEMP. LICENSE
DC	4	136	14	2	2	80	29	9	1
SAT	232	118	7	1	1	0	66	3	1
COR	2	30	1	1	0	0	21	0	0
REF	0	0	0	0	0	0	17	0	0
TOTALS	**238**	**284**	**22**	**4**	**3**	**80**	**133**	**12**	**2**

Total Active Licensees 13,714

License Types Defined

DC = Doctor of Chiropractic
SAT = Satellites
COR = Corporations
REF = Referral Services

Violation Codes/Descriptions

The Chiropractic Initiative Act of California (ACT):

10 – Rules of Professional Conduct
15 – Noncompliance With and Violations of Act

California Code of Regulations (CCR):

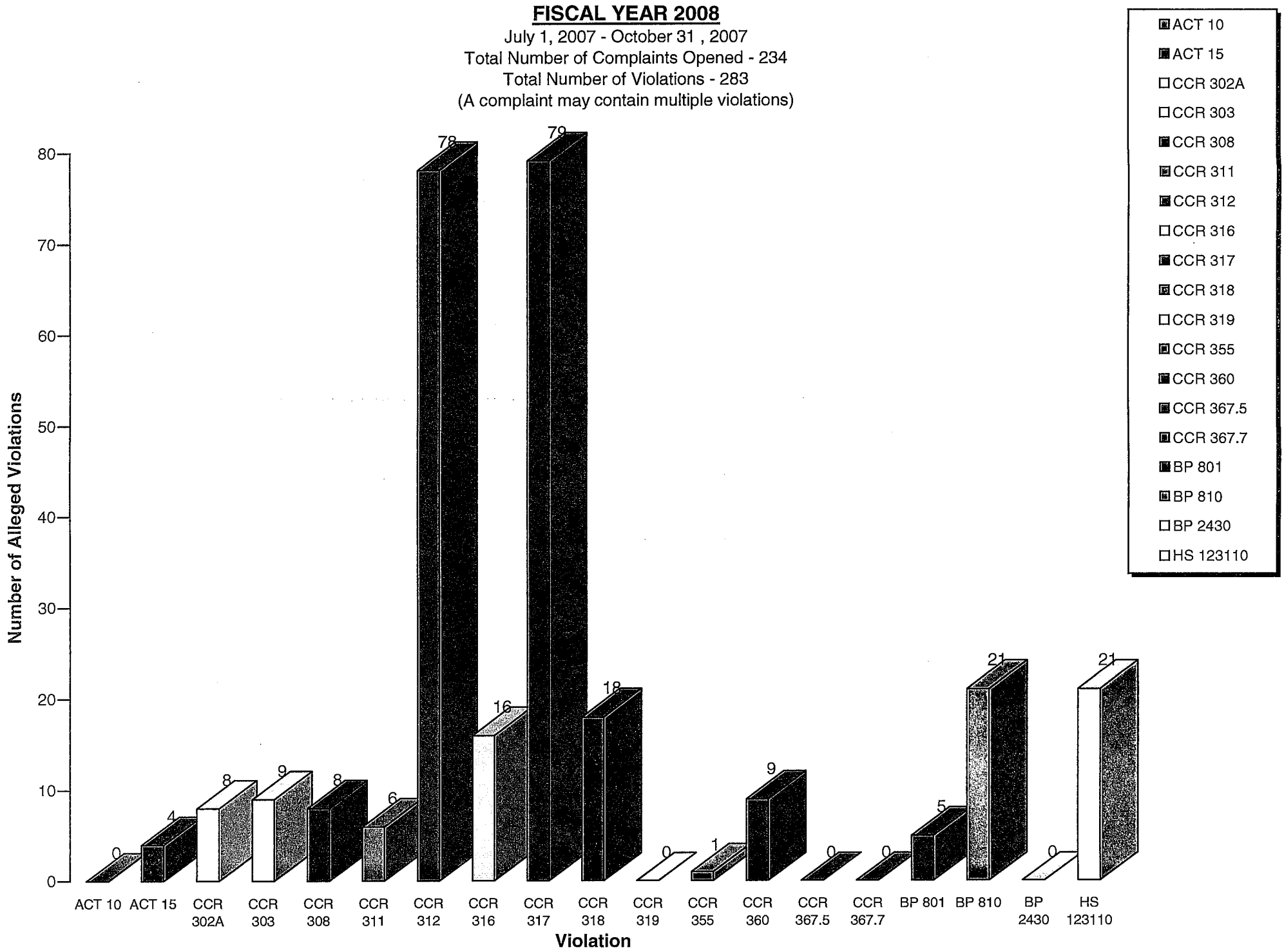
302(a) – Scope of Practice
303 – Filing of Addresses
308 – Display of License
311 – Advertisements
312 – Illegal Practice
316 – Responsibility for Conduct on Premises
317 – Unprofessional Conduct
318 – Chiropractic Patient Records/Accountable Billing
319 – Free or Discount Services
355 – Renewal and Restoration
360 – Continuing Education Audits
367.5 – Application, Review of Refusal to Approve (corporations)
367.7 – Name of Corporation

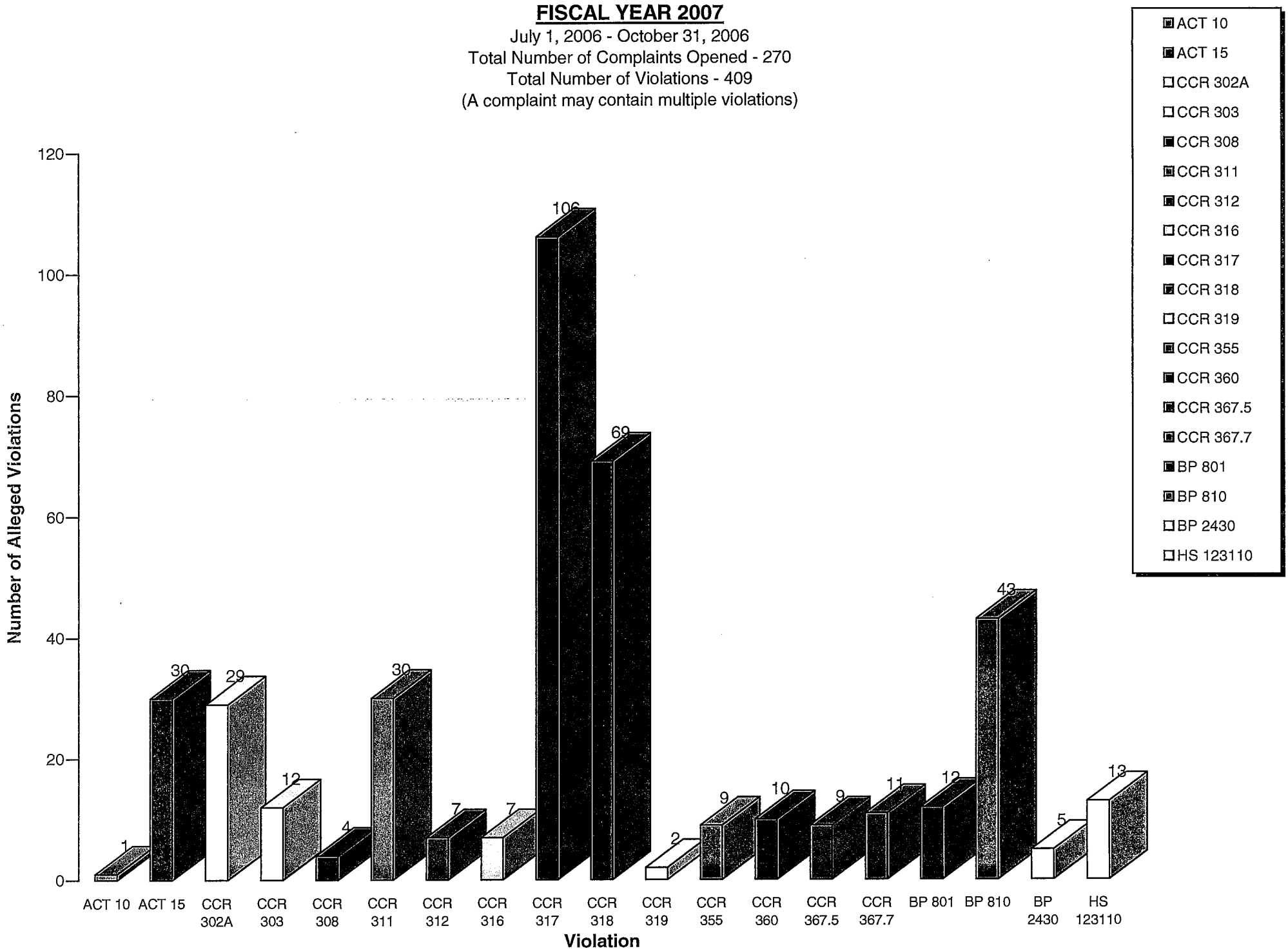
Business and Professions Code (BP):

801 – Professional Reporting (malpractice settlements)
810 – Insurance Fraud
2430 – Default on Health Education Assistance Loan

Health and Safety Code (HS):

123110 – Patient Access to Health Records


FISCAL YEAR 2008
July 1, 2007 - October 31 , 2007
Total Number of Complaints Opened - 234
Total Number of Violations - 283
(A complaint may contain multiple violations)
Number of Alleged Violations
0
10
20
30
40
50
60
70
80
0
4
8
9
8
6
78
16
79
18
0
1
9
0
0
5
21
0
21
ACT 10
ACT 15
CCR 302A
CCR 303
CCR 308
CCR 311
CCR 312
CCR 316
CCR 317
CCR 318
CCR 319
CCR 355
CCR 360
CCR 367.5
CCR 367.7
BP 801
BP 810
BP 2430
HS 123110
Violation
ACT 10
ACT 15
CCR 302A
CCR 303
CCR 308
CCR 311
CCR 312
CCR 316
CCR 317
CCR 318
CCR 319
CCR 355
CCR 360
CCR 367.5
CCR 367.7
BP 801
BP 810
BP 2430
HS 123110


FISCAL YEAR 2007
July 1, 2006 - October 31, 2006
Total Number of Complaints Opened - 270
Total Number of Violations - 409
(A complaint may contain multiple violations)
Number of Alleged Violations
0
20
40
60
80
100
120
1
30
29
12
4
30
7
7
106
69
2
9
10
9
11
12
43
5
13
ACT 10
ACT 15
CCR 302A
CCR 303
CCR 308
CCR 311
CCR 312
CCR 316
CCR 317
CCR 318
CCR 319
CCR 355
CCR 360
CCR 367.5
CCR 367.7
BP 801
BP 810
BP 2430
HS 123110
Violation
ACT 10
ACT 15
CCR 302A
CCR 303
CCR 308
CCR 311
CCR 312
CCR 316
CCR 317
CCR 318
CCR 319
CCR 355
CCR 360
CCR 367.5
CCR 367.7
BP 801
BP 810
BP 2430
HS 123110

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PROPOSED

BOARD OF CHIROPRACTIC EXAMINERS
MEETING SCHEDULE
JANUARY – DECEMBER 2008*

January 10, 2008 – Sacramento

March 27, 2008 – Sacramento

May 22, 2008 – Sacramento

July 30-31, 2008 – Sacramento (Los Angeles)

September 24-25, 2008 – Sacramento (San Diego)

November 20, 2008 - Sacramento

*Dates are subject to change.

NBCE Post-licensure Examinations

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

2007

Examination Information

Special Purposes Examination for Chiropractic (SPEC)

Ethics and Boundaries Examination (E&B)

OVERVIEW

General Information

Exam Dates and Deadlines

Application Procedures and Eligibility

Test Plans and Weightings

Reference Texts

www.nbce.org

Application, Documentation and Examination Fees Must Be Mailed To:

NBCE — Application
901 54th Ave.
Greeley, CO 80634

NBCE
NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

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Applicant Eligibility 5
Examination / Administrative Fees 6
Withdrawal / Refund Policy 6
Administration of the Examinations 7
Applicant Inquiries and Comments 7
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Sample Test 9
Test Plan and Weightings 9
Reference Texts 10
Test Committee 10

E&B Information
E&B Format and Administration 11
Test Plan and Weightings 11
Sample Test 11
Reference Texts 12
Test Committee 12

2007 EXAMINATION DATES AND DEADLINES

IMPORTANT INFORMATION REGARDING EXAMINATION DATES AND DEADLINES:

The **SPEC** and **E&B Examination** are administered six times each year at computerized testing centers nationwide. Applications **MUST BE RECEIVED** by the **NBCE** by the application deadlines listed below. Requests to withdraw from an examination **MUST BE RECEIVED** by the **NBCE** by the cancellation deadlines listed below. (See Withdrawal and Refund Policy on Page 6.) No exceptions.

Examination Date	Application Receipt Deadline * (no exceptions)	Cancellation Receipt Deadline (no exceptions)	Scores Mailed to Examinees and State Boards
February 15, 2007	01/18/07	01/25/07	03/08/07
April 19, 2007	03/22/07	03/29/07	05/10/07
June 21, 2007	05/24/07	05/31/07	07/12/07
August 16, 2007	07/19/07	07/26/07	09/06/07
October 18, 2007	09/20/07	09/27/07	11/08/07
December 20, 2007	11/22/07	11/29/07	01/10/08

* The Test Accommodation Request and documentation deadline is the same as the application deadline.

The Post-Licensure Examination Brochure is published annually by the National Board of Chiropractic Examiners as a general guide to the policies, procedures and descriptions of the NBCE as well as the Special Purposes Examination for Chiropractic and the Ethics and Boundaries Examination. Therefore, this brochure supersedes any information previously published by the NBCE. Copies are available at www.nbce.org or free of charge from the NBCE headquarters. The NBCE is an equal opportunity employer.

THE NATIONAL BOARD EXAMINATIONS

The National Board of Chiropractic Examiners (NBCE) was established in 1963 to address the testing needs of the chiropractic profession.

The NBCE develops, administers and scores examinations and reports scores to licensing agencies for their use in evaluating various areas of competency. Licensing agencies that regulate the practice of chiropractic within each state and some foreign countries use NBCE examination scores in their evaluations of candidates for licensure, relicensure or reciprocity/endorsement.

The information included in this brochure reflects NBCE examination policies and procedures. Some state licensing authorities may have varying or contrary requirements for licensure, and examinees are advised to contact licensing agencies of interest for specific requirements.

SPEC (Special Purposes Examination for Chiropractic) is available only at the request of state or foreign licensing agencies that are considering cases of reciprocity/endorsement, reinstatement following licensure lapse, disciplinary action, suspension, revocation, etc.

SPEC assesses the clinical competency of licensed or previously licensed practitioners in areas reflecting clinical conditions generally encountered in chiropractic practice. It addresses various components of clinical competency, including patient evaluation and case management.

The SPEC test plan, the blueprint around which the examination is constructed, was derived from information gathered from a chiropractic job analysis survey conducted by the NBCE in 2003. Responses were received from approximately 3,200 full-time U.S. chiropractic practitioners.

The **NBCE Ethics and Boundaries Examination (E&B)** assesses knowledge of ethics and boundaries issues potentially encountered in chiropractic practice, including ethical misconduct, sexual misconduct and sexual harassment.

The E&B Examination gives state boards a tool to assess knowledge of ethics and boundaries issues as they apply to chiropractic practice. The examination is designed to be administered to licensed or previously licensed chiropractors in special circumstances.

The E&B test plan is based on survey responses of state chiropractic licensing boards on the importance of knowledge of ethics and boundaries issues to practicing chiropractic in an ethical and legally appropriate manner. Successful completion of the E&B Examination requires that examinees demonstrate an acceptable level of understanding and judgments pertaining to appropriate relationships and interactions.

These examinations are not for initial licensing purposes and do not replace NBCE Parts I, II, III and IV.

IMPORTANT NOTICE TO EXAMINEES

In the event of an emergency or administrative irregularity that may affect score reporting, the NBCE reserves the right to make adjustments in examination administration procedures, to withhold the reporting of a score, and to order the re-administration of an examination. An emergency or administrative irregularity may include, but is not limited to, any natural disaster (flood, tornado, hurricane, earthquake, fire), power failure, facility or equipment breakdown or other emergency which in the opinion of the NBCE may affect the validity or reliability of the examination score. The NBCE will make the final decision on all examination cancellations.

TESTING CENTERS

SPEC and the E&B Examination are administered at Pearson Professional Centers located throughout North America.

To register for the examination:

After your application has been processed, the NBCE will send you an authorization-to-test letter which includes your authorized testing date. Using the information provided in that letter, you will then be able to schedule your testing appointment. You may schedule a testing appointment either online or by telephone.

The NBCE recommends that you schedule your testing appointment as soon as you receive your authorization letter. Appointments must be made at least one day before the authorized testing date. Available times and locations depend on test center space availability.

To find the Pearson Professional Center nearest you:

- Go to www.pearsonvue.com.
- Click on "Locate a Test Center."
- Select the testing category and program.
  - Choose "Professional Licensure & Certification" for the Testing Category.
  - Choose "National Board of Chiropractic Examiners" for the Testing Program.
- Select the country.
- Select the state in which you wish to test.

The screen will then display the "Test Center Locator" with a list of centers in your geographic region.

At the test site:

Punctuality and compliance with instructions are essential.

A trained test administrator assigned to each testing center is responsible for overseeing all aspects of test administration and monitoring test security. Should there be a disruption in the test administration, Pearson VUE staff will attempt to resolve the problem immediately. In the rare times when the disruption cannot be resolved, affected test takers will be given the opportunity to retake the test as soon as possible without charge, when it is appropriate to do so. Pearson VUE handles test administration disruptions on a case-by-case basis.

The NBCE reserves the right to cancel a scheduled examination administration. In such cases, the National Board will offer the examinee an opportunity to reschedule for the next available computerized administration or a refund of the NBCE examination fees.

TEST ACCOMMODATIONS

The NBCE and Pearson Professional Centers make every attempt to accommodate applicants who require special testing arrangements due to a disability, including a temporary physical limitation and/or a physical or learning disability.

In order to be eligible for test accommodations, applicants must submit a current Test Accommodation Request Form each time they apply for an examination. When requesting test accommodations due to a physical or learning disability, an applicant must also submit a disability report. (See the Test Accommodation Brochure for specific documentation guidelines. The brochure is available at www.nbce.org and also free of charge from the NBCE.) Each request is reviewed on an individual basis, and appropriate accommodations are granted if approved.

IMPORTANT: Standards for test accommodations vary. Applicants who have received previous test accommodations from their college or other testing organizations are not guaranteed approval of accommodations by the National Board.

Applicants should send the Test Accommodation Request forms along with their completed SPEC/E&B application to the National Board of Chiropractic Examiners by the application deadline.

Transcripts of scores may be annotated for those individuals taking NBCE examinations with testing accommodations.

NOTE: Candidates who are approved for special testing accommodations must call the Pearson VUE Call Center at 800-981-1622 to confirm that those arrangements will be available for their testing appointment.

APPLICATION PROCEDURES

The SPEC/E&B application is available on the NBCE Web site at www.nbce.org or free of charge from the NBCE.

Applicants are cautioned to read and follow instructions when completing the application forms. Any of the following will result in rejection of the application:

1. An illegible, improperly completed, or incomplete application (including all required authorization forms)
2. An application received by the NBCE after the published deadline
3. An application submitted without correct and guaranteed fees
4. An application lacking the proper notary seal or stamp

Applicants are encouraged to keep a photocopy of the application for their records and to send applications via certified mail, return receipt requested. The NBCE will make no accommodations due to misdirected mail unless evidence of mailing (such as a certified receipt or other postal documentation) is provided.

After verification and processing of the application is complete, the NBCE will mail an authorization-to-test letter to the applicant. After receiving that letter, it is the applicant's responsibility to make a testing appointment either by contacting the Pearson VUE Call Center at 800-981-1622 or by scheduling online at www.pearsonvue.com/nbce. The authorization-to-test letter contains specific contact information regarding appointment scheduling. (See Page 4 for more information about locating a testing center near you.)

Examinees will be required to present two forms of identification (including one photo-bearing ID) at the testing center at the time of the appointment. The primary identification must include a recent photo of the applicant. Acceptable forms of the primary identification include a valid driver's license with photo, a valid state/province ID card with photo, a valid passport or military identification card. Acceptable forms of secondary identification include U.S. Social Security cards, a valid credit card or bank ATM card. Both forms of identification must bear the applicant's signature. Failure to bring proper identification will result in non-admittance to the testing center.

If an applicant's address changes after submitting the application, the NBCE must be notified in writing as soon as possible.

Application, required forms, and examination fees must be sent to:

NBCE — Application
901 54th Ave.
Greeley CO 80634

APPLICANT ELIGIBILITY

In order to establish eligibility, individuals must meet all of the following requirements:

1. The applicant must hold or have held a license to practice chiropractic. (The license may have lapsed, been suspended, been revoked, etc.)
2. The applicant must provide written authorization from a state or international licensing agency. This authorization may be in the form of a requirement or request.

The SPEC/E&B application process includes forms to be completed by:

- the licensing agency that issued the applicant's license
- the licensing agency that requires or requests that the applicant take the examination

Each of the required forms must bear an official state board seal. NBCE administrative procedures require that the applicant must obtain evidence of eligibility and submit it as part of the SPEC/E&B application.

The National Board does not limit the number of times an examinee may take SPEC and/or E&B; however, this policy is unrelated to individual licensing agency policies regarding the recognition of examination scores.

EXAMINATION / ADMINISTRATION FEES

Fees must accompany the fully completed application (including all required authorization forms). All fees must be made payable to the National Board of Chiropractic Examiners (NBCE) in the form of U.S. guaranteed funds (bank drafts, certified checks or money orders). Personal or business checks will not be accepted unless certified. Credit cards are not accepted. The NBCE charges a $35 fee if the issuing bank does not honor funds for any reason.

Improperly completed applications, or those without correct or guaranteed funds, will be returned unprocessed. To avoid rejection of the application, it must then be resubmitted and received by the NBCE by the published deadline.

EXAMINATION FEES

SPEC **$825**

E&B **$825**

ADMINISTRATIVE FEES
Related to Application

Returned Application Fee . . . **$50**

(returned to the applicant for any reason)

Returned Bank Funds **$35**

WITHDRAWAL AND REFUND POLICY

The NBCE will accept a written request to withdraw from the examination and issue a partial refund if the NBCE receives the cancellation request by the respective deadlines for each examination administration.

The NBCE will process no refund requests received after published cancellation dates. Refunds will be issued approximately three weeks after receipt of written notice to withdraw.

REFUNDS FOR WITHDRAWAL

From SPEC **$525**

From E&B **$525**

All administrative fees .....No refund

If the National Board determines that an applicant is ineligible to take the examination, it will issue a partial refund of the examination fees, based on the above refund schedule.

Written requests to withdraw must be sent to:

National Board of Chiropractic Examiners
901 54th Ave.
Greeley, CO 80634

Applicants should plan to arrive early for a scheduled testing appointment. Any applicant who arrives 30 or more minutes late for an appointment is considered a no-show and will forfeit all test fees. Such applicants must contact the NBCE and resubmit a new application with correct fees.

The NBCE will issue **NO refunds** to:

1. applicants who fail to take the examination
2. applicants who apply, but take only a portion of the examination
3. applicants who withdraw from or become ineligible to take the examination after the cancellation deadline
4. applicants who fail to comply with the testing center's policy and are therefore unable to take or complete the examination

If an applicant fails to complete the examination for any of the stated reasons, the NBCE will not carry over, nor will it transfer, applications or fees from one examination administration to another. Applicants must submit a completely new application with correct fees when applying for examinations scheduled on a later date.

ADMINISTRATION OF THE EXAMINATIONS

Examinees should arrive at the testing center 30 minutes before the start of their scheduled test appointment to allow time to check in and receive instructions. Any applicant who arrives 30 or more minutes late for a scheduled testing appointment is considered a no-show and will forfeit all test fees.

No testing aids will be permitted in the testing center. Examinees must store all personal items in a locker (including watches, wallets, purses, cell phones, notebooks, backpacks, papers, pens, coats, etc.) Examinees will be monitored at all times by audio and video recorders. Smoking will not be permitted in the testing facilities at any time.

The testing computer screen will display the time remaining in each test session. It is the examinee's responsibility to monitor the time available to complete the examination.

IMPORTANT NOTE

An examinee can be disqualified from taking or continuing to take an examination or from receiving scores from an examination taken if any NBCE or testing center official concludes that:

1. the examinee has provided false or misleading information or failed to provide material information on his or her application
2. the examinee has taken an examination for another person or another person takes an examination in the examinee's place
3. the examinee has cheated, based either upon observation or statistical analyses of answers
4. the examinee has engaged in any act or conduct that has jeopardized or could jeopardize the security or integrity of NBCE examinations, including (but not limited to) the copying, removal or reproduction of any portion of the examination, including the memorization of questions and answers for possible disclosure to any other person at any time
5. the examinee has failed to adhere to instructions given at the examination administration
6. the examinee has engaged in any form of communication during an examination in which examination information has been given to or obtained from another person
7. the examinee has engaged in any unethical action which gave him/her or any other examinee an advantage he or she would otherwise not have had

NOTE: The NBCE may annotate transcripts of examinees who engage in any of the aforementioned behaviors.

INQUIRIES AND COMMENTS

The chart on Page 2 contains deadlines relating to some of the questions most often asked of the NBCE staff. To obtain information or clarification beyond that provided in this brochure, please address concerns in writing, or call:

National Board of Chiropractic Examiners
901 54th Ave.
Greeley, Colorado 80634

Web Address:
www.nbce.org

E-mail Address:
processing@nbce.org

Toll Free Telephone:
1-800-964-6223

Toll Free Fax:
1-877-450-0519

The NBCE staff gives timely personal attention to incoming correspondence. If applicants wish to verify receipt of correspondence by the NBCE, they are advised to use certified mail, return receipt requested, or other delivery methods that provide proof of receipt.

The NBCE is not responsible for information provided over the telephone unless that information is verified in writing.

ADDRESS OR NAME CHANGE

In case of a change in address, examinees should notify the NBCE promptly in writing to avoid delays in receiving authorization-to-test letters, scores or any other correspondence.

In case of a name change, individuals must send to the NBCE a copy of the certificate of marriage or a court order of name change before their records will be entered under a new name. Applicants should use their original name on the application and for correspondence if their name change is not yet official with the NBCE.

COMMENTS

After completing SPEC and/or the E&B Examination, examinees will have an opportunity to answer several survey questions regarding their testing experience and to comment on the examination. Examinees may also send comments or suggestions in writing to the NBCE after testing is completed.

SCORE REPORTING

The NBCE recommends a passing score of 375 for SPEC and E&B; however, attaining an NBCE recommended passing score on SPEC and/or E&B **does not under any circumstances guarantee** acceptance by a state licensing authority. The use of SPEC and/or E&B scores for any purposes is at the discretion of state licensing boards.

The NBCE assumes responsibility for the reliability and validity of test scores; therefore, examinees will not receive a score from the testing center at the end of the examination. The NBCE will verify all scores before making them available to candidates and licensing authorities. Because authorization to take these examinations comes from state licensing agencies, scores are mailed directly to those agencies approximately three weeks after the administration of the examination. The NBCE will also mail scores to examinees at that time.

The NBCE issues no certificate of completion for the post-licensure SPEC and/or the E&B Examination.

RELEASE OF ON-FILE TRANSCRIPTS

Official NBCE transcripts bearing the National Board seal are sent only to state or foreign agencies that license doctors of chiropractic. All other transcripts, including those sent to individuals, do not bear the official National Board seal and are designated unofficial transcripts.

By submitting a SPEC/E&B application, an examinee gives the NBCE express authorization to provide a transcript of his or her examination results to the state chiropractic licensing agency or other licensing authority that requested or required the examination. This transcript will include only the most recent SPEC and/or E&B scores, irrespective of the score result.

The NBCE will release a SPEC and/or E&B transcript only to the licensing authority that initially requested or required that the candidate take the examination. The NBCE will not release a transcript to any additional state without receiving a written request or requirement directly from that state, along with a candidate's written authorization to release score results. In some instances, a state may request or require a candidate to retake an examination to provide a more current score.

Because each individual licensing agency has sole determination of SPEC and/or E&B score utilization, examinees should contact the licensing agency of the jurisdiction in which they intend to practice for score requirements and considerations.

One complimentary transcript is included in the examination fee. Each subsequent transcript request that meets the above requirements costs $20, paid to the NBCE in U.S. guaranteed funds. Examinees should allow one week for transcript processing. The NBCE also offers special handling of transcripts for individuals requesting same-day processing. This service is available for an additional $15 fee, plus express mailing costs of $12 if also requested. **The NBCE does not accept transcript requests by phone.**

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NBCE Headquarters
901 54th Avenue
Greeley, Colorado 80634

SPEC FORMAT AND ADMINISTRATION

SPEC consists of 200 multiple-choice questions, selected by a committee of state licensing board members.

SPEC includes clinical case presentations requiring that the examinee demonstrate the appropriate clinical understanding and judgments required in unsupervised general chiropractic practice.

SPEC requires approximately four hours of test administration time, divided into two equal sessions. Test appointments are scheduled for five hours to allow time for an optional, brief tutorial, a optional break between sessions and post-examination survey.

The NBCE recommends a passing score of 375 for the Special Purposes Examination for Chiropractic (SPEC). This recommended passing score is based on input by a test committee of state licensing agency members; however, individual licensing authorities may recognize either a higher or lower passing score than the NBCE recommended passing score. Therefore, examinees are referred to the licensing agency in the state in which they intend to practice for SPEC score requirements and utilization.

Examinees must complete both sessions of SPEC to receive a score from the National Board.

SAMPLE TEST

Thorough review of the subjects to be tested is the most appropriate preparation for National Board examinations.

As a study aid, candidates can access a sample test for SPEC on the NBCE Web site at www.nbce.org for $20. The sample test must be completed at the time of purchase.

TEST PLAN AND WEIGHTINGS

The SPEC test plan covers the following nine clinical areas with the emphasis noted as a percent of the entire examination:

I. Patient interview (16%)
II. Physical Examination (11%)
III. Neuromuskuloskeletal Examination (13%)
IV. X-ray Examination (11%)
V. Clinical Lab and Special Studies (6%)
VI. Diagnosis or Clinical Impression (12%)
VII. Chiropractic Techniques (11%)
VIII. Supportive Techniques (8%)
IX. Case Intervention Strategies (12%)

SPEC consists of two parts, with each session containing 100 multiple-choice questions.

SPEC contains 100 questions related to the management of 25 clinical cases, selected according to the frequency with which various conditions are commonly encountered in practice.

The following indicates areas and approximate number of cases to be tested in each area:

- Cases may include articular/joint, neurological, muscular or skeletal conditions (approximately 13)
- Cases may include gastrointestinal, cardiovascular, respiratory, or integument conditions (approximately 5)
- Cases may include endocrine/metabolic, female reproductive, hematological/lymphatic, renal/urological or male reproductive conditions (approximately 4)
- Cases may include miscellaneous (allergies, nutritional), EENT, childhood, or venereal disorders (approximately 3)

SPEC also contains 100 multiple-choice questions addressing the application of general knowledge and understanding during patient evaluations.

REFERENCE TEXTS

Beers, M. & Berkow, R. (1999). **The Merck Manual** (17th ed.). Whitehouse Station, NJ: Merck Research Laboratories.

Bergman, T., Peterson, D. & Lawrence, D. (2002). **Chiropractic Technique** (2nd ed.). New York: Churchill Livingstone.

Bickley, L. & Szilagyi, P. (2003). **Bates' Guide to Physical Examination and History Taking** (8th ed.). Philadelphia: Lippincott Williams & Wilkins.

Braunwald, E., Fauci, A., Kasper, D., Hauser, S., Longo, D. & Jameson, J. (Eds.) (2001). **Harrison's Principles of Internal Medicine: (Vols. 1-2)** (15th ed.). New York: McGraw-Hill.

Cipriano, J. (2003). **Photographic Manual of Regional Orthopaedic and Neurological Tests** (4th ed.). Philadelphia: Lippincott Williams & Wilkins.

Cox, J. (1999). **Low Back Pain: Mechanism, Diagnosis and Treatment** (6th ed.). Baltimore: Williams & Wilkins.

Cramer, G. & Darby, S. (2005). **Basic Clinical Anatomy of the Spine, Spinal Cord and ANS** (2nd ed.). St. Louis: Mosby.

Evans, R. (2001). **Illustrated Orthopedic Physical Assessment** (2nd ed.). St. Louis: Mosby.

Gatterman, M. (2004). **Chiropractic Management of Spine Related Disorders** (2nd ed.). Baltimore: Williams & Wilkins.

Haldeman, S. (Ed.) (2005). **Principles and Practice of Chiropractic** (3rd ed.). Norwalk, CT: Appleton & Lange.

Herbst, R. (1990). **Gonstead Chiropractic Science & Art: The Chiropractic Methodology of Clarence S. Gonstead, D.C.** Chicago: Sci-Chi Publications.

Herkowitz, H. & Rothman, R. (Eds.) (1999). **Rothman-Simeone: The Spine** (4th ed.). Philadelphia: W. B. Saunders.

Hoppenfeld, S. (1977). **Orthopaedic Neurology: A Diagnostic Guide to Neurologic Levels.** Philadelphia: Lippincott-Raven.

Hoppenfeld, S. (1976). **Physical Examination of the Spine and Extremities.** New York: Appleton-Century-Crofts.

Jaskoviak, P. & Schafer, R. (1993). **Applied Physiotherapy: Practical Clinical Applications with Emphasis on the Management of Pain and Related Symptoms** (2nd ed.). Arlington, VA: American Chiropractic Association.

Kirkaldy-Willis, W. & Bernard, T. (1999). **Managing Low Back Pain** (4th ed.). New York: Churchill Livingstone.

Liebensen, C. (Ed.) (1996). **Rehabilitation of the Spine: A Practitioner's Manual.** Philadelphia: Lippincott Williams & Wilkins.

Plaugher, G. (Ed.) (1993). **Textbook of Clinical Chiropractic: A Specific Biomechanical Approach.** Baltimore: Williams & Wilkins.

Prentice, W. (Ed.) (2001). **Therapeutic Modalities in Sports Medicine** (4th ed). St. Louis: Mosby.

Seidel, H., Ball, J., Dains, J. & Benedict, G. (2002). **Mosby's Guide to Physical Examination** (5th ed.). St. Louis: Mosby.

Souza, T. (2001). **Differential Diagnosis for the Chiropractor: Protocols and Algorithms** (2nd ed.). Gaithersburg, MD: Aspen Publishers.

Yochum, T. & Rowe, L. (2005). **Essentials of Skeletal Radiology: Vols. 1-2** (3rd ed.). Baltimore: Williams & Wilkins.

SPEC TEST COMMITTEE

Gilles X. Beaumont, D.C.
Alabama State Board of Chiropractic Examiners

Donn Fahrendorf, D.C.
South Dakota Board of Chiropractic Examiners

Marc Gamerman, D.C.
Maryland Board of Chiropractic Examiners

Mary Holyoke, D.C.
Missouri State Board of Chiropractic Examiners

Sandra Jensen, D.C.
Texas Board of Chiropractic Examiners

Glenn Moldenhauer, D.C.
Idaho State Board of Chiropractic Physicians

Larry O'Connor, D.C.
New Jersey State Board of Chiropractic Examiners

Earl Wiley, D.C., M.A.
Ohio State Chiropractic Board

E&B FORMAT / ADMINISTRATION

The NBCE Ethics and Boundaries Examination consists of 100 questions, with 50 devoted to Ethics issues and 50 devoted to Boundary issues.

The E&B Examination includes clinical case presentations requiring that the examinee demonstrate the appropriate clinical understanding and judgment required in unsupervised general chiropractic practice.

The E&B Examination requires 90 minutes of test administration time. Test appointments are scheduled for two hours to allow time for an optional, brief tutorial and a post-examination survey.

The NBCE recommends a passing score of 375 for the E&B Examination. This recommended passing score is based on input by a test committee of state licensing agency members; however, individual licensing authorities may recognize either a higher or lower passing score than the NBCE recommended passing score. Therefore, examinees are referred to the licensing agency in the state in which they intend to practice for E&B score requirements and utilization.

TEST PLAN AND WEIGHTINGS

The E&B test plan covers the following areas with the emphasis noted as a percent of the entire examination:

I. Ethics Issues
   A. Doctor's Duties and Office Procedures (20%)
      1. Doctor-Patient Relationship
      2. Standards of Care
      3. Patient Referrals
      4. Discontinuing Care
      5. Non-Discrimination
      6. Warning of Risks and/or Hazards Presented By Patient Condition
      7. Abuse Reporting
      8. Informed Consent for Treatment Procedures
      9. Patient Records and Documentation
      10. Dual Relationships Between Doctor, Patient and Staff
   B. Unprofessional and Unethical Conduct (30%)
      1. Negligence and/or Incompetent Practice
      2. Non-sexual Patient Abuse
      3. Patient Neglect or Abandonment
      4. Breach of Confidentiality
      5. Practicing Beyond Scope
      6. Alcohol and/or Substance Abuse
      7. Fraud
      8. Misleading or Unethical Advertising
      9. Felony
      10. Gross or Repeated Malpractice
      11. Misuse of Doctor's Power Position
      12. Improper/Inappropriate Patient Communication

II. Boundary Issues
   A. Sexual Misconduct (30%)
      1. Inappropriate Sexual Contact and/or Sexual Battery
      2. Non-Physical, Verbal or Other Sexual Abuse of Patient
      3. Romantic and/or Sexual Relationship with Patient or Former Patient
      4. Sexual Exploitation of Patient
   B. Sexual Harassment (20%)
      1. *Quid Pro Quo* Harassment
      2. Hostile Work Environment
      3. Verbal Harassment
      4. Non-Verbal Harassment
      5. Male/Female, Same Gender
      6. Third-Party Harassment

SAMPLE TEST

Thorough review of the subjects to be tested is the most appropriate preparation for National Board examinations.

As a study aid, candidates can access a sample test for the E&B Examination on the NBCE Web site. at www.nbce.org for $10. The sample test must be completed at the time of purchase.

REFERENCE TEXTS

Benjamin, B. & Sohnen-Moe, C. (2003). **The Ethics of Touch (The Hands-On Practitioner's Guide to Creating a Professional, Safe and Enduring Practice)**. Tuscon, AZ: Sohnen-Moe Associates, Inc.

Campbell, L., Ladenheim, C., Sherman, R. & Sportelli, L. (1990). **Risk Management in Chiropractic**. Fincastle, VA: Health Services Publications, Ltd.

Flight, M. (1990). **Law, Liability and Ethics for Medical Office Personnel**. Oradell, NJ: Medical Economics Books.

Garner, Bryan A. (Ed.) (2004), **Black's Law Dictionary (8th ed.)**. St. Paul, MN: West Publishing Co.

Ladenheim, C. J., Sherman, R, & Sportelli, L. (2001). **Professional Chiropractic Practice (Ethics, Business Jurisprudence and Risk Management)**. Palmerton, PA: PracticeMakers Products, Inc.

Lawrence, D., Cassidy, J., McGregor, M., Meeker, W. & Vernon, H. (1995). **Advances in Chiropractic: Vol. 2**. St. Louis: Mosby-Year Book, Inc.

Mauer, E. (1991). **Selected Ethics and Protocols in Chiropractic**. Gaithersburg, MD: Aspen Publishers.

Scott, R. (1994). **Legal Aspects of Documenting Patient Care**. Gaithersburg, MD: Aspen Publishers.

Stahl, M. & Foreman, S. (1997). **Sexual Misconduct (Ethical, Clinical and Legal Ramifications and The Chiropractic Profession)**. Des Moines: NCMIC Insurance Company.

Wilson, E. & Polk, L. (1990). **Professional and Practice Development**. Oradell, NJ: Medical Economics.

Woolf, S., Jonas, S. & Lawrence, R. (1996). **Health Promotion and Disease Prevention in Clinical Practice**. Philadelphia: Lippincott.

E&B TEST COMMITTEE

Gaylord Hanssen, D.C.
Board of Examiners in Chiropractic, Nebraska Health & Human Services

Teresa Marshall, D.C.
Minnesota Board of Chiropractic Examiners

Karen Mathiak, D.C.
Georgia Board of Chiropractic Examiners

Mary Ellen Rada, D.C.
New Jersey State Board of Chiropractic Examiners

NOTE: The references listed on Page 10 and Page 12 of this brochure are presented to assist individuals in preparing for SPEC and/or Ethics and Boundaries Examination. Study of these references will not guarantee that an individual will pass the NBCE examinations. Moreover, these lists are not comprehensive and do not imply that references that are not on this list are inappropriate or of lesser value or quality than references that are included. All candidates should be familiar with the chiropractic practice act of the state in which they practice.

INSTRUCTIONS FOR NBCE POST-LICENSURE EXAMINATIONS SPECIAL PURPOSES EXAMINATION FOR CHIROPRACTIC (SPEC) AND ETHICS AND BOUNDARIES (E&B)

Registration for SPEC and/or E&B is processed upon the submission of a current, properly completed and notarized application with appropriate and guaranteed funds. The application must be submitted with all of the items below:

- All applicable fees paid to NBCE in guaranteed U.S. funds: $825 exam fee; plus $50 fee if application was returned unprocessed for additional or corrected information.
- An original letter from a state licensing agency, bearing the official state seal, that requires or requests that you take the SPEC and/or E&B.
- An original letter from a state licensing agency, bearing the official state seal; attesting that you hold or have held a license to practice and that you graduated from an accredited college or university.

Please complete the following items on the application:

1. Print your full name; no nicknames. Please print your email address, if available. Your final score will be mailed to your current address. Do not abbreviate street or city name. Should your name or address change after submitting the application, please contact the NBCE.
2. TEST ACCOMMODATIONS APPLICANT: In order to be eligible for test accommodations, submit the ***Test Accommodation Request Form*** with a disability report by the published deadline. See the ***Test Accommodation*** brochure for details. You may contact the NBCE for the appropriate brochures and forms or download them from the NBCE Web site at www.nbce.org.
3. FEES: You must enclose appropriate fees with your application, payable to the NBCE in guaranteed funds. Your account must be paid in full before an application will be processed. The NBCE cannot accept credit cards, personal checks or business checks.

REFUND POLICY: Written requests to withdraw from the exam will be accepted and partial refunds will be issued if the NBCE receives your request by published deadlines. Refunds will be as follows:

- Withdrawal from SPEC: $525 refund
- Withdrawal from E&B: $525 refund
- Administrative fees: No refund

Applicants will also receive a partial refund of their application fees, based on the above schedule if the NBCE determines that an applicant is ineligible to take any examination.

The NBCE will issue no refunds to applicants who fail to take an exam, applicants who apply but take only a portion of their exam schedule, applicants who withdraw from the exam or become ineligible to take the exam after the cancellation deadline, or applicants who arrive late for a testing appointment.

4. SCORE UTILIZATION — Please check one.
5. PREVIOUS APPLICATION — Please check YES or NO.
6. DATE OF TEST ADMINISTRATION — See page 2 of the NBCE Information Brochure for this examination.
7. and 8. APPLICATION MUST BE SIGNED & NOTARIZED, INCLUDING NOTARY SEAL OR STAMP: Section 7 MUST BE SIGNED BY THE APPLICANT IN THE PRESENCE OF AND NOTARIZED BY A NOTARY PUBLIC. Section 8 must be completed by the notary public.

OBSERVE PUBLISHED DEADLINES AND MAIL TO:

NBCE — Application
901 54th AVENUE
GREELEY, COLORADO 80634

You must present two forms of identification upon arrival at the test site, including one photo ID.

NBCE toll free phone: (800) 964-6223

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS
2007 APPLICATION — SPEC and/or E&B Exam

Please refer to instructions. Improperly completed applications will be returned.

1. **Personal Information**

(Last name) (First — No Nicknames) (Middle) (Email address, if available)

(Current Mailing Address) (Apt/Space#) (City) (State) (Zip)

Soc Sec # ☐☐☐-☐☐-☐☐☐☐ Date of Birth ☐☐ ☐☐ ☐☐ (Month) (Day) (Year) Telephone ☐☐☐-☐☐☐-☐☐☐☐ (Area Code)

Chiropractic College Attended _____ Graduation Date ☐☐ ☐☐ (Month) (Year)

2. **Test Accommodations:** ☐ YES, I will need test accommodations. I understand that I must contact the NBCE regarding test accommodations.

3. **Fees:** Enclosed with application, paid to the NBCE in U.S. guaranteed funds (bank draft, money order or certified check). Account must be paid in full before application will be processed. The NBCE cannot accept credit cards, personal checks or business checks.

SPEC Examination Fee:	$825	_____
E&B Examination Fee:	$825	_____
Incomplete/Returned Application Fee:	$50	_____
Total Exam Fees:	TOTAL	_____

One money order preferred for total fees due.

4. **SPEC and/or E&B score is requested/required for the following:**
☐ Reciprocity/Endorsement ☐ Revocation/Suspension ☐ Disciplinary Action ☐ License Lapse

5. **Have you previously submitted a SPEC and/or E&B application?** ☐ Yes ☐ No

6. **Date of SPEC and/or E&B administration for which you are applying** _____

"I understand that I can be disqualified or permanently excluded from taking or continuing to take an examination, or from receiving grades or scores from an examination, if the National Board of Chiropractic Examiners (NBCE) or the Examination Administrator concludes that: 1) I have provided false or misleading information or failed to provide material information on his or her application. 2.) I take an examination for another person or another person takes an examination in my place. 3.) I am found to be cheating, based either upon observation or statistical analyses of answer sheets 4.) I have engaged in any act or conduct that has jeopardized or could jeopardize the security or integrity of NBCE examinations, including (but not limited to) the copying, removal or reproduction of any portion of the examination, including the memorization of questions and answers for possible disclosure to any other person at any time. 5.) I failed to adhere to instructions given at the examination administration 6.) I have engaged in any form of communication during an examination in which information has been given to or obtained from another examinee. 7.) I engaged in any unethical action which gave me or any other examinee an advantage I or they would otherwise not have had.

I acknowledge that any failure to adhere to instructions given at the examination site or any conduct or communication during an examination by which any attempt to refer to books, notes, or other devices during the examination, or to obtain information from another person or give information to another examinee thereby placing myself or any other examinee at an advantage he or she otherwise would not have had, shall constitute irregular behavior. All examination materials are the property of the NBCE and must be left in the room at the end of the examination. NBCE reserves the right to invalidate and not report examination scores or to require all examinees to retake the examination if presented with sufficient evidence, either direct or through statistical analyses, that the integrity of the examination has been compromised, notwithstanding the absence of any evidence of an examinee's personal involvement in irregular behavior."

This application and the examination shall be deemed to have been made and accepted in Colorado where the National Board of Chiropractic Examiners' principal place of business is located. The application and examination shall be interpreted, and all transactions thereunder and all rights and liabilities of the parties thereto, shall be determined and governed as to validity, interpretation, enforcement and effect by the laws of the State of Colorado. The United States District Court for the District of Colorado and the District Courts for the State of Colorado shall have exclusive jurisdiction over all actions and proceedings arising directly or indirectly from this application and examination and applicant hereby consents to the jurisdiction of these courts.

7. **Applicant's Signature X** _____ **DATE** _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

By my signature hereon, I grant permission to the NBCE to send my test score to the state that requested/required me to take the examination.

8. **STATE OF** _____ **COUNTY OF** _____

_____, being first duly sworn, on his/her oath states that he/she is the applicant named in and who signed the foregoing application, that he/she has read the information stated therein and that the same is true.

(Print or type applicant name)

Subscribed and sworn to before me this _____ day of _____, 20 _____

_____ Notary Public

_____ Commission expiration date

AUTHORIZATION TO TAKE SPEC AND/OR E&B EXAM ALSO FOR THE REQUEST/REQUIREMENT FOR TRANSCRIPT

*** NOTICE ***

This form is a required component of the application for the Special Purposes Examination for Chiropractic and/or the Ethics and Boundaries Examination. This completed document — bearing the official state/national seal — is to be mailed by the applicant to:

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS — APPLICATION
901 54th Avenue Greeley, Colorado 80634
For more information, contact:
(970) 356-9100 OR (800) 964-6223
www.nbce.org

This document, bearing the official seal of the state/country of _____ authorizes, requests or requires the following individual, _____ to take:
(Print full name of individual)

☐ the Special Purposes Examination for Chiropractic (SPEC)

☐ the Ethics and Boundaries Examination (E&B)

Exams must be taken within one year from this date. This document also authorizes the release of a transcript of a previously taken SPEC and/or E&B Exam for the purpose of providing an examination score which may, at the discretion of this agency, be utilized for evaluation and possible reciprocity/endorsement and/or relicensure. It is understood that in administering the SPEC and/or E&B to this individual or submitting a transcript of the SPEC and/or E&B, under no circumstances does the NBCE guarantee the SPEC and/or E&B score acceptance, relicensure by this or any other state licensing agency. **It is understood by examinee that an official transcript showing the SPEC and/or E&B score will be sent directly to the licensing agency listed above.**

OFFICIAL SEAL

_____
Signature of State/Country Representative

_____
Position or Title

_____, 20 _____
Date of Signing

PROFESSIONAL CREDENTIAL VERIFICATION

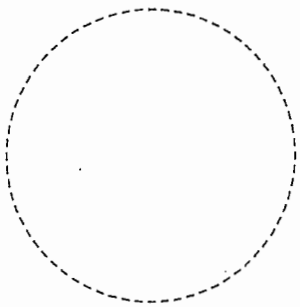
*** NOTICE ***

This form is a required component of the application for the Special Purposes Examination for Chiropractic and/or the Ethics and Boundaries Examination. This completed document — bearing the official state/national seal — is to be mailed by the applicant to:

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS — APPLICATION
901 54th Avenue Greeley, Colorado 80634
For more information, contact:
(970) 356-9100 OR 800-964-6223
www.nbce.org

This document, bearing the official seal of the state/country of _____ affirms that on _____ (Date), _____ (Year), this agency did confer upon _____ (Print full name of individual) a license to practice Chiropractic within its territorial jurisdiction, subject to all applicable regulations and provisions as set forth by the state/country at the time such license to practice was granted. Further, this agency affirms that on _____ (Date) the above doctor graduated from _____ (Name of College or University).

OFFICIAL SEAL



_____
Signature of State/Country Representative

_____
Position or Title

_____, 20 _____
Date of Signing

When to Use the NBCE Post-licensure Examinations

State licensing agencies have discretion over the use of SPEC and E&B scores in their jurisdictions. The SPEC and E&B are administered only at the request or requirement of a state board. Circumstances in which these examinations might be used include (but are not limited to):

- Disciplinary action, including the assessment of clinical competency issues (SPEC) and/or the knowledge of ethics and boundaries issues (E&B).
- Suspension, revocation or licensure lapse (SPEC and/or E&B depending on the requirement of the state board).
- State-to-state reciprocity/endorsement (SPEC and/or E&B depending on the requirement of the state board).

What the NBCE Post-licensure Exams Are *Not*

The SPEC and the E&B are **not** to be used to assess students nor for those who are entering practice for the first time.

- SPEC and E&B are **not** used for initial licensing purposes.
- SPEC and E&B are **not** designed or used for routine license renewal.
- SPEC and E&B do **not** replace NBCE Parts I, II, III and IV.
- E&B is **not** to be used in place of SPEC, but may be used in addition to SPEC.
- E&B is **not** a diagnostic psychological evaluation.

About the NBCE

The National Board of Chiropractic Examiners (NBCE) is a non-profit testing organization founded in 1963. Under the supervision of an 11-member board of directors, the NBCE develops, administers and scores examinations taken by applicants for chiropractic licensure — NBCE Parts I, II, III and IV. The NBCE also offers examinations for use by experienced practitioners seeking licensure reciprocity/endorsement, or re-licensure — the SPEC and E&B Examination.

Through adherence to accepted professional standards, the NBCE has produced a battery of tests that are objective, reliable, valid and legally defensible. The National Board examinations uphold and enhance the standards of the chiropractic profession by helping ensure a high level of competency among its practitioners.

To learn more about the NBCE, visit our Web site at www.nbce.org or contact us at the address below:

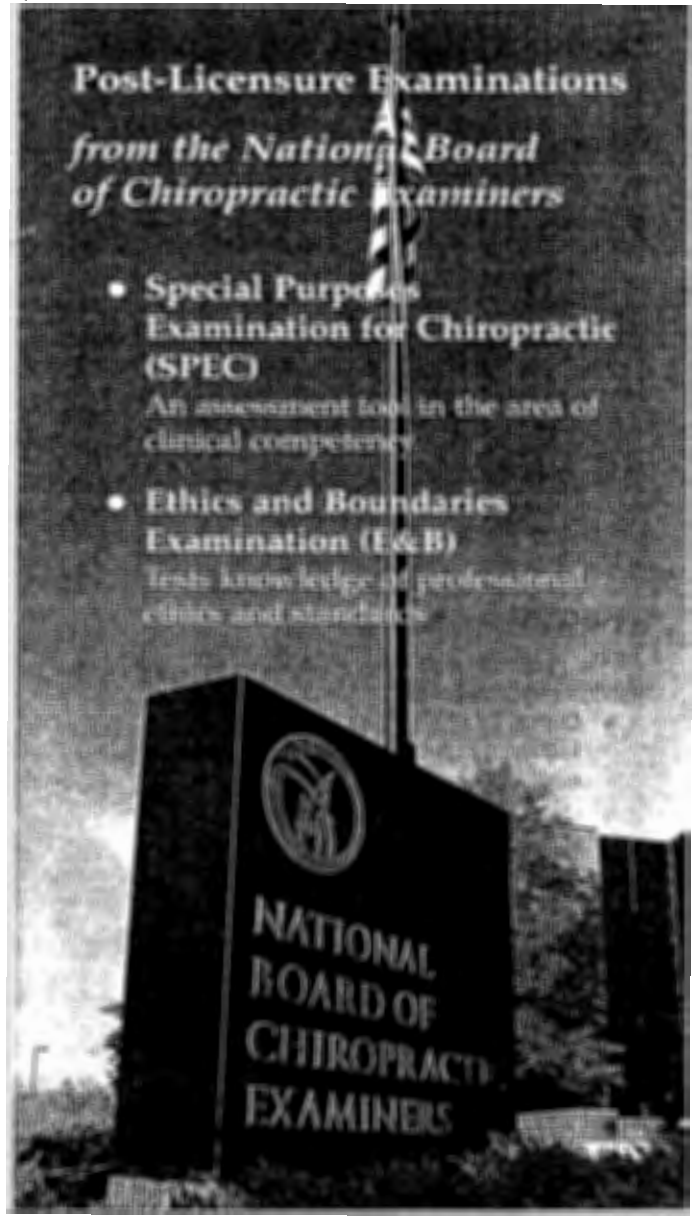
National Board of Chiropractic Examiners
901 54th Avenue
Greeley, CO 80634
800-964-6223
nbce@nbce.org
www.nbce.org

NBCE
NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

Post-Licensure Examinations

from the National Board of Chiropractic Examiners

- **Special Purpose Examination for Chiropractic (SPEC)**
  An assessment tool in the area of clinical competency
- **Ethics and Boundaries Examination (E&B)**
  Tests knowledge of professional ethics and standards



Special Purposes Examination for Chiropractic

What SPEC Is

As the name implies, the Special Purposes Examination for Chiropractic (SPEC) is an examination for re-assessing clinical competency and licensing eligibility in cases involving disciplinary action, reciprocity and other state board needs.

With a history of increasing utilization since its 1998 introduction, SPEC has proven to be a reliable tool for assuring state boards of the clinical competency of a practitioner undergoing a disciplinary process.

The SPEC test plan is based on practice parameters obtained from the NBCE's chiropractic job analysis survey. The material presented in SPEC requires that examinees demonstrate the appropriate clinical understanding and judgments required in general chiropractic practice.

SPEC Test Plan

SPEC consists of 200 multiple-choice questions, organized into two sections:

- Questions that address the application of general knowledge and understanding required for patient evaluations.
- Questions relating to clinical case management including:
  - Articular/joint, neurological, muscular or skeletal conditions.
  - Other areas which may be addressed include:
    - Gastrointestinal, cardiovascular, respiratory or integument conditions.
    - Endocrine/metabolic, hematological/lymphatic, renal/urological, male/female reproductive conditions.
    - Miscellaneous cases (allergies, nutrition) EENT, childhood or venereal disorders.

General Information

NBCE Post-licensure Examinations

State licensing agencies have discretion over the use of SPEC and E&B Examination scores in their jurisdictions. Candidates should contact the state(s) in which they are interested in seeking licensure for specific requirements.

Downloadable applications, information brochures and all required forms are available online at www.nbce.org.

SPEC and E&B are offered six times per year at computerized testing centers throughout North America. Candidates schedule their own appointments on available testing dates. Results are reported quickly, ensuring state licensing agencies and examinees the shortest possible turnaround.

Eligibility Requirements

Eligible applicants must meet all of the following criteria:

1. Hold or have held a license to practice chiropractic.
2. Provide written authorization from a state licensing agency in the form of a requirement or a request.
3. Complete the NBCE application process and submit required fees prior to published deadlines.

Preparing for the Examinations

Information brochures, available on the NBCE Web site, contain complete, weighted test plans and suggested reference texts. Sample tests for both examinations are available for a fee at www.nbce.org. Sample tests contain the styles of questions and general content areas that appear in an actual NBCE examination.

Ethics and Boundaries Examination

What E&B Is

The Ethics and Boundaries Examination (E&B) assesses knowledge of ethics and boundaries issues potentially encountered in chiropractic practice, including ethical misconduct, sexual misconduct and sexual harassment.

The optional E&B Examination gives state boards a tool to assess knowledge of ethics and boundaries issues as they apply to chiropractic practice. The examination is designed to be administered to licensed or previously licensed chiropractors in special circumstances.

The test plan is based on survey responses of state chiropractic licensing boards concerning the importance of knowledge of ethics and boundaries issues to practicing chiropractic in an ethical and legally appropriate manner. Successful completion of the E&B Examination requires that examinees demonstrate an acceptable level of understanding and judgments pertaining to appropriate relationships and interactions.

E&B Test Plan

E&B consists of 100 multiple-choice questions, organized into two sections:

- Questions that address the application of general knowledge and understanding required for ethical chiropractic practice.
- Questions relating to boundaries issues including sexual misconduct and sexual harassment.