

Webber, Jeanette

From: The National Board of Chiropractic Examiners (NBCE) <cjones@nbce.org>
Sent: Friday, December 20, 2024 2:31 PM
To: Webber, Jeanette
Subject: May 2025 State Board Nominations for Part IV Exam

Categories: Agenda Item

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May 2025 Part IV Exam State Board Examiner Nominations

The National Board of Chiropractic Examiners is in the process of organizing the Part IV (Practical) Examination for May 2025. We cordially invite you to put forward one or two eligible members from your state board to serve as examiners during this examination, which will take place on Saturday, May 17th, and Sunday, May 18th.

The travel dates for this examination period are Friday, May 16th, and Monday, May 19th.

We kindly request that your nominees fulfill the following criteria:

- They should be licensed chiropractors with at least 5 years of experience and no recent or impending actions.
- They should be active members of your state board.
- They should be open to receiving training on how to evaluate an examinee's clinical competence and comply with the policies and procedures related to the Part IV Exam administration.
- They should be available to travel on May 16th and attend a compulsory orientation/training session that evening.
- They should be able to serve as an examiner on May 17th and 18th for up to 12 hours each day.
- They should be willing to complete the AppleOne new hire employment process, including the completion of I-9 and W-4 forms with the

necessary supporting documentation for lawful employment in the United States.

Timesheets will be filled out at the test site, and examiners can anticipate receiving payment from AppleOne for their participation within 5 weeks. The rotational payment provided to all examiners is \$165 per scheduled exam rotation, and \$75 for the Friday Evening Orientation.

Travel arrangements for your nominees will be made in accordance with the NBCE's Travel Policy. Carly Jones, the NBCE Testing Department Administrative Assistant, will communicate specific travel details and other scheduling information for this event to all nominees well in advance of the examination administration.

Please ensure that completed nomination forms are submitted by Friday, January 31st.

[Submit your nominations here!](#)

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