

POLICY ON NON-DISCRIMINATION

NCBTMB does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition, or physical disability.

11 ENGLISH AS A SECOND LANGUAGE

The National Certification Examinations are written in the English language. Although the application and testing guidelines are the same for all candidates, those whose primary language is not English may use a strict translation dictionary (paper form only) during the examinations if they follow these guidelines. NCBTMB does not allow translators or electrical devices. The only acceptable dictionary a candidate may use during the examination is a strict translation dictionary developed for common use. Any dictionary that has definitions, written notes, or additional text will not be allowed. Electronic and medical dictionaries are not allowed. Translators are not allowed. The examination proctor will inspect all dictionaries that are brought to the testing center, including each individual page of the dictionary, and will seize dictionaries at the testing site if it is determined that the dictionary contains information that will aid the candidate taking the test in an unfair manner.

Any candidate who refuses to allow the proctor to inspect his/her dictionary will not be admitted to the testing area. In this case, the candidate will be given the option of taking the examination without the dictionary, or re-scheduling the test (see page 10).

Candidates have two hours and forty minutes to complete the examinations. In severe circumstances, candidates who use strict translation dictionaries during the examinations may ask permission to have extended time provided. In order for NCBTMB to consider a candidate's request for extended time, the request must be submitted in writing at the time the candidate applies. NCBTMB will review each request and notify the candidate regarding its decision. Candidates are required to pay the current fee for any approved extended time before taking the examination. Candidates should be aware that requests for extended time might prolong the processing time for an application and that any request must be made when his or her application is submitted.

All transcripts, diplomas or certificates of completion must be submitted with the application form in English. If these documents are in a language other than English, a translation agency must translate these documents into English, and the candidate is responsible for having the translated documents notarized.

Extended Time is an additional \$45 for an extra 90 minutes.

12 TEST CENTERS AND DATES

NCBTMB contracts with Thomson Prometric, a global leader in technology-enabled testing and assessment services, to develop, administer, and deliver the NCETMB and NCETM. Test takers benefit from Thomson Prometric's extensive test delivery network, which is the largest in the world. In addition, the exams will be available five days a week (many locations six days) at one of Thomson Prometric's North American testing centers. To schedule an appointment contact the Candidate Service Contact Center at (866) 496-9752 Monday – Friday between the hours of 8:00 am - 8:00 pm Eastern Time. You can also schedule an appointment 24 hours a day on-line at www.prometric.com.

At many test centers, the exam is available each and every day. However, appointment times are limited. It is important for you to make your reservation well in advance.

13 SCHEDULING YOUR EXAM RESERVATION

All eligible candidates will receive an Authorization to Test Letter (ATT), which contains instructions on how to schedule an appointment to test. When you receive your ATT, you should call or access the Thomson Prometric website www.prometric.com and schedule an appointment as soon as possible. The Candidate Service Contact Center at Thomson Prometric will help you schedule an appointment. Be sure you plan your exam date well in advance. You should also pick alternate dates and times, just in case your first choice is not available. Exam appointments are subject to change if the test center is closed for some reason. Directions to the selected test center are provided when you make your reservation.