

## **Six-Attempt Limit Appeal Process**

NBEO, in furtherance of its mission to protect the public by assessing the competence of candidate optometrists, must preserve the integrity of the NBEO entry-level examination. To effectuate this critical mission, the following policy provides certain limits on candidate eligibility.

Candidates seeking optometric licensure must receive a passing score on the NBEO entry-level examination within the first six attempts. Once a candidate has reached this six-attempt limit, the candidate must utilize the following appeals process and be approved by an appointed appeals committee of the NBEO Board of Directors before the candidate is eligible to register for that exam again. Under this policy, an “attempt” includes any instance where an examinee begins to take the exam. For the avoidance of doubt, under this policy, an examinee who does not sit for any part of the exam is not deemed to have made an attempt.

1. The candidate must have a sponsor who will assist the candidate in creating a remediation plan and support the candidate in her/his next attempt if granted. The sponsor must be a CAO or CEO of an ACOE accredited optometric institution or a member of a U.S. state or Canadian provincial regulatory board. Members of the NBEO Board of Directors will not serve as sponsors. The remediation plan that is developed must demonstrate the additional steps the candidate will undertake to prepare to take the exam an additional time and show how such steps will make it likely that the candidate will successfully pass the exam. The remediation plan must be appropriately robust based on the candidate’s exam performance history and particular circumstances.
2. The candidate will submit an appeal via the NBEO’s online appeals platform with the proposed remediation plan, a letter explaining the circumstances that led to the six-attempt limit being reached and why the candidate should be allowed an extra attempt, and a letter from the candidate’s sponsor explaining why the sponsor supports the candidate’s extra attempt.
3. The Judicial Committee of the NBEO Board of Directors, or an ad hoc committee of the Board appointed by the President (the “Committee”), will timely review the appeal and all related documentation. In appointing members of the Committee, the NBEO will identify and avoid any potential or perceived conflicts of interest.
4. The Committee will consider all relevant written documentation in the appeal record, then deliberate and decide whether the candidate’s appeal should be granted or denied. The NBEO will send a letter to both the candidate and candidate’s sponsor notifying them of the decision of the Committee. That decision will constitute the NBEO’s final determination of the matter.
5. If the Committee agrees to allow an additional attempt on the exam, the candidate will have the opportunity to register for the next examination following the completion of the agreed-upon remediation. The completion of remediation must be evidenced by a written confirmation from the sponsor and emailed to [NBEOAppeals@optometry.org](mailto:NBEOAppeals@optometry.org). Once the NBEO receives that confirmation, the candidate will be eligible to register for the examination.