

NBE Fee Reimbursement Policy



Policy Publication 08.30

Our commitment to ensure first time test taker success of the National Board Examination is the foundation of the CCMS NBE Reimbursement Policy. All students are eligible to apply for reimbursement of examination fees as paid through the student's general fee (currently \$570).

Eligibility to qualify for reimbursement is contingent upon the completion of the NBE Fee Reimbursement Request Form (Publication 08.30.PUB1) and completion/documented evidence of all requirements as itemized below.

Approved reimbursements are applied to a student's outstanding tuition balance, with any overage of funds being returned directly to the student by check payment or via direct deposit unless a reimbursement for the full amount is specifically requested on the request form and approved by the President & CEO.

SUBMITTING A REQUEST

Qualified applicants may request reimbursement of NBE fees upon completion and evidence of the below requirements. Application to request reimbursement must be submitted using the prescribed NBE Fee Reimbursement Request Form and include all required print documentation attached.

1. Confirmation of your attendance for the entire duration of all mandatory CCMS NBE review sessions during semester 3. Confirmation will be provided on your behalf by the instructors.
2. Attach print copy of dated Authorization to Test email from PearsonVUEConfirmation@pearson.com
3. Attach print copy of National Board Examination – Arts section (Unofficial Results) from Pearson VUE showing "PASSED" result dated within 30 days of the Authorization to Test email required above.
4. Attach print copy of National Board Examination – Sciences section (Unofficial Results) from Pearson VUE showing "PASSED" result dated within 30 days of the Authorization to Test email required above.

Request Form is found in the "Student Resource" footer of the CCMS webpage or may be obtained at the reception desk.

Submit your printed request form along with all required document attachments to **the Administrative Coordinator at the Reception Desk**. Requests will be reviewed and processed for approval within two weeks of receipt. You will be notified by email of the status.

ADDITIONAL POLICY INFORMATION

Students who pass only one section on the first attempt are not eligible for reimbursement of half the fee. Both sections must be passed on the first attempt to qualify for reimbursement.

Students should take into consideration the need to be flexible about test center locations in order to schedule and test within the 30 day requirement to qualify for reimbursement. Availability at a single location (Cincinnati) can be limited during a high test period, but there are 11 Pearson VUE Centers offering the NBE within a 110 mile radius of Cincinnati. Students may also test in/near their home area beyond this radius. Most major cities have at least one location. Links to testing centers may be found in the "Find a Test Center" in the "Exam" tab at <https://theconferenceonline.org/> or by visiting <https://home.pearsonvue.com/theconference>

Faculty will provide guidance and information regarding the National Board Exam and NBE review sessions and resources throughout your program.