



NBOME
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

Introduction to the NBOME Client Registration System



Setting Up Your Online NBOME Account

Welcome to the National Board of Osteopathic Medical Examiners (NBOME). Your dean recently provided us with your information. This enables you to establish and access an online account with the NBOME. This marks the beginning of a continuing professional relationship as you will continue to use your online account to register for NBOME examinations, the COMLEX-USA and COMSAE.

1. Select the **“Here”** link provided in your welcome email. This will bring you to the NBOME’s Initial Login Screen.
2. Verify that the information provided on the page is accurate. If the name and/or date of birth listed is incorrect, please contact NBOME’s Client Services at (866) 479-6828 or via email at clientservices@nbome.org
3. Complete the required fields on the page. Please note that once a username has been created, it will remain permanently on your account.
4. Read through the Terms and Conditions and select **“Agree to Terms and Conditions”** at the bottom of the page.

Login Information Apply Changes

Name: Selina Kyle
Date of Birth: 04/30/1985
E-Mail: catwoman@example.com

User Name:	
Password:	
Confirm Password:	
Secret Question:	
Secret Answer:	
Alternate E-Mail:	
Address 1:	
Address 2:	
City:	
State/Province:	
Zip/Postal Code:	
Phone (xxx-xxx-xxxx):	

Steps for Your Account Creation

- Please verify that your name and date of birth are displayed correctly before continuing. If the information is not accurate, contact NBOME Client Services.
- As part of the requirement to set up an account, you must agree to the NBOME Terms and Conditions below.
- Create a username and password that will be easy to remember.
- Your password must be at least 8 characters long and include one number.
- Should you need to reset your password in the future, the secret question and answer will allow you to do so.
- Our Client Services department is here to assist you with any questions or concerns you may have along the way. You can reach our representatives at 866-479-6828, Monday - Friday, 7:00 AM - 7:00 PM ET.

Terms and Conditions

By establishing or maintaining an online account with the NBOME, registering for, scheduling or taking any examination administered by or for the NBOME, including all COMLEX-USA examinations, the candidate acknowledges that he or she has read and understands the NBOME Bulletin of Information (or has had an opportunity to do so) published at the NBOME website and agrees to the following:

1. Bulletin of Information (BOI). The candidate shall comply all the terms, conditions, procedures and obligations of a candidate as set forth in this BOI.
2. Duty to Maintain Confidentiality. The candidate shall not in any manner whatsoever discuss, disclose, paraphrase, publish or otherwise make known to anyone any test item, information relating to any NBOME examination or other confidential property belonging to NBOME that is not publicly available on the NBOME website.
3. Commercial Test Preparation. The candidate shall not in any manner whatsoever contribute to or participate in the development or administration of any commercial test preparation service or enterprise, either directly or indirectly, for a period of at least eighteen (18) full months following the latest date any NBOME examination was taken by the candidate. Candidate shall promptly report to NBOME any solicitation that he or she may receive, or have knowledge of, for the services of the candidate from any commercial test preparation company or enterprise.
4. Duty to Cooperate With Investigations. The candidate agrees to fully cooperate with any NBOME investigation of any actual or alleged irregularities in test administration, candidate behavior, and/or breach of test security or confidentiality. Failure to fully cooperate can result in sanctions, including examination failure, notation of irregular conduct, suspension of eligibility or permanent loss of eligibility to take any COMLEX-USA examination.
5. Confidential Property. All examinations of NBOME and its means and methods for test development and methodology for testing and scoring examinations, and all related data and other information, are the sole and confidential property of NBOME. The candidate has no right, title or interest whatsoever in or access to any examination or other confidential property belonging to NBOME, except only confidential access to the examination during the administration of the examination to the candidate as permitted by NBOME and under strict supervision of NBOME or NBOME's testing contractor.
6. No Warranty. Except as expressly and unambiguously stated in this BOI, NBOME makes no warranty whatsoever, expressed or implied.
7. Limitation of Liability. Any damage or loss of the candidate, or others claiming for the candidate, caused by NBOME or any of its employees, officers, directors or agents is limited to a refund by NBOME to the candidate of any fee paid by or for the candidate to NBOME, which refund shall be the sole and exclusive remedy of the candidate or others for any wrong claimed against NBOME or its employees, officers, directors or agents; provided, neither NBOME nor its employees, officers, directors or agents shall be liable to the candidate or any other person for any indirect, consequential, punitive, or unforeseeable damages in any event.
8. Release for Prior Acts or Omissions. By purchasing a COMLEX-USA examination, the candidate thereby unconditionally releases and discharges NBOME, its employees, officers, directors and agents (Released Parties) from any and all claims, liabilities, damages or losses whatsoever, known or unknown, that arise out of or are related to any act or omission, including any negligent or other wrongful act or omission, of the Released Parties or any of them, that occurred prior to the date the candidate purchased that examination.
9. Choice of Law. The provisions, terms and conditions of this BOI, including Terms and Conditions accepted by the candidate, shall be governed by and construed only under the laws of the state of Indiana. Any claim by or for the candidate against NBOME or its employees, officers, directors or agents, and any claim by NBOME against the candidate, arising out of or relating to any COMLEX-USA examination, shall be considered and resolved only under the laws of the state of Indiana (to the exclusion of the laws of any other state, and without regard to the conflict of law provisions or law of any state), or under any applicable federal law.
10. Forum Selection, Personal Jurisdiction. The candidate expressly agrees that any claim, demand or complaint whatsoever by or for the candidate against NBOME, or any of its employees, officers, directors or agents, shall be brought only in a court of competent jurisdiction located in Marion County, Indiana, to the exclusion of all other courts and jurisdictions. The candidate acknowledges and agrees that NBOME is incorporated as a nonprofit corporation in the state of Indiana, that NBOME examinations are administered in all 50 states of the United States and elsewhere, that it is reasonable for the laws of the state of Indiana, the place of incorporation of the NBOME, to be applicable, and that any claim, demand or complaint by the candidate against the NBOME, its employees, officers, directors or agents be brought only in a court of competent jurisdiction located in Marion County, Indiana, to the exclusion of all other state laws and jurisdictions. The candidate expressly agrees and submits to the jurisdiction of courts of competent jurisdiction located in Marion County, Indiana.
11. Violation by Candidate. If the candidate violates any of his or her obligations to the NBOME, including but not limited to these Terms and Conditions, NBOME may in its sole discretion consider such violation to be Irregular Conduct and not score or void the score of the candidate's examination and assign a "Fail" score, and/or impose other sanctions, as NBOME may determine in its sole discretion, in addition to all other remedies available to NBOME, including injunctive relief, monetary damages, costs and reasonable attorneys' fees. Candidate also acknowledges and agrees that NBOME likely will have no adequate remedy in law and is or shall be entitled to injunctive and/or other equitable relief, and shall not be obligated to post any bond, to prevent or limit violation by candidate of his or her obligations to NBOME.
12. Attorneys Fees, Costs. NBOME has the right to recover from the candidate all attorneys' fees and costs incurred by NBOME (or others acting on behalf of the NBOME) to enforce the candidate's obligations under the BOI or incurred by NBOME to defend any claim made by or for the candidate against NBOME or its employees, officers, directors or agents.
13. Miscellaneous. The BOI is legally binding upon the candidate, his or her heirs, estate, successors and assigns, and any person or entity acting for the candidate. No provision, term or condition may be waived by the NBOME without the expressed written consent of an authorized officer of NBOME. If any provision, term or condition of the BOI is unenforceable for any reason, the remaining provisions, terms and conditions shall remain in full force and effect, as if the unenforceable provision did not exist. A paper copy of the BOI may be requested at any time, at no fee. If any term or condition is required to be in writing for any purpose, the candidate may, by a clear written statement delivered to NBOME, withdraw his or her consent to that term or condition being in electronic form for future examinations, acts or omissions; provided all the terms and conditions shall be and remain legally binding upon the candidate for any and all examinations scheduled or administered to the candidate and acts and omissions of NBOME occurring prior to delivery to NBOME of any such withdrawal of consent to this agreement and terms and conditions being in electronic form, and candidate may not register for, schedule or take any further examination of NBOME unless and until he or she has executed and delivered to NBOME his or her agreement to these terms and conditions in paper form.
14. Amendments. NBOME may in its sole discretion, at any time and from time-to-time, without the consent of any candidate, amend the terms, conditions, procedures and/or obligations of candidates set forth in the BOI, by publishing the amendment on the NBOME website, www.nbome.org; provided any amendment shall not alter the candidate's obligations relating to any COMLEX-USA examination taken by the candidate prior to publication of the amendment on NBOME's website.

☐ Agree To Terms and Conditions

5. Click the **“Apply Changes”** icon at the top of the page in order to submit the information and access your account.

Login Information

Name: Selina Kyle
Date of Birth: 04/30/1985
E-Mail: catwoman@example.com

User Name:	
Password:	
Confirm Password:	

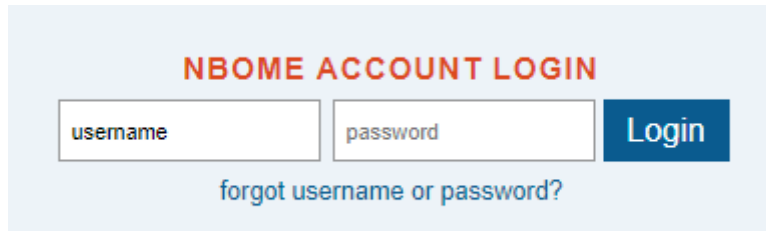
Apply Changes

Steps for Your Account Creation

- Please verify that your name and
- As part of the requirement to set
- Create a username and password
- Your password must be at least 8
- Should you need to reset your pa
- Our Client Services department is

Setting Up Your Online NBOME Account (Cont.)

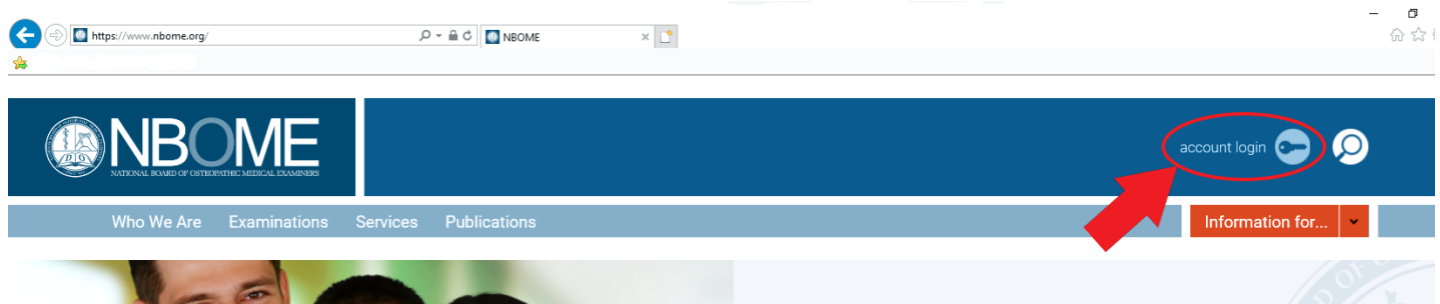
6. After the changes have been applied, the following screen will appear prompting you to login with your newly created username and password:



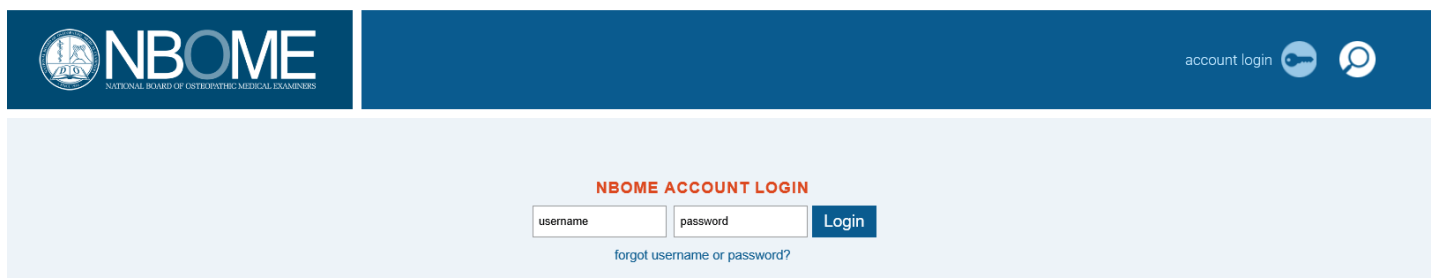
The image shows a login form titled "NBOME ACCOUNT LOGIN" in red text. Below the title are two input fields: "username" and "password". To the right of the "password" field is a blue "Login" button. Below the input fields is a link that says "forgot username or password?" in blue text.

Once logged in, you will have access to your NBOME account. Please note that in order for you to change fields such as your name and/or date of birth, you will need to contact the NBOME Client Services Department.

After your initial login, you will not be able to log into the account using the welcome email. Please login through <https://www.nbome.org/> by selecting the “account login” key icon circled below.



Once the icon has been selected, you will be able to login using your current username and password. If you cannot recall this information, the “**Forgot Username or Password?**” functionality will assist in retrieving your username and password. If you are still unable to log into your account, please contact NBOME’s Client Services Department via phone (866)479-6828 or via email at clientservices@nbome.org



The image shows the same login form as in the previous image, titled "NBOME ACCOUNT LOGIN" in red text. Below the title are two input fields: "username" and "password". To the right of the "password" field is a blue "Login" button. Below the input fields is a link that says "forgot username or password?" in blue text.

Utilizing Your Online NBOME Account

Your NBOME Account has several features that may be accessed via the tabs at the top right of the account. Once logged into your account you will be able to:



- Purchase COMLEX-USA Examinations and COMSAE Practices Examinations through the **“Register or Schedule Exams”** tab
- View current information on examinations from the **“Exam Information”** tab
- Purchase Official NBOME Transcripts from the **“Purchase Transcript”** tab
- Complete all purchases through the **“Shopping Cart”** tab
- View COMLEX-USA Examination Results from the **“View Scores”** tab
- Review all purchases made through your account via the **“Transactions”** tab
- Submit account inquiries to NBOME’s Client Services Team via the **“Contact Us”** tab
- Change your password and/or update your secret question and answer via the **“Change Password”** tab
- View our frequently asked questions through the **“FAQ”** tab

Purchasing a COMLEX-USA Examination

In order to schedule a COMLEX-USA Examination (or purchase a COMSAE Self Examination) you must first register the exam through your NBOME account.

In order to register for a COMLEX-USA Examination* your Dean must first grant you eligibility. In order to view which examinations you are eligible for, access your NBOME account and view the right hand side of the “**My Account**” tab . The second heading listed labelled “**Exam Eligibility for (Your Name)**” will show exactly which exams you will be able to register for.

Exam Eligibility for Selina Kyle

Eligible	Exam Level
<input checked="" type="checkbox"/>	Level 1

Please note that in order to register for the Level 2 COMLEX-USA Examinations, you must first receive a passing score on the COMLEX Level 1 Examination, regardless of your Dean marking that you are eligible to register for the exam. If no examination is listed and you believe this in error, please contact your Dean’s Office to inquire when you will be able to register for an exam.

*Eligibility for the COMLEX Level 3 requires additional attestation from a Residency Program Director as well as Dean approval.

Once you are ready to register for an examination,

1. Select the “**Register or Schedule Exams**” tab
2. Click the box associated with the specific examination you wish to purchase
3. Select the “**Add to Cart**” icon. This will then direct you to the “**Shopping Cart**” tab*
4. Select the “**View Terms**”** link, circled below and agree to the terms and conditions listed on the page

[Logout](#)[My Account](#)[Register or Schedule Exams](#)[Exam Information](#)[Purchase Transcripts](#)[Shopping Cart](#)[View Scores](#)[Transactions](#)[Contact Us](#)[Change Password](#)[FAQ](#)

Your item(s) have been added to the cart

Shopping Cart

Remove from Cart

Notes

Items added to your cart will be removed after 24 hours. However, Level 2-PE examination appointment will be removed after 1 hour if the purchase is not completed

Remove	Quantity Ordered	Unit Price	Product Description	Transcript Address (If applicable)	Agree To Terms	Shipping Method	Shipping Fee
<input type="checkbox"/>	NA	\$660.00	Level 1	NA	View Terms	NA	NA

row(s) 1 - 1 of 1

Total Amount Due: \$660.00

Proceed to Payment

If purchasing a COMLEX exam, you must agree to the Terms and Conditions before proceeding to payment.

You must select an exam session before completing purchase of a Level 2PE exam.

*If your College of Osteopathic Medicine (COM) has purchased a voucher on your behalf, the voucher will automatically be deducted from the total on this page.

**The examination may not be purchased if you have not read and agreed to the terms and conditions set forth by the NBOME.

5. Select the “**Proceed to Payment**” option
6. Enter in your payment information and select “**Next**”
7. Review the information on the page. If all information is accurate, select “**Process Order Now**”

Once this button has been selected, you will be redirected to the transactions tab in order to view a receipt of the purchase.

Scheduling a COMLEX-USA Examination

After purchasing a COMLEX-USA Examination, the exam will be listed on your **“My Account”** tab on the right side of the page under the “Exam Status” sub-heading.

All scheduling for the computer based COMLEX-USA Examinations (Level 1, Level 2-CE, Level 3) occurs through Prometric. The COMLEX Level 2-PE Examination is administered directly by the NBOME and scheduling for this examination occurs at the time of purchase.

In order to schedule the COMLEX Level 1, 2-CE, or 3 after purchasing (and therefore registering) select the **“Schedule”** link circled below. This will redirect you to the Prometric’s website where you will be able to select a location and date for your examination.

Exam Status

Be advised that the NBOME Client Registration System will update scheduling information for the COMLEX-USA Level 1, 2CE and 3 within 24 hours and therefore, may not reflect your most recent scheduling activity. Please check back to confirm your examination date/time is posted and accurate.

Special Note:

***Please note that the date range you purchase will only allow you to schedule examination dates within the range. E.g. if you choose 7/1/2017 - 6/30/2018, you may not choose any date after 6/30/2018. If you choose 7/1/2018 - 6/30/2019, you may not choose any date before 7/1/2018.**

Product Description	Event Date	Status	Schedule/Reschedule Prometric	Cancel	Exam Time	Prometric Appointment ID	Site Code	Location
Level 1	-	Registered but not Scheduled	Schedule	Cancel	-	-	-	-
								1 - 1

Level 1, Level 2CE and Level 3 reschedule is not permitted within 120 hours of exam date.

Once scheduled, you will receive a confirmation email from Prometric which will include the date, time, and test center information for your scheduled examination. Please allow at least 24-hours for the NBOME online system to update with your newly scheduled status and information.

Once updated, you will see the examination date and Prometric appointment ID displayed under **“Exam Status”** subheading. If you do not receive a confirmation email within 48 hours of scheduling your exam, please contact NBOME’s Client Services Team.

If you have any questions or concerns, please contact the NBOME’s Client Services Team. A Client Services Representative will be available to take your call between the business hours of 7:00 AM—7:00 PM EST Monday—Friday (excluding holidays observed by the NBOME) at (866) 479-6828. All inquiries may also be directed via email at clientservices@nbome.org