If you meet the eligibility requirements, you may apply to take the NAVLE.

Please see page 2 for more information regarding the eligibility process.

RETAKES & TIME LIMITS

The ICVA has recommended the following set of policies to individual licensing agencies:

• Candidates should not take the NAVLE more than five times.
• Candidates should not sit for the examination at a date that is later than five years after their initial attempt.
• Each of the final two attempts should be at least one year from the previous attempt.
• Candidates who successfully complete the NAVLE should not retake the examination.

Some boards have adopted the policy; others have their own NAVLE retake policy. Information regarding state-specific requirements can be obtained from ICVA at https://www.icva.net/navle-general-information/retake-policy/.

Any attempts by a candidate to pass the NAVLE prior to the November-December 2007 administration do not count toward the five-attempt limit.
**NAVLE® FAST FACTS:** NAVLE Process Summary for US and US Territories*

<table>
<thead>
<tr>
<th>Process</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| **ICVA NAVLE Application #1** | ✓ Complete the NAVLE application #1 and pay the corresponding application fee at www.icva.net.  
✓ The NAVLE fee is $635. There is an additional fee of $300 for overseas testing.  
✓ The NAVLE application is due on August 1 for the November-December window and February 1 for the April window. | ✓ The ICVA office staff will assist you with any questions that you have about NAVLE application and registration.  
✓ Make sure that your name on your application matches your name **exactly** as it appears on the photo ID that you will use for admission to the test center. |
| **Licensing Agency ICVA Application #2** | ✓ Contact your chosen board (or its designated processor) to request their NAVLE application.  
✓ No board application deadline will be later than August 1 for the November-December window or February 1 for the April window. | ✓ State board contact information can be found on pages 19-23. |
| **Scheduling your testing appointment** | ✓ You will receive an e-mail notifying you that your scheduling permit is available.  
✓ Visit the Prometric website to schedule your test date (www.prometric.com/ICVA). | ✓ Scheduling permits will be available by September 25 for the November-December testing window and February 27 for the April testing window.  
✓ Contact Prometric one week prior to your scheduled testing appointment for confirmation. |

* Candidates applying to take the NAVLE in order to obtain a license to practice in Canada must contact the Canadian NEB.

**SCORES:** Scores will be reported to the board through which you applied approximately four weeks after the close of the testing window. Your NAVLE score will be made directly available to you via a secure on-line portal at the same time. If you want to have your scores transferred to another licensing board, contact the AAVSB at 877-698-8482, or www.aavsb.org.
**NAVLE® FAST FACTS: Exam Day and Testing**

**DO**

✓ Review NAVLE Rules of Conduct prior to taking your examination.
✓ Remember to bring your scheduling permit (printed or electronically) and required identification (see below). You will not be permitted to test without them both.
✓ Arrive 30 minutes prior to your testing appointment.
✓ Follow all instructions of test center staff before, during, and after your examination.
✓ Put all personal belongings, including your cell phone and study materials, in the locker provided.
✓ Use approved personal items only during authorized breaks.
✓ Be sure to complete all sections of the examination.

**DON’T**

✗ Feel compelled to test if you are ill, under unusual stress or feeling unprepared for the examination.
✗ Bring friends and family members to the testing center; instead arrange to meet them after the examination ends.
✗ Bring unauthorized items to the testing room; If you have a documented medical condition that requires you to bring personal items into the testing center, you must contact the ICVA when you submit your NAVLE application for further information. Soft foam earplugs are allowed with no need for authorization.
✗ Write anything on laminated note boards prior to entering your Candidate Information Number (CIN) and starting your examination.

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**ACCEPTABLE FORMS OF UNEXPIRED IDENTIFICATION**

- Passport
- Driver’s License with photograph
- National Identity Card
- Other forms of dated, unexpired, government-issued identification with a photo.

**The name on your identification must match the name on your permit exactly.**

**SECURITY PROCEDURES ON TEST DAY**

During your check-in you will:

- Be scanned with a handheld metal detector and/or walk-through
- Be asked to empty and turn your pockets inside out
- Have your photo ID checked
- You will be asked to complete this process each time you return to the testing room after a break
**NAVLE® FAST FACTS: Irregular Behavior**

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th></th>
<th><strong>DON’T</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Put all personal belongings, including your cell phone and study materials, in the locker provided</td>
<td></td>
<td>✗ Ask people what they saw on their examination or share what you saw on yours, including on web forums</td>
</tr>
<tr>
<td>✓ Access personal belongings only during authorized breaks</td>
<td></td>
<td>✗ Change any information on score reports, transcripts, or any other NAVLE-related documents</td>
</tr>
<tr>
<td>✓ Verify you are on an authorized break screen before leaving the examination room for a break</td>
<td></td>
<td>✗ Write on your hand, tissue, or any surface other than the laminated note board provided to you by test center staff on your examination day</td>
</tr>
</tbody>
</table>

**Irregular behavior includes, but is not limited to:**

- Registering for or taking an exam when ineligible
- Seeking/obtaining prior access to exam content
- Altering exam scores
- Having unauthorized items in the testing area
- Using a proxy to take your exam
- Writing on anything other than the note boards provided

**The penalties for irregular behavior may include:**

- Cancellation of your exam scores
- Bar you from one or more future examinations
- Termination of examination
- Possible legal action
- Fine for damages suffered by the NAVLE program

Please see pages 10-11 for more information regarding irregular behavior.

**THINK BEFORE YOU ACT:** The ICVA program takes examination security seriously. If you have information of something that may threaten the security or integrity of the NAVLE, please contact ICVA via mail@icva.net or 701.224.0332.
**NAVLE® FAST FACTS: Scoring and Score Reporting**

**WHAT HAPPENS WHILE YOU WAIT FOR YOUR SCORES?**

✓ After testing, the examination data are delivered electronically to the NBME.

✓ Examinee responses are converted into a raw score (the sum of the points earned from correct responses).

✓ The raw score is converted into a three-digit score.

✓ A final quality control check is performed to verify the score report prior to posting the reports to the candidates.

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**HOW LONG DOES IT TAKE TO GET RESULTS?**

Scores will be reported to you directly and to the board through which you applied approximately four weeks after the end of the testing window.

When your score is available, you will receive an email providing you with instructions for accessing your NAVLE score report.

**SCORE TRANSFERS**

Your initial NAVLE score will be reported to the licensing board through which you applied and to the AAVSB. The cost of the initial score reports are included in your NAVLE fee. All subsequent requests for NAVLE score reports must be directed to the VIVA, operated by the AAVSB.

To transfer your scores to additional licensing jurisdictions, you must make your request through the AAVSB at [www.aavsb.org/viva](http://www.aavsb.org/viva).

Please see pages 14-15 for more information regarding the score reporting process.

**THREE-DIGIT VS. TWO-DIGIT SCORES:** Effective from the 2015-2016 testing cycle, score reports will only include a three-digit score. Two-digit scores will be reported to state licensing agencies as necessary.