



## User Guide: New Registration System

### Register for an Exam(s)

#### 1. Access the registration site

- Go to <https://registration.nbeo.com>
- Insert your e-mail address or OE number and password.
- Confirm with the login button.

*Note: You may reset your password by clicking the reset password link on the page. Please wait 15 minutes after resetting your password to log back into the new registration tool.*

#### 2. Update profile information

- Review your personal information, addresses, educational and residency information.
- Adjust any incorrect information.
- Save and move to the next step with the “Continue” button.

#### 3. Select an exam for which you would like to register

For exams offered at the NCCTO in Charlotte (including Part III CSE, ISE, OSLE: In-House, LSPE)

- Click the calendar icon next to your preferred exam to open the calendar as shown below.

Laser Portion of the LSPE

Surgical Portion of the LSPE

Part 3 CSE \*\*\*

ISE \*\*\*

Part 3 CSE

All exam dates are based on the Charlotte, NC timezone

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 No exams scheduled	2 No exams scheduled	3 No exams scheduled	4 No exams scheduled
5 No exams scheduled	6 No exams scheduled	7 No exams scheduled	8 8:30 AM \$1380.00 2:00 PM \$1380.00	9 No exams scheduled	10 No exams scheduled	11 No exams scheduled
12 No exams scheduled	13 No exams scheduled	14 No exams scheduled	15 No exams scheduled	16 No exams scheduled	17 No exams scheduled	18 No exams scheduled
19 No exams scheduled	20 No exams scheduled	21 No exams scheduled	22 No exams scheduled	23 No exams scheduled	24 No exams scheduled	25 No exams scheduled
26 No exams scheduled	27 No exams scheduled	28 No exams scheduled	29 No exams scheduled	30 No exams scheduled		

- Click on the month/year shown and select the new month you wish to view
  - Clicking [November 2023](#) on the calendar above will reveal a dropdown that will allow you to navigate to another month/year
- Select an available session of your choice and confirm.
- Review the exam date, examination center, and exam price.
- Click the Continue button to go to the next step.

*Note: Once you select an exam session, you have 10 minutes to complete the registration. The remaining time is visible in the top left corner of the page. If you do not submit payment within the given time, the reservation will be lost, and you will be redirected to the exam selection page.*

NBEO 09:54 Exam registration

Profile update  
 Select exams  
 Exam policies  
 Summary  
 Payment

### Exam and Test Center Selection

[Exam prices](#)

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#### Exam Selection

Exam	Administration
Part I - Applied Basic Science	No exam session available
Part II - Patient Assessment and Management **	No exam session available
Laser Portion of the LSPE	<input type="text"/>
Surgical Portion of the LSPE	<input type="text"/>
Part 3 CSE ***	11/8/2023 8:30 AM

For exams offered at Pearson Vue (including Part I ABS, Part II PAM, TMOD, CPDO, ACMO)

- Click the checkbox next to the exam you wish to register.

Profile update  
 Select exams  
 Exam policies  
 Summary  
 Payment

### Exam and Test Center Selection

[Exam prices](#)

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#### Exam Selection

Exam	Administration	Center	Price
Part I - Applied Basic Science	<input checked="" type="checkbox"/> March	Pearson Vue	\$1380.00
Part II - Patient Assessment and Management **	<input checked="" type="checkbox"/> April	Pearson Vue	\$1380.00

- Click the Continue button to go to the next step.

#### 4. Exam policies and terms

- Review and adjust the release of scores to state boards.
- Review and fill in the required terms and conditions.
- Click the Continue button to go to the next step.

#### 5. Review your registration information before payment

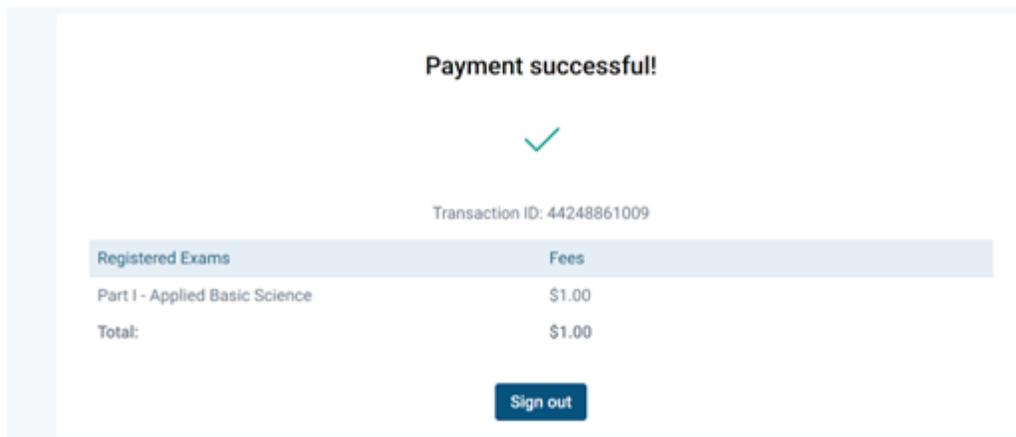
- Review a summary of your selections.
- If you need to change anything, click a step in the left navigation bar and it will take you back.
- Click the Continue button to go to the next step.

#### 6. Make your payment

- Review fee summary.
- Insert credit card information. Visa and Mastercard are accepted.
- Submit the payment.

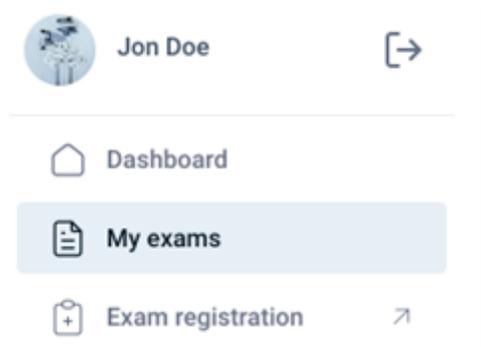
## 7. Successful registration

- After your payment is submitted, you will receive a notification, as shown below, as well as an email from NBEO.com confirming your exam purchase.

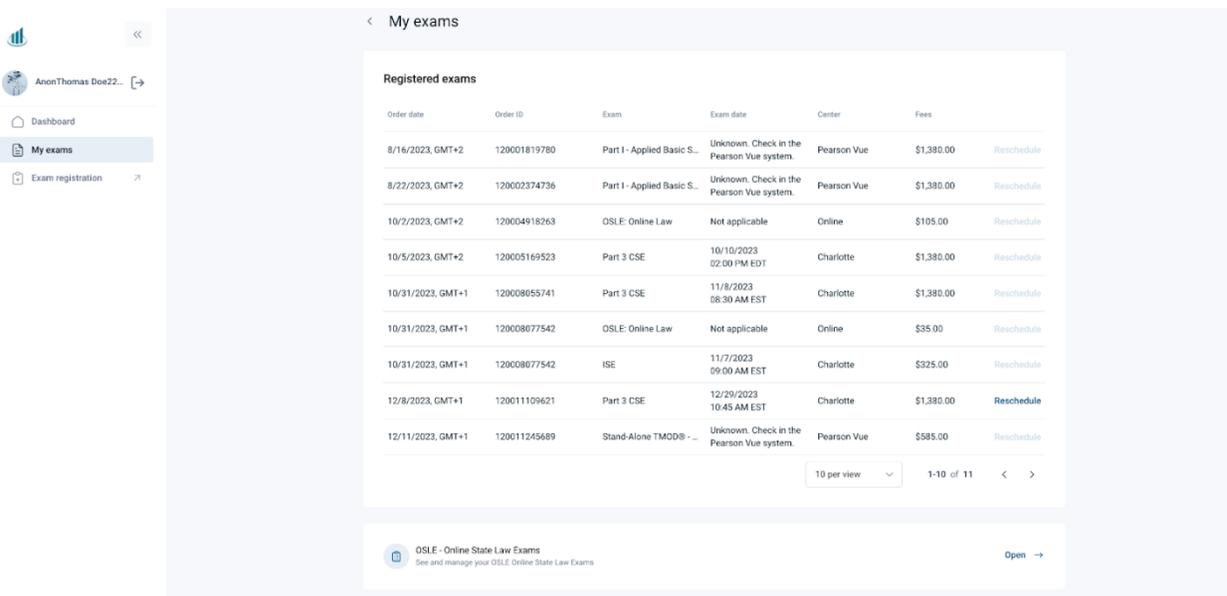


## Review your registration

1. Go to <https://nbeo.com/login>
2. Insert your e-mail address or OE number and password.
3. Click on "My exams" tab in the navigation bar on the left .



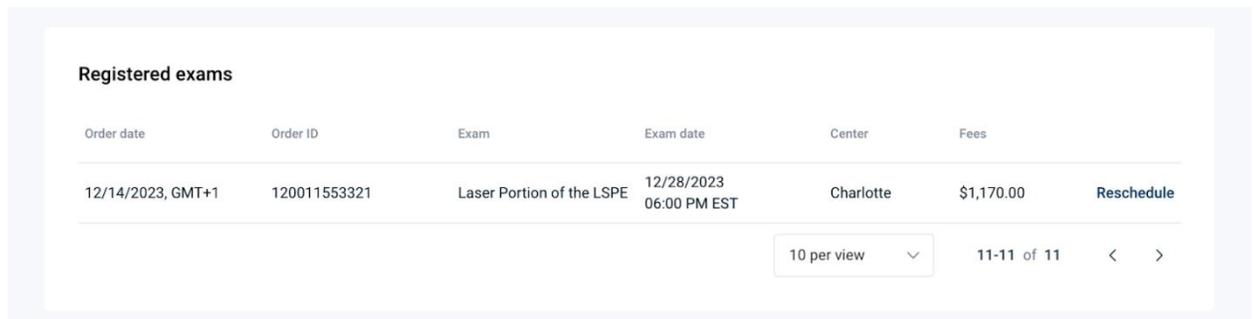
4. Review the list of exams for which you have registered .



To access your OSLE - Online State Law Exams you need to click on the “Open” link. You will be redirected to a different site.

## Reschedule your registration

1. To reschedule your exam, you need to find the exam you are already registered for on your exam list.
2. Click on the reschedule button beside your exam.



3. Choose a new exam date. It will now have a dark blue color. Your current exam date is colored green.

**Laser Portion of the LSPE**

Current exam date / time    New exam date / time  
 12/28/2023, 06:00 PM    12/22/2023, 01:30 PM

ⓘ All exam dates are based on the Charlotte, NC timezone.

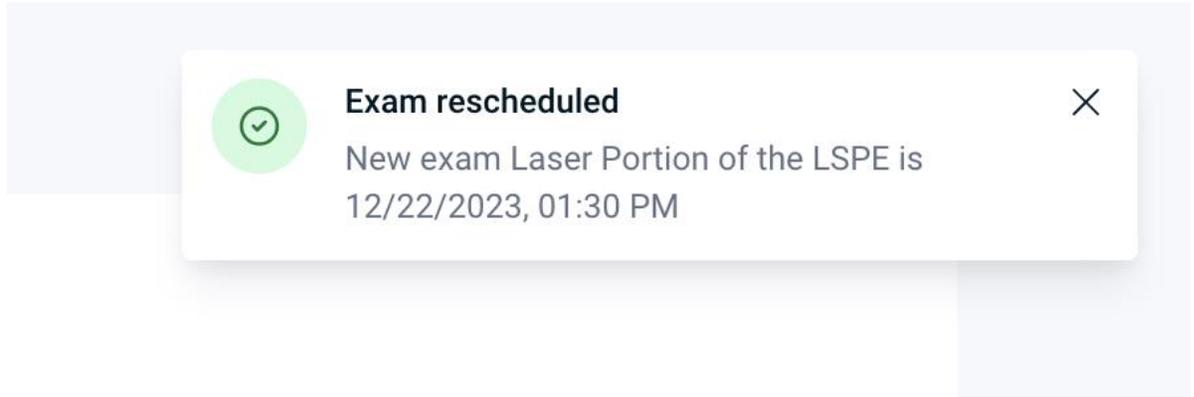
Current Month    < >    December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 01:30 PM \$1,170.00 06:00 PM \$1,170.00	23
24	25	26	27 01:30 PM \$1,170.00 06:00 PM \$1,170.00	28 Current exam date 06:00 PM \$1,170.00	29	30
31 11:00 PM \$1,170.00						

4. Scroll the table down and click on the reschedule button.

Cancel    Reschedule

5. There will be a confirmation in the top right corner of the page with your new exam date.



### Additional Resources

- [Withdrawal Policy - NBEO \(optometry.org\)](#)
- [Exam Eligibility Policy](#)
- If you have any questions, please email us at [NBEO@optometry.org](mailto:NBEO@optometry.org)