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Dear Candidate:

Explained in the Certification, Registration and Recertification Booklet, the NEBO certification process is a two part examination. The written portion consists of the Multiple Choice Questions (MCQ); while the practical (hands on) part is the Fabrication. The MCQ examination location has been determined, which leaves Fabrication section to be scheduled. As soon as you know that your NEBO application has been accepted, you should determine a time frame and schedule the **Fabrication Examination** portion, which will be held in your laboratory.

Expediency is advisable since a minimum of 30 days notice is required to receive your Examination Kit and to schedule a proctor from the dates you choose. Please note, the Fabrication Examination (deadline) must begin on or before the first week in December.

The following information is required in order to schedule the Fabrication Examination and to assign a proctor:

- 1) Street mailing address, telephone number, fax number and email, if available.
- 2) Location for the FAB Examination with proctor (if you have more than one office).
- 3) Date you wish to receive the Fabrication Kit.
- 4) Date for the proctor to observe the Scleral Shell Fabrication.
- 5) Whether you anticipate one or two days with the proctor for scleral shell.

Your proctor will be sent, via Federal Express, the Kit that contains the **Fabrication** examination. It will be delivered to you on the date that you schedule.

The **Fabrication kit** will contain a conventional prosthesis and a scleral shell shape to duplicate and instructions. You have the rest of that day and up to ten (10) working days, Monday through Friday, in which to complete the Fabrication portion of the examination. **The conventional prosthesis, done without a proctor present, must be completed prior to the scleral shell work, which will be monitored by a proctor.** Upon completion, both the conventional and scleral duplication will be turned over to the proctor.

Please note the proctor must be present during the entire duplication process of iris painting and scleral tinting of the scleral shell (including any corrections), through the shell finishing and polishing, with the exception of curing time.

Please contact me if you have any questions. I look forward to hearing from you.

Sincerely,

Nancy Townsend, B.C.O., B.A.D.O.
Fabrication Chairman

