



## Important Information

Read before submitting your registration.

- Before registering for the exam, please contact the Arkansas Board of Examiners in Counseling to learn how to become approved to test. Before you can register with CCE, confirmation of approval from your state board is required.
- The registration processing time is four weeks from the time your payment is processed. You will be notified by e-mail once you are registered. Your exam registration is valid for six months. Please note that many states impose their own eligibility deadlines that may be less than six months.
- Once you receive your exam registration notification from CCE, you can make an appointment to take the exam during the specified testing window. Exam appointments may be scheduled one or more business days in advance. Space at testing locations is limited and available on a first-come-first-served basis.
- If you have a special accommodation request, please submit it to the Arkansas Board of Examiners in Counseling for approval before submitting your exam registration to CCE.
- To reschedule your exam, contact Pearson Vue at least 24 hours prior to your scheduled appointment. There is a \$25 fee to reschedule within seven days of your appointment. You cannot reschedule less than 24 hours prior to your appointment.
- After you schedule your exam, Pearson Vue will send you a confirmation e-mail listing your exam date, your exam time, the address and telephone number of the test center, and directions to the test center.
- Your scores are automatically sent to the Arkansas Board of Examiners in Counseling approximately four weeks after the last day of the testing week. Please check with your state board before requesting a score verification.

**If you are unsure of any part of the registration process, please e-mail CCE at [exam@cce-global.org](mailto:exam@cce-global.org) before submitting any registration materials or documentation.**

### TESTING QUESTIONS?

Telephone: 336-482-2856    E-mail: [exam@cce-global.org](mailto:exam@cce-global.org)    Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)  
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403

## ABOUT REGISTRATION

- The cost to register is \$195 for the NCE or NCMHCE. This examination fee is **nonrefundable and nontransferable**.
- Registration is required. Please allow four weeks' processing from the time your fee clears.
- You will be notified of the scheduling process by e-mail once you are registered. You must test before the expiration date on your eligibility letter.
- Special accommodation requests must be sent to the Arkansas Board of Examiners in Counseling for preapproval.

### PLEASE INCLUDE THE FOLLOWING WITH YOUR MATERIALS:

- Your completed registration form
- Your examination fee (Please make check or money order payable to NBCC.) Use payment form below.
- A copy of your eligibility letter from the Arkansas Board of Examiners in Counseling

### SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.  
P.O. Box 7407  
Greensboro, NC 27417-0407.  
**Or:**  
Fax: 336-482-2852

**FOR OFFICE USE ONLY**

REF.#1: \_\_\_\_\_

BATCH #1: \_\_\_\_\_

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

**You must be approved by the Arkansas Board of Examiners in Counseling and all of the materials listed above must be received before you can schedule an examination date.**

1. First Name/MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Previous Name(s): \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Gender:  Male  Female
7. Date of Birth (mm/dd/yyyy): \_\_\_\_\_
8. Ethnic Origin (optional; used for statistical purposes only):  
 African-American  Asian  Caucasian  Hispanic/Latino  Multiracial  Native American  Native Hawaiian  Other
9. Have you been approved by the Arkansas Board for special examination accommodations?  Yes  No
10. Please indicate which examination you wish to take.  NCE  NCMHCE
11. Have you previously taken the NCE or NCMHCE?  Yes  No If "Yes," indicate date(s): \_\_\_\_\_
12. Master's Degree Granting Institution: \_\_\_\_\_

*I understand that I am taking the NCE or NCMHCE as part of the Arkansas state licensing requirements and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that Arkansas state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the Arkansas Board of Examiners in Counseling with examination results. Use of the NCE or NCMHCE scores for licensure in other states cannot occur until licensure is granted in Arkansas. By signing this document, I certify that the information provided in this application is accurate to the best of my knowledge. I agree to abide by all NBCC and CCE policies concerning the NCE and NCMHCE examinations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT FORM

Card Type:  VISA  MasterCard  American Express Amount: \$ \_\_\_\_\_

- Enclosed is a check or money order payable to NBCC.

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Verification Code Numbers (from back of card): \_\_\_\_\_

- Please charge the credit card listed on the right.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_



This is a supplement to the NCE/NCMHCE candidate handbook that can be downloaded from [www.nbcc.org/directory](http://www.nbcc.org/directory).

### CONTACT INFORMATION

All questions and requests for information about Arkansas licensure should be directed to:

Arkansas Board of Examiners in Counseling  
101 East Capitol, Suite 104  
Little Rock, AR 72201.

Telephone: 501-683-5800

Web site: [www.abec.Arkansas.gov](http://www.abec.Arkansas.gov)

All questions and requests for information about the Arkansas licensure examination program should be directed to:

CCE Assessment Dept.  
3 Terrace Way  
Greensboro, NC 27403.

Telephone: 336-482-2856

Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)

### ELIGIBILITY REQUIREMENTS

You must receive approval from the Arkansas Board of Examiners in Counseling before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Send the form, examination fee (\$195), and a copy of your eligibility letter to CCE. (Fees are subject to change.)

### REGISTRATION DEADLINES

Allow four weeks' processing time from the day your fee clears. You can submit the registration materials described above any time after being approved by the Arkansas Board of Examiners in Counseling, but be aware that space is limited. You must take the examination during your six-month approval window. (To check the status of your registration, send an e-mail to [exam@cce-global.org](mailto:exam@cce-global.org) and include your state in the subject line.)

### TESTING SCHEDULE

Testing occurs during the first two full weeks of each month. Candidates are scheduled on a first-come-first-served basis. There are three testing locations in Arkansas; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The three sites in Arkansas are in Fort Smith, Little Rock and Texarkana.

### EXAMINATION SCHEDULE FOR 2015

<b>January 2015</b>	01/05 - 01/17
<b>February 2015</b>	02/09 - 02/21
<b>March 2015</b>	03/02 - 03/14
<b>April 2015</b>	04/06 - 04/07
<b>April 2015</b>	04/16 - 04/25
<b>May 2015</b>	05/04 - 05/16
<b>June 2015</b>	06/01 - 06/13
<b>July 2015</b>	07/06 - 07/18
<b>August 2015</b>	08/03 - 08/15
<b>September 2015</b>	09/07 - 09/19
<b>October 2015</b>	10/05 - 10/17
<b>November 2015</b>	11/02 - 11/14
<b>December 2015</b>	12/07 - 12/19

Schedule your exam date through the Pearson Vue Web site or by calling Pearson Vue's toll-free customer service line after you receive confirmation from CCE. For specific site information, go to the Pearson Vue Web site.

Pearson Vue telephone number: 866-904-4432

Pearson Vue Web site: [www.pearsonvue.com](http://www.pearsonvue.com)

### REREGISTRATION

If you fail the exam, you will have to wait at least three months from the test date before you can retest. The actual retest date will depend on the monthly testing schedule and site availability. You will need to send a new registration form and examination fee (\$195). Contact the Arkansas Board of Examiner in Counseling for the registration form.

### SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Arkansas Board of Examiners in Counseling for approval. CCE must receive confirmation of approval from the board before notifying Pearson Vue of the accommodation requirements. Special accommodation approvals are valid for one year. After one year, you will need to submit a new request.

### AFTER PASSING THE EXAM

If you have questions about the Arkansas licensure process, please contact the Arkansas Board of Examiners in Counseling for more information.