

## Important Information

Read before submitting your registration.

- Registrations are first received by CCE's Accounting Department then forwarded to the Assessment Department after your fee has been processed. To confirm when your fee has been processed, please check with your financial institution.
- **The registration processing time is four weeks from the time your payment is processed.** Once registered you will be notified by e-mail and postcard.
- When completing your registration form, please be aware that your name must match the name listed on your legal ID (driver's license or passport).
- When you register for the first time, you are required to submit an **official sealed** (unopened) transcript showing conferral of your degree in counseling or a related field. This should be included with your registration form and fee.
- If your transcript is under your maiden name, please include legal documentation of your name change with your registration form.
- If you need to reregister with CCE, you are not required to send another transcript. If unsure, please contact CCE.
- To check on the status of your registration, e-mail [exam@cce-global.org](mailto:exam@cce-global.org) with your state in the subject line.
- Special Accommodations:
  1. If you have special accommodation requests, you are required to submit **supporting documentation** from a licensed physician, psychologist or psychiatrist that includes the **diagnosis** and specific requests.
  2. The document must be on official letterhead that is signed, dated and written within the last five years.
  3. Along with the documentation, please include a Special Accommodation Request Form found on the last page of the candidate handbook.
  4. If you are requesting extra time or permission to bring a translation dictionary because English is your second language (ESL), and you studied in English, please send documentation from your graduate program showing that you received special accommodations due to ESL while in school.  
If you studied in another language, you will need to submit an international degree equivalency.  
See [www.nbcc.org/Student/International](http://www.nbcc.org/Student/International).
  5. Candidates approved for extra time due to ESL must pay an additional fee of \$60 to receive this accommodation.
- You may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original six-month eligibility period.
- Confirmation of your test date will come from AMP by e-mail. You will not be sent an admission letter from CCE. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from CCE.
- **Your scores are automatically sent to your state board approximately four weeks after the last day of the testing week. Please check with your State Board before requesting a score verification.**

**All candidates are responsible for ensuring that registration materials are received by CCE. If you are unsure of any piece 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?

Tel: 336-217-4111    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 \$275 for either 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. (To check the status of your registration, send an e-mail to exam@cce-global.org. Indicate the name of your state in the subject field.)
- You will be notified of the scheduling process by e-mail and postcard once your examination registration is processed. You must test within six months of notification unless state board restrictions apply.
- Send special accommodation requests and registration form to CCE along with supporting documentation from a qualified professional.

### PLEASE INCLUDE THE FOLLOWING WITH YOUR MATERIALS:

- Your completed registration form.
- Your \$275 examination fee. Please make check or money order payable to NBCC.
- An official sealed (unopened) academic transcript identifying the conferral date of a master's degree in counseling or a related field.

### SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.  
P.O. Box 7407  
Greensboro, NC 27417-0407.  
**Or**  
Fax: 336- 217-0222

### FOR OFFICE USE ONLY

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

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

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

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

**All of the above must be received before you will be allowed to 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. Are you requesting 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 and agree that I am taking the NCE or NCMHCE as part of the Alaska state licensing requirements, and approval to take the NCE or the NCMHCE, or the receipt of a passing score, does not demonstrate that Alaska state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the Board of Professional Counselors with examination results. Use of the NCE or NCMHCE scores for licensure in other states may not occur until licensure is granted in Alaska. By signing this document, I hereby certify that the information and materials provided in this application are true, accurate and complete to the best of my knowledge and belief. I agree to abide by all NBCC and CCE policies, procedures, and agreements 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 combo candidate handbook, which can be downloaded from the NBCC Web site at [www.nbcc.org/directory](http://www.nbcc.org/directory).

**CONTACT INFORMATION**

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

Board of Professional Counselors Division of Corporations,  
Business and Professional Licensing  
P.O. Box 110806  
Juneau, AK 99811-0806.  
Telephone: 907-465-2551  
Fax: 907-465-2974  
Web site: <http://commerce.state.ak.us/>

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

CCE Assessment Dept.  
3 Terrace Way  
Greensboro, NC 27403  
Telephone: 336-217-4111  
Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)

**ELIGIBILITY REQUIREMENTS**

Send the Licensure Examination Registration Form, examination fee (\$275) and an official sealed (unopened) academic transcript identifying the conferral date of a master’s degree in counseling or a related field to CCE. (Fees are subject to change.)

**REGISTRATION DEADLINES**

Allow four weeks processing from the time the payment clears. You can submit registration materials described above at any time, but be aware that space is limited. The fees are good for six months. (To check the status of your registration, please send an e-mail to [exam@cce-global.org](mailto:exam@cce-global.org) and specify your state in the subject field. Please do not call.)

**TESTING SCHEDULE**

Testing occurs during the first two full weeks of each month, Monday through Saturday at 9 a.m. and 1:30 p.m. with four hours allowed for the completion of the exam. However, only certain sites offer Saturday testing; contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There is one testing location in Alaska; however, you are able to test at any of the more than 191 AMP assessment centers across the United States. The one site in Alaska is in Anchorage.

**EXAMINATION SCHEDULE FOR 2014/2015**

<b>October 2014</b>	10/06 - 10/18
<b>November 2014</b>	11/03 - 11/15
<b>December 2014</b>	12/01 - 12/13
<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 AMP’s Web site or by calling AMP’s toll-free customer service line after you receive confirmation from CCE.

AMP telephone number: 888-519-9901  
AMP Web site: [www.goAMP.com](http://www.goAMP.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 (\$275).

**SPECIAL ACCOMMODATIONS**

You can request special accommodations by completing the form in the candidate handbook and submitting it with your Licensure Examination Registration form. Supporting documentation from a qualified professional is also required. Special accommodation approvals are good for one year. After one year, you will need to submit a new request. If your special accommodation is approved, you will need to call AMP to schedule your test date.

**AFTER PASSING THE EXAM**

Once you have passed the NCE or NCMHCE, or if you have any questions about the Alaska licensure process, please contact the Board of Professional Counselors for further information.