



Important Information and Registration Form Below

- Registrations are first received by our Accounting Department and 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 email and postcard.
- When completing your registration form, please be aware that the name listed on your legal I.D. (driver's license/passport) must be the name you register under.
- 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 re-register with NBCC, you are not required to send another transcript. If you are unsure, please contact NBCC.
- If you would like to check on the status of your registration, email 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 is required to 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, 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.
 5. Candidates approved for extra time due to ESL must pay an additional fee of \$60 to receive this accommodation.
- A candidate may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least two to three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original 6 month eligibility period.
- Confirmation of your test date will come from AMP by email. You will not be sent an admission letter from NBCC. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from NBCC.
- **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 score verification.**

It is the candidate's responsibility to ensure that all registration materials are received by NBCC.

If you are unsure of any piece of the registration process, please email NBCC at exam@cce-global.org before submitting any registration materials or documentation.



KENTUCKY

LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE®)
National Clinical Mental Health Counseling Examination (NCMHCE®)

Last name: [grid]
First name: [grid] MI [] Soc. Sec. #: [grid] - [grid] - [grid]
Address: [grid]
City: [grid] State []
Zip Code: [grid] - [grid] Date of Birth: [grid] / [grid] / [grid]
Home: [grid] - [grid] - [grid] Business: [grid] - [grid] - [grid]
EMAIL: [grid]

Check here if you are requesting special examination accommodations []

Male: [] Female: [] Other Name: [grid]
Ethnic Origin: [] [] [] [] [] [] []
African American Native American Asian Caucasian Hispanic Multi-Cultural Other

Check One: NCE [] NCMHCE []

ABOUT REGISTRATION

- The cost to register is \$195. This examination fee is non-refundable/non-transferable.
Registration is required. Please allow 4 weeks processing time from the time your fee clears.
You will be notified of the scheduling process by email and postcard once your examination registration is processed.
Special Accommodation requests need to be sent with your registration form to NBCC along with supporting documentation from a qualified professional.

PLEASE INCLUDE WITH YOUR MATERIALS

- Your completed registration form with original ink signature.
Your \$195 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.
ALL OF THE ABOVE MUST BE RECEIVED BEFORE YOU WILL BE ALLOWED TO SCHEDULE AN EXAM DATE.

WHERE TO SEND YOUR REGISTRATION MATERIALS:
NBCC Assessment Dept.
PO Box 7407
Greensboro, NC 27417-0407

FAXED REGISTRATIONS AND TRANSCRIPTS WILL NOT BE ACCEPTED.

TESTING QUESTIONS? Tel: 336-482-2856; E-mail: exam@cce-global.org; Web site: www.nbcc.org/directory
Street Address: NBCC Assessment Dept., 3 Terrace Way, Greensboro, NC 27403

Have you previously taken the NCE or NCMHCE? Yes [] No []
If yes, on which date? [] / [] / []
Month Day Year

Highest Degree Granting Institution: _____

I understand and agree to the following: that I am taking the NCE or NCMHCE as part of the Kentucky state licensing requirements; and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that Kentucky state licensure or NBCC certification requirements have been satisfied. I authorize NBCC to provide the Kentucky Board of Licensed 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 Kentucky. 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 policies, procedures, and agreements concerning the NCE or NCMHCE examination.

Signature: _____ Date: _____

CHARGE ORDER FORM - DO NOT DETACH

Credit card type: VISA [] Mastercard [] American Express []
Account number: [grid] Exp. date: [grid] / [grid]
Name on card: [grid] Amt. charged: \$ [grid]
Signature: _____ Date: _____

**National Counselor Examination (NCE)
National Clinical Mental Health Counseling Examination (NCMHCE)
State Specific Insert
for Kentucky Licensure Candidates**

****This is a supplement to the NCE and NCMHCE Candidate Handbook. You can download the handbook from the NBCC Web site at www.nbcc.org/directory.****

CONTACT INFORMATION

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

Kentucky Board of Licensed Professional Counselors
P.O. Box 1360 (regular mail)
Frankfort, KY 40602-1360
911 Leawood Drive (overnight mail)
Frankfort, KY 40601
Phone: 502-564-3296 ext. 239
Fax: 502-696-5230
Web site: <http://finance.ky.gov/bpc>

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

NBCC Assessment Dept.
3 Terrace Way, Suite D
Greensboro, NC 27403
Phone: 336-482-2856
Web site: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS

Candidates should send the Licensure Examination Registration Form with **original ink signature**, examination fee (\$195), and an official, sealed (unopened) academic transcript identifying the conferral date of a Master's degree in counseling or a related field to NBCC. **(Fees are subject to change.)**

REGISTRATION DEADLINES

Candidates will need to allow 4 weeks processing time from the time your fee clears. Candidates can submit registration materials described above at any time but be aware that space is limited. The fees are good for 6 months. **(To check the status of your registration, please send an email to exam@cce-global.org with your state in the subject line as phone calls delay the processing time.)**

TESTING SCHEDULE

Testing is normally the first two full weeks of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There are two testing locations in Kentucky, however, you are able to test at any of the over 170 AMP assessment centers across the U.S. The two sites in Kentucky are Lexington and Louisville.

Examination schedule for 2012/2013:

❖ August '12	08/06 – 08/18
❖ September '12	09/04 – 09/15
❖ October '12	10/01 – 10/13
❖ November '12	11/05 – 11/17
❖ December '12	12/05 – 12/15
❖ January '13	01/07 – 01/19
❖ February '13	02/04 – 02/16
❖ March '13	03/04 – 03/16
❖ April '13	04/01 – 04/08
❖ April '13	04/16 – 04/20
❖ May '13	05/06 – 05/18
❖ June '13	06/03 – 06/15
❖ July '13	07/08 – 07/20
❖ August '13	08/05 – 08/17
❖ September '13	09/09 – 09/21
❖ October '13	10/07 – 10/19
❖ November '13	11/04 – 11/16
❖ December '13	12/02 – 12/14

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC**. For specific site information, go to the AMP Web site.

AMP Phone number: 888-519-9901
AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam will have to wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new registration form and examination fee (\$195).

SPECIAL ACCOMMODATIONS

Candidates should request special accommodations by completing the form in the Candidate Handbook and submitting it with their Licensure Examination Registration form. Supporting documentation from a qualified professional is also required. Special Accommodation approvals are good for one year. After one year, candidates will need to submit a new request. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

AFTER PASSING THE EXAM

Once you have successfully passed the NCE or NCMHCE, please contact the Kentucky Board of Licensed Professional Counselors for further information. If you have questions about the Kentucky licensure process, please contact the Kentucky Board for information.