



Important Information

Read before submitting your registration.

- 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.
- 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 a transcript showing conferral of your degree in counseling or a related field. This should be included with your registration form and fee.
- If you have had a name change, you may be required to submit legal documentation.
- If you need to reregister, you are not required to send another transcript.
- **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 signed documentation must be on official letterhead and may not be more than five years old.
 3. Along with the documentation, please include a Special Accommodation Request Form found on the last page of the candidate handbook.
- To reschedule your exam, contact Pearson VUE at least 24 hours prior to your scheduled appointment. There is a \$50 fee to reschedule your exam 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 Kentucky Board of Licensed Professional Counselors approximately four weeks after the last day of the testing week. Check with the Kentucky Board of Licensed Professional Counselors 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 before submitting any registration materials or documentation.

TESTING QUESTIONS?

Telephone: 336-482-2856 E-mail: exam@cce-global.org website: 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 time from the time your fee clears.
- You will be notified of the scheduling process by e-mail once you are registered. 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:

- Your completed registration form.
- Your examination fee (Please make money order payable to NBCC.)

SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.
P.O. Box 63105
Charlotte, NC 28263-3105

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 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 CCE to provide the Kentucky Behavioral Sciences Regulatory Board with examination results. Use of the NCE or NCMHCE scores for licensure in other states cannot occur until licensure is granted in Kentucky. 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 INFORMATION

When submitting your registration form, include payment by money order payable to NBCC. Personal checks cannot be accepted.

To pay by credit card, instead complete the online registration process at <https://procounselor.nbcc.org>.



This is a supplement to the NCE/NCMHCE combination candidate handbook that can be downloaded from www.nbcc.org/directory.

CONTACT INFORMATION

All questions and requests for information about Kentucky licensure should be directed to one of the addresses below:

(Regular mail)

Kentucky Board of Licensed Professional Counselors
P.O. Box 1360
Frankfort, KY 40602-1360.

(Overnight mail)

911 Leawood Drive
Frankfort, KY 40601.

Telephone: 785-296-3240

Fax: 785-296-3112

website: <http://lpc.ky.gov/Pages/default.aspx>

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

CCE Assessment Dept.

3 Terrace Way

Greensboro, NC 27403.

Telephone: 336-482-2856

website: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS

Send the Licensure Examination Registration Form, examination fee (\$275) and an 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 time from the day your fee clears. You can submit the registration materials described above at any time, but be aware that space is limited. You must take the examination during your six-month eligibility window. (To check the status of your registration, send an e-mail to exam@cce-global.org and include your state in the subject line.)

TESTING SCHEDULE

Testing occurs during the first two to three full weeks of each month. For a schedule of upcoming exam dates, visit www.nbcc.org/directory. 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 more than 446 Pearson professional centers around the globe. The two sites in Kentucky are in Lexington and Louisville.

Schedule your exam date through the Pearson VUE website 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 website.

Pearson VUE telephone number: 866-904-4432

Pearson VUE website: 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 (\$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 valid 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 Pearson VUE to schedule your test date.

AFTER PASSING THE EXAM

If you have questions about the Kentucky licensure process, please contact the Kentucky Board of Licensed Professional Counselors for more information.