



Please read important information below before submitting your registration

- Before registering for the exam, please contact your state board to learn how to become approved to test. Before NBCC can register you, we require confirmation of approval from your state board.
- 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. Once registered, your exam fee is good for six months. Please note that many states impose their own eligibility deadlines that may be less than the six months NBCC offers.
- 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 accommodation requests should be submitted to your state board for approval. The state board will notify NBCC once the request has been approved.
- Failure to contact your state board regarding special accommodation approval can delay the processing time. If your special accommodation approval is received after you are registered, this does not extend your six month eligibility time.
- 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 a 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.

**National Counselor Examination (NCE)
State Specific Insert
Oklahoma Licensure Candidates**

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

****The NBCC NCE preparation guide may be purchased for \$44.95 by going to www.nbcc.org/study. Print the order form and fax or mail it to NBCC. If you do not have internet access, fax or mail a written request to NBCC for the study guide.**

CONTACT INFORMATION

All questions and requests for information about the **Oklahoma licensure process** should be directed to:

Professional Counselor Licensing Division
Oklahoma State Department of Health
1000 N.E. 10th Street
Oklahoma City, OK 73117-1299
Phone: 405-271-6030
Fax: 405-271-1918
Web site: <http://pcl.health.ok.gov>

All questions and requests for information regarding the **National Counselor Examination** program should be directed to:

NBCC Assessment Dept.
3 Terrace Way
Greensboro, NC 27403
Phone: 336-482-217-4111
Web site: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Oklahoma State Department of Health (OSDH) before testing. Once approved, candidates will receive an eligibility letter and Licensure Examination Registration Form from the OSDH. The registration form should be completed with **original ink signature** and sent by U.S. postal mail to NBCC with the \$195 examination fee. This fee is in addition to the \$145 licensure application fee you submitted to the OSDH.
(Fees are subject to change.)

REGISTRATION DEADLINES

Candidates will need to allow 4 weeks processing time from the date your fee clears. Candidates can submit registration materials described above at any time after being approved by the OSDH but be aware that space is limited. The fees are good for 6 months.

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 examination. 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. Two testing locations are in Oklahoma; however, a candidate may test at any of the over 191 AMP assessment centers across the U.S. The two sites in Oklahoma are Oklahoma City and Tulsa.

Examination schedule for 2013/2014:

❖	October '13	10/07 – 10/19
❖	November '13	11/04 – 11/16
❖	December '13	12/02 – 12/14
❖	January '14	01/06 – 01/18
❖	February '14	02/10 – 02/22
❖	March '14	03/03 – 03/15
❖	April '14	04/07 – 04/08
❖	April '14	04/16 – 04/26
❖	May '14	05/05 – 05/17
❖	June '14	06/02 – 06/14
❖	July '14	07/07 – 07/19
❖	August '14	08/04 – 08/16
❖	September '14	09/08 – 09/20
❖	October '14	10/06 – 10/18
❖	November '14	11/03 – 11/15
❖	December '14	12/01 – 12/13

After the candidate receives from NBCC, the postcard confirming registration, the desired examination date should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line.

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

RE-REGISTRATION

Candidates who fail the examination must 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 \$195 examination fee. They may get the registration form by calling the OSDH.

SPECIAL ACCOMMODATIONS

Requests for special accommodations should be sent to and approved by the OSDH, including supporting documentation from a qualified professional. NBCC must receive confirmation of approval from the OSDH prior to notifying AMP of the needed accommodations. Special accommodation requests must be made for each examination. Candidates sitting for the examination with approved special accommodations should schedule their examination via the toll-free number to ensure accommodation confirmation.

AFTER PASSING THE EXAM

Once a candidate has successfully passed the National Counselor Examination, the candidate must contact the OSDH for information regarding the Oklahoma Legal and Ethical Responsibilities Exam.

